

## MINUTES

**COMMISSION:** Finance Commission

**DATE:** 04/08/11

**MEETING:** Regular

**CALLED TO ORDER:** 7:06 AM

**QUORUM:** Yes

**ADJOURNED:** 8:34 AM

**PRESENT:** Chairman Parker, Commissioners Geiselhart, McCloskey, Moody, Nuehring, Skirvin

**ABSENT:** Commissioner Faber

**OTHERS:** Trustee Liaison Cooper, Village President Pfefferman, Interim Village Manager Burghard, Interim Finance Director Noller, Interim Assistant Finance Director Barbeau, Police Chief Norton

**I. Call to Order and Roll Call**

The Regular Meeting of the Glen Ellyn Finance Commission was called to order at 7:06 AM in Room 301 of the Civic Center at 535 Duane Street.

**II. Public Comment**

None

**III. Approval of Minutes from Regular Meeting**

Commissioner McCloskey motioned and Commissioner Geiselhart seconded that the minutes from the March 18, 2011 regular meeting be approved. Motion carried unanimously.

**IV. Department Updates and Review Financials**

Interim Finance Director Noller reviewed the financial reports. Sales tax is up 6% while income tax is down 12%. Building permits are up 40% and ambulance fees are 10% below budget.

The Village Board has received the TIF eligibility report. Interim Village Manager Burghard reviewed the TIF status and explained the next steps of the TIF process.

**V. Glen Ellyn's Economic Development Initiatives**

Trustee Liaison Cooper advised of the Village budget public hearing that is scheduled for April 11, 2011. Economic development funding will also be discussed at the meeting.

Interim Village Manager Burghard explained how economic development grant programs would change if the process was managed by Village staff. This change should require less administrative time from the EDC and then more time can be devoted to the EDCs focus on development. Interim Village Manager Burghard would like new businesses to Glen Ellyn to feel welcomed and believes this new process will help.

**VI. Glen Ellyn's Purchasing Policy**

Interim Finance Director Noller provided information on Glen Ellyn's purchasing policy. This policy has not been updated for quite some time. The Village Manager currently has a \$10,000 approval limit and department heads have a \$2,000 approval limit. For efficiency, it may be beneficial to increase the approval levels. Chairman Parker requested comparable limits from peer communities. Also requested was the volume of checks and invoices processed on a yearly basis and the dollar totals of these invoices.

President Pfefferman has asked the Village to examine all possible joint purchasing programs so that the Village could utilize all discount programs available. It may be beneficial for the Village to utilize shared services with other communities or municipal groups. Interim Director Noller spoke about some the joint purchasing programs the Village currently utilizes.

**VII. Other Business**

Interim Village Manager Burghard provided an update on the Village Manager search. He advised that of the fourteen candidates the decision has been narrowed down to six. Interviewing will commence on April 13th and April 14<sup>th</sup>.

The 810 task force report will be available on the Village website and is being presented at the April 11, 2011 board meeting.

**VIII. Adjourn**

Commissioner Nuehring moved, seconded by Commissioner Skirvin to adjourn the meeting at 8:34 AM. The motion carried unanimously.

Respectfully submitted by:  
Sue Barbeau, Interim Assistant Finance Director

Reviewed by:  
Larry Noller , Interim Finance Director