



Village of Hanover Park Administration

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JON KUNKEL
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EDWARD J. ZIMEL, JR.

VILLAGE MANAGER
JULIANA A. MALLER

VILLAGE OF HANOVER PARK

FINANCE COMMITTEE REGULAR MEETING MINUTES

**Monday, August 19, 2013
4:30 p.m.
Village Hall Municipal Complex
2121 W. Lake Street
Hanover Park, IL 60133**

1. CALL TO ORDER – ROLL CALL

The meeting was called to order at 4:32 p.m. by Chairman Zimel. Finance Director Rebekah Flakus took the roll call.

Finance Committee members present were Chairman Ed Zimel, Committee member James Kemper and Committee member Vashun Cole. Also present was Village Manager Juliana Maller, Finance Director Rebekah Flakus, Assistant Finance Director Kay Nees and Human Resources Director Wendy Bednarek. Eira Corral also was present at the meeting.

2. ACCEPTANCE OF AGENDA

Committee member Kemper made a motion to accept the agenda, seconded by Committee member Cole. Agenda voted on and accepted.

3. PRESENTATIONS/REPORTS – None

4. TOWNHALL SESSION – No persons registered

5. APPROVAL OF MINUTES – JANUARY 31, 2013 MEETING

Committee member Kemper made a motion to approve the minutes from the January 31, 2013 Committee meeting, seconded by Committee member Cole. Motion approved.

6. ACTION ITEMS - None

7. OLD BUSINESS – None

8. NEW BUSINESS –

a. Review of Proposed Work Plan and Meeting Dates

Village Manager Maller gave an overview of the work plan for the Finance Committee going forward. Four quarterly meetings would be planned for October, January, April, and July. Additional meetings will occur for further discussion of budget, audit, tax levies and other Finance items. All quarterly meetings will include a review of the detailed quarterly financial statements, followed by a summary report to the full Village Board at Workshop. Chair Zimel agreed that the proposed structure of the meetings was appropriate. Committee members Kemper and Cole agreed.

b. Budget and Levy Calendar Review

Finance Director Flakus reviewed the schedule of converting the Village's budget from a Fiscal Year ending April 30th to a Calendar Year beginning January 1, 2015. The proposed calendar includes the 2013 Property Tax Levy and the Fiscal Year 2014B eight-month Budget process, as well as the 2014 Property Tax Levy and the Calendar Year 2015 Budget process. The calendar incorporates the quarterly Finance Committee meetings and leaves room for additional meetings if necessary.

Village Manager Maller noted that Staff will be reviewing a full 20 month budget to prepare for the transition to a calendar year. The Fiscal Year 2014B eight month budget will be brought to the Board in March of 2014, and the Calendar Year 2015 twelve month budget will be brought to the Board in November of 2014 for approval.

Village Manager Maller also spoke about the Strategic Plan and the goal to incorporate the new Plan into the upcoming Budget.

c. Review of First Quarter Fiscal Year 2014 Financial Report

Finance Director Flakus presented the Committee with the First Quarter Fiscal Year 2014 Financial Report Summary. Village Manager Maller requested the Committee give direction on what degree of detail should be presented at future meetings. The Summary report will go to the full Village Board. Committee Chair Zimel requested Staff bring to the Committee revenues broken out by account and expenditures detailed by department. Both Committee Members Cole and Kemper agreed.

d. Technology upgrade costs

Chair Zimel requested that staff provide the Village Board with a cost estimate of just updating the technology in the Board room rather than a full remodel of the Board dais, and use remaining funds budgeted for trees. Village Manager Maller agreed to put the discussion on the next Workshop agenda.

Committee Chair Zimel requested a listing of all the Village's charitable contributions. Village Manager Maller informed the Committee that contributions are in the budget and that the Committee should discuss during the Budget Process whether or not the Village should put restrictions on what the contributions are used for and possibly create a separate account for all contributions or donations. Finance Director Flakus had created a list and stated she would be sending it after the meeting.

9. ADJOURNMENT – Committee Chair Zimel asked for a motion to adjourn at 5:35p.m. Committee member Kemper made a motion to adjourn the Finance Committee meeting, seconded by Committee member Cole. Motion approved.