

The Village of Hawthorn Woods
Finance Committee Meeting Minutes
Tuesday, October 13, 2009
7:00 p.m.

I. Call to Order and Roll Call – The meeting was called to order at 7:11pm. The following members were present: Chairman Pete Ponzio, Trustee Corrigan, Trustee Weick, Trustee Reiss, Finance committee members Jayne Kosik and Steve Weinstein. Also in attendance were Chief Operating Officer Pam Newton, Interim Finance Director Kristin Kazenas, Public Works Director Jim Maiworm, and Mayor Mancino.

II. Opportunity for the public to address the committee:

No members of the public addressed the committee.

III. Motion to Approve the Minutes of the October 5, 2009 Meeting:

A motion to approve the minutes of the October 5, 2009 Special Finance Committee meeting was made by Trustee Reiss and seconded by Trustee Corrigan. Minutes were unanimously approved by the Finance committee.

IV. Review of the 2010 Village Budget.

A. Public Works Budget:

Public Works Director Jim Maiworm presented the public works budget for 2010. The budget projects adding one new full-time employee and two part-time employees. The increase in salary costs will be offset by a decrease in contractual services. Park maintenance will be done by the department staff in 2010.

Building Budget: Key project is to enhance the appearance of the Barn including a renovated lobby and security system. All work to be performed by building department staff.

Park Maintenance Budget: Included in the budget is a request for new tools and de-icing materials for roads. Mr. Maiworm noted there is now a road maintenance program in place for future years.

A motion to approve the budget was made by Trustee Weick and seconded by Trustee Corrigan. The Finance Committee unanimously approved the motion.

Trustee Weiss arrived at 8:30.

B. General Fund Budget:

Interim Finance Director Kristin Kazenas presented an overview of the General Fund budget. The goal is a balanced budget with realistic revenue projections. In addition, new departments were created for budgeting purposes to provide a more manageable way of monitoring revenues and expenses. The departments include: Finance, Legal, Technology and Engineering. Ms. Kazenas discussed how the state income tax revenue projection is \$65,000 lower than originally projected based on new information from the State this week. She also noted that the change made in the tax rate for the telecommunications tax was crucial to the balanced budget.

I. Elected Officials:

Chief Administrative Officer and Head of Building Department Donna Lobaito presented the Elected Officials budget. Budgeted amounts were reduced from prior years. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

II. Administrative:

Donna Lobaito presented the administrative budget. Chief Operating Officer Newton noted that the goal is to build up our reserves. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

III. Buildings:

A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

IV. Human Resources:

Kristin Kazenas noted that this department will assist employees with employee related issues. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

V. Technology:

Kristin Kazenas discussed how the website has been upgraded. It will be enhanced in 2010 to create a better tool for tracking data and assisting residents. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Weiss. The Finance Committee unanimously approved the motion.

VI. Finance:

The hiring of Mesirow Financial to assist with the Aquatic Center bond financing was discussed. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Weick. The Finance Committee unanimously approved the motion.

VII. Legal:

Kristin Kazenas discussed how there are less attorneys being used by the Village in 2010 contracts are being negotiated on more of a retainer basis. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Weick. The Finance Committee unanimously approved the motion.

VIII. Engineering:

A motion to approve the budget was made by Trustee Corrigan and seconded by Mr. Weinstein. The Finance Committee unanimously approved the motion.

C: Community Development Fund:

Kristin Kazenas discussed how this fund will now record nonrecurring revenue sources such as developer and permit fees. Other reimbursable revenues and expenses will also be recorded here. The goal is to transfer excess funds to the reserve or capital replacement fund. A motion to approve the budget was made by Trustee Corrigan and seconded by Mr. Weinstein. The Finance Committee unanimously approved the motion.

D. Reserve Fund:

Kristin Kazenas discussed this newly created fund for 2010. The goal is to accumulate 15% of next years operating budget in reserves by December 31, 2010. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

E. Capital Replacement Fund:

Kristin Kazenas discussed that the department is working on a five year detailed plan. A motion to approve the budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

F. Special Service Area #4 Fund:

A motion to approve the budget was made by Trustee Corrigan and seconded by Mr. Weinstein. The Finance Committee unanimously approved the motion.

A motion to approve the overall balanced budget was made by Trustee Corrigan and seconded by Trustee Reiss. The Finance Committee unanimously approved the motion.

The meeting was adjourned at 10:22 pm.