

VILLAGE OF BEACH PARK
Minutes of the May 20, 2020
Finance Committee Meeting

Meeting Conducted via Zoom

Attendees:

Marc Huber – Administrator	Trustee Don Jensen – Committee Chair
Peggy McHugh – Finance Director	Trustee Regina Miller – Member
Adrian Marquez – Public Works Director	Trustee Linda Sittig – Member

Roll call was taken, and the meeting brought to order at 6:00 p.m.

April 15, 2020 meeting minutes:

Chairman Jensen asked if there were any questions or comments on the minutes from the last meeting. Hearing none, minutes were approved as presented. Trustee Miller made a motion to approve the March 18, 2020 minutes. Trustee Sittig seconded. Minutes approved.

Monthly Finance Report:

Trustee Jensen then moved to the next item on the agenda, the April Finance Report. Finance Director Peggy McHugh noted that this is a preliminary report as there will be final adjustments after the year end audit. Trustee Miller asked about the water rate increase from the City of Waukegan mentioned in the memo, and Peggy McHugh explained that she was correct that the rate of increase from Waukegan will decrease by 1% each year. Last year was 5%, this year 4%, next year 3%, and so on.

FY 21 Revenue Forecast:

The next item on the agenda is the forecast staff prepared with the new revenue estimates from IML factoring in the potential impact of the pandemic. Trustee Jensen commented that it was too early to go into too much detail but thanked staff for preparing the spreadsheet. Discussion occurred.

Proposed Changes to the Fee Schedule:

Finance Director McHugh then proceeded to share her screen with the proposed changes/clarifications to the fee schedule and Trustee Jensen's comments. Discussion was had on the items. Included in the update is the water rate increase, passing on the City of Waukegan increase and increasing the village's internal rate of return by the same percentage. For the Variation comments in the Zoning section, after discussing the process of applying for a variation, Administrator Huber recommended we change the application fee to \$850.00 to cover costs, but eliminate the additional application verbiage and fee and just leave the \$850.00 in there for all variances. The committee is in favor of this approach. Trustee Miller made a motion to advance it to the board and Chairman Jensen seconded.

Employee Handbook Update:

Discussion then moved on to the proposed changes to update the employee handbook. Administrator Huber shared his screen and walked the committee through the updates. Items were presented and discussion occurred. A few changes were made in wording, and clarification was given where needed by Marc Huber. Village Administrator Huber will consider the language in the retaliation section and follow up with the committee as lengthy discussion occurred regarding the intent of that section and the verbiage. The committee would like to see the document again before it goes to the board.

Warrant Lists:

Peggy McHugh then moved to the 2 warrant lists since the last meeting and the comments she received from Chairman Don Jensen. Discussion was had on the annual Social Archive billing and whether it was needed. Discussion occurred on the archiving and how much the village was posting on social media. Chairman Jensen asked staff to continue to evaluate cost vs. benefit for this expenditure. Public Works Director Adrian Marquez explained several of the bills related to the Public Works department and answered questions for the committee.

New Business:

Trustee Sittig mentioned that new to her tax bill was an amount listed as Beach Park TIF District #4. Discussion occurred about this line item and that we may want to put something on the website to explain that it is not a village tax. Staff will follow up on this. Then Finance Director McHugh informed the committee of a catch-up bill that will be paid to ComEd for village wide street lighting. There was a billing problem so 9 months of bills totaling just over \$43,000 will be processed in the next bill run. This was a budgeted line item. Second new business item from McHugh was the budget amendment format and she would like to make in the format this year where only material increases to a fund or a department will be presented. This will reduce administrative time for the small budget variances that staff had been reporting line item by line item in the past. Committee is fine with this.

Public Comment: None

Adjourn: Trustee Jensen then made a motion to adjourn. Trustee Miller seconded. The Finance Committee meeting was adjourned at 7:29 pm.

Next Finance Committee Meeting: Wednesday, June 17, 2020 at 6:00 p.m.