



FINANCE

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approved 1-7-2016

Finance Committee Meeting Minutes - December 10, 2015 Westmont Village Hall

Call to Order: 4:00pm - Trustee Guzzo

Pledge of Allegiance

Roll Call: Committee

Staff

Chair Trustee Guzzo	Manager Steve May (5:03pm)	PW Director Ramsey
Mayor Gunter	Finance Director Spencer Parker	PW Supervisor Cates
Clerk Szymiski	Asst Finance Director Ruth Olsson	PW Supervisor Brendle
Trustee Barker	Police Chief Tom Mulhearn	PW Supervisor Viscuso (4:25)
Trustee Addington (4:15pm)	Police DC Gunther	CD Director Ziegler (4:28)
Trustee Barry (4:30pm)	Deputy Clerk Richards	Glen Liljeberg (booth)
Trustee Liddle	Fire DC Riley	
Trustee Nero (4:20pm)	PW Supervisor Noriega	

Minutes approved: The November 12, 2015 Regular Meeting Minutes were approved by a motion from Trustee Liddle and a second by Trustee Barker.

Unfinished Business: none

New Business:

Water Billing - Penalty Waivers- A powerpoint slideshow was shown on the screen in the boardroom, with an overview of the payment policy & practice, leak policy & practice

- Policy - a penalty is applied for late payments - 1 per year is allowed to be waived by frontline staff in the business office. A second waiver of the penalty can be approved by the Finance Director if it is under \$50.00 and is being addressed by the resident to have future bills paid on time. If the fee is over \$100.00 the resident must come to a finance committee meeting to request a waiver of fees. This topic was shelved as a resident was expected to the meeting to request a waiver over \$100.00
- Leaks - Historically if there is a significant leak we have billed the resident only for the cost of the water to Westmont not Westmont's full charge. This is a very rare occurrence and

has only been done twice in the last 10 years. Both have been leaks (pipe burst in vacant house) that have generated invoices over \$10,000.00 of the previous cycle and \$25,000.00 over - thus we have invoiced for the cost to Westmont from the DuPage Water Commission. We have never waived for regular home maintenance leaks such as a dripping faucet or running toilet. Mayor Gunter asked what the cost of the water to the Village was, Manager May said it is very close to 50%, the rest is distribution costs.

- E-bill Issues - We have about 340 e-bill customers and for many their bills are not being sent out, for awhile the invoices were sent out a month late. Now we have had several have not received any invoice and are being charged a late penalty. If we can trace the problem to the vendor we have been waiving the penalty, currently there is 33 that have asked to have the waived cost. Director Parker would like to make sure that our error does not count against the residents ability to have 1 waiver a year. Trustee Guzzo agreed. Director Parker stated that he is in discussion with the vendor on correcting this problem and has been looking at other vendors in case the current vendor cannot fix the problem.
- A business has a water bill issue to be reviewed, however the business owner has not arrived so Director Parker will review the problem and let the owner know the committee's decision. A water balance of \$8,971.00 with a penalty of \$325.00. That amount is something that staff can waive, as it is his first penalty. His second penalty of \$247.00 he requests to have waived as well. Historically this account has not been paid in full since September of 2014. Director Parker believes that this fits under the on going issues not being resolved category and he would not waive the fee, however that is a decision for the committee. Mayor Gunter asked what the background on this balance, was their an issue? Director Parker responded that he had not been told of a hardship, a gradual increase in the water bill was noticed and the business owner was told that there were probably leaks he should be looking for due to the monthly increases. There is no specific reason given for the inability to pay, only a desire to have assistance.

Trustee Barker asked if we would get our money in the long run? Director Parker responded in the affirmative. This property has a landlord and a tenant. The landlord has asked that we assist the tenant anyway that we can, the tenant stated that they would be at the committee meeting today. Mayor Gunter asked if the restaurant was current on the places for eating tax. Director Parker stated that the tax was current. Question as to the balance being that of the new owners of the business or left over from the previous owner - balance due is from the new management of the restaurant. Trustee Guzzo remarked that if the business owner has not made any effort to set up a payment plan and make payments, we can hardly meet in the middle and waive an extra fee.

Director Parker said if the committee wanted to think this over, the business owner can be asked to come to the next meeting. Mayor stated that there being no payment since September, the balance due can be paid in full and both penalties can be waived. If not, waive one and set up the payment plan. Trustee Guzzo said she would be in favor of that, Director Parker will present that to the business owner. Trustee Barker asked how we

keep that from happening? Group answer of “shut off the water”, discussion of the shut off process? Trustee Liddle asked if we can lien a business? We can lien the property, but not a business as far as we know. Director Parker will review the law on that topic.

Manager May discussed another water account that has not had a zero balance on the account since 2011 and did not make any effort to find a problem leak for 5 months. The property has been sold and the balance has not been paid. The account will go to collections against the property management company.

Banking Review/RFP - In review, 2 of our current banking vendors are changing and will not be offering the services that we use them for at this time, one being our A/P bank. The RFP went out with 5 banks responding. The 2 highest scoring banks were First Midwest and Clarendon Hills Bank. The various points of the RFP were reviewed and discussed: fees, credits, balance requirements, community involvement, and location. The A/P bank staff recommends is First Midwest Bank. This will be officially approved at the Village Board meeting.

- Electronic payments will be switched to Clarendon Hills Bank as Bank of America will no longer offer that service.
- There is an RFP out for timeclock software, responses to come mid January.
- Purchasing cards have had vendor presentations and still have one scheduled in January.
- RFP for audit is possible in January or February.
- Finance software RFP has been put on hold due to the state has not passed a budget as of yet, waiting to see the outcome of funds being held.

Chairman's Report: Trustee Guzzo asked about the news story that MFT funds were being released? Manager May said that MFT funds, use tax, lottery winnings and a few other things. Director Parker said we received our first deposit today.

Director's Report: The budget will be approved with regards to the strategic plan and the top ten bullet points. We will review this in the January meeting.

The Next Meeting: January 7, 2016 at 4:00pm

Mayor Gunter asked Director Parker if he had projected out how the property tax freeze might affect the Village. Director Parker said that the impact would depend on the type of regulation that was passed; whether it was for non public safety freeze it will be minimal (\$20,000.00) and if it included public safety it would be somewhat higher (\$80,000.00).

Adjourn: 4:34p Motion to adjourn, Trustee Nero and second by Mayor Gunter - all ayes.