

FINANCE COMMITTEE

October 7, 2015

Regular Meeting

CALL TO ORDER:

Chairman Morelli made a motion to open the meeting at 3:03 p.m. Trustee Schanks seconded. All in favor. Motion carried.

ROLL CALL:

Present: Chairman: Chairman Morelli
Members: Trustee Brown
Trustee Schanks
Rosa Cojulun, Finance Director
Susan Mika, Accounting Manager
Guests: Trustee Zarate
Trustee Lawler
Lucas Rickelman, Director of Public Services and Development
James Farrell, Network Engineer

OLD BUSINESS:

➤ None

NEW BUSINESS:

Trustee Schanks made a motion to approve the April 16, 2015 and the May 26, 2015 Finance Committee meeting minutes. Trustee Brown second. All in favor. Motion carried

- ✓ James Farrell presented the annual renewal of the MUNIS financial software contract. He explained the MUNIS software is used for the Village's financials and that all departments within the Village use MUNIS. This invoice is annual. Both he and Rosa analyzed all the modules to make sure the Village is utilizing them.
 - Finance Director Rosa Cojulun stated that we will be keeping the HR module because of the reporting issues and its abilities, but will be removing the parking ticket module at this time. This is because the Police department has not decided to move forward with the parking ticket module. She also stated the Village will be moving forward with the code enforcement module.
- ✓ James further explained the annual fee is \$59,183.51, of which \$4,266.61 will be credited for the parking module.
 - Chairman Morelli asked if this was budgeted for every year?
 - Rosa replied that it is.

Trustee Brown made a motion to approve the annual MUNIS contract renewal. Trustee Schanks second. All in favor. Motion carried.

- ✓ James presented two more annual renewals for MUNIS. \$2,700 for the Site License and \$13,198 for the system that holds the database.

FINANCE COMMITTEE

October 7, 2015

- Chairman Morelli asked if the prior item was for the modules and this one is for the support and maintenance.
 - James and Rosa replied that is correct.

Trustee Schanks made a motion to approve the annual MUNIS fees for renewal. Trustee Brown second. All in favor. Motion carried.

- ✓ James presented the need for the Code Enforcement Module.
 - Rosa stated Sergeant Kristen Swienton has researched code enforcement software and the average price is roughly around \$100,000. Rosa then asked Greg Dover from GadGroup and Berlinda Boglin to give a presentation to both Police and Finance to show how the Code Enforcement module would work. The quote is \$23,000 and then there is a \$7,650 one time implementation fee. Once this module is set up, the annual maintenance fee will be \$4,400.
 - Chairman Morelli asked what was the average increase for the annual maintenance in the past?
 - Rosa replied the annual increase over the past few years has been minimal, mostly flat.

Trustee Brown made a motion to approve the purchase of the Code Enforcement Module. Trustee Schanks second. All in favor. Motion carried.

- ✓ James explained the issues he has run into when updating the Cisco firewall. The firewall allows people to get into our system at the Village. Currently the Village's software is not supported by Cisco. By upgrading the firewall, it should be supported for a minimum of 5 years. This will allow the Village to take advantage of newer technology. James thought the Village could function on the older version for a little while, however, that has not been possible with the issues that have arisen. The original cost was around \$25,000, however, he was able to negotiate the cost to be \$12,000 because the Village has most of the hardware that was quoted originally.

Trustee Brown made a motion to approve the upgrade of the Firewall. Trustee Schanks second. All in favor. Motion carried.

- ✓ James presented the annual CallOne renewal. He stated they have not looked at any other carrier.
 - Chairman Morelli stated that he wanted to look at the quote and compare it to others for next year.

Chairman Morelli made a motion to approve the annual CallOne renewal once the committee has received a copy of the renewal. Trustee Brown second. All in favor. Motion carried.

- ✓ Lucas presented a proposal to increase the local gas tax. The proposal is to cover the costs of replacing all of the trees within the Village. He presented a handout for everyone to review. In fiscal year 2014, the Village treated 6,221 trees and now they are dying. At the end of August, 2015, (fiscal year 2016) the Village has expended \$2.2 million between treating/cutting/ and planting trees. If the Village were to move forward and continue replacing all the trees, at an estimate of \$330-\$380 per tree, it would cost \$7.2 million.

