

Committee: FINANCE

Meeting Date and Time: JAN 13, 2014, 6:30 PM

Meeting Place: CITY HALL

Members Present: BRENDA JOHNSON, KENT NEWKIRK, ROB HYTEN
OTHERS - JOANN HOLLENKAMP

Brief Minutes:

This meeting was called to order at 6:35, following a water/sewer meeting. The claims were approved without objection for presentation to council.

There was also a brief discussion of various ways to handle the 2014 budget and how to reduce spending. The committee agreed to meet at 6:00 PM on Monday, Jan 20 to start the budget process and to determine the best way to proceed.

The meeting adjourned at 6:50.

Brenda Johnson
Chairman

pd 2.7.14

Committee: Finance

Meeting Date and Time: Jan. 20, 2014 6 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hefter, Kent Newkirk
Also - Lita Jurgenmeyer, Van Johnson

Brief Minutes:

The meeting was called to order at 6: PM. Rob Hefter moved to approve minutes of Jan 13, 2014, Dec. 9, 2013, Nov. 12, 2013, and Nov. 4, 2013. Kent Newkirk seconded the motion, and the minutes were unanimously approved.

Discussion of 2014 Budget centered around reduction of discretionary spending, renewal of G&A, Charging dept's for Copies and various duties performed by Corporate.

Rpts agreed to put together a fee schedule of Services to help determine Corporate expenses and to determine whether or not to go back to Charging G&A.

The Committee could not decide on a budget reduction amount and decided to begin the process by writing a letter to all department heads expressing the need to trim budgets to bare bones and to then bring forward what they may need for major projects and equipment replacement for discussion.

The meeting adjourned at 8:10 PM.

Brenda Johnson
Chairman

PA 44:14

Committee: FINANCE

Meeting Date and Time: 2/10/14 6:30 PM

Meeting Place: CITY HALL

Members Present: BRENDA JOHNSON, ROB HYDEN, KENT NEWKIRK

Brief Minutes:

The meeting was called to order at 6:35.
Minutes from Jan 13, 2014, meeting were approved.

There was a brief discussion of city revenues,
and implementation of G&G as a follow-up
to the Jan 13 meeting.

The Claims were approved without further
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The meeting adjourned at 6:55.

Brenda Johnson
Chairman

Pd 4.4.14

Committee: Finance

Meeting Date and Time: 3/10/14 6:30 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hyter, Kent Newkirk

- asked to join discussion later -
Jo Hallencamp, Chad Helthaus

Brief Minutes:

The meeting was called to order at 6:30. After a short discussion, the bills were approved unanimously with a motion by Kent and a second by Rob.

There was also a short discussion of the negative balance in the sewer fund. After asking both Jo Hallencamp and Chad Helthaus, who were both in the office, we had no clear answer.

I will follow up to see if this is an actual negative balance, or if transfers are lagging.

The meeting adjourned at 6:52.

Brenda Johnson
Chairman

Committee: Finance

Meeting Date & Time: April 14, 2014 6:30

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hefter, Kent Newkirk

Others Present: _____

Brief Minutes:

The meeting was called to order at 6:30.
The March 3 Minutes were approved.
Kent moved to approve the bills; Rob
seconded, and the motion carried.
The meeting adjourned at 6:40.

Brenda Johnson
Chairman

Committee Paid: _____

Committee: FINANCE

Meeting Date & Time: APR 21, 2014 5:30 PM

Meeting Place: CITY HALL

Members Present: BRENDA JOHNSON, KENT NEWKIRK, ROB HUTEN

Others Present: JO ANN HOLLENKAMP, MIKE BURTON, JUDY SMITH

Brief Minutes:

The meeting was called to order at 6:33. Rob Hutten asked to have the floor for a brief presentation, discussing the need to acknowledge depreciation of our assets and the need for replacement funds in our budgeting. His points were discussed, but there was agreement that although this is a worthy goal, little can be done till we get in better financial shape.

The discussion moved to the budget and attempts to reduce discretionary spending in the departments. There have been some reductions, but we were unable to reach our goals of 10% and eliminating the cushions that have always been built in. Mayor Burton will go to all departments to request they try to reduce a little more.

There was a discussion of D&A and other ways to fund Corporate, as well as the fact that without C&A from all departments, Corporate will eventually run out of money. Although not in total agreement with C&A, the committee found no better alternatives.

The meeting adjourned at 8:43 PM.

