

# **Village of Round Lake Beach**

## **Finance Standing Committee**

### **MINUTES**

**For the meeting of**

**January 21, 2008**

- 1. Call to Order:** 6:03 p.m., by Chairperson Trustee Butler
- Members Present: Mayor Hill  
Trustee Mattingly
- Members Absent: None
- Others in Attendance: Trustee Armstrong; Trustee Miosi; Trustee Mount;  
Administrator Kilbane; Finance Director Sutton  
Burger; Public Works Director Neitzke
- 2. Approval of Agenda:** Motion by Trustee Mattingly  
Second by Mayor Hill  
Motion Carried
- 3. Approval of Minutes for December 17, 2007:**  
Motion by Trustee Butler  
Second by Trustee Mattingly  
Motion Carried

#### **4. Business Agenda Items**

**A. 2008 Materials Purchase (08-00000-01-GM)**

Public Works Director Keith Neitzke was present to discuss the annual bid results for the materials purchases in the Motor Fuel Tax fund. Handouts were presented that summarized each bid and highlighted the lowest bid. The Mayor commented that it would be nice to see a side-by-side cost-per-ton-delivered comparison of the bid costs to the previous year. His point was that hauling costs of some of the bids really skew the total cost. Director Neitzke stated that he could provide that next year. The Mayor asked what the total cost was last year compared to this year and the PW Director and Finance Director tallied the totals. The Mayor asked whether the Village was locked in to the quantities listed and Director Neitzke answered that these are maximum quantities and the Village only pays for what it uses. If the Village goes over these quantities (as it did with salt last year), then some other plan may be necessary. Trustee Mattingly made the motion to put this item on the January 28<sup>th</sup> agenda; Mayor Hill seconded the motion and it carried. The Mayor then asked whether it would be possible to go out to bid later on in the year to see if better prices were available. Director Neitzke pointed out that the State's process is an annual process that is only conducted at that one time.

**B. Senior Building Fire Hydrant – Lotus and Golfview**

The Mayor stated that a fire hydrant was moved as a result of some watermain work that was done near the senior housing building at Lotus and Golfview. The challenge of the current situation with a fire hydrant across the street is that the road would be blocked because of the current placement. The Fire Department is seriously adamant that a replacement hydrant should be located in the old location, especially since the senior building does not have sprinklers. Trustee Miosi asked why the hydrant wasn't relocated there in the first place and the Mayor responded that the current configuration met all other codes, just not the fire prevention/safety issue. Therefore, the Mayor stated that the Village should have the Fire Department review the plans before that the Village goes to bid to avoid these issues. Trustee Mattingly made the motion to place the contract to install a second fire hydrant at the Lotus and Golfview on the agenda of the January 28<sup>th</sup> Board meeting; Mayor Hill seconded it, and it carried.

C. 2008 Volume Cap – Lake County Partners

The Administrator presented information provided by Lake County Partners who once again this year would like to utilize the Village's unused volume cap. Administrator Kilbane was seeking input as to whether all of the available cap should be given to Lake County Partners or whether the Board wished to split the volume cap between Lake County Partners and Stearn Brothers, as was done in the past. Trustee Mattingly felt that we should at least contact Stearn Brothers to see whether they were interested. Administrator Kilbane stated that the money coming back is far greater historically from Stearn Brothers, so he will call them to see if they are interested. Trustee Armstrong commented that she is fine with a split between the two organizations. Trustee Mattingly made the motion; Mayor Hill seconded it and it passed.

D. Banking Services RFP Update

The Finance Director provided an update of the status of contract negotiations with Charter One regarding the transition of banking services. She asked that the Committee place the Charter One contract documentation on the January 28<sup>th</sup> agenda in the event that it is ready for approval. Trustee Mattingly made the motion; Mayor Hill seconded it and it passed.

E. Treasurer's Report – December 2007

The Finance Director summarized the activity in December and commented briefly on investment returns. There were no questions on the report.

