

THE VILLAGE OF HAWTHORN WOODS
MINUTES OF THE FINANCE COMMITTEE

July 11, 2016

- I. Meeting was called to order by Chairman Ponzio at 5:40pm. Members present were Trustee Peter Ponzio, Trustee Kelly Corrigan, Trustee Steve Riess, Jayne Kosik, Surinderpal Kalra and Chuck Schulte. Also present was Chief Financial Officer Kristin Kazenas. Trustee Corrigan arrived at 5:53pm, Surinderpal Kalra arrived at 5:54pm and Trustee Riess left at 6:34pm.
- II. No members of the public were present.
- III. Motion to approve the minutes from the June 7, 2016 meeting was made by Steve Riess and seconded by Jayne Kosik. A motion was then made to table the approval of the minutes until other members arrived. A motion was later made to approve the minutes from the June 7, 2016 meeting by Kelly Corrigan and seconded by Trustee Ponzio. With a roll call vote, the motion carried unanimously.
- IV. CFO Report – CFO Kazenas presented her report. She discussed receiving denials on four grant requests over the past two weeks. New grants are being worked on for trees infected with emerald ash borer insects. She also noted that Hawthorn Woods was reported to be the safest city in Illinois. The staff has been busy hiring seasonal employees.

The budget calendar was updated to change the joint budget meeting to October 24.

CFO Kazenas also reported on the state shared revenue noting with the state stop gap budget compromise, the Village will continue to receive MFT funds.

As far as new program based budgeting, it will be based on initiatives and programs and tie into business continuity.

- V. New Business
 - A. A motion was made to approve the May 2016 financial statements by Trustee Corrigan and seconded by Chairman Ponzio. CFO Kazenas discussed the status of income tax payments (LGDF) due from the state of Illinois noting that the state was two months behind at the end of May, but is currently one month behind in payment. May has the lowest cash balance during the year according to CFO Kazenas. With a roll call vote, the motion carried unanimously.
 - B. A motion was made to recommend approval of Sikich, LLP as auditors for the Village for years ended December 31, 2016, 2017 and 2018 by Kelly Corrigan and seconded by Trustee Ponzio. With a roll call vote, the motion carried unanimously.
 - C. A motion was made to recommend approval of amending the Village code to change the approval limit for authorizing expenses for the chief operating officer from \$10,000 to \$20,000 by Jayne Kosik and seconded

by Trustee Riess. The change will streamline the process and is consistent with other villages. With a roll call vote, the motion carried unanimously.

- D. A motion was made to recommend approval of amending the Fund Balance Policy to change the reserve percentage from 33% of the General Fund Expenditures to 35% of the General Fund Expenditures by Trustee Corrigan and seconded by Trustee Ponzio. With a roll call vote, the motion carried unanimously.
- E. A motion was made to recommend approval of year-end fund balance transfers by Trustee Corrigan and seconded by Trustee Ponzio. The final transfer will be made after the audit. There will be a large transfer of approximately \$1.2mm because the general fund balance currently exceeds the target. After the transfer, the general fund balance reserve will be at 35%, consistent with the fund balance policy. With a roll call vote, the motion carried unanimously.

VI. Old Business

- A. Funding options for capital improvement plan and infrastructure project. There was no discussion.
- B. Special Service Area #4 Debt. The Village made the June 15 payment from reserves. There will be insufficient funds to pay the December payment. The Village is going to meet with bond counsel. No action was taken.
- C. A motion was made to recommend approval of the ordinance amending water and sewer connection fees by Surinderpal Kalra and seconded by Chuck Schulte. The motion was amended to table the discussion until the September 2016 meeting. With a roll call vote, the motion carried unanimously.

- VII. With no further business to discuss, a motion was made by Kelly Corrigan, seconded by Jayne Kosik to adjourn the meeting at 6:55 pm. The motion carried by unanimous voice acclamation.

 9/12/12