

**MINUTES OF THE AUGUST 3, 2004  
FINANCE & ADMINISTRATIVE COMMITTEE MEETING**

Chairman Zabloudil called the meeting to order at 5:35 p.m.

Members Present: Commissioners Zabloudil and Sandack  
Also Present: Village Manager Ginex, Finance Director Trainor, Village Attorney Petrarca, Deputy Village Manager Van Vooren and Assistant Village Manager Baker

Chairman Zabloudil asked if there were any comments on the minutes of the July 20<sup>th</sup> meeting. There were no comments. Minutes were approved as submitted.

Chairman Zabloudil, at the request of Ms. Trainor, moved the discussion regarding appointment to Boards and Commission. Village Attorney Petrarca presented a policy to the committee regarding appointments to Boards and Commissions. Ms. Petrarca had a couple of areas, term limits, attendance and number of boards an individual participate on as needing future discussion. The committee felt that all three areas needed full board debate after their discussion and suggested that the Village Attorney submit the policy to a workshop.

**Discussion – Home Rules Sales Tax**

Village Manager Ginex stated that he placed this topic on the agenda in that the Village's current ordinance authorizing the home rule sales tax will expire on June 30, 2006. Village Manager Ginex stated that if the revenue source is to sunset than he desired direction as to what information the Council would need in order to evaluate the loss of the revenue. In that the revenue represents about 10% of the General Fund's total revenue, not planning for the loss during the next two years, would be sending the wrong message. The committee discussed this matter and suggested that Village Manager Ginex proceed first with a brief report as to how the tax has been performing by reporting category. This would provide a base to start future discussion from and assist in clarifying where the tax revenues are coming from.

**Discussion – Purchasing Policy**

Finance Director Trainor explained that over the past several months, staff has brought forward contract extension on previously bid items that have complied with the Council's existing policy. Deputy Village Manager Van Vooren stated staff feels they were proceeding properly and in a means to be efficient with time by not re-bidding but Council raises issues of market competitiveness of the renewal process. Is there additional information the Council wants to see in the renewal memo. The committee felt the issue is the Village would be sure the prices are competitive at the time and that market conditions change and should

be monitored. Deputy Village Manager Van Vooren and Ms. Trainor will go back to the directors and see if they would prefer to include an exhibit, (phone survey) or just change the policy to either require bidding each year or complete a multi-year bid. Further information is to be provided.

**Discussion - Mission/Vision Statement:** Ms. Trainor indicated this was just kept on the agenda and that Village Manager Ginex and Assistant Village Manager Baker had nothing new to add at this time.

**Old Business:** Deputy Village Manager stated he had sent the committee a brief memo outlining Financial Advisor fees for recently completed bond sales. Commissioner Zabloudil asked if a total column could be added for review. Deputy Village Manager Van Vooren stated staff uses the Financial Advisor as an extension of staff to assist in analysis and to monitor the market. Mayor Krajewski stated the Water Commission recently bid these services and were able to save money. The committee asked for the updated report at the next meeting.

The meeting adjourned at 6:25 p.m.