

Committee of the Whole
Finance Committee
Tuesday, February 7, 2017
7:00 a.m.
Village Hall Conference Room

Attendance

Committee Members:	
Timothy Nugent, Mayor	X
Timothy Boyce, Trustee	X
Todd Crockett, Trustee	X
Diane Dole, Trustee	X
Joel Gesky, Trustee	X
Sam Martin, Trustee	X
Wendell Phillips, Trustee	
Other attendees:	
Jim Hanley	
Donna Kiedaisch	
Chris LaRocque	
Janice Schulteis	
Bernie Thompson	

A motion was made by Tim Nugent, seconded by Diane Dole, to approve the minutes of the January 12, 2017 meeting as written; motion carried by voice vote.

FY 16-17 Budget

Janice distributed a budget amendment proposal for the 16/17 budget; this is done every year to maintain the bottom line. She explained the color coding, stating the yellow numbers are cautionary items, and green show amounts better than expected, i.e. revenue up and expenses down. Video gaming revenue is better than expected with funds going toward paying down the golf course loan, however, state income tax receipts are approximately \$70,000 lower than anticipated and sales tax is approximately \$80,000 lower. These losses are offset somewhat by sales tax agreements. Mayor Nugent stated that the current sales tax agreement Manteno Automart will be up soon, however, there is potential for a two-year extension of the agreement. Trustee Dole asked about the drop in telecommunication revenue and it is thought that the funds are based on land lines alone and the fact that more people are getting rid of their land lines and using strictly cells; Janice will investigate this.

The bottom line is that revenues are down \$161,505 and expenses are down \$74,815 but the budget will be balanced without using the \$350,000 received from the cell tower sale. Janice suggests we watch the numbers for the next couple of months to see if revenues increase and then the amendment will be completed in April.

FY 17/18 Budget

A draft copy of the new budget was distributed and Janice explained the projected increases for new personnel, a 3% across-the-board increase for salaries, and 5% increase for health insurance. She doesn't feel the insurance will be that high and noted that it should be easier to budget now that our renewal dates have been changed to a fiscal year renewal rather than the October renewal date as in the past.

Some items slated for the new budget year are a new police vehicle, air handler for the community center, swings and mulch for Rock Creek and Thies parks. It was also noted that homes being placed in Oak Ridge mobile home park have increased which increases monthly licensing fees received from the park management as homes are billed as meters are installed.

Personnel Changes

It was announced that Chris LaRocque will be making the transition to Village Administrator and also assist the new Code Enforcement/planning/building official. Ryan Marion will move into the code enforcement role as of May 1, 2017, then Director of Building and Zoning with the knowledge that it will be necessary for him to acquire pertinent licenses.

Chief of Police Search Timeline

Information will be out for the search and Mayor Nugent stated he has already received five applicants. The ad will be run to take applications to February 27th when they will be reviewed, with the new chief hopefully hired by April 1, 2017. That person will work with Lt. Whalen to May 1st, when he will be retiring, then with Bernie to June 1st, which is his retirement date. There was a question as to whether the Village could designate a Director of Public Safety, only a two-month position (April and May); the position would then be abolished and changed to Chief of Police. An ordinance to accomplish this will be written by attorney Joe Cainkar.

New Liquor License Classification: Salons, Artistic Events

According to information handed out in the committee meeting, this license would concern "spas, beauty salons, artist receptions, artistic experience event or other such similar type businesses that will be considered at the time of application by the Liquor Commissioner and the Village Board". There will be strict guidelines to be followed concerning sale of liquor, specific business hours, no video gaming activities, no "restaurants" requiring additional bathrooms and Health Department inspections, etc. The hope is that this type of licensing would make the Village more business-friendly, but also be sure that it would be beneficial to establishments without causing more license fee expense to them than revenue. Chris LaRocque will check with the Health Department to find out necessary regulations.

Business Registration Form

Chris presented a form to be used for information gathering for local businesses instead of requiring a business license. There will be no fee for this registration, just give us the ability to update it each year on an excel spreadsheet through Administration; this information will be shared with Sarah Marion for the Chamber of Commerce use, and the Police and Fire Departments for emergency contact information.

2nd Street Project

Bernie showed pictures and pricing hand-out of the various alternatives to Phase I of the project and costs involved; the consensus was to eliminate the dumpster enclosures from the Phase I description. There was some discussion as to funding possibilities, whether we are wanting to agree to the design package and at some point, put this on the agenda to go out for bids. We will also look at improvements in the alley between First and Third Streets, and plans are to have any scheduled work done by Oktoberfest.

TIF Update

A TIF #1 project tracking hand-out was distributed for review.

Miscellaneous

The Village will send out RFP's concerning an auditing firm. There were no problems with the firm we now use but it is felt that this should be done after a number of years, if only for informational purposes. The closing of the TIF #2 district was discussed and it was decided to go ahead and make the final payout without any hold-back as previously mentioned. The attorney previously suggested we hold back a certain amount in case of disputes from any of the taxing bodies but the committee determined that this would not be necessary. Bernie mentioned a possible Comed grant that was available for parks and feels this could be used for a Rock Creek park nature walk. He will look into this. Also, with the move of Ryan Marion from Public Works to Building/Zoning, Jim Hanley was asked to determine if there would be a need for additional part-time workers in his department.

The meeting adjourned at 8:25 a.m. The next regularly scheduled meeting will be Thursday, March 9, 2017, at 7:00 a.m. in the Village Hall conference room.