F. Elected Officials Attendance Ordinance – Discussion Item

The Mayor pointed out that the ordinance that had been on the books regarding trustee attendance for quite some time had been reviewed by the Village Attorney. There are certain sections of the ordinance, as outlined in the memo from Scott Puma, that are not legally enforceable. Therefore, this is a good time to review what else the Board would like to change. One particular issue is the clarification of absences and the notion of "excused" vs. "unexcused" absences. Currently, the ordinance allows for four unexcused absences which may be considered excessive since illness, vacation (with two weeks notice), serious illness or death in the immediate family are considered "excused" absences. The Mayor suggested that perhaps out-of-town on business could be added to

the list of excused absences should the Board so desire. He felt that it would then be fine to reduce the number of allowed “unexcused” absences to two. The Mayor stated that he would like to see better communication regarding attendance at the meetings, so that especially the Mayor and Administrator know who will be unable to attend as far in advance as possible. Trustee Armstrong clarified that these absence counts are on a calendar year basis.

The Mayor pointed out that the Village can assess fines if there are more than two unexcused absences. It is just not possible to remove elected officials from office for absences.

Trustee Mattingly clarified that the focus was really only on unexcused absences, where the elected official just did not show up for the meeting. He agreed with fines for those types of absences. Trustee Miosi expressed some concern over the determination of excused vs. unexcused, but Trustee Armstrong pointed out that the reasons are spelled out in the ordinance and provide the Board discretion in determining whether other reasons are “excused.” Trustee Mattingly once again clarified that the discussion was not aimed at limiting the number of excused absences and the Mayor confirmed that it was not.

Trustee Miosi brought up the discussion of “work-related” absences being excused and the potential conflicts in work schedule that could potentially lead to missing as many as ten meetings because of justifiable business-related reasons. She pointed out that having work count as an excusable absence could lead to problems if several Board members had regular conflicts on Monday nights. Trustee Armstrong pointed out that electronic participation counts as full participation, so that may alleviate some of the out-of-town difficulties. She voiced her opinion that the public is not being served well if elected officials are missing too many meetings, without fine or penalty. The focus should be on coming up with language that is fair and reasonable, which serves the public, and still accommodates the variations in scheduling that come up on occasion.

Mayor Hill pointed out that committee meetings are equally as important as Board meetings, if not more so, because committees were where the details of issues were discussed and decided. Therefore, it seems logical that absences at committee meetings be considered as well. Trustee Miosi asked if this ordinance could apply to committee meetings and it was determined that this would be clarified with the Village Attorney. Trustee Mount pointed out that many Villages pay on a per-meeting basis and Trustee Miosi asked if we could do that, but that type of change would need to be made with an election process. The Administrator pointed out that part of the reason the Village Attorney was not including committees is because trustees do not have control over which committees they are appointed to. However, the Mayor found language in the Village Attorney’s memo that indicated that the ordinance could apply to committees as well.

Mayor Hill pointed out that Trustee Miosi’s concerns regarding employment-related absences were valid and that the Committee needed to discuss further how to address this

with a fine for absences after a certain number of excused vs. unexcused. The fine is necessary as it is the only “stick” to enforce the ordinance.

Trustee Miosi pointed out the current language applied only to trustees and she thought that it should apply more broadly to all elected officials. The Mayor and other trustees agreed.

After much discussion regarding the make-up of allowed absences before the fine applies, the Board settled on a fine of \$100 per Board meeting missed after missing two meetings for unexcused reasons or after missing three meetings for excused reasons. A similar ordinance should be established with the same stipulations for committee meetings.

The Administrator stated that he would give this direction to the Village Attorney to include in a revised ordinance which could then be provided for further discussion and/or approval at a future committee meeting.

#### **5. Other**

Trustee Butler reported that the first Beach Fest meeting was held on January 16, 2008. A carnival company, Great American Shows, is available the weekend of June 20 – 22, 2008, which is the first weekend of summer and does not appear to conflict with any other surrounding community events. The Committee briefly discussed whether or not the carnival should be held on Sunday. Trustee Butler stated that the carnival will continue the third day regardless and Trustee Miosi thinks that some of the ideas that have been tossed around for Sunday (a local band competition) will be really worthwhile, though everything is still in the planning stages. Trustee Armstrong mentioned that she is not able to attend the Beach Fest meetings because there are already two trustees on the committee, but that she would still like to be kept apprised of the budget and other planning that is taking place and would be glad to help with promotion.

#### **6. Public Participation**

There was no public participation.

#### **7. Executive Session**

None.

#### **8. Adjournment**

Trustee Mattingly moved to adjourn, Mayor Hill seconded the motion, and it carried. The meeting was adjourned at 7:05 p.m.