

VILLAGE OF BEACH PARK
Minutes of the June 20, 2018
Finance Committee Meeting

Attendees:

Trustee Don Jensen – Committee Chair
Peggy McHugh – Finance Director
Jon Kindseth – Village Administrator

Trustee Regina Miller – Member
Trustee Linda Sittig – Member

Roll call was taken and the meeting brought to order at 6:04 p.m.

February 21, 2018 and April 18, 2018 meeting minutes: Chairman Jensen asked if there were any questions in regards to the minutes.

Hearing none, Chairman Jensen then moved to approve the February 21, 2018 and the April 18, 2018 minutes.

Points of Action: Chairman Jensen then asked if there were any updates to the Points of Action.

Jon Kindseth provided an update on **Retail Strategies** and a discussion was had on a potential development at Wadsworth and Sheridan as well as two or three other potential developments in the area. Trustee Sittig asked Jon Kindseth to mention Tyme grocery store to Retail Strategies as she visited one and said it is a really nice store.

Monthly Finance Report: Chairman Jensen then moved the discussion to the Monthly Finance Report.

Peggy McHugh pointed out the LGDF reduction is less than expected. A discussion of the potential impact (positive) due to the state having passed a budget on time this year occurred. Chairman Jensen had some questions on page 3 of the report: Income tax looks very good versus last year, only one month through. Wadsworth shared services also higher than last year. A discussion was had on code enforcement services for Wadsworth. Trustee Miller asked about the Shanty and Jon Kindseth discussed what happened with the temporary occupancy permit that Wadsworth issued to the Shanty. More discussion was had in regards to the Shanty and Wadsworth.

Annual Fee Schedule Update: Chairman Jensen then moved the discussion to the Fee Schedule.

Jon Kindseth went through the changes that are being proposed. Discussion was had on the water and sewer rates and the minimum usage charges. The Committee members agreed on the proposed water and sewer rate changes. Jon Kindseth then discussed building fees and that they need to be updated due to the fact that in some cases we are losing money. Jon Kindseth said that one example is on inspections where we are paying \$40.00 an inspection and only collecting \$35.00. Chairman Jensen asked about the 2% building permit fee and a discussion was had on whether that covers our costs. More discussion was had in regards to the permitting process and building fees. The Committee recommends increasing the refundable demolition bond on other buildings to \$5,000.00 not \$4,000.00 and then proceed to board for approval of the updated fee schedule next week.

Purchasing Policy: Chairman Jensen then moved the discussion to the Purchasing Policy.

Jon Kindseth summarized the proposed changes and a discussion was had on the purchasing authority levels for staff. The state says anything above \$25,000.00 needs to have a formal bid so that is where we came up with the dollar amounts for the administrator. Chairman Jensen is comfortable with the spending authority for the administrator at \$25,000.00 if the item is budgeted, or in case of an emergency. Jon Kindseth pointed out the light pole painting project as an example of when the limit could have helped the Village save money and not put him over his spending authority. Trustee Sittig said she is not in favor; however, Trustee Miller is as long as it is a budgeted item. Chairman Jensen said it is 2 to 1, please advance to the Board.

Chairman Jensen wanted to make sure that we are not paying sales tax on any credit card purchases. Peggy McHugh explained that Amazon is set up as a tax-exempt account. Chairman Jensen then asked to clarify the wording under donations to say in the budget or "approved ahead of time by the board", not after the fact. After making this clarification the Purchasing Policy is to be presented to the board for approval.

New Truck Purchase: Chairman Jensen then moved the discussion to the Purchase of a New Truck.

Jon Kindseth told the committee that we had to have the Malibu towed after it broke down on the side of the road, so this brought to light the fact that the Village is short a truck. Jon Kindseth explained that we had 3 people sharing one vehicle in code enforcement. IDOT had ordered 5 trucks and never picked them up so we can get a great deal on a 2017 truck this way. Discussion was had on trucks in the PW department and code enforcement. Jon Kindseth pointed out that the big dump trucks are being driven in some cases because we do not have enough passenger trucks, which is a waste of gas and bad for the roads. Jon Kindseth said the Malibu could be used for staff at village hall. More discussion was had on the trucks we currently have in PW and the new one outlined in the packet. The committee is in favor of purchasing a new truck and bringing it to the board.

Warrant List: Chairman Jensen then moved to the Warrant List.

Chairman Jensen had no comments.

New Business: Chairman Jensen then moved the discussion to new business.

Jon Kindseth gave an update on the land purchase bids staff made on county tax sale parcels and decisions made so far. The village got some parcels and lost out on others. Jon Kindseth explained the county countered on one and the committee says to go ahead and counter \$5,000.00 to the \$6,000.00 the county is asking for. We did lose some, being out bid, so that demonstrates that we were not too high on our bids. Jon Kindseth will keep the committee posted.

Adjourn: Chairman Jensen then asked if there were any public comments. Hearing none, Chairman Jensen then asked for a motion to adjourn.

Trustee Sittig made the motion. Trustee Miller seconded. Upon a voice vote, the motion was approved unanimously. The Finance Committee meeting was adjourned at 7:40 p.m.

Next Finance Committee Meeting: Wednesday, July 18, 2018 at 6:00 p.m.