

**THE VILLAGE OF HAWTHORN WOODS**  
**MINUTES OF THE SPECIAL FINANCE COMMITTEE**  
**May 11, 2015**

- I. Meeting was called to order by Chairman Ponzio at 5:40 pm. Members present were, Trustee Kelly Corrigan, Trustee Steve Reiss, Jayne Kosik, Surinderpal Kalra and Chuck Schulte. Also present was Chief Financial Officer Kristin Kazenas, Brian LeFevre & Rachel Corrigan.
- II. Rachel Corrigan introduced herself and Kristen Kazenas spoke of the projects Rachel worked on during her volunteer internship at the Village (February 2015 through April 2015).
- III. Presentation by Brian LeFevre, Partner – Sikich, LLP – No action until New Business
- IV. Motion to approve the minutes from the March 9, 2015 meeting was made by Kelly Corrigan and seconded by Jayne Kosik. With a roll call vote, the motion carried with Trustee Reiss voting present (he was absent from the 3/9/15 meeting).
- V. CFO Kazenas presented her report and highlighted three items:
  - a. Increase in amusement tax revenue due to HWCC hosting the Illinois Open.
  - b. Police Pension Fund reviewed its investment policy at its Special meeting in April. Due to its fund balance, it is now able to diversify its investments. The Police Pension Board has RFPs due 5/15/15 for investment advisors familiar with Police Pension Funds.
  - c. Kristen has received her CFPO designation and will be recognized at the National conference in Philadelphia on June 1<sup>st</sup>. Only 30 people in Illinois and 500 nationwide have this distinction. Congratulations Kristin!
- VI. New Business
  - A. A motion was made by Surinderpal Kalra seconded by Steve Reiss to recommend acceptance of the draft CAFR as of December 31, 2014. With a roll call vote, the motion carried unanimously.
  - B. A motion was made by Kelly Corrigan seconded by Steve Reiss to recommend acceptance of the Auditor's Communication to the Board of Trustees as of December 31, 2014. With a roll call vote, the motion carried unanimously.
  - C. A motion was made by Kelly Corrigan seconded by Peter Ponzio to recommend approval of an ordinance amending the village code of the Village of Hawthorn Woods – Title 11, Section 11-1-1 – Capital Improvement & Community Development Fee. After some discussion a roll vote was called, the motion carried unanimously.
  - D. A motion was made by Jayne Kosik seconded by Peter Ponzio to recommend approval of an ordinance authorizing the execution of a certain contingent fee professional services agreement – Azavar Audit Solutions. After some discussion a roll vote was called, the motion carried unanimously.
  - E. A motion was made by Kelly Corrigan seconded by Peter Ponzio to recommend approval of an ordinance authorizing the execution of a certain master subscription and service

agreement - eCivis. After some discussion a roll vote was called, the motion carried unanimously.

- F. A motion was made by Jayne Kosik seconded by Steve Reiss to recommend approval of an ordinance authorizing the execution of a certain reciprocal agreement on the exchange of information between the Village of Hawthorn Woods and the Illinois Department of Revenue. After some discussion a roll vote was called, the motion carried unanimously.
- G. A motion was made by Kelly Corrigan seconded by Surinderpal Kalra to recommend approval of a resolution supporting the preservation of the local funds (LGDF). With a roll call vote, the motion carried unanimously.
- H. A motion was made by Jayne Kosik seconded by Peter Ponzio to recommend approval of the February 2015 financial statements. With a roll call vote, the motion carried unanimously.
- I. A motion was made by Kelly Corrigan seconded by Peter Ponzio to recommend approval of the March 2015 financial statements. With a roll call vote, the motion carried unanimously.

VII. Old Business

- A. No discussion
- B. SSA 4 bondholders don't want preemptive talks with property owners since bonds are being paid. Village attorney has reached out to delinquent property owners and has not yet gotten a response.

VIII. With no further business to discuss, a motion was made by Steve Reiss and seconded by Peter Ponzio, to adjourn the meeting at 7:19 pm. The motion carried by unanimous voice acclamation.

*Respectfully submitted by: Kelly Corrigan*

 6/8/15

Finance Committee Meeting Date: 5/11/15 Time: 5:40

Committee Members:

- Kelly Corrigan
- Surinderpal Kalra
- Jayne Kosik
- Peter Ponzio
- Steve Riess
- Chuck Schulte

Also Present:

- CFO Kristen Kazenas
- Brian LeFevre
- Rachel Corrigan - *Volunteer* Financial Intern Feb-April

Meeting Attendance	III A+B		IV		VIA		VI B		VII C		VII D		VII E		VII F	
	Motions	1st 2nd Y/N														
Roll Call																
✓			✓	✓					✓							
✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
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