

**MINUTES FROM THE FINANCE AND ADMINISTRATION COMMITTEE:
FEBRUARY 23, 2015**

Committee Present: Mary Jensen and Mike Grant

Committee Absent: Bruce Nekich

Others Present: Kim Hopfinger and Dennis Uecker

The meeting was called to order by Finance and Administration chairman Mike Grant.

Discuss/Approve Minutes from November 12, 2014 Finance Meeting:

Dennis made a motion, seconded by Mike, to approve the minutes from the November 12, 2014 finance committee meeting as presented. The motion carried unanimously.

Discuss Status/Future of Highway 60 Property:

There was discussion on the Property and what should be the next step. Once the application is submitted to DOT for access from Highway 60, the clock starts ticking as far as required time lines. So the application should not be submitted until there is a plan and deadlines and finances can be met. There was discussion on if the Village should get a quote on tearing the house down. The committee felt that before action is taken or this matter goes to the full board, the Industrial Committee should meet to discuss how they think the plans for this property should proceed. Once that meeting is held and there is input from the Industrial Committee, Mike Laue from MSA could attend a Village Board meeting to discuss.

Discuss Firemen's Park Property Lines:

After having the surveys done for the ownership of Firemen's Park, it was discovered the outfield fence is on E.R. Wagner property. The E.R. Wagner Property is in the process of being sold and Berlon Industries will be relocating there. Dennis will talk with the new owner and discuss getting an easement or purchasing this small portion of land.

Discuss Procedures for Delivery of Meeting Notices and Materials for Board Members:

The committee would recommend that for committee meetings during the month, the clerk can email materials to the board so the police department does not have to deliver packets. Hard copies of things can be made for the meeting if board members do not wish to print them off at home. Packets for the monthly board meeting will still be delivered as usual at this point.

Discuss Reviewing Employee Handbook:

There was discussion that the employee policy/handbook should be reviewed and possibly revised. Kim will talk to Todd Tessmann regarding this matter. Because the handbook involves both Utility and Village Employees it was discussed that possibly a committee with representatives from both the village board and utility commission should be involved in reviewing this.

Review January Budget Report:

The committee reviewed the January budget report.

With no further business before this committee, Mary made a motion, seconded by Dennis, to adjourn. The motion carried.