

**Village of Richmond  
5600 Hunter Drive  
Finance Committee  
Regular Meeting Minutes  
October 18, 2016**

The Finance Committee meeting held at the Village Hall, 5600 Hunter Drive was called to order by Chair Pro-tem Craig Kunz at 4:04 PM.

**Members Present:** Trustees: Craig Kunz and Ramsin Wardanian.

**Members Absent:** Chairman/Trustee: Dennis Bardy.

**Other Employees/Officials Present:** Village Clerk Karla L. Thomas, Village President Peter Koenig and Finance Clerk Seresa Stout.

**Approval of Minutes:** The committee reviewed the minutes of the October 4, 2016 regular Finance committee meeting minutes.

*Trustee Wardanian moved, seconded by Trustee Kunz to approve the October 4, 2016 regular Finance Committee meeting as presented. The motion was approved by voice vote.*

**Public Comments:** None.

**Clerk's Comments:** The Village Clerk presented paperwork and requested to expend \$80.00 on Training for the Deputy Clerk, which was not budgeted. The Finance Committee agreed to the expenditure.

The Village Clerk reported that at the MCI Seminar she had attended last week, she had the opportunity to speak with two codification firms. They reported that the estimates provided to the Police Chief would need to be modified. The Clerk will schedule meetings with the four main firms used by other Illinois municipalities surveyed and include the Police Chief in the discussions. Additionally, the Clerk reported that she would be preparing a Request for Proposal (RFP) to gather pricing. Trustee Wardanian suggested that a disclaimer be included in the proposal for those firms not met with to review the Municipal Code and Unified Development Ordinance. The committee also discussed the Village Attorney's review of changes and the cost.

The Village Clerk distributed preliminary paperwork regarding the 2016 Tax Levy aggregate amount based upon County recommendation vs. Flat Levy. The Finance Committee asked the Clerk to investigate a flat levy with New Property included.

Chair Pro-tem Kunz asked to move New Business up on the agenda. The committee concurred.

**New Business:** The committee discussed when payment of Impact Fees should take place. Per the Municipal Code Impact Fees are due at time of issuance of Building Permit. It was noted that the Board has an arrangement with KLM Builders to make payment at time of sale. A schedule of payments needs to be established with Lindsey Haines of Full Circle for the Creekview Development. No change will be made in the Municipal Code.

The committee reviewed the September 30, 2016 Financial Statements and asked questions of the Finance Clerk. The committee members requested that a budget amendment be prepared for the next Finance & Board meeting pertaining to Full-time/Part-time Salaries in the Memorial Hall Department. The Finance Clerk reported that two invoices were recently received from the contractor that installed the cover on the Salt Barn last fiscal year (FY) dated February and April of 2016 totaling approximately \$16,000.00. It was noted that this expense was budgeted last fiscal year; however, the invoices were not remitted until October 18, 2016. The Finance Committee requested that the Finance Clerk contact the supplier and attempt the deferment of payment until May 25, 2017, as the expense was not budgeted in FY2017. If the supplier refuses the payment arrangement a budget amendment will be required.

**Review and Recommendation of Bills for Approval:** The committee members reviewed and signed off on invoices submitted for payment.

**Unfinished Business:** None.

**Trustee Comments:** None.

**Adjournment:** *There being no further business to discuss, Trustee Wardanian moved, seconded by Trustee Kunz to adjourn the regular Finance committee meeting. The motion was approved by voice vote.*

Meeting adjourned at 5:22 PM.

Respectfully Submitted by

Village Clerk Karla L. Thomas