

**VILLAGE OF RICHMOND
FINANCE COMMITTEE MEETING
REGULAR MINUTES
AUGUST 17, 2021**

Chair/Trustee Fulmer called the August 17, 2021, Regular Finance Committee meeting to order at 5:30 PM at 5600 Hunter Drive, Richmond, Illinois.

ROLL CALL:

PRESENT: Trustees TJ Fulmer, Craig Kunz, and Village President/Chief Executive & Finance Officer Toni Wardanian.

ABSENT: Trustee Gina Garbis.

OTHERS PRESENT: Administrator/Police Chief Ciro Cetrangolo, Public Works Supervisor Jon Schmitt and Village Clerk Karla Thomas, Bob Elliott.

APPROVAL OF MINUTES: The committee reviewed the Regular Finance Committee meeting minutes for April 6, 2021.

Trustee Kunz moved, second by Trustee Fulmer to approve the Regular Finance Committee meeting minutes of April 6, 2021 as presented. The motion was approved by voice vote.

UNFINISHED BUSINESS: None.

NEW BUSINESS: The committee members asked the Police Chief what his suggestion would be for the Police Commissioner stipend. Based upon what other commissions are paid, the committee will recommendation \$50.00 per meeting retroactive back to 5-1-2017.

The committee members discussed starting the General Capital Improvement Fund (CIF) balance at \$500,000.00. PW Supervisor Schmitt distributed parameters used by the City of McHenry and had analyzed the Village's operating expenditures to determine reasonable fund balances, as a suggestion, to assist the committee with fund figures. The committee members will review the information provided and will further discuss the matter at its next meeting. Department Heads were asked to provide the committee with prioritized 5-year capital projects.

The committee members discussed funds the Village will received from the American Rescue Plan in the total amount of \$258,837.77. It was noted that the 1st payment will be received late August of 2021 and the 2nd payment will be received sometime next year. As the funds can only be used for limited purposes, they asked PW Supervisor Schmitt how the funds should be used. Supervisor Schmitt offered two options, either replacement of water meters using a contractor to perform installation or Wastewater Treatment Plant improvements (WWTP) suggested by the Village Engineers study of the plant. The committee will request permission from the Board to allow Supervisor Schmitt to consult Council whether water meters meet the permitted use of funds. Funds need to be obligated by December 31, 2024 and must be spent by December 31, 2026.

Trustee Fulmer encouraged the purchase of an electronic sign for the Village Hall. Administrator Cetrangolo reported that the Village Clerk had already gotten quotes and will verify current pricing.

The committee members asked Administrator Cetrangolo to explain his idea for annexing property west of the Village in order to continue with future expansion. The committee then reviewed several parcels of land not annexed into the Village. There was also discussion regarding a non-dedicated road and how funding for the improvement could be handled if the parcels of land were annexed into the Village. The Administrator and PW Supervisor will look into the matter further.

PUBLIC COMMENTS: Bob Elliott stated that the installation of new meters was a good thing, as well as, the WWTP item regarding how the American Rescue Plan funds could be spent.

CLERKS COMMENTS: Clerk Thomas announced that tentative 2020 Census results indicate that the Village's population has increased to 2,089 based upon information received from the Illinois Municipal League.

TRUSTEE COMMENTS: Trustee Kunz pointed out that it was the responsibility of the Finance Committee to perform employee reviews. He stated that reviews had not been done for the last four years. Committee members were not aware that it was their responsibility. Clerk Thomas stated that she had done annual administrative employee reviews when she was the Office Manager and that she had asked the Village Administrator if or when he would be perform reviews last year. It was noted that it seemed odd that a committee would be responsible for review of staff when they are not in the office on a daily basis.

ADJOURNMENT: *With no further business, Trustee Kunz moved to adjourn the August 17, 2021 Regular Finance Committee meeting, seconded by Trustee Fulmer. The motion was approved by voice vote.*

Meeting adjourned at 6:45 PM.

Respectfully Submitted,



Karla L. Thomas
Village Clerk