Brenda Johnson
Chairman

Committee Paid: 6.13.14

Committee: Finance - Reg. Meeting

Meeting Date & Time: May 12, 2014 6:30 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hyten, Kent Newkirk

Others Present: _____

Brief Minutes:

The meeting was called to order at 6:30.

Minutes of the April 14, 2014, meeting were approved with a motion by Kent and a second by Rob.

Claims were approved with a motion by Kent, second by Rob.

There was a brief discussion of the Harmonis Village bill for FLW fishing tournament. Brenda is trying to get a discount for the guests of the city. She is also requesting a discount for the statement covering the IHSA fishing tournament guests.

There was a brief discussion of the bids for the park concessions.

The meeting adjourned at 6:52.

Brenda Johnson
Chairman

Committee Paid: 6.13.14

Committee: Finance Committee

Meeting Date & Time: May 19, 2014 6: PM

Meeting Place: City Hall

Members Present: Brona Johnson, Rob Hyten, Kent Newkirk

Others Present: Solenn Hellonkamp, Duke Burton, Maris Ellugi, Dennis Middelborg

Brief Minutes:

Streamlining the budget was the main focus of this meeting. Minutes were approved in the April 21, 2014 meeting. The committee went through the latest copy of the budget, reviewing the highlighted items and discussing why they had been changed. Most of the items were minor adjustments made in various line items due to new information, changes in equipment (Billing software, GIS equipment, etc), or calculation error.

Brona stated that she is not comfortable with just adding to the budget the \$75,000 requested by the Park Board. She feels that we need a prioritized list, estimates for repairs, and a reduction of expenditures in other areas, so as not to just increase the Park and Overall budget by that amount. Dennis M. expressed the need to do repairs and the liability for equipment now created as well as the difficulty in getting the priorities and real numbers from Steve Redeker. To accommodate the need to increase spending for maintenance and repairs of park structures and playground equipment, other line item spending was reduced and moved into funds 17 and 18 (parks and playgrounds, respectively - 30,000 from payroll fund 18, 3000 from concessions, etc.)

Kent Newkirk stated that he feels that the West end of town has been requested and that we need to develop a long range plan to extend a sidewalk out Fairfax and the Old State Road to the new development in that area. He would like to see monies put aside to accommodate this project in the future. However, although he would like to see that in this year's budget, he realizes that this Brona Johnson is more realistically a future goal. Chairman

Rob Hyten moved to accept the budget as presented; Kent Seconded. The motion carried. The meeting adjourned at 7:47.

Committee Paid: 6.13.14

Committee: Finance

Meeting Date & Time: June 4, 2014 - 7 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hyster

Others Present: Mayor Burton

Brief Minutes:

The meeting was called to order at 7:05 PM.

Rob Hyster moved to approve the minutes of the May 19, 2014, meeting. Brenda Johnson seconded, and the motion carried.

Rob was given a brief update on Park Board activities re: purchase of new playground equipment for City Park. Dave has received a quote for 2 pieces of equipment, and he and Mayor Burton are seeking additional quotes. In light of the \$5000 spending limitation per Code 1-2-29, there was discussion as to how to proceed with the purchase. Brenda moved to ask Council for permission to accept quotes or list of bids and to allow for the purchase of the best equipment for the lowest bid as determined by the Park Board. The chosen quote would then come back to council for final approval per ordinance. Rob seconded the motion, and it carried.

There was also discussion of "working meetings" for Council and working toward finalizing the budget and further reducing it next year.

The meeting adjourned at 8:40 PM.

Brenda Johnson
Chairman

Committee Paid: 7.11.14

Committee: Finance
Meeting Date & Time: June 9, 2014 6:30 PM
Meeting Place: City Hall
Members Present: Brenda Johnson, Kent Newkirk, Rob Hyten
Others Present: _____

Brief Minutes:

Meeting was called to order at 6:40.

Kent Newkirk moved to accept the minutes of the June 4 meeting, Rob seconded, and the motion carried.

Rob had a question on the bill for Corporate from IRS - Penalty for late payment of Payroll taxes. Brenda will talk to Rita and try to get explanation.

Rob then moved to accept the bill. Kent seconded and the motion carried.

Meeting adjourned at 6:53.

Brenda Johnson
Chairman

Committee Paid: 7.11.14

Committee: Finance

Meeting Date & Time: June 20, 2014 - 8 Am

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hester, Kent Newkirk

Others Present: Jo Ann Hallenkamp

Brief Minutes:

Meeting was called to order at 8:05 am.

Rob moved to approve Previous minutes. Kent seconded, and the motion carried.

