

THE VILLAGE OF HAWTHORN WOODS
MINUTES OF THE FINANCE COMMITTEE

April 10, 2017

- I. Meeting was called to order by Chairman Ponzio at 5:38pm. Members present were Chairman Peter Ponzio, Trustee Kelly Corrigan, Trustee Steve Riess, Surinderpal Kalra and Jayne Kosik. Also present was Chief Financial Officer Kristin Kazenas. Chuck Schulte was absent. Michael Cassata, Community Development Director, was also present.
- II. A member of the public arrived at 5:50pm.
- III. Approval of the minutes from the March 13, 2017 meeting was tabled until the May 8, 2017 meeting.
- IV. Report from the Chief Financial Officer/Human Resources Director
 - A. CFO Report – CFO Kazenas presented her report for March 2017. She discussed the impact of a potential increase in the minimum wage with respect to the Aquatic Center and updated the committee on meetings with the firms for a new reporting system.
 - B. The audit schedule for the 2016 audit was also reviewed. The audit report will be presented to the Finance Committee at the May 8, 2017 meeting.
- V. New Business
 - A. A motion was made to approve the March 2017 financial statements by Trustee Riess and seconded by Trustee Corrigan. With a roll call vote, the motion carried unanimously. Collection of vehicle sticker income is trending ahead of last year. The state of Illinois is one month behind in payments. Expenses are trending as expected.
 - B. A motion was made to consider approving a flat fee permit schedule by Trustee Corrigan seconded by Jayne Kosik. Michael Cassata discussed the current structure which includes 336 different fees. The proposal to streamline processing consists of six categories with six flat fee types. The Committee asked for further clarification regarding basement remodeling, suggesting changes to categories D and E. The motion was amended to approve with changes to Categories D and E.
 - C. A motion was made to approve a budget amendment by Trustee Riess and seconded by Chairman Ponzio. With a roll call vote, the motion carried unanimously.
- VI. Old Business
 - A. A motion was made to approve the January 2017 financial statements by Trustee Corrigan and seconded by Surinderpal Kalra. With a roll call vote, the motion carried unanimously. There was no discussion since March 2017 financial statements were approved at the meeting.
 - B. A motion was made to approve the February 2017 financial statements by Trustee Riess and seconded by Jayne Kosik. With a roll call vote, the motion carried unanimously. There was no discussion since March 2017 financial statements were approved at the meeting.

- C. Funding options for capital improvement plan and infrastructure project. The Village continues to receive calls regarding the roads.
- D. Special Service Area #4 Debt. There is no update since the last meeting.

VII. With no further business to discuss, a motion was made by Kelly Corrigan, seconded by Chairman Ponzio to adjourn the meeting at 7:03 pm. The motion carried by unanimous voice acclamation.

 5/8/17