

REGULAR BOARD MEETING MINUTES

December 15, 2008 - 7:00pm

Village Hall

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transcribed by K Richardson

Unapproved Minutes subject to Board Approval

CALL TO ORDER @7:00PM/PLEDGE OF ALLEGIANCE/ROLL CALL: Bower, Fitzgerald, Karow, Knoll, Moran, Skinner. Connolly absent. Also in attendance Administrator David Cox, Chief Dale Racer, Clerk/Treasurer Kathleen Richardson, and Attorney Jason Kunschke.

APPROVAL OF MINUTES - Regular Village Board meeting minutes - October 20, 2008, November 17, 2008

APPROVAL OF VOUCHERS FOR PAYMENT: *Motion by Knoll, Moran, Carried to Approve:* Corporate Checking (including General Fund, Sanitation, Capital Projects-E/M, Sewer Utility, Lake Rehab, Sewer Hook-Up, Sewer Replacement, and Tax Account): 20112 - 20241 including Voided Check #20144; Payroll Related Checking and State/Federal Tax Wires: 14302 - 14435. Expenses - \$700,107.21.

TREASURER'S REPORT: *Motion by Moran, Bower, Carried to Approve:* - General Fund Checking: \$49,096.61; State Pool: \$347,649.47; Payroll Checking: \$2,000.00 for a total balance as of November 30, 2008 of \$398,746.08.

PUBLIC COMMENTS AND QUESTIONS: None

OMNIBUS AGENDA— *Motion by Skinner, Moran, Carried, to Approve as read by Attorney Kunschke. Karow abstained.*

- A. Motion To Approve Operator's Licenses For The Following Individuals Subject To Schooling And Police Department Review In Accordance With Village Code: Sarah Stanley (New License).
- B. Motion to Approve the Professional Services Agreement with Retroff Jeanson and Company, SC for Annual Financial Statements and Audit for all Funds for the 2008 Fiscal year in the amount of \$24,050.
- C. Motion to approve an Adjustment of the Official Holiday Schedule for the Administrative Staff, Public Works Staff and Wastewater Treatment Plant Staff to designate December 25 and 26, and January 1 and 2 as the Official Holidays.
- D. Motion to Authorize Assignment of the Village Planner Services from PDI to Graef Anhalt Schloemer and Associates, Inc.
- E. Motion to Approve Change Order #2 to the Contract with Powers Lake Construction for the Lake Elizabeth Boat Launch Reconstruction Project in the Net Additional Amount of \$6, 150.

PRESIDENT AND TRUSTEE REPORTS

TRUSTEE SHARON BOWER - ADMINISTRATION, FINANCE, JUDICIARY, LICENSING

Motion by Skinner, Moran, Carried, to Approve Resolution R2008-12-1 related to Borrowing \$123,500 through the State Trust Fund for various 2008 Capital purchases.

Motion by Skinner, Moran, to Approve Resolution R2008-12-2 Authorizing the Issuance of \$1,155,000 General Obligation Promissory Notes and the Issuance and Sale of \$959,400.75 Note Anticipation Notes (Capital Appreciation Notes) in Anticipation thereof. Mike Hallman, Village's Financial Advisor from BMO Capital Markets GKST Inc., presented his report to the Board. Hallman explained the concept of the Zero Coupon bonds (Capital Appreciation Notes) - the Village pays no interest or principal until the maturity of the bond; the interest is accumulated until the due date at which time both the interest and principal are paid. The Village will be receiving \$959,400 up front. Debt Service Schedule - Principal Amount \$959,400 with an interest rate of 4.5%. *Roll Call Vote: Bower - Aye, Fitzgerald - Aye; Karow - Aye; Knoll - Aye; Moran - Aye; Skinner - Aye. Motion Carries.* Connolly absent.

Motion by Bower, Skinner, Carried, to Authorize the Purchase of the Time Pro Time and Attendance Management System from Commeg Systems, Inc. of Villa Park, Illinois in the Amount of \$9,640 to be Paid through 2009 Capital Borrowing. Cox reminded that during the budget hearings a new system was discussed to more efficiently manage work hours. Staff will clock in/out at their Village locations, as well as manage time off requests. This system will also eliminate the data entry of the payroll hours, as well as address a concern of the Internal Control audit with inconsistent approval of time cards as there will be one designee at each location that will have to release the payroll to administrative staff for processing.

Motion by Skinner, Karow, to Approve Resolution R2008-12-3, declaring certain Personal Property of the Village as Surplus and Authorizing its Action or Disposal. Cox stated Public Works was advised that the Village would most likely receive good prices for these two mowers - between \$1,500 to \$2,800 each.

Tax bills have been mailed. The first installment is due to the Village by January 31, 2009. Taxpayers are encouraged to mail their payments, use the Village Hall drop box, or use the online or phone option for credit cards. Details are included in the insert that accompanied the bill or on the Village website www.villageoftwinlakes.net.

Nomination papers for the Spring Election (Village President, Trustees, and Municipal Judge) are available at the Village Hall during office hours. Papers must be returned by January 5, 2009.

The Court Report is available at the Village Clerk's office for review.

Bower also announced that the property at Willow Road and Park Lane has been sold, and the proceeds will be going towards the park at Sunset Beach. Bower also wished a very Merry Christmas and Happy New Year to all.

TRUSTEE TOM CONNOLLY- STREETS & ROADS, EQUIPMENT, STREET LIGHTS, WEEDS, LAKE PLANNING AND PROTECTION - Nothing to Report.

TRUSTEE KEVIN FITZGERALD - CEMETERY, SANITATION, RECYCLING, SENIORS –Nothing to Report

TRUSTEE AARON KAROW - BUILDING AND ZONING, PLAN COMMISSION, AND PUBLIC BUILDINGS
Building Permits: 31; Valuation: \$694,513.00; Fees Collected: \$4,315.00.

TRUSTEE JEREMY KNOLL - POLICE, FIRE, LAKE CONTROL, PARKS AND BEACHES
The Police and Water Patrol Reports are available at the Village Clerk's office for review.

TRUSTEE WILLIAM MORAN - SEWER, HEALTH AND ENVIRONMENT, YOUTH, LIBRARY
The monthly sewer report is available at the Village Clerk's office for review.

VILLAGE PRESIDENT HOWARD SKINNER
Wished all a very Merry Christmas.

Other Comments from the Floor - None

Motion by Skinner, Knoll, Carried, to adjourn at 7:40pm.

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Kathleen Richardson, CMC
Clerk/Treasurer

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