Quotes for the loan to paint the Million Gallon Storage tank were opened and ^{copies} are attached.

After review and a brief discussion Rob moved to accept the quote from First National Bank for a 10 year fixed rate with a 10 year amortization. (Spread sheet from Council Meeting June 23, 2014, attached.)

Kent seconded the motion, and it carried.

The meeting adjourned at 8:40.

Brenda Johnson
Chairman

Committee Paid: 7.11.14

Committee: Finance

Meeting Date & Time: July 15, 2014 6 PM

Meeting Place: City Hall

Members Present: Rob (Hefter), Brinda Johnson, Kent Newkirk

Others Present: So Hellerkamp, Judy Smith, Mike Burton arrived
at 6:40

Brief Minutes:

The meeting was called to order at 6:10. Kent Newkirk moved to approve the June 20, 2014 minutes. List Recorded, and the motion carried.

Rob moved to accept claims for presentation to Council. Kent recorded, and the motion carried.

The TIF Proposal for A&A Carlyle Laundry was presented. After a brief discussion of the request and eligible expenses, Kent moved to accept the recommendation of the EDC and Rob recorded. The motion carried without dissent.

So presented a request to go out for bids for risk management coverage. We are currently covered through Glenview Municipal League, but numerous other small surrounding communities have gone with private companies and saved several thousand dollars. She explained the process and will be posting a legal notice and sending letters to local agencies seeking bids. Brokers will be required to return a Broker Qualification Questionnaire (Copy attached) providing information that will assist us in making a decision on future coverage. The committee agreed to move forward.

So also presented information regarding our credit card acceptance. Since the state and their e-pay program are not making progress with Visa, she suggested we need to look into a plan offered thru Brinda Johnson Civic (our billing software company.) Chairman
She will bring more information at a later date.

Committee Paid: 8.8.14

Meeting adjourned at 6:50

Committee: Finance / Water & Sewer

Meeting Date & Time: July 28, 2014 6:30 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Kent Newkirk, Rob Hyter

Others Present: John Hallen Kamp, Muki Benton, Judy Smith, Steve Kappel, Fred Becker, Jeff Taylor, Don Perry

Brief Minutes: This was a joint Finance/Water & Sewer Committee meeting for Fred Becker, city auditor w/ Messer & Shuffett, to go over an amendment to the 2012 FY Water & Sewer Audit. The meeting was called to order at 6 PM. Both Committee Chairs (Brenda Johnson - Finance & Kent Newkirk - Water/Sewer) took roll call and had minutes approved (7/15/14 Finance and 7/25/14 Water/Sewer.)

Fred Becker made a presentation to the group regarding rate calculations for the water districts for FY 2012. As a result of reduction in usage by water districts and Parkway residents, rates should be higher than reported in the original audit. A \$6000 discrepancy was also noted - this will simply be divided and credited back to the districts. There was a \$248 adjustment added by the districts, but they will disregard payment if we correct the calculation for depreciation or backhoe in the future. Fred's recommendation is to simply bill the districts rental and labor when we use the backhoe to the benefit of the districts. There was also an adjustment of \$8456 in 1914 that affected the final numbers.

These charges will be on the Aug. 11 agenda for Council Approval. The Aug. 11 Finance Committee meeting will be at 6 PM so that Fred can present the 2014 Audit.

The meeting adjourned at 6:55.

Brenda Johnson
Chairman

Committee Paid: 8.8.14

Joint Meeting Only pay once

Committee: Finance Committee

Meeting Date & Time: Aug. 11, 2014 5:15 Pm

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hyten, Kent Newkirk

Others Present: Jo Ann Kullorkang, Maya Murr Burton, Alan Dommig
Sandy Manfucci, Fred Becker

Brief Minutes:

The meeting was called to order at 5:15 Pm. After roll call, the minutes of 7/28/14 were approved with a motion by Rob and a second by Kent.

Fred Becker briefly reviewed charges to FY 12 Water Audit and presented the FY 14 full city audit to the committee. Basically, although we are improving in some areas, we are still ending every year in the "red".

There was a short discussion of the Kasaskia donation of \$2000/year for 5 years. Kent is in full support and Rob and Brenda questioned the decision.

To give us a better understanding of the \$49⁰⁰ fee that accompanies the credit card processing that was left out of the motion at the last Council meeting. We agreed that since papulus billing was a part of the package and would save the city thousands of dollars a year, we should exhibit the item at the next Council meeting, Aug. 25, with more accurate information.

