

**FINANCE COMMITTEE MEETING
AUGUST 10, 2010**

Chairman, Gary Maitland called the meeting to order at 7:03 pm.

Members present: Stephen Appell, James Coppernoll

Also present: President Claeysen, Village Clerk, Nancy Belt, Chief Todd Houde, Treasurer, Karen Melloch, David Schroeder, and David Nord, Scott Kramer, Sally Hollembeak

Gary Maitland moved to adopt the agenda as presented. James Coppernoll seconded. Motion carried by voice vote.

Gary Maitland moved to approve the minutes of July 19, 2010. Stephen Appell seconded. Motion carried by voice vote.

TREASURER'S REPORT

Karen Melloch presented the committee with General and Water profit & loss summaries. Karen noted that the general funds reflect an increase due to the cut back on expenditures. Karen pointed out that the legal fees budget is \$53,000 and the balance ytd is \$26,000. It was suggested that officials and employees make an effort not to call Attorney Jim Stevens unless it is necessary and also try and do your own research before contacting him.

Stephen Appell questioned the Attorney's invoice for traffic violations and asked for a report on what is outstanding and total village costs. Karen Melloch suggested setting-up a line item in the budget separating the attorney's fees and traffic fees. Gary Maitland said that this was discussed to implement last year. President Claeysen said that he received from the County of Winnebago the proposed "Intergovernmental Cooperation Agreement regarding the Collections of Fees, Fines, Costs and Penalties in Traffic and Ordinance Violations Case". This will be presented at the August 17, 2010 village board meeting.

PAYMENT OF THE BILLS

Gary Maitland moved that the village board authorize payment of all bills signed and approved by the finance committee on August 10, 2010. James Coppernoll seconded. Motion carried by voice vote.

BUDGET CALENDAR

Gary Maitland announced that according to the August Budget Calendar the Public Works committee should be reviewing the village's long range program for capital improvements, and the village board and Coyle-Varland Insurance Agency, Inc. should begin reviewing health insurance plans. It was noted that both projects are being done.

COMPUTER SOFTWARE UPGRADES

Gary Maitland reported that Angela Hale is researching the costs to upgrade the administration and police department computer software. (See attached document) Karen Melloch said that Angela is waiting for Fehr-Graham to submit costs for the upgrades. Gary Maitland asked Nancy to place this on the September finance agenda.

PRESIDENT'S REPORT

President Claeysen stated that he is working on the language for the sale tax brochure. He said he is including information regarding the bond service in order for the public to have a better understanding. President Claeysen said that he is hoping to have a dozen volunteers for the Citizens Group to promote the sale tax referendum; he said he already has four names and would appreciate if everyone would help with this project.

Recorded by: Village Clerk, Nancy L. Belt

Finance minutes approved by Chairman, Gary Maitland on August 11, 2010