

CITY OF PALOS HEIGHTS



Finance Committee Meeting Minutes January 9, 2018

CALL TO ORDER

In the absence of Chairman Fulkerson, Alderman McGrogan called the Finance Committee meeting to order at 6:30 p.m. at the Palos Heights City Hall, 7607 W. College Drive. In attendance were Alderman McGrogan, Alderman Bylut, Alderman McGovern, City Treasurer Jim Daemicke, City Administrator Dan Nisavic, and Recording Secretary Pat Sheppard. Absent was Chairman Fulkerson

APPROVAL OF MINUTES

Alderman McGrogan called for a motion to approve the minutes of the Finance Committee meeting held on November 14, 2017. So moved by Alderman Bylut, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously.

APPROVAL OF INVOICES

Morris Engineering. Alderman McGrogan presented invoices from Morris Engineering for professional services in the amount of \$2,506.25 and noted \$1,315.75 were uncollected funds.

Alderman Bylut moved to approve payment to Morris Engineering in the amount of \$2,506.25 pending the collection of uncollected funds, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **VOUCHER LIST**

Thomas A. Brown. Alderman McGrogan presented invoices from Thomas A. Brown for professional services in the amount of \$3,362.00, noting all funds were collected.

Alderman Bylut moved to approve payment to Thomas A. Brown in the amount of \$3,362.00, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **VOUCHER LIST**

EEO AND ANTI-HARASSMENT POLICIES

The City Administrator referred to the document in the committee's packet which was the revised/updated policies per the recommendation of the City's labor attorney. These policies are included in the City's Personnel Manual and include: Section 1.6 *Equal Employment Opportunity*, Section 1.7 *Policy against Harassment*, and Section 1.8 *Disability Accommodation*.

Alderman McGrogan moved to approve the amendment to City's Personnel Manual to update the policies mentioned above, seconded by Alderman Bylut. On a unanimous voice vote, the motion carried. **AGENDA**

AUTHORIZED FINANCIAL INSTITUTIONS

The City Administrator explained that the list included in the committee's packet was an updated list of the Authorized Financial Institutions. He had met with the City Treasurer and Jan

Colvin to review and update the list.

Alderman McGrogan stated that since he was employed by CIBC, he felt the need to abstain from voting on the list.

Alderman McGovern moved to approve the updated list of Authorized Financial Institutions as presented, seconded by Alderman Bylut. On a voice vote, two (2) were in favor, one (1) abstained. Motion carried. **AGENDA**

Alderman Bylut asked if there was an update on Providence Bank. The City Administrator said their permits had been issued, the building had been gutted, and construction should begin soon. He felt the bank should be ready to open by early summer.

OLD BUSINESS

- Budget Update. The City Administrator was working on the final draft which would be reviewed by committee chairs and department heads within the next two weeks. Dan hoped to present the final draft to the Finance Committee at their February meeting.
- Finance Policies. The City Administrator stated that while recently reviewing the City's finance policies, he realized some updates and revisions needed to be made. He hoped to have those revisions finished to present at the next meeting.
- Half Marathon Request. The City Administrator said he had not heard from any of the committee members regarding the fee reduction request that the Half Marathon organizers had made at the November meeting.

Alderman McGovern said he had done some research on this request and discovered the City had already been giving the Half Marathon organizers a considerable discount on the fees by not charging them for the room rental at the Recreation Center for the monthly meetings, and the salaries of the supervisory staff that are required to attend the monthly meetings. Alderman McGovern did not have the exact amount, but he estimated the City was already providing an approximate \$4,000.00 fee reduction. He noted there were also many more services provided on the day of the marathon that were not being charged for. It was his opinion that the City was already providing financial assistance for the Half Marathon and additional assistance was not warranted. Aldermen Bylut and McGovern agreed and felt the organizers had not provided proper accounting.

Alderman McGovern moved to not approve the request from the Half Marathon organizers for additional financial assistance from the City, seconded by Alderman Bylut. All were in favor and the motion carried. The City Administrator said he would inform the Half Marathon organizers of their decision.

NEW BUSINESS

None

QUESTIONS/COMMENTS FROM THE AUDIENCE

None

ADJOURNMENT

There being no further business, Alderman McGrogan moved to adjourn, seconded by Alderman Bylut. All in favor.

Meeting adjourned at 6:43 p.m.

Respectfully submitted,

Patricia Sheppard
Recording Secretary