



Village of Maple Park

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

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Approved by the Finance
Committee on 4/23/19.
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FINANCE AND PUBLIC RELATIONS & DEVELOPMENT COMMITTEE MINUTES

Tuesday, March 26, 2019

7:00 p.m.

Maple Park Civic Center

302 Willow Street, Maple Park, IL

1. CALL TO ORDER / ESTABLISHMENT OF QUORUM

Chairman Chris Higgins called the meeting to order at 7:00 p.m.

Village Clerk Liz Peerboom called the roll call and the following committee members were present: Chairman Chris Higgins, Trustee Bart Shaver, Trustee Suzanne Fahnestock, and Trustee Kristine Dalton.

Others present: Village President Kathy Curtis, Trustee JP Dries, Village Accountant Cheryl Aldridge, Public Works Director Lou Larson, Police Chief Dean Stiegemeier, and Village Clerk Liz Peerboom.

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 26, 2019

Trustee Shaver made a motion to approve the minutes from the February 26, 2019 meeting, seconded by Trustee Fahnestock. Motion carried by voice vote.

4. DISCUSSION OF FY2020 BUDGET

Village Accountant Cheryl Aldridge advised that the budget as is meets the fund balance requirements.

Ms. Aldridge then went over the current budget and explained how it is ending and why. The following is a synopsis of her discussion:

FY 2019 Budget

- Need to do a budget modification for FY2019 – Resin at least
- Variances to projected fund balances
 - General Fund – better by \$135,000. Main cause is the new sales tax, increase of \$94,208 over budgeted sales tax.

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- Utility Tax Fund – better than projected by \$34,000. This is mainly due to not needing to do a transfer to the General Fund for \$35,000 as originally budgeted.
- TIF Fund – better than projected by almost \$50,000. We had budgeted for TIF Improvements, but have not done any in the fiscal year.
- Road & Bridge Fund – better than projected by \$16,000. Last year had a grant application fee of \$7,500 that was not done and some other smaller variances.
- MFT Fund – Better by \$12,000. We had engineering of \$10,000 in the budget and it has not been done.
- Water & Sewer Operating Fund – worse by \$17,000. The Maintenance & Repair line items are looking at more than \$35,000 over budget with all of the repairs that have been needed this year.
- Water Improvement – better by \$2,500. Our revenue has surpassed the budget by \$40,000, but that is offset by the \$40,000 Resin Replacement Project.
- Sewer Improvement – better by \$45,000. This is due to the increase in our Impact Fees for 14 permits. We had only budgeted for 4 permits this year.

Revenue Discussion

- Impact Fees – Currently on a moratorium – through 06/30/19 – Extend through 12/31/19 – Discuss in committee in the Summer of 2019 (look at an escalator)
 - Original amounts from 2007
 - ★ Library \$750.00
 - ★ Fire – Residential \$750.00
 - ★ Fire – Commercial / Industrial \$1,050.00
 - ★ Roads \$1,000.00
 - ★ Police \$750.00
 - ★ Facility \$1,603.00
 - ★ Community Development \$1,000.00
- Water / Sewer Hook Ups – at 50% now – Leave at 50%, but discuss in committee in the Summer of 2019 (look at an escalator)
 - Water Service Connection Fee – Currently \$2,500.00
 - Sewer Treatment Charge – Currently \$750.00
- Additional Sales Tax Revenue – approximately \$78,000
- Vehicle Stickers – ability to prorate them - \$25 per year – last 3 months give a new year sticker (Due 05/31 – March through May)
- Water / Sewer Rates – 2% increase – We need to modify the code regarding Midwest Region – Class D – adjust through an ordinance
- Garbage Admin Fee - \$15,000 – removing / modification to the code will be needed for the garbage billing / penalty billing removal.

Project List

Administration

- CMJ Upgrades
 - Windows 7 – end of support 01/14/20 (3 computers, and 1 software update) – 3 Computers \$5,081.91 – 2 police department computers will be “decommissioned”,

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this will be a savings of \$22 per month per computer (\$528 per year), software update on laptop \$250.00 (Included 3 computers for \$5,200 in 01-10-8210 – Computers, laptop software in 01-10-5550)

- Server - \$7,888 (Included in 01-10-8210 – Computers) – Put in \$8,000
- Panic Buttons – Upfront \$526.42 (Added \$1,000 - 01-10-5900), annual fee \$1,000.00 (01-10-5390) – this is internet based
- Copier maintenance agreement – waiting for pricing from Impact – they are supposed to send pricing and pricing on a new copier.
- Website Update - \$600-\$800 – Included \$1,000 in 01-10-5390 – Other Professional Services
- Village Administrator / Village Planner – Add in \$50,000 to 01-10-5390 – Other Professional Services

