MINUTES OF THE SPECIAL WORKSHOP MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF WHEELING
BOARD ROOM - 2 COMMUNITY BOULEVARD
COOK and LAKE COUNTIES, WHEELING, IL
SATURDAY, NOVEMBER 4, 2017

1. Call to Order

Meeting called to order at 8:30 AM

2. Pledge of Allegiance

3. Roll Call - Village Manager Jon Sfondilis stated that Village Clerk Elaine E. Simpson informed the Board she would not be at the meeting.

Manager Sfondilis called the roll and the following Board members were present:

Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel, Pat Horcher

Manager Sfondilis asked for a Motion to appoint Michael Crotty as Acting Recording Secretary.

Motion by Mary Papantos, second by Ray Lang.

Motion carried by voice vote, all Ayes.

4. Citizen Concerns and Comments - None

5. New Business - All Listed Items for Discussion and Possible Action

DISCUSSION RE: FY 2018 Proposed Budget

Village Manager Jon Sfondilis thanked everyone for being present and noted that this is the most important thing that we do all year as this meeting is the driver for what we will do next year. Manager Sfondilis commented on challenges with personnel decisions, noting that we're operating very near *skeleton crew* status. Manager Sfondilis stated that the fund balance is healthy, but in order to look five years and beyond, we need to make the right structural decisions. Manager Sfondilis summarized the order of business for this meeting - Finance Director Michael Mondschain will highlight the FY 2018 budget, the department heads will talk about some of the positive things they've done, the Board liaisons will comment on the budget they reviewed with the department that they represent, there will be a brief Executive Session and finally there will be a summary of the day and then the Board will make specific decisions regarding what will become the final FY 2018 budget.

Finance Director Michael Mondschain reviewed the budget and answered questions from the Board.

Director Mondschain announced that we continue to have very strong bond ratings (AA and AA+) and noted that we have not issued any new tax levy related debt in the last 8 years.

Director Mondschain stated that there was a Budget Surplus estimated at $51,830, however the estimated result shows we'll end 2017 with an estimated deficit of -$295,000 resulting in an Ending Fund Balance of $14,320,000.

[BREAK]

President Horcher asked for a Motion to recess for a break.

Motion by Mary Krueger, second by Mary Papantos.

Motion carried by voice vote, the meeting recessed at 10:23 AM.

RECONVENE INTO OPEN SESSION

President Horcher asked for a Motion to reconvene into open session.

Motion by Dave Vogel, second by Mary Krueger.

Motion carried by voice vote, the meeting reconvened at 10:38 AM.

DEPARTMENT BUDGET REVIEW

Village Manager Jon Sfondilis explained the department budget review process.

Public Works:

Public Works Director Mark Janeck stated that they are reducing their overall budget between Public Works and Water/Sewer funds by approx 4%, described the 6 divisions of Public Works and highlighted some of his budget items. Board liaison Trustee Dave Vogel thanked Director Janeck and his staff for dedicating themselves to make their shop more efficient and noted that the Public Works budget is lean due to Director Janeck re-categorizing some items and seeking outside services to do some of the work. Director Janeck answered questions from the Board related to sharing equipment with other municipalities, contracting of holiday lights which resulted in man-hour savings and storm-sewer projects.

Human Services:

Human Services Director Shari Matthews Huizar spoke about the transition of the Wheeling Senior Center programming to the Wheeling Park District Community Recreation Center and that the Social Services Division will be moving to the Police Department. Board liaison Trustee Ken Brady complimented Director Huizar on her dedication to those in need. Director Huizar said she does not do this alone and that she has wonderful staff and they work very hard.

Fire Department:

Fire Chief Keith MacIsaac thanked his Staff and spoke about the ISO rating the Fire Department received and reviewed portions of their budget. Board liaison Trustee Mary Krueger stated that the Fire Department has done a great job on structural operational changes and that the Fire Department is working in the right direction.

Finance:

Finance Director Michael Mondschain spoke about the implementation of the ACH Vendor Payment program, described the AquaHawk water meter software system and possible implementation of an online bill payment system. Board liaison Trustee Mary Papantos thanked the Finance staff who worked on the budget and complimented the accuracy of Director Mondschain's predictions on where we will be from year-to-year.

Police Department:

Police Chief James Dunne thanked the Board and Village Manager for their continued support, direction and leadership and gave an overview of programs that have been successfully implemented over the past year including adjudication court and joining the North Central Narcotics Task Force. Board liaison Trustee Ray Lang spoke about how impressed he is with the training officers are receiving, the successful reallocating of resources and the positive effect of working with neighboring communities. Village Manager Jon Sfondilis reinforced the point of value exceeding expenditure in relation to dispatch overtime costs; discussion continued on this subject.