Alan Dommig discussed the difference in a captive and independent (non-captive) insurance agent, then he and Sandy left. After a short discussion, Kent moved to have Liana Agency handle our search for Risk Management Ins. at cheaper rates than we are getting from IML.

Brenda Johnson
Chairman

Committee Paid: 9.5.14

Rob moved to accept claims as presented. Kent seconded. The motion carried. The meeting adjourned at 6:50.

Committee: Finance,
Meeting Date & Time: Aug 25, 2014 5:30 PM
Meeting Place: City Hall
Members Present: Bronck Johnson, Rob Hyten, Kent Newkirk
Others Present: Jo Hallenborg & Mike Burton

Brief Minutes:

The meeting was called to order at 5:30 - Roll Call was taken, and the minutes were approved on a motion by Rob and a second by Kent.

After a brief discussion of the Conflict of Interest Ordinance, Rob and Kent both agreed they wanted to leave the loose ordinance in place, even after learning of the conflict & concerns regarding the Yard waste stickers.

After a brief discussion regarding a business license, all agreed that a minimal fee to register a license should be added to the ordinance.

All agreed also to eliminate the Clause (F) under 13-2-9 portion of the code concerning payment of department's insurance for Management Personnel. This hasn't been done in @ 25 yrs, but it was never removed from the code.

Need for a building permit fee was agreed upon as well.

The committee also agreed to keep the sale of yard waste tickets at City Hall as the contract states. The tickets at 26A need to be picked up and the city needs to receive payment from 26A for any sale.
The meeting adjourned at 6:00 PM

Bronck Johnson
Chairman

Committee Paid: 9.5.14

Committee: Finance

Meeting Date & Time: 9/5/14 10:30 AM

Meeting Place: City Hall

Members Present: Brenda Johnson, Kent Newkirk, Rob Hyten

Others Present: Johanna Helen-Kemp - Mike Burton (arrived 10:40)

Brief Minutes:

The meeting was called to order at 10:35. Brenda took roll call and made a motion to approve the 8/25/14 minutes. Kent seconded and the motion passed.

After much discussion, Brenda moved to accept the new business code with the following changes:

1. \$25 fee for new & existing businesses
 2. Renew at no charge if done by May 31. After this, \$75 fee and 30 day grace period. Then revoked.
 3. Nuisance 7-1-13.1 will add "or until remedied" at end of last sentence if in compliance w/ state. So will check.
 4. Eliminate 7-1-16 "Business Vehicle Sticker."
- Kent seconded the motion, and it carried.

After a short discussion, Brenda moved to accept "Proposed Building Permit fees" (attached) with the addition of "Beta Commercial and Residential" to all renovator fees. Rob seconded the motion, and it carried.

Following a lengthy discussion of the understanding of the 2014 audit, the meeting adjourned at 11:35.

Brenda Johnson
Chairman

Committee Paid: 10.3.14

Committee: Finance
Meeting Date & Time: City Hall Sept. 8th 2014 @ 6:30pm
Meeting Place: City Hall
Members Present: Brenda Johnson, Ron Hyten, Kent Newkirk
Others Present: _____

Brief Minutes:

The meeting was called to order at 6:30. Roll call was taken and the minutes were approved.

Kent Newkirk moved to accept the bills as presented and Ron Hyten seconded. The motion carried following a brief explanation of the Librarian's Identity Bills by Brenda.

There was also a brief discussion of the Parks Payroll.

Meeting was adjourned at 6:50.

Brenda Johnson
Chairman

Committee Paid: 11.14.14

Committee: Finance

Meeting Date & Time: Sept. 29, 2014 6:30 PM

Meeting Place: City Hall

Members Present: Brenda Johnson, Rob Hyster^(late), Kent New Kirk

Others Present: Nancy Zerin, Darlene Blukomper, Toni Letzenburg,
Shirley Karruburns, Ther Jackson, Judy Smith, Mike
Burton in & out, and Jo Hildcamp for a short time.

Brief Minutes:

The meeting was called to order at 6:35. Nancy Zerin discussed the events for Christmas in Carle and how each is funded. The \$3000 - generally given from the city is used to buy small gifts for Santa to give out and for advertising. They raise a few thousand dollars through a raffle and house tour. The city also funds lights in the Park and fireworks.

After measuring them that the city is not going to be eliminating the light display, we discussed the cost involved with the Christmas events. All agreed that the total is staggering, and that we need to find alternative ways to fund and grow the events. Nancy Zerin asked about elective department hours for labor. Although this is not in addition to their regular hours, it is still a cost involved with our holiday events.

