Village of Justice
President and Board of Trustees
NOTICE OF OPEN MEETING
SPECIAL ADMIN, FINANCE AND BUILDING COMMITTEE
THURSDAY MAY 17, 2018
6:30 PM

Agenda:
Roll Call of Elected Officials

Building/Finance/Administration
1. VillageFiled Liens Process:
   • Finance
   • Municipal
   • Perfected
     • Who will file the liens?
     • When will the liens be filed?
     • Building permit process.

Administration/Finance
1. Hiring of Temporary Staff Review
2. Revised Purchase Order Policies and Procedures
3. Review Lipinski Center Rental Procedures and Contract
   • Comparison of neighboring community room rentals
   • Our rental costs (Resident, Employee and Non-Resident)
   • Offer Hourly Rentals?
   • Deposit and Refunding Process (Cash, Charge, Check)
   • Keeping a portion of each deposit for services
   • Costs associated with center management:
     o Cleaning costs
     o Cleaning supplies
     o Staffing costs
     o Other services
     o Board approval of refunds
4. Legislative Attorney Update and discussion

Administration Committee
1. Nepotism Policy Proposal and Ordinance

Update of Memorial Day Service Celebration

Any other topics as discussed.

ADJOURN