



Budget Meeting Minutes - Village of Sherman

DATE: Tuesday, July 19, 2016
LOCATION: Sherman Village Hall • 401 St. John Drive • Sherman, Illinois
TIME: 5:30 p.m.
TYPE: FY17 Budget Meeting of the Sherman Village Board of Trustees

VILLAGE BOARD IN ATTENDANCE: Kevin Schultz, Trustee; Nancy Zibutis, Trustee; Jay Timm, Trustee; Brian Long, Trustee and Trevor J. Clatfelter, President.

OFFICIALS IN ATTENDANCE: John Swinford, Administrator; Mike Moos, Deputy Village Administrator & EMA Director; Angela Fyans-Jimenez, Legal Counsel; Kevin Kuhn, Village Engineer; Craig Bangert, Chief of Police; Chris Fulscher, Deputy Police Chief; Sean Newton, Director Public Works; Bruce Beal, Public Works and Jeremy Stuenkel, Treasurer.

PUBLIC IN ATTENDANCE: Ryan Keith, Sandy Walden, Larry Stone and Dennis Shackelford.

OPENING:

- 1) Clerk: Roll Call – quorum was established by President Clatfelter with Trustees Hahn and Sherrock having excused absences.
- 2) Pledge of Allegiance lead by Ryan Keith.
- 3) Set Agenda – President Clatfelter asked for the Agenda to be set through a motion. Motion from Trustee Zibutis and a second from Trustee Long. Unanimous Aye voice vote. Motion passes.

PRESIDENT’S REPORT: President Clatfelter introduced the intent of the session and asked Treasurer Stuenkel to review the proposed FY17 Draft Budget. Treasurer Stuenkel reviewed each of the funds. Sandy Waldon requested a copy of the budget so she could follow during the discussion. Mayor Clatfelter made it clear that this is a draft document and asked for documents released to the public be returned when the meeting was over. He indicated that a final document will be available to the public once completed. Treasurer Stuenkel indicated that he was working on actual vs IML projections. General Fund Budget revenues were first reviewed. Discussion on line items under revenue mainly with explanations from Treasurer Stuenkel. Projection is there will be approximately \$1,312,510 in revenue.

Discussion continued with expenditure side of budget reviewed. All Categories of Health & Safety, Finance, Police, Public Works, Village Clerk, Parks and Recreation, Village Hall Administration, Miscellaneous and Contingency were reviewed. Specific areas of discussion occurred. During the general discussion Director Moos asked questions related to his budget. Treasurer Stuenkel indicated that many line items that were requested were covered just not directly under an EMA line item. Many of the items requested were covered under other categories such as Equipment Repairs line item.

Under the Police costs there was clarification in regards to the budget line item under salary. New salaries were implemented and that the budget need to be recalculated since increases

already occurred. There were clarifications and updates from Chief Bangert and Deputy Chief Fulscher and Treasurer Stuenkel in regards to costs related to policy development, vehicle purchases, etc. Asset forfeiture items may assist in the budget too. President Clatfelter asked if there were any further questions or items to discuss under police. Seeing none the discussion moved to the Public Works (PW) line items of the budget.

Treasurer Stuenkel reviewed the items in the PW budget. It was mentioned that the costs related to gas/oil were added sewer fund costs. Street maintenance is budgeted but has not been used in recent years. That does not mean work has not been done but that line item was not charged. Staff reviewed equipment requests. The older Backhoe is not repairable. 6 months of payments for backhoe should be figured for since it will take that long to get one so we would not be funding a whole years of costs there. Village needs mower/equipment that can service the new park. New tractor with Batwing and other accessories were discussed. President Clatfelter asked if there was any further discussion and hearing none the discussion moved to the Village Clerk portion of the budget.

Village Clerk portion of the budget was reviewed. President Clatfelter asked if there was any further discussion and hearing none the discussion moved to the Parks and Recreation portion of the budget.

Trustee Zibutis indicated that she would represent Trustee Sherrock in regards the discussion as Trustee Sherrock was not able to attend the meeting. The budget items listed in the budget was for existing parks not for the new municipal park. It was recommended that approximately another \$10,000.00 be put in park maintenance. President Clatfelter asked if there was any further discussion and hearing none the discussion moved to the Village Hall/Administrative portion of the budget.

Treasurer Stuenkel reviewed the Village Hall/Administrative costs outlaid in the budget. Deputy Administrator Moos indicated that the budget reflects \$0.00 costs for the Village website. As the webmaster for the Village he discussed a need to upgrade the software and if possible make our site "mobile" friendly. The discussion suggested \$5-\$8,000 in potential costs.