Community Development:

Community Development Director Andrew Jennings reviewed what Community Development has accomplished over the last year, specifically the Fox Point relocation, Wheeling Town Center, Uptown 501 and others. Board liaison Trustee Joe Vito stated that Director Jennings is doing a very good job managing things.

Village Manager Jon Sfondilis complimented all Village staff and noted that we rarely lose staff to anything other than retirement.

EXPANDED LEVEL SHEETS (approved by VM)

Manager Sfondilis stated that there are five expanded level sheets - 2 of which he signed, 3 of which he did not and noted that the 2 white sheets he has approved are already included in the budget numbers as presented.

APPLICATION TRACKING SOFTWARE (HR)

Assistant Village Manager/Human Resources Director Michael Crotty described the necessity of purchasing application tracking software, the reasonable cost and answered a question from the Board.

President Horcher asked for Board consensus to approve the expanded level request for Application Tracking software.

There being 7 affirmatives, a Consensus was approved.

ONLINE POLICE REPORTING SOFTWARE (PD)

Police Chief James Dunne described the software and answered questions from the Board.

President Horcher asked for Board consensus to approve the expanded level request for Online Police Reporting software.

There being 7 affirmatives, a Consensus was approved.

EXPANDED LEVEL SHEETS (NOT approved by VM)

PENSION LIABILITY SOFTWARE (Finance)

Finance Director Michael Mondschain explained the purpose of this software and answered questions from the Board.

A Consensus of the Board for approval of the expanded level sheet for Pension Liability software failed.

LANDSCAPE INSTALLATION (PW)

Village Manager Jon Sfondilis explained why he did not approve this item. Public Works Director Mark Janeck answered questions from the Board.

President Horcher asked for Board consensus to approve the expanded level request for Landscape Installation.

Yes: Ken Brady, Ray Lang
No: Pat Horcher, Mary Krueger, Mary Papantos, Joe Vito, Dave Vogel

A Consensus of the Board for approval of the expanded level sheet for Landscape Installation failed.

HOOK LIFT WOOD CHIP BOX BODY (PW)

Public Works Director Mark Janeck described the equipment and answered questions from the Board.

President Horcher asked for Board consensus to approve the expanded level request for a Hook Lift Wood Chip Box Body.

Yes:Dave Vogel
No: Pat Horcher, Mary Krueger, Mary Papantos, Joe Vito, Ray Lang, Ken Brady

A Consensus of the Board for approval of the expanded level sheet for Hook Lift Wood Chip Box Body failed.

As a result, Village Manager Jon Sfondilis stated that the budget remains the same.

6. Executive Session

Village President Pat Horcher asked for a Motion to recess into Executive Session for the purpose of discussing appointment, employment, compensation, discipline, performance or dismissal of a specific employee or employees of the Village.

Motion by Mary Krueger, second by Dave Vogel.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved, the meeting recessed at 12:11 PM.

President Horcher asked for a Motion to reconvene into Open Session.

Motion by Mary Papantos, second by Ray Lang.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved, the meeting reconvened at 12:35 PM.

ADDITIONAL DEFICIT REDUCTION OPTIONS

Village Manager Jon Sfondilis described the options.

Economic Director John Melaniphy thanked the Board, Village Manager,Village attorney and President Horcher for their help and support and spoke about the Economic Development projects over the last year and the Convention & Visitors Bureau,

Finance Director Michael Mondschain answered a question from the Board.

Convention & Visitors Bureau

President Horcher asked for a Consensus of the Board for approval to retain membership in the Convention & Visitors Bureau.

Yes:Ray Lang, Joe Vito, Dave Vogel, Pat Horcher
No: Ken Brady, Mary Krueger, Mary Papantos

There being 4 affirmatives, a Consensus was approved to retain membership.

Seeing that there were no further questions on the remaining items, President Horcher stated that there will be a deficit of -$37,000 with the membership to the Convention Center.

TIF Surplus

Staffing Changes

Additional Property Tax Revenue

President Horcher asked for a Consensus of the Board relative to the budget as presented today.

There being 7 affirmatives, a Consensus was approved.

7. Adjournment

President Horcher asked for a Motion to adjourn.

Motion by Dave Vogel, second by Mary Krueger that the meeting adjourn.

Motion carried by voice vote, all Ayes; the meeting adjourned at 12:50 PM.

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Elaine E. Simpson, Village Clerk

Approved this 20th day of November, 2017 by the President and Board of Trustees