

Village of Round Lake Beach

Finance Standing Committee

MINUTES

For the meeting of

November 19, 2007

1. Call to Order: 6:05 p.m., by Acting Chairperson Trustee Mattingly

Members Present: Mayor Hill
Trustee Villa

Members Absent: Trustee Butler

Others in Attendance: Trustee Armstrong; Trustee Miosi; Trustee Mount;
Administrator Kilbane; Finance Director Sutton
Burger; Chief Larsson; Monica Marr; Jon
Wildenberg; Margaret Sparr; Sherry Ridge, Jorge
Ortiz, Sylvia Valadez (Mano a Mano)

2. Approval of Agenda: Motion by Trustee Villa
Second by Mayor Hill
Motion Carried

3. Approval of Amended Minutes for October 15, 2007:
Motion by Trustee Villa
Second by Mayor Hill
Motion Carried

4. Business Agenda Items

A. Mano a Mano Presentation

Sherry Ridge, Immediate Past President of Mano a Mano, made a presentation about the services currently provided by Mano a Mano and its need for additional funding to meet the demand from the community (Friend-raising Campaign). Also in attendance from Mano a Mano were other members of its Board, Jorge Ortiz (Immediate Past Vice President), Sylvia Valadez and Chief Doug Larsson. Ms. Ridge described some of the services provided by the organization, including ESL classes and a food pantry which served approximately 300 families. She provided documentation on frequently asked questions and addressed common concerns regarding illegal immigration and the ownership of the building in which Mano a Mano operates. Ms. Ridge stated that the organization is actively seeking community support from the villages whose residents are served due to a recent cut in State funding. She explained the different scenarios of how a contribution from the Village could be used, primarily to pay off the mortgage on their building, which would decrease interest costs and allow them to expand services. The Village of Round Lake Beach has a large population of residents taking advantage of the

programs offered (39% of the total served). She asked that the Village consider contributing \$30,000 over a period of up to three years, for which the Village would receive naming rights for one of the rooms in the building. The Mayor clarified the relationship of Mano a Mano with Round Lake Park, stating that he learned that it is not a division or department of Round Lake Park. Rather it acts as a separate entity with its own Foundation and Board. Trustee Mattingly asked more detailed questions about the "Matricula" card to gain a comfort level that the organization does not support illegal immigration. Trustee Mattingly also stated that he felt that for every dollar spent on the organization, the Village saves that much more. Mr. Ortiz pointed out that the organization is much more organized and professional than it was previously and stated that it has a good reputation with other communities. Trustee Armstrong stated that 6000 people had been helped by Mano a Mano already, that they currently had a very accomplished Executive Director, and that she had been very impressed with hearing testimony from one client who shared how the Center had changed his life. Trustee Villa stated that he had used the Mano a Mano center himself, to learn computer skills, and was very grateful for the help. Since the Mayor pointed out that it was not possible to guarantee funding for future years that could be potentially appropriated by a different Board, it was determined that the recommendation to the Board would be for a \$15,000 contribution in this fiscal year and \$15,000 in FY09. Trustee Mattingly asked that Mano a Mano provide a copy of its latest audit to the Finance Director just as an accounting review prior to the consideration of this item on December 10 by the Board. Trustee Villa made the motion; Mayor Hill seconded it, and it passed.

B. 2008 MFT Materials Purchase

Documents prepared by Devery Engineering for the annual appropriation of Motor Fuel Tax Materials Purchase were presented. These provide the required documentation to notify the State of the Village's materials purchase plans. Trustee Villa made the motion to consider the documents at the November 26 Board Meeting, Mayor Hill seconded the motion, and it passed.

