

VILLAGE OF BEACH PARK
Minutes of the June 17, 2020
Finance Committee Meeting

Meeting Conducted via Zoom

Attendees:

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| 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 6:03 p.m.

May 20, 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 May 20, 2020 minutes. Trustee Sittig seconded. Minutes approved.

Monthly Finance Report:

Trustee Jensen then moved to the next item on the agenda, the May Finance Report. Finance Director Peggy McHugh noted that with only one month to report it is too early to draw any conclusions. Chairman Jensen mentioned the Income Tax figures on the variance page and the shortfall to budget and last year but noted that we will cover that in the revenue forecast discussion which is the next item on the agenda. He also asked why the budget for the drainage project appears in two different funds and Peggy McHugh said the purpose of that is to split the cost of the project between the two funds.

FY 21 Revenue Forecast:

The next item on the agenda is the forecast staff updated with the new revenue estimates from IML. Peggy McHugh gave the committee an overview of the spreadsheet and discussion occurred. While the new forecast shows a shortfall in revenue to budget in the general fund, it is improved from the previous forecast. In the MFT fund the forecast is slightly worse, a potential additional \$2,000 shortfall to budget. This is not a material difference, however, and staff feels it can be covered by utility tax leftover from last year. Chairman Jensen asked about the Rebuild Illinois program and when the village will receive the funds. Peggy McHugh stated that we have received the first disbursement and expect to receive a second one before the end of the fiscal year. These funds will be used for the Manor project. Staff will continue to update the spreadsheet as the year progresses and keep the committee informed.

Employee Handbook Update:

Discussion then moved on to the employee handbook. Chairman Jensen started by saying he may have misunderstood intent of the handbook being sent in its entirety to the committee and he went through it in detail. Administrator Huber said the input was appreciated but staff had not had time to go through all his comments. Chairman Jensen then gave an overview of his comments and the ones he deemed important for staff to address. Administrator Huber said staff will go through the comments and address as needed. Trustee Miller then said she had some suggestions and would email them to Administrator Huber. Trustee Sittig asked about Personal Days and clarification was provided. Administrator Huber encouraged the committee members to feel free to send suggestions or comments.

Warrant Lists:

Chairman Jensen then moved to the warrant list questions on the last bill run. Discussion was had on the Lake County Animal Control bill and how charges are determined. Staff will need to follow up on this as Peggy McHugh had reached out to them but had not heard back.

New Business:

Chairman Jensen mentioned the discussion occurring around canceling Beach Park Fest due to the coronavirus. He is in favor, it also saves the village some money. Trustee Miller and Trustee Sittig are in favor as well.

Public Comment: None

Adjourn: Trustee Miller then made a motion to adjourn. Trustee Sittig seconded. The Finance Committee meeting was adjourned at 6:40 pm.

Next Finance Committee Meeting: Wednesday, July 15, 2020 at 6:00 p.m.