President Clatfelter stated we need to recess this meeting due to the Regular Meeting of the Village Board is scheduled to convene at 7:00 p.m. at Farm Credit conference room. There is a special presentation planned and dignitaries in attendance. The Budget meeting will be continued here at Village Hall after the Board meeting.

MEETING RECESSED by President Clatfelter at 6:45.

MEETING RECONVENED President Clatfelter reconvened the Budget Meeting of the Village of Sherman at 8:20 in Village Hall, 401 St. John Drive.

VILLAGE BOARD IN ATTENDANCE: Kevin Schultz, Trustee; Nancy Zibutis, Trustee; Jay Timm, Trustee; Brian Long, Trustee and Trevor J. Clatfelter, President.

OFFICIALS IN ATTENDANCE: John Swinford, Administrator; Mike Moos, Deputy Village Administrator & EMA Director; Angela Fyans-Jimenez, Legal Counsel; Kevin Kuhn, Village Engineer; Craig Bangert, Chief of Police; Chris Fulscher, Deputy Police Chief; Sean Newton, Director Public Works; Bruce Beal, Public Works; Jeremy Stuenkel, Treasurer.

PUBLIC IN ATTENDANCE: Ryan Keith, Sandy Walden, Larry Stone and Dennis Shackelford.

PRESIDENT'S REPORT FY17 DRAFT BUDGET CONTINUED: President Clatfelter established that the quorum remains and continued the discussions with staff on the draft budget.

Treasurer Stuenkel continued his summary of the draft budget. General Fund – Contingency Fund amount is \$919,569. Total expenditures including Contingency Fund at \$2,176,663; estimated end of fund balance of \$919,569.

Sewer Fund estimated beginning balance of \$252,590, total revenues \$677,202. He budgeted at 11% increase. Sanitary District costs may be a little higher due to \$32,000 in improvement requests i.e: pumps and repairing the ones presently running. Also, some of Administrator Swinford salary and village vehicle gas and oil are now included in this part of the budget. Bruce also asked for a used Bobcat and a hoist for the shop. Trustee Zibutis asked if we found a new PW location could the hoist be moved of which Bruce indicated it could be as it is only bolted to the concrete floor. He indicated a concern that the hoist could take up valuable space for equipment that should be stored inside.

Brian asked about the sanitary pump for Waterford. President Clatfelter asked if that was our responsibility. Sean indicated we have maintained it. Discussion about updating the motor in that station. Area being impacted is Rt66 development area as well as Waterford. Cost to update the station maybe should be by the Sanitary District Trustee Zibutis asked? Bruce discussed how annually the station is cleaned out and maintained. Engineer Kuhn will check with the sanitary district to ascertain who is responsible to maintain this station. President Clatfelter asked if there were any other questions? Seeing none he asked Treasurer Stuenkel to proceed with the MFT portion of the budget.

MFT reviewed by Jeremy. \$264,000 total revenues, \$107,000 based on IML estimate per capita and below that is a list of projected expenditures. Trustee Zibutis commented surprise at the \$114,000 actual costs for street lights. Mayor Clatfelter asked John to double check on those costs. He asked if there were any further questions or discussion?

Treasurer Stuenkel indicated Property taxes are about the same as last year. TIFF loan reviewed. He indicated that a budget is not required for TIF but we do one because of the bond agreement. The numbers shown are rough estimates. Any further discussion, seeing none Treasurer Stuenkel asked if the Board wanted total numbers page now and because of how late the evening was getting President Clatfelter indicated this information will be sent out. President Clatfelter reminded the Board that these are all draft documents, not to be disseminated. Treasurer Stuenkel has master document and it will be finalized and sent out for review. It will be made available for review also for the public once finalized. Any further

discussion. Trustee Schultz asked procedurally what will happen. Legal indicated it must be posted for 10 days. Administrator Swinford indicated the Hearing Notice will be posted in SJR tomorrow. Discussion of whom will be in town for the hearing and Mayor Clatfelter felt we should have a quorum.

PUBLIC COMMENT: Sandy Waldon asked/wondered why there is no draft budget, based on past projections, why the budget is not completed on time and how long it had to be posted it for public viewing before you vote on it. President Clatfelter asked Legal Counsel Angela Fyans-Jimenez to answer. She stated the budget has to be posted a minimum of 10 days based on date published announcement. She also indicated that the documents (budget) can be inspected during that time. Ms. Waldon stated "You know what you spend, look historically at what you spent in past so wonder why wait so late to pass it?" If you could have it tentative before the end of the FY.

Seeing there were no other persons requesting to make Public Comment, President Clatfelter proceeded to meeting adjournment.

ADJOURNMENT: Motion to adjourn was made by Trustee Zibutis, seconded by Trustee Timm. Motion Passes.

Respectively Submitted by:
Michael P. Moos, Deputy Village Administrator