Police Department

- Police Vehicle - \$43,550 / enter as \$45,000 – used a 4%, 3-year loan, 11 payments in FY20
- Police Department – Civic Center Lighting - \$1,630 (after Com Ed incentive) - \$2,890.80 for lighting in 01-40-5600 – Civic Center Repairs and Maintenance, offset of \$1,260 in 01-00-4910 – Reimbursement Income
- Police Department – Tasers / Training – Equipment Cost of \$3,990, Training cost included in cost – in 01-30-8200 - Equipment
- Records Management – annual fee of \$900 – in 01-30-5550 – Software Expense

Public Works Department

- Public Works 1-Ton Truck with a plow – \$60,000 – split 3 ways (01-50-8215, 52-10-8215, and 52-20-8215 – Vehicle Purchase for Street Department, Water, and Sewer) – Switched after discussion from $\frac{3}{4}$ Ton to 1 Ton - Budget at \$72,000
- Water Study (Flow) and Water Tower Site Location Study – approximately \$10,000 – Included in 54-00-5320 Engineering Services in Water Improvement Fund
- GIS Training – Approximately \$1,500 – split 3 ways (01-50-5390, 52-10-5390, and 52-20-5390 – Other Professional Services for Street Department, Water, and Sewer)
- Civic Center Improvements
 - Heat Systems for Civic Center – Approximately \$10,000 per area
 - ★ Gym Gas Heat Unit – Approximately \$10,000 – May be prior to 04/30/19 – Included in 12-00-8102 – Civic Center Improvements
 - ★ Plan an additional unit or other repairs for FY 2020 – Included in 12-00-8102 – Civic Center Improvements
 - ★ Parapet Walls by Gym – approximately \$2,000 – Included in 01-40-5600 – Civic Center Repairs and Maintenance
- Street Paving – Center Street - \$175,000 paving, plus \$25,000 in engineering – Engineering in MFT (19-00-5320 – Engineering Services), \$60,000 in Road & Bridge (15-00-5620 – Street Maintenance) and \$115,000 in MFT (15-00-5200 – Street Improvements)
- Hydrant on Maple Avenue – \$4,000 – Included in 52-10-5600
- Lift Station – Chains – Rusting - \$2,000 – Included in 52-20-5600

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- Water Tower – 3 Meters / one this fiscal year for \$2,500, another this year for \$3,000 and another next year for \$3,000 – Included in 52-10-5600
- Repair the panel at the Water Tower – Quote for \$15,700, included \$20,000 in 52-10-5600 for FY 2019
- Fix the Valve at the corner of Washington and County Line Road – to be done by G Snow - \$7,500 – Included in 52-10-5600
- Mag Meter at the WWTP – bad meter - \$15,000 – Included in 52-20-5600 for FY 2019
- Brine Pump – Need to have a backup Brine Pump - \$3,000 – Included in 52-10-5600 for FY 2020 (New item added)
- 5 Heaters for Water - \$4,400 – included in FY19 in 52-10-5600

Miscellaneous

- Payroll – Any Changes – Factored in 2.5% increase. Committee discussed giving a 3% raise and updating the stipend for the three full-time employees. Consensus was to go with the 3%, and raise the stipend to \$6,600 per year and review it next year for possible changes. The committee also discussed comp time. All three full-time employees have more comp time than they can use. After a brief discussion, consensus was to payout a percentage of the comp time on the 2019 budget. Village Accountant Cheryl Aldridge will work with President Kathy Curtis to determine the amount of comp time to be paid out.
- DeKalb County Community Grant – 2nd half for implementation
 - Signage - \$7,000
 - Logo / Letterhead Updates - \$3,000
- Gym Trusses – Anything included? We have no final word from the insurance company

Trustee Fahnestock made a motion to move the agenda (with the corrections) to the April 2, 2019, Board agenda for full Board approval, seconded by Trustee Shaver. Motion carried by roll call vote. Aye: Higgins, Dalton, Fahnestock, Shaver. Nay: None. Absent: None.

5. ADJOURNMENT

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

Meeting adjourned at 8:04 p.m.

Liz Peerboom, CMC
Village Clerk

Committee Members
Trustee Higgins, Chair
Trustee Dalton
Trustee Fahnestock
Trustee Shaver