

VILLAGE OF MCFARLAND
Finance Committee Minutes
Wednesday, October 17, 2018 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Mary Pat Lytle called the regular meeting of the Finance Committee to order at 6:30 PM in the Community Room.

Members present: Rod Clark, Carolyn Clow, Mary Pat Lytle, Chuck Mulcahy, and Marv Schrader.

Members not present: Clifford Strelow.

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Treasurer Cassandra Suettinger and Accountant/Deputy Treasurer Jennifer Haried

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Discussion and action to approve the minutes of the regular meeting held September 26, 2018.

Motion by Clark, second by Clow, to approve the minutes of the regular meeting held September 26, 2018. Motion carries 5 - 0 - 0 by acclamation, with changes noted.

4. BUSINESS.

- a. Presentation regarding the 2019 Budget for the General Fund (100) and Capital Projects Fund (400).

Administrator Schuenke reviewed the budget with the Committee. The Village Board will be reviewing this information at their next meeting on Monday October 29th.

- b. Review of the 2018 Municipal Levy Limit Worksheet as it relates to the proposed 2019 Budget.

Administrator Schuenke reviewed the Municipal Levy Limit Worksheet with the Committee.

- c. Presentation regarding the feasibility of future inclusion within the State Expenditure Restraint Program.

Clerk/Treasurer Suettinger presented the possibility of the Village being able to participate in the State Expenditure Restraint Program.

- d. Presentation regarding fund balance analysis of the projected performance of the Retiree Fund (700).

Clerk/Treasurer Suettinger presented the analysis of the Retiree Fund to the Committee. The Committee discussed whether additional funds should be added annually or if the current plan will suffice for the Village's projected needs and to review the fund annually. The Committee determined the current annual funding was sufficient; however reported the fund should be reviewed every year to ensure adequate funding.

- a. Discussion and recommendation to the Village Board regarding the creation of a standard contract for use with certain Village contractual agreements including specific revisions to the Purchasing Policy (Chapter 10) to implement the use thereof.

Motion by Lytle, second by Clark, to recommend approval to the Village Board regarding the creation of a standard contract for use with certain Village contractual agreements including specific revisions to the Purchasing Policy (Chapter 10) to implement the use thereof. The Committee discussed if the proposed changes to the Policy were appropriate to implement the use of the standard contract.

Clow felt that the Committee had not been directed to include the standard contract with the Purchasing Policy and that more changes were needed to the Purchasing Policy in general. Based on that discussion, Clow proposed recommend approval of the standard contract template to the Village Board without revisions to the Purchasing Policy and that led to an amended motion.

An amended motion was made by Clow, second by Mulcahy, to recommend approval to the Village Board regarding the creation of a standard contract for use with certain Village contractual agreements without any revisions to the Purchasing Policy and that the Village Board provide direction about further revisions to the Purchasing Policy. Motion to accept the amendment carried on a roll call vote: Clark - no, Lytle - no, Mulcahy - aye, Schrader - aye, Clow - aye. Motion on the amended motion carries on a roll call vote, Clark - no, Lytle - no, Mulcahy - aye, Schrader - aye, Clow - aye. Motion carried 3-2.

5. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, November 28, 2018 at 6:30 pm.

Thursday, December 6, 2018 at 6:30 pm.

6. ADJOURNMENT.

Motion by Chuck Mulcahy, second by Marv Schrader, to adjourn at 7:55pm

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Jennifer Haried
Accountant/Deputy Treasurer