They will not organize any fundraisers, but will help if someone else - with a large group - will spearhead the events. We discussed some ideas, Cosmic Bingo, Thru-a Night, Sponsored Displays in Park (they shot down this idea), Holiday Crafts, Festival of Trees, etc.

Rob Hyster expressed his concerns about our ability to move toward a balanced budget.

The meeting adjourned at 7:50.

Brenda Johnson
Chairman

Committee Paid: 11.14.14

Committee: Finance
Meeting Date & Time: Oct. 13, 2014 6 PM
Meeting Place: City Hall
Members Present: Brenda Johnson, Rob Hyton, Kent Newkirk
Others Present: Salim Hallenkamp, Mike Burton

Brief Minutes:

The meeting was called to order at 6 PM. Claims were unanimously approved with a motion by Kent to accept claims as presented and a second by Rob.

Jo explained that with our new billing/credit system, returned checks will carry additional fees and that we need to increase our fees from \$20 to \$35 to cover these fees. With a motion by Kent and a second by Rob, the motion carried.

There was a short FYI discussion of the Playground payroll budget. We are getting very near our budgeted limit of \$105,000 - with approx \$15,000 left for payroll.

Curbs at Knights of Columbus Hall (or alley) has collapsed and the entire length needs to be replaced. Jo suggested that we need to procure loan to help cover this expense since we only budgeted \$55,000 for sewer improvements and only have \$85,000 in reserves. The estimated cost is approx \$200,000. Brenda pointed out, however, that Jo's reserve amount was incorrect. The current financial statement shows approx \$149,000. She recommended that we use our reserves and the \$55,000 budgeted to pay for the project. Kent seconded the motion and it carried unanimously. The replacement of the manhole at Rt 127 & Rt. 50 was briefly discussed, but this project will be in the 2016 budget.

Brenda Johnson
Chairman

The meeting adjourned at 6:40.

Committee Paid: 11.14.14

Committee: Finance
Meeting Date & Time: 10/14/14 5:30
Meeting Place: City Hall
Members Present: Brenda Johnson, Kent Demkirk
Others Present: Ed Kluhn, Jr., Judy Smith

Brief Minutes:

The meeting was called to order at 5:30. After roll call, the minutes of the Sept. 29, 2014, meeting were approved with a motion by Kent and a second by Brenda.

Kent moved to go into executive session to discuss property. Brenda seconded the motion, and it carried.

The committee came out of executive session and adjourned at 6 PM.

Brenda Johnson
Chairman

Committee Paid: 11.14.14

Committee: Finance

Meeting Date & Time: Nov. 10, 2014 - 6 PM

Meeting Place: City Hall

Members Present: Brenda Jansen, Kent Newkirk, Rob Ayten

Others Present: Alex Brummig, Jeni Classon, Jo Heller Kamp, Mike Burton

Brief Minutes: The meeting was called to order at 6 PM. After roll call, the Oct. 14, 2014, minutes were approved w/a motion by Kent and a second by Rob. Kent moved to approve the Claims as presented; Rob seconded; and the motion carried.

At 6:05 Rob moved to go into Executive Session to discuss quotes for Risk Management Insurance. Kent seconded, and the motion carried.

The committee came out of Executive Session at 6:41. Kent moved to accept the quote from DMK (see Municipal League). Rob seconded the motion, and it carried.

Rob moved to increase the tax levy the maximum amount with the funds going toward repairs at the city pool. Kent seconded and the motion passed.

A brief informational discussion of a cell phone tax was followed by a short discussion of pool repairs that need to be addressed. We may possibly need to replace the filtration system this spring at an estimated cost of \$60-80,000.

The meeting adjourned at 6:55.

Brenda Jansen
Chairman

Committee Paid: 1-6-15

Committee: Income

Meeting Date & Time: Dec. 8, 2014 - 6:30 pm

Meeting Place: City Hall

Members Present: Brenda Johnson, Kent Decker - Rob Hyster

Others Present: was not in attendance as he tendered his resignation from the City Council on Nov. 26, 2014.

Brief Minutes:

The meeting was called to order at 6:30. After roll call, Kent moved to approve 11/10/14 minutes. Brenda seconded and the motion carried.

Kent then moved to approve the bills. Brenda seconded - motion carried.

There was a brief discussion as to whether or not Mayor Burt would replace Rob on the Committee. Brenda had not had any discussion on the matter with the Mayor.

The meeting adjourned at 6:40 with a motion from Kent and a second by Brenda.

Brenda Johnson
Chairman

Committee Paid: 1.6.15