FINANCE COMMITTEE

October 7, 2015

- Chairman Morelli asked what's the difference between FY16 and FY 8/31/2015.
- ✓ Lucas replied FY 8/31/2015 is how much was spent so far and FY 16 is what will be spent if we continue at the rate we have projected at the beginning of the fiscal year.
- ✓ Lucas explained more analysis on page 2. There was a bid opening on October 1. The funds will be covered by a HUD grant and it will not come out of the Corporate Funds. 3 quotes were received; from Sebert, Hassert and American Landscaping.
- ✓ He continued to explain the analysis on page 3. This is the revenue generated based on the different percentage proposals. The Village does have to give the gas company 30 days notice for the increase to take effect. Based on this, the increase would be effective December 1, 2015.
 - Chairman Morelli asked if the Village was currently at 2 cents.
 - Rosa stated that currently the Village is at 7 cents, but 5 cents has to go into the gas tax fund and any additional, in this case the 2 cents goes towards this program.
 - Chairman Morelli asked if prior to adding the additional 2 cents if the Village was affected negatively. He stated he does not want to see this amortized into the 2020's. He is in favor of an additional 2 cents, making the total amount towards the tree program to be 4 cents.
 - Rosa stated that only the diesel was affected and it was the gas station owners complaining. The Village did not see a decrease in revenue. This 2 cents increase does not include diesel fuel. Diesel fuel will remain at 7 cents and regular fuel will be 9 cents a gallon.
 - Trustee Brown stated this is a great idea and it makes sense to do it this way. Trustee Schanks agreed.
 - Trustee Lawler asked what was the backlash from the gas stations the last time this increase went into affect?
 - Rosa stated the only backlash was the gas station owners complaining about the diesel increase.

Trustee Brown made a motion to increase the local gas tax by 2 cents. Trustee Schanks second. All in favor. Motion carried.

On behalf of the Public Works committee, Trustee Lawler made a motion to increase the local gas tax by 2 cents. Trustee Zarate second. All in favor. Motion carried.

- ✓ James was able to get a copy of the CallOne contract, however it does not have the dollar amount included for the annual renewal. James explained they are the Village's telephone provider, as the Village does not have AT&T.
 - Chairman Morelli asked if James was satisfied with their service?

FINANCE COMMITTEE

October 7, 2015

- James replied that it is not often and we rarely have problems. If he does have to call them, they call AT&T as CallOne is considered the middle man, so to speak.
- Chairman Morelli asked what was the cost last year? Has it stayed the same? Gone up?
 - James replied the Village was getting overcharged and CallOne did credit us. However, if he didn't catch this error, the Village would still be overpaying.
- Chairman Morelli stated you are happy with them. You do not use them that much. He asked if there was a better way to do a multi-year contract with them?
 - James replied there is no cost effectiveness or savings to enter into a multi year contract with them.
- Chairman Morelli asked for James to send the committee the cost of last year's Call One services and the renewal request for this fiscal year.
- James stated that he used a company by the name of PIVOT, and the representative Larry provides James with the best price for the services.
- Chairman Morelli noticed there were so many lines. Is asked what about the other lines? Is this every line?
 - James stated that all the lines are covered.

Trustee Schanks made a motion to accept the CallOne annual renewal for one year. Trustee Brown second. All in favor. Motion carried.

- ✓ Chairman Morelli asked if there was any new business.
 - Rosa updated the committee on the progress of the annual audit. They are starting tomorrow, Friday and Monday for preliminary work and then they will be on site at the Village starting the week of October 19th.
- ✓ Chairman Morelli asked if Rosa thinks the Finance Committee needs to meet in November?
 - Rosa stated yes because we have the annual Blue Cross Blue Shield and workers compensation insurance up for renewal. Workers compensation is effective December 1, 2015 and Blue Cross Blue Shield is effective January 1, 2016.
- ✓ Chairman Morelli asked if the meetings could be scheduled ahead of time so that he can plan his office hours around the future finance committee meetings. He stated the first week of November he is out of town. He asked Rosa when is the November Board meeting?
 - Rosa replied November 17th.

FINANCE COMMITTEE

October 7, 2015

- Chairman Morelli stated maybe the committee could meet that night before the board meeting.

✓ There were no further comments or questions.

ADJOURNMENT:

Chairman Morelli made a motion to adjourn the meeting at 3:57 p.m. Seconded by Trustee Schanks. All were in favor. Motion carried.