

## Village of Hanover Park

Municipal Building  
2121 West Lake Street  
Hanover Park, Illinois  
60133-4398

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### VILLAGE OF HANOVER PARK

#### FINANCE COMMITTEE REGULAR MEETING MINUTES

**Monday, June 18, 2012**

**5:00 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 5:13 p.m. by Chairman Cannon. Roll call was taken. Finance Committee members present were Chairman Cannon, committee member Zimel and committee member Cole. Also present was Interim Village Manager Craig Haigh, Finance Director Rebekah Young and Assistant Finance Director Kay Nees. Village Clerk Eira Corral joined the meeting at 5:34pm and Village Planner Katie Bowman joined the meeting at 5:41 pm

#### **2. Acceptance of Agenda**

Committee Chair Zimel 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 – 2/27/12**

The prior meeting minutes of February 27, 2012 were reviewed. A motion was made by Trustee Zimel to approve the minutes, seconded by committee member Cole.

#### **6. Action Items - None**

## **7. Old Business**

### ***a. Hanover Square Shopping Center Sign***

Village Planner Katie Bowman discussed the possible options for the Hanover Square shopping center sign and showed proposals. The option of having two signs was discussed in further detail by a members present. The cost for each sign is estimated to be \$50,000 to \$80,000. The proposed signs do not require a variance and meet the current Village code. Katie recommended the two sign option because of this and to start with one sign and eventually put a second sign in at a later date. Committee Chair Cannon recommended the 2 sign proposal and suggested a one year loan from the Village's Vehicle Replacement fund to front the cost. The direction of the committee was to proceed to the Village Board with the two sign proposal and get further direction to proceed.

## **8. New Business**

### ***b. Fines and Fees***

Finance Director Rebekah Flakus and Assistant Finance Director Kay Nees presented analysis of the Village's fines and fees and the potential areas for increases. They also went over the history of the analysis and the goal was to find ways to start and fund an IT (Information Technology) Fund. Kay Nees presented a detailed spreadsheet to all committee members listing all estimated increases and what additional revenues would be created to begin the Fund. Potential revenue increases were increasing real estate transfer taxes from \$3.00 per \$1000.00 to \$5.00 per \$1000.00 and increasing the exempt transfer from \$10.00 to \$25.00 to help offset staff costs associated. Also included in the potential fine increases were business and liquor licenses, kennel fees and building plan fees. Craig Haigh requested the building plan fees be postponed until after the new Inspectional Services Supervisor is hired.

Committee Chair Cannon asked to see cutting costs instead of increasing fines and fees. After discussion, Finance Director Rebekah Flakus suggested the possibility of utilizing the Real Estate Transfer Revenue to fund the IT fund instead of increasing fines and fees. Chair Cannon and Interim Village Manager Craig Haigh both agreed to the idea. Also suggested to staff was to create a list of potential expenses that could be cut from the Village's budget to offset the revenues that would be used to fund the IT reserve.

Direction was given by Committee Chair Cannon to move forward with analysis on increasing the real estate transfer tax from \$3.00 per \$1,000 to \$5.00 per \$1,000 and increase exempt transfers from \$10 to \$25. All real estate transfer revenues should be committed to the IT reserve Fund estimated at \$400,000 annually. Committee members agreed the revenues would help fund the new equipment in the future. Direction was also given that Inspectional Services receive more time to analyze their fee structure when the new Inspectional Services Supervisor position is filled.

## **9. Adjournment**

The meeting was adjourned at 6:50 p.m. A motion was made by Trustee Zimel to adjourn seconded by committee member Cole.