



Village of *JUSTICE*

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**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. Village Filed 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:
 - Cleaning costs
 - Cleaning supplies
 - Staffing costs
 - Other services
 - 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