



Village of Maple Park

302 Willow Street ♦ P.O. Box 220 ♦ Maple Park, Illinois 60151

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FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, March 21, 2017

7:00 p.m.

**Maple Park Civic Center
302 Willow Street, Maple Park, IL**

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Terry Borg called the meeting to order at 7:03 p.m.

Deputy Clerk Cheryl Aldridge called the roll call and the following Committee members were present: Trustee Terry Borg, Trustee Brandon Harris, and Trustee Chris Higgins.
Absent: Trustee Kristine Dalton.

Others present: Trustee JP Dries, Public Works Director Mike Miller, Police Chief Tony Ayala, Village Accountant / Deputy Clerk Cheryl Aldridge.

2. PUBLIC COMMENTS – *Any resident wishing to address the Board may do so according to the Rules of Public Comment and should register with the Village Clerk prior to the meeting.*

None.

3. APPROVAL OF MEETING MINUTES

- February 21, 2017

Trustee Higgins made a motion to approve the meeting minutes from February 21, 2017, seconded by Trustee Harris. Motion carried by voice vote.

4. DISCUSSION OF FY18 BUDGET

The committee will review and discuss the tentative budget for FY18, which is to be approved at the April Board of Trustees meeting.

Village Accountant Cheryl Aldridge went over the following items:

- Proposed Budget
- Rental Rates/Gym Rental Detail
- Employee Pay Rate History
- Payroll at Current Rates, 1%, 2%, 2.5%, and 3%

Assumptions used on budget:

- Building Permits
 - FY17 – 2 Squire’s Permit (Currently in the office for approval)
 - FY18 – 3 Heritage Hills, 2 Squire’s

FY 2017 Estimates

- FY 2017 Estimates
 - General Fund
 - Fund Balance is estimated to end \$29,561 better than budgeted
 - Revenue is very close to the budgeted revenue
 - 01-10 (Admin & Finance) – about \$4,000 over budget
 - 01-20 (Parks & Grounds) – about \$10,000 under budget
 - 01-30 (Police) – about \$25,000 under budget
 - 01-40 (Civic Center) – almost \$14,000 under budget
 - 01-50 (Streets) – about \$29,000 under budget
 - Utility Tax Fund
 - Fund Balance is close to the budgeted fund balance
 - Revenue – includes over \$31,000 from the TIF Fund payback
 - Expenses – Police vehicle purchase of \$31,500, and 2 computers to be purchased
 - TIF District Fund
 - Will end the fiscal year with a fund balance of zero
 - Revenue of \$37,890 in the fiscal year
 - The majority of the TIF Payback to the Utility Tax Fund will be done this fiscal year
 - Road & Bridge Fund
 - Fund balance is approximately \$11,000 over the budgeted fund balance
 - MFT Fund
 - Fund balance is approximately \$6,000 under the budgeted fund balance
 - Water & Sewer Fund
 - Fund balance is approximately \$50,000 over the budgeted fund balance
 - Revenue is over budget by approximately \$22,000. We have some additional revenue from the new home build permits
 - Water Department Expenses are approximately \$15,000 under budget
 - Sewer Department Expenses are approximately \$19,000 under budget
 - This will continue to help stabilize the enterprise fund balances to ensure we can repair and maintain our water / sewer systems
 - Water Improvement Fund
 - Fund balance is approximately \$7,000 over the budgeted fund balance
 - Revenue shows several water impact fees from new home builds
 - We purchased the cameras for the water system
 - Sewer Improvement Fund
 - Fund balance is approximately \$13,000 over the budgeted fund balance
 - Revenue shows several sewer impact fees from new home builds
 - We purchased the cameras for the sewer system
- FY 2018 Budget
 - General Fund
 - Revenue \$687,114 (increase of \$18,817)
 - Includes 5 new permits – 3 Heritage Hills, 2 Squire’s Crossing

- 01-10 (Admin & Finance) \$344,293 (increase of \$8,879)
- 01-20 (Parks & Grounds) \$45,569 (decrease of \$5,000)
- 01-30 (Police) \$215,658 (decrease of \$10,596)
 - Removed Wages – Investigations - \$1,509
 - Gasoline & Fuel – decreased by \$2,000
 - Maintenance & Repair – decreased by \$4,000
- 01-40 (Civic Center) \$22,000 (decrease of \$7,200)
- 01-50 (Streets) \$88,294 (decrease of \$10,178)
 - Gasoline & Fuel – decreased by \$1,500
 - Engineering removed - \$2,500
 - Maintenance & Repair – decreased by \$2,500
- Utility Tax Fund
 - Revenue \$82,244 (increased by \$4,744)
 - Expenses
 - Potential Financed Police Vehicle for \$7,500
 - Computer Backup System
 - 2 New Computers
 - GIS System
 - Ending fund balance of \$504,747 (including \$2,500 for Vehicle Purchase Reserve)
- TIF District Fund
 - Revenue \$38,500 (unknown revenue amount yet)
 - Final payback of Utility Tax Fund scheduled
 - Ending fund balance of \$26,756
- Road & Bridge
 - Revenue is fairly flat to FY2017
 - Projected Expenses
 - \$35,000 for road patches for Mike (Liberty, Washington and possibly Pearl)
 - \$20,000 for Settlement Crack Sealing
 - \$5,000 ball field storm sewer
 - Ending fund balance of \$18,763
- Motor Fuel Tax Fund
 - Revenue is fairly flat to FY2017
 - No projects scheduled
 - Ending fund balance of \$107,348
- Water & Sewer Fund
 - Revenue \$408,120 (increase of \$23,720)
 - Includes rate increases
 - Includes 5 new home builds
 - Water Department \$208,887 (decrease of \$1,534)
 - Sewer Department \$147,965 (decrease of \$5,920)
 - Ending fund balance of \$369,464
- Water Improvement Fund
 - Net Income of \$28,810
 - Includes 5 new home builds
 - Ending fund balance of \$156,870 (includes \$60K for Resin if needed)
- Sewer Improvement Fund

- Net Income of \$30,635
- Includes 5 new home builds
- Ending fund balance of \$295,059

Decisions

- Any Rent Changes
 - Library – Expires 10/31/17 – Currently \$400.00. Looking at library a few months early.
 - Exercise Room
 - Old Virgil Township Room
 - Gym
 - Kitchen
 - Parks
 - Suggestion to add water service to McAdams Shed for possible rental. Discussion regarding feasibility of possibly renting empty space in village hall building. Possible necessity of Certificates of Insurance or waivers for renters of buildings and financial impact upon those groups. No change to current rental rates was suggested.
- Payroll Rates
After discussion, consensus was to suggest a 2.5% pay increase across the board to all employees.
- Full Budget approval

5. DISCUSSION OF OTHER ITEMS

6. ADJOURNMENT

Trustee Higgins made a motion to adjourn the meeting, seconded by Trustee Harris.
Motion carried by voice vote.

Meeting adjourned at 9:21 p.m.


Cheryl Aldridge
Deputy Clerk

Committee Members

Trustee Borg Chair
Trustee Dalton
Trustee Higgins
Trustee Harris