

**Minutes of the  
Finance Committee Meeting  
Of  
March 15, 2017**

Attendees:

Trustee Don Jensen – Committee Chairperson  
Peggy McHugh – Finance Director  
Jon Kindseth – Village Administrator  
Mayor John Hucker

Trustee Regina Miller - Member  
Trustee Linda Sittig – Member  
Sandi Pastell – Recording Secretary  
Trustee Mark Ottersen

Roll call was taken and the meeting brought to order at 6:02 p.m.

**Points of Action:** Chairman Jensen then asked if there were any updates to the Points of Action from the February 15, 2017 meeting. Jon Kindseth stated that we received a notice from the Beach Park Fire District that they are no longer going to participate in the reverse 911 program; however, they did not state a reason. Jon Kindseth advised the committee that we will be absorbing their cost of \$1,300.00.

**February 15, 2017 meeting minutes:**

- **COMCAST AGREEMENT:** Trustee Miller asked about the Comcast Agreement and was told that there is nothing new to report.
- **WATER TAGGING FEE:** Chairman Jensen said that at the last meeting we did discuss adding additional fees for tagging residents whose water may be shut off, etc. and Jon Kindseth stated that it is now included in the fee schedule.

Chairman Jensen then stated that there is a typo under the Salary Survey, page 2 and stated that “moral” should be “morale”. Trustee Miller then stated that on page 1, “SSA #1” should be “SAA #1”. Trustee Sittig then made a motion to approve the February 15, 2017 meeting minutes as amended. Trustee Miller seconded. Upon voice vote the February 15, 2017 minutes as amended, were approved unanimously.

**Monthly Finance Report:** Chairman Jensen then moved the discussion to the Monthly Finance Report. Peggy McHugh stated that everything is trending the same and there is a \$400,000.00 surplus. Peggy McHugh then went through her memo that was included in the packet and stated that with the surplus we are hoping to use a portion of it to be applied to IMRF which is still underfunded and a portion to capital as was done last year. Peggy McHugh brought to the committee’s attention that in the capital worksheet it shows a replacement of the phone system; however, we were able to do a repair so instead of spending \$20,000.00 for a new phone system, we paid \$2,500.00 for the repair. Peggy stated that was all she had to report.

Chairman Jensen asked about page 4, why MFT is in the negative. Peggy McHugh stated that it will change once she transfers the utility tax revenue. Trustee Miller asked about TIF and was told that the only district that has had no activity is Wadsworth/Lewis and that will change as we have an application for a new sign for Gladstone Square.

**FY 17-18 Budget Workshop:** Chairman Jensen then moved to the FY 17-18 budget workshop.

Chairman Jensen stated that on page 12 under Key Assumptions, number 2, should be May 1, 2017 not May 1,2018 and Peggy stated he was correct. Peggy McHugh stated that not much has changed since the last meeting. Chairman Jensen said on page 13 water/sewer capital he does not understand why it’s in the negative. Peggy McHugh stated that is because expense is greater than the revenue in that fund. We do not have a dedicated revenue source for the water/sewer capital fund and that the carry-forward amount from FY2017 offsets the deficit. Peggy McHugh went through her summary in the packet and stated that the capital worksheet shows the large budget items such as 1,000,000.00 for roads, ½ million for painting of the water towers, etc. Peggy McHugh said that included in there are items from the priorities session, salaries and education re-imbursement. Jon Kindseth stated that he has also included a \$40.00 stipend for employees/trustees to use their own phones for company business; however, they must be aware that those phone records can be included in a FOIA request.

**Overtime Changes:** Jon Kindseth stated that staff is having a consultant look at the employee handbook and one of the items we are looking at is the way that overtime is handled. He stated at the present time, the Village pays overtime for anything over an 8-hour day. Jon stated he would like to change that to any hours worked over 40 hours in the same work week. Jon Kindseth stated staff will also be addressing the issue of flex/comp time as well.

**IPBC NIHII Sub-Pool Split:** Peggy McHugh stated that she was recently at a meeting in regards to the health insurance and there will only be an increase of 1.1%. Peggy McHugh stated she has not heard if there is going to be an increase with Humana Dental and Eye care.

Peggy McHugh stated that this pretty much covers the overview; however, if anyone would like to go into more detail, she would be more than happy to answer any questions. Hearing none, Peggy McHugh stated that we are still operating under the assumption that there will be no interruption or reduction of state shared revenues. Peggy McHugh said that the next step is to have the tentative budget ready for the public and publish the notice for the paper. Then we would hold the public hearing on April 13th and hopefully pass the budget but if not that leave one more meeting in April to approve it.

**Cell Tower Revenue:** Jon Kindseth told the committee that at some point we will be receiving additional revenue from a new cell tower that will be placed behind the Village Hall.

**Recommendation for Budget:** Chairman Jensen stated that he feels the committee is happy with the budget and that they recommend the budget be forwarded to the Board. The committee is in agreement.

**Warrant List:** Chairman Jensen then moved to the warrant list. Chairman Jensen stated that he only has a few items that he would like to go over. Chairman Jensen asked about the two separate charges for the website domain and it was explained that the smaller \$3.10 is a foreign use tax. Chairman Jensen then asked about a training session and it was explained that was for a water operators conference. Chairman Jensen asked about a bill from Kirschoffer and was told that we would pull the invoice and let him know what that was for. Chairman Jensen then asked about a bill for Automatic Control Services and again we said we would pull the invoice and find out what that is for as well. Chairman Jensen then asked about the bill to MD Electric for a light out at Cambridge. Jon Kindseth explained that a pole had fallen and had to be replaced as well as the light.

**New Business:** Chairman Jensen then moved the discussion to new business. Jon Kindseth stated that at the previous meeting he asked for the committee's recommendation to purchase properties at a tax sale. Jon Kindseth stated that we have done so and purchased 13 properties for \$4,500.00. Jon Kindseth stated that the properties are spread throughout the Village.

Jon Kindseth stated that he has received a notice from IMRF regarding Mayor and Board member participation and that the Village board passed a Resolution back in 2003 that Board members would receive IMRF if they worked over 600 hours. IMRF is now stating that in order to continue this, the Board must pass a new resolution every two years and Jon Kindseth stated he needed the committee's direction on what they would like to do. Mayor Hucker stated that he has added up his hours and he is not close to reaching 600 hours and feels that we should just let the resolution dissolve and if need be, revisit it.

Chairman Jensen then asked if there were any further new business. Hearing none and there being no further public comment, Chairman Jensen then advised that the next meeting will be on Wednesday, April 19, 2017 at 6:00 p.m.

**Adjourn:** 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 7:00 p.m.

Next Finance Committee Meeting: Wednesday, April 19, 2017 at 6:00 p.m.