



FINANCE

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draft

Finance Committee Meeting Minutes - February 2, 2017 Westmont Village Hall

Call to Order: 4:02 pm - Mayor Gunter

Pledge of Allegiance

Roll Call: Committee

Staff

| | |
|---|---|
| Trustee Liddle Trustee Barker Trustee Guzzo (Chair) Mayor Gunter Clerk Szymiski Trustee Addington (4:07) Trustee Barry (4:14) | Director Parker Manager May Police Chief Gunther Public Works Director Ramsey Deputy Fire Chief Riley |
| Visitors | <i>None</i> |

Minutes approved: The January 5, 2017 Meeting Minutes were approved by a motion from Trustee Liddle and a second by Trustee Barker, all ayes.

UNFINISHED BUSINESS:

NEW BUSINESS: Director Parker presented objectives of the agenda topics:

A. Sale of Fire Truck: Director Parker reminded the committee that the Public Safety Committee had given tentative approval to sell a fire truck for \$150,000. We can sell a fire truck either through a listing or a direct sell. We have been told by listing agencies that we could expect to get approximately \$150,000, which is why we discussed this figure at a previous Public Safety Committee meeting. If we sell through a listing agency, we would be charged a commission which would be approximately \$10,500. We currently have an offer for a direct sale of \$140,000. Staff recommends accepting the offer rather than taking the chance of trying to sell it through a listing agency at a future date. The committee agreed.

B. Downtown Streetscape: Director Parker explained that the downtown streetscape proposal was an outgrowth of both the strategic plan's charge to enliven downtown and recommendations from the 100th anniversary committee. The proposal would include rebuilding Cass Avenue. This would include upgrading electricity, upgrading the water main, rebuilding the road, rebuilding the sidewalk and bricks, and installing banner poles. The initial estimate of the project is that it may cost as much as \$10 million, which could be covered by a bond with debt service of approximately \$750,000. We could fund a portion from Hotel/Motel taxes to cover the electrical

upgrades, but not for other items. This project would use the same funding source as other items including the Public Works Facility, the Fire Addition, Gateway Signs, and Downtown Alleys. The next step of the project is Phase 1 Design, which would give us a hard cost estimate. The cost of a Phase 1 Design is \$200,000.

Trustee Barry noted that there are a lot of capital requests, and before he makes any sort of commitment, he would like to see all of the requests together and prioritize them. The committee agreed that having a special budget meeting focusing on capital requests, prior to the previously scheduled budget workshop would be helpful. Manager May said staff would identify a date for that meeting and reach out to the Board.

REPORTS:

Chair: Nothing at this time.

Finance Director: Director Parker presented on the following topics:

Library Inter-Governmental Agreement (IGA): Director Parker reported that the finance department and IT department have been working with the Library on a potential IGA for the Village to provide Information Technology (IT) services. Director Parker explained that Village staff have put together a quote for the Library. The Library will be considering it during their budget discussions. If both the Village and the Library approve it in their budgets, staff will get together to work on the language of the IGA. Assuming we come to an agreement, the IGA would go back to both boards for approval.

Closely related to this IGA is a budget request that will be coming from IT. The IT division has been short-staffed since the economic downturn and is requesting an additional 20-hour-per-week desktop tech. However, if the Intergovernmental Agreement with the Library is approved, the IT division would instead request a full-time assistant network administrator position. The cost of the full-time position with the Library's payment would be approximately the same as the cost of the part-time position without the Library's payment. Trustee Barry asked if the full-time assistant network administrator position would help with implementing new software, which has been recommended by our auditors. Staff responded that the position would be more help with implementing new software than the part-time position, but that the implementation process would still be a time-consuming process even with the new staff.

The next Finance meeting is March 2, 2017.

Adjourn: 4:31 pm, motion by Trustee Addington and second by Trustee Liddle, all ayes.