

APPROVED

**GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022**

**Minutes
Finance Committee of the Whole Meeting
Tuesday, July 31, 2012
7:30 p.m.**

Minutes

The meeting was called to order at 7:30 p.m. and the roll was called. Present were Bob Kimble (Committee Chair/Treasurer), Max Retsky (President), Trent Cornell (Vice President), Hilary Lee and Andre Lerman. Staff present included Interim Executive Director/Secretary Steve Nagle, Director of Finance/Human Resources Carol Mensinger, and Director of Recreation Cheryl DeClerck.

Also in attendance was Irv Leavitt, Pioneer Press reporter.

Matters from the Public. There was no one present wishing to address the Committee at this time.

Discussion of Changes in Publication Requirements for Annual Treasurer's Report
Treasurer Kimble asked Director of Finance/Human Resources Mensinger to discuss this agenda item. Ms. Mensinger stated there was a change in the Public Funds Statement Publication Act, which went into effect January 1, 2012. The District's audit report has been filed with the Cook County Clerk, the audit was made by a certified public accountant, but the District will no longer have to publish its Annual Statement of Receipts and Disbursements in a local newspaper. She stated the District still needs to publish a notice in the local newspaper stating that the information is available at the District's main office. She stated such notice was published in the July 26, 2012 edition of the Pioneer Press/Glencoe News.

Discussion of Final Tax Extension – Tax Year 2011 The District will receive the final 2011 tax proceeds earlier than last year, by about three months. She stated the District's portion of the total Glencoe real estate tax bill is 7.55%. She said she would like to post this comparative information on the website. She also stated the process will start sooner for the next levy (tax year 2012).

Discussion ensued regarding the location of financial information on the website to make it easier for residents to find. Interim Executive Director/Secretary Nagle stated staff is working on an appropriate place on the website to make information more readily found.

Discussion of Proposed Revision to Fund Balance Policy Ms. Mensinger stated the revisions for the District's Fund Balance Policy are based on the management letter from

the auditing firm. She recommended having the "Debt Service Fund" in the Fund Balance Policy revised to read "between 10% to 15% and no more than 25%" and "where the fund balance level exceeds 25%, the Board may consider the option of abating a portion of the Debt Service levy amount." She added the County levies an amount based on the principal and interest that is to be paid per the outstanding bond ordinances filed with Cook County; the County then adds a 5% "loss" amount; so in effect, fund balance in this fund will continue to increase.

Discussion of Potential Opportunity to Abate Debt Service Amount Ms. Mensinger stated the District is in the financial position to abate a portion of the Series 2006 Bonds. As such, she would recommend for approval at August meeting that the Board approve abatement ordinance with net amount of \$200,000, which would save taxpayers approximately \$60 - \$80 next tax year, based on the value of a resident's home. It was the consensus of the Committee to recommend approval of this debt service abatement at the August 28, 2012 regular Board meeting.

Discussion of Potentially Changing Fiscal Year Ms. Mensinger stated she spoke with Mr. Ron Amen of Lauterbach & Amen, the District's auditing firm, regarding changing the fiscal year end. Ms. Mensinger stated staff felt with the computer upgrades being undertaken now, it would be difficult, i.e. require a lot of staff time to change the fiscal year end at this time. Discussion ensued. It was the consensus of the Committee to not change the District's fiscal year.

Discussion to Reserve a Portion of Current Fund Balance for Future Capital Ms. Mensinger stated during the Committee's budget discussion last spring, there was consideration to start setting aside a portion of the current fund balance for future capital projects. The funds would be committed solely for capital projects. A resolution establishing this Capital Fund Committed Fund balance reserve would need to be approved by the Board, via an ordinance or resolution.

She continued by stating that based on the audit, staff would request an amount of \$200,000 be committed at this time and that staff work with legal counsel to finalize a resolution. Discussion continued. It was the consensus of the Committee to establish a committed fund balance reserve for future capital, and she would work with legal counsel to bring to the Board at the August 28, 2012 meeting.

Other Business There was no other business for the Committee.

Adjourn With no further business, at 7:55 p.m. Commissioner Lerman moved to adjourn the meeting. Commissioner Kimble seconded the motion which passed by unanimous voice vote.

Respectfully submitted

Steven T. Nagle
Secretary