

**VILLAGE OF SOUTH BARRINGTON**  
**MINUTES OF THE FINANCE COMMITTEE MEETING**  
**September 1, 2016**  
**1:00 PM**

**CALL TO ORDER**

The meeting was called to order at 1:02 pm by Committee Chairman Stagno.

**ROLL CALL**

Members Present: Committee Chairman Stagno, Trustee Joseph Abbate, and Trustee Bernard Kerman.

Members Absent: None

Others present: Mayor Paula McCombie, Trustee Patel, Administrator Bob Palmer, Treasurer Michelle Bodie, Linda Hooker, Natalie Karney and Jamie Wilkey, Partner, Lauterbach & Amen LLP

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Trustee Kerman made a Motion to approve the Minutes of the Open Session Meeting held August 8, 2016. Chairman Stagno seconded. By unanimous voice vote, the Motion passed.

**AGENDA ITEMS**

**GovHR Benefits Survey and Summary**

Mayor McCombie presented to the committee an addendum to the recently executed contract with GovHR for a staffing study. The addendum specifically addressed surveying comparable municipal employee benefits. The quoted price for the addendum from GovHR was \$1,500. Motion was made by Trustee Kerman to forward the proposed addendum to the full Village Board and recommend approval of the proposed addendum. Second by Trustee Abbate. By unanimous voice vote, the Motion passed.

**Village Hall and Police Department Copiers**

The committee reviewed the proposal for renewing the lease agreement for copy machines in the Police Department and Administrative Office. A question was raised on the price for the lease, specifically as to whether or not it was a monthly charge. The pricing was clarified to be monthly. Motion was made by Trustee Kerman to forward the proposal to the full Village Board and recommend the execution of the agreement. Second by Trustee Abbate. By unanimous voice vote, the Motion passed.

**Scanner and Plotter for Oversized Documents**

Mayor McCombie explained that the Village has a great need to manage oversized documents more efficiently. A number of documents are stored throughout the Village Hall and to pay an outside retail vendor to scan or copy the documents is expensive. When the Village receives a Freedom of Information Act request, a copy of the document is retained. To address this issue, the purchase of a Scanner and Plotter for oversized documents is proposed. Analysis shows it

cost effective to purchase the equipment with a maintenance agreement. Chairman Stagno questioned the speed of the machines being considered for copying blueprints and scanning. Executive Secretary Hooker explained that staff has researched and was presenting the fastest model available at the least expensive price. Village Engineer Karney added that the recommended model can handle the largest number of documents the most efficiently. Staff explained that some scanned documents would be permanent archived. All software is included with the Scanner and Plotter as well as training. The committee further discussed the possibility of a larger Scanner and Plotter that could possibly handle the existing need for scanning more efficiently. The Motion was made by Trustee Kerman to forward the proposal for a purchase of a Scanner and Plotter, to the Village Board and seconded by Trustee Abbate. By unanimous voice vote, the Motion passed.

#### Audit Report Presentation by Jamie Wilke, Partner, Lauterbach & Amen CPA

Jamie Wilke, Partner with Lauterbach & Amen, presented the Annual Audited Financial Report for the Village. Wilke noted that there were no material journal entries, all necessary adjustments had been made to this year's audit, and there were no management letter issues. Lauterbach & Amen have issued a clean audit opinion for the Village. Chairman Stagno questioned the term "clean audit opinion". The audit that was conducted is very typical for a municipal audit, a more extensive audit that would include all of the internal controls would be extremely lengthy and expensive. This is not to say that internal controls are not tested, just not to the level for the auditors to be able to express an opinion on internal controls. Chairman Stagnos expressed issues with the language in the independent auditor's determination report. Wilke explained that the letter's language is specified from the AICPA. Wilke directed the committee to the Management Discussion and Analysis section of the report, noting that the executive summary gives a concise explanation of the report. Wilke noted that 70% of expenditures for salary and related expenses is standard in the industry. Chairman Stagno noted the high expense of Village pensions. Treasurer Bodie stated that under GASB 68, the Village is now required to report the unfunded pension liability of the Village on the balance sheet. Wilke explained how the pension liability is presented in the report. Wilke noted that the reported unfunded liability for IMRF is \$660,233 and for the Police Pension Fund is \$7,827,911. The committee continued to discuss aspects of the audit report, such as an explanation of the IMRF deferred item and benchmarks under state law for required funding of pension funds. Bodie stated that the Village Police Pension Fund is amortizing unfunded liability to get to 100% funding by 2033. Motion was made by Trustee Abbate to accept the Annual Audited Financial Statements as presented by Lauterbach & Amen CPA, and to refer the report to the full Village Board for approval. Seconded by Trustee Kerman. By unanimous voice vote, the Motion passed.

#### **STAFF REPORTS**

Village Administrator – No report.

Finance Officer – No report.

#### **OLD BUSINESS**

No old business.

**NEW BUSINESS**

Mayor McCombie presented a proposal from New Design Landscaping for landscaping around the Village Monument Sign and the Police Monument sign, in an amount not to exceed \$3,000. Consensus of the committee was to move forward with the proposal. Mayor McCombie also presented information regarding a meeting with IDOT that was held recently to discuss the proposed widening of Barrington Road. Mayor McCombie presented two other items, first the potential for some forced annexations of property adjacent to the Village and second, having Cuba Township conduct a few days of tree trimming throughout the Village. The committee expressed support for the items presented.

**ADJOURNMENT**

Having no further business, Chairman Stagno asked for a Motion from the Committee to adjourn the meeting. Trustee Abbate made a Motion and Trustee Kerman seconded. By unanimous voice vote, the motion passed, and the meeting was adjourned at 3:02 p.m.

Respectfully submitted by,

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Bob Palmer  
Village Administrator

These Minutes were approved this

\_\_\_\_\_ day of \_\_\_\_\_, 2016