

# Village of Niles

## Finance Committee Meeting

Council Chambers

July 18, 2018

8:00 a.m.

### Call To Order

Chairman Strzelecki called the meeting to order at 8:00 a.m.

### Roll Call

Assistant Finance Director Laurie Nannini called the roll for Committee members:

**Committee Members Present:** Chairman Dean Strzelecki, Patricia Dlubala, Jack Drexler, George Van Geem

**Committee Members Absent:** None

**Village Staff Present:** Finance Director Jeff Martynowicz, Assistant Finance Director Laurie Nannini, Village Manager Steve Vinezeano, Deputy Village Manager Hadley Skeffington-Vos, Assistant to the Village Manager Kathy Thake

Chairman Dean Strzelecki thanked the previous Finance Committee members for their time and service.

### Old Business

None

### Approval of Minutes

The regular minutes from the June 13, 2018 Finance Committee meeting were presented for approval, motion was made and all concurred.

### Accounts Payable Approval

The Accounts Payable registers for 2018 6/8, 6/15, 6/22 and 6/29 were presented for approval, motion was made and all concurred.

### New Business

Purchasing Policy Approval

Finance Director Jeff Martynowicz brought the new Finance Committee up-to-date and explained revisions made to the Purchasing Policy. Jeff stated that all changes and recommendations of the past Finance Committee have been incorporated into the policy. Village Manager Steve Vinezeano mentioned that all changes were driven by the Finance Department Matrix study. Jeff said he believes the Policy is ready to go to the Village Board. A motion was made to approve the Purchasing Policy and all concurred. It will be sent to the Village Board for approval.

### Quarterly Reports

Assistant Finance Director Laurie Nannini presented and explained the quarterly reports which include water payments, delinquent accounts, leak adjustments and collections from the Illinois Debt Recovery Program. To date, the Village has received over \$242,000 from the Debt Recovery Program. The Leak Relief Program has given \$12,000 in adjustments to residents. The prior Finance Committee suggested taking a more rigorous approach to collecting on delinquent water accounts. Laurie stated that the Finance Department currently has an active shut-off list on water accounts and one active payment plan. Steve Vinezeano responded to questions and updated the new committee on past discussions about delinquent water accounts. Jeff Martynowicz said that next year we will be implementing new water billing software which will help generate more notices and provide better reporting. This will help with collection of payments.

**Other Business**

Police Ticket Amnesty Program

Assistant to the Village Manager Kathy Thake explained the upcoming Ticket Amnesty Program and its many benefits to the Village. This program will help collect outstanding police tickets owed to the Village. Kathy said the Village is preparing to transition to new Ticketing and Court Management software. Any debt not collected through this program will be closed out for a clean start with the new software. This program will run August 1 - September 30, 2018.

**Public Comments**

None

**Executive Session**

None

**Adjournment**

Motion to adjourn was made at 8:26am and all concurred.