C. Meeting Dates and Holiday Schedule

The meeting dates and holiday schedule for 2008 were presented to the Mayor and Board for consideration. The Mayor noted that several holidays were included on the meeting schedule that ultimately end up getting cancelled and/or changed and he asked whether it would be better to just not include them on the schedule up front. Trustee Mattingly agreed that such meetings were traditionally cancelled and that it would be less work administratively to just leave them off the schedule. The Mayor pointed out that the Board can call a special meeting if necessary. Trustee Villa made the motion to cancel the February 18, May 26, September 1, and December 22 meetings on the Meeting Schedule; the Mayor seconded the motion and it passed. The holiday schedule was also discussed – Saturday, July 5, was added as a date that Village Hall would be closed and the Finance Director vowed to be very upfront about publicizing this to our customers. Trustee Villa moved to bring the revised schedule to the Board for approval at the November 26 Board Meeting, Mayor Hill seconded the motion, and it passed.

D. Resolution for Bank Depository/Signatures

The Finance Director presented a revised Resolution for Bank Depository and Signatures. She asked that the banks who had taken the time and effort to respond to the Village's RFP for banking services be included on the list of possible depositories. The revised resolution also stated that Patrice Sutton Burger is the current Finance Director for the Village and is authorized to conduct business on its behalf. Trustee Villa moved to consider the revised resolution at the November 26 meeting, Mayor Hill seconded the motion, and it passed.

E. 2007 Tax Levy Recommendation

The Finance Director presented a short summary of the 2007 Tax Levy Recommendation memo. The Police Pension numbers had not been available when the memo had been written, and therefore, revised numbers were distributed. The Police Pension contribution recommended by the State was 13.7% higher than last year, about \$40,000 higher than the estimate originally used by the Finance Director. Using the revised Police Pension number, the levy amount would be \$2,210,135 and the estimated rate would be approximately 0.534. The Mayor pointed out that the EAV estimate used was conservative and that raw EAV data may be available before the actual levy was passed on December 10, which would give the Board a better idea of what the rate might be. Trustee Villa made a motion to bring the tax levy amount of \$2,210,135 to the Board Meeting on December 10, Mayor Hill seconded the motion and it passed. The Finance Director pointed out that because of required lead time for the Public Hearing, the Public Hearing would be before the Board Meeting on December 10, at 6:45 p.m.

F. Recommendation of Banking Services Provider

The Finance Director updated the Mayor and Board on the status of the banking services RFP. While interviews with the two finalist vendors had been completed, the Finance staff required additional time to check all references and finalize its decision. Therefore, this item did not require any action and the recommendation will be made at a subsequent Committee meeting.

G. Amendatory Ordinance for Redevelopment Project #1

The Village's TIF financial consultant recommended that the Village make a minor amendment to its Redevelopment Plan and Project for Redevelopment Project No.1. The amendment clarifies that while the TIF ends in the 23rd calendar year, the Village is entitled to the real estate tax that is collected for that year. Due to the lag in receiving property taxes, the Village will still be collecting revenue after the TIF is complete. This is considered a minor amendment, but all taxing entities within the TIF will be notified and a notice will be published in a local newspaper. Trustee Villa made the motion to bring the amendment ordinance to the Village Board meeting on November 26, Mayor Hill seconded the motion, and it carried.

H. Treasurer's Report – November 2007

The Finance Director asked whether there were any questions on the Treasurer's Report for October. The Mayor asked for clarifications on the local sales tax amount for October, which was allocated differently because of the TIF 1 certification. Trustee Mattingly asked some questions about the overall financial condition of the Village. The

Administrator pointed out that sales tax revenue, as the Village's highest revenue source, was the real determinant of the total year's budget health, and it is difficult to predict how the peak holiday season will pan out. The Finance Director pointed out that in FY07, there were considerable savings in payroll expense due to some staff shortages, and we are not seeing the same savings this year. Expenditures are running much closer to budget this year.

5. Other

None.

6. Public Participation

There was no public participation.

7. Executive Session

None

8. Adjournment

Trustee Villa moved to adjourn, Mayor Hill seconded the motion, and it carried. The meeting was adjourned at 7:06 p.m.