

Village of Brooklyn

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Finance Committee Minutes April 3rd 2013

The Finance Committee meeting was called to order at 6:05 pm by Chair Van Den Eng. Committee members in attendance were Dean Van Den Eng and Nadine Walsten, Jessica Hawkey was absent. Also in attendance was Clerk/Treasurer Carol Strause.

Motion: Van Den Eng/Walsten to approve the minutes of 03/05/2013. Motion carried unanimously.

The committee recognized Municipal Clerks Appreciation Week, which runs May 5th through May 11th 2013. Clerk Strause was thanked for her dedication to being a Clerk in Brooklyn and for doing all of those vital functions that keep the Village running.

Clerk Strause gave the Clerk/Treasurer report. Noteworthy items include:

- Robert Anderson has filed a lawsuit against the Village, President Walsten and Clerk Strause as of March 29th 2013. The Village's insurance company has been notified and their attorney is looking into the matter.
- The April 2nd election went smoothly. Nadine Walsten was reelected Village President. Dorothy Frandy and Todd Klahn were reelected as Trustees and John McNaughton will start his first term as a Trustee.
- A claim to cover the equipment failure at water well #1 was filed with the insurance companies.

The Public Service Commission annual report was reviewed. The rate of return for 2012 was 9.46%, which is an increase from previous years due in part to the refinancing of the water tower loan. Previous rates of return were: 2011 at 5.93%, 2012 at 5.93% and 2010 at 6.79%.

The committee reviewed Water Utility expenses since 2010 and started to consider a five-year budget to cover likely upcoming expenses. The Water Utility expenses have exceeded budgeted amounts each year except 2012. In 2013, expenditures will far exceed the budget due to the unforeseen catastrophic failure at Water Well #1 in January.

Clerk Strause presented drafts of procurement policies that are needed to comply with the U.S. Department of Housing and Urban Development as part of the CDBG grant funding.

Motion: Van Den Eng/Walsten to recommend that the Board adopt the “Selection Procedures for Procurement Transactions”, policy with added language clarifying that the policy does not apply to emergency repairs or routine budgeted maintenance. Motion carried unanimously.

Motion: Van Den Eng/Walsten to recommend that the Board adopt the “Protest Procedures/Dispute Resolution relating to procurement” policy. Motion carried unanimously.

Motion: Van Den Eng/Walsten to recommend that the Board adopt the “Standards of Conduct” policy. Motion carried unanimously.

Motion: Van Den Eng/Walsten to recommend that the Board adopt the “Designate Labor Standards Officer” policy designating Public Works Director Mark Langer as the officer. Motion carried unanimously.

The 2013 budget was reviewed.

Financial balance sheets were reviewed. Deposits at Union Bank & Trust Company and Brooklyn Community Bank are adequately collateralized.

Engineering and Attorney fees were reviewed.

The monthly payroll overtime worksheet was reviewed.

The monthly invoice worksheet was reviewed.

Monthly bills were reviewed and will be presented to the Board at the April meeting.

Motion: Van Den Eng/Walsten to adjourn at 7:30 pm. Motion carried unanimously.