## City of Darien Minutes of the Administrative Finance Committee April 9, 2012

The meeting was called to order by Chairman Poteraske at 6:30 p.m. Committee Members in attendance: Alderman Tina Beilke, Alderman/Chairman John Poteraske and Alderman Ted Schauer. The following were also present: City Administrator Bryon Vana, City Treasurer Mike Coren, Alderman Joe Marchese, SPEER representative Brenda Houston.

## Advance refunding of the G.O. Water Bonds, Series 2006

Staff advised SPEER FINANCIAL, INC has previously provided financial related professional services for the City and Darien Park District. SPEER assisted the City with the issuance of the G.O. Water Bonds, Series 2006. The City has received an unsolicited proposal from the underwriting firm of Robert W. Baird for the advance refunding of this bond, Staff presented the financial advisory services proposal from SPEER for the advance refunding of the G.O. Water Bonds, Series 2006. The proposal was recommended for approval by a unanimous vote.

## 2012 Road and Ditch program Update

Staff advised Alderman Poteraske contacted staff and suggested that the city consider a reduced ditch maintenance program for Fiscal Year Ending 4-30-13. The suggestion was to complete only the proposed Poplar Lane and Bentley Avenue ditch projects. If the council authorized these two ditch projects then the proposed road maintenance program would proceed as planned, including Poplar Lane and Bentley Avenue. The committee unanimously recommended approval to proceed with Poplar Lane and Bentley Avenue ditch projects and recommend approval of the proposed budgeted road program.

## **Employment Agreement – Elizabeth Lahey**

Staff advised that Elizabeth A. Lahey has provided transcribing services for the City of Darien for a number of years, primarily for the Planning and Zoning Commission. The most recent agreement with her was executed in 2008 for \$19 per hour. She has recently requested a review of the contract and her performance. An increase to \$20 per hour would be approximately 5% for a period of nearly four years. This increase would take effect May 1, 2012 and would cost the City of Darien approximately \$50 in the 2013 budget. The amended agreement was recommended for approval by a unanimous vote.

The meeting was adjourned at 7:44 p.m. Next scheduled meeting date is Monday, May 14, 2012.

Approved:

John Poteraske, Chairman

Tina Beilke, Member

Ted Schauer, Member \_\_\_\_\_