

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)



## Meeting Minutes

Monday, May 1, 2017

6:00 PM

Village Hall

## Finance Committee

*Chairman Carole Griffin Ruzich  
Trustees James V. Dodge and Michael F. Carroll  
Village Clerk John C. Mehalek*

## CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:36 P.M.

**Present:** 3 - Chairman Griffin Ruzich; Trustee Dodge and Trustee Carroll

## APPROVAL OF MINUTES

### 2017-0322 Approval of the April 3, 2017 Finance Committee Minutes

I move to approve the Minutes of the Regular Meeting of the Finance Committee of April 3, 2017.

**A motion was made by Trustee Dodge, seconded by Trustee Carroll, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

**Nay:** 0

## ITEMS FOR SEPARATE ACTION

### 2017-0313 Budget Adjustments 2nd Quarter 2017 - Approval

A detailed spreadsheet (by fund) of budget adjustments is attached to the Committee Packet showing an increase in revenues of \$11,900,878 and an increase in expenditures of \$25,000.

The increase in revenues is due to the following:

- Rollover of Line of Credit Proceeds unspent in FY2016 in the amount of \$11,900,878.

The increase in expenditures is due to the following:

- Transfer funds for cleaning and fertilization from the General Fund to the Recreation and Parks Fund in the amount of (\$20,937).
- Rollover of funds from FY2016 for the south parking lot repairs at the Civic Center in the amount of \$10,000.
- Rollover of funds from FY2016 for the sidewalk at the loading dock at the Civic Center in the amount of \$15,000.
- Transfer funds for cleaning and fertilization to the Recreation and Parks Fund from the General Fund in the amount of \$20,937.

I move to recommend to the Board to increase the FY2017 revenue budget by \$11,900,878 and increase the FY2017 expenditure budget by \$25,000.

**A motion was made by Trustee Carroll, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

**Nay:** 0

### **2017-0306 Neopost Equipment Lease - Approval**

The Village's current lease for equipment with Neopost Inc. is set to expire. The Village leases mail machines for the Finance Department and Police Department and a folder inserter for the Finance Department. Staff recommends entering into a new lease with Neopost, Inc. for a five year period. Neopost Inc. has provided excellent service in the past and the Village will receive upgraded equipment with the new lease. The current lease for the mail machines is \$748 per month and the new lease is \$729 per month. The current lease for the folder inserter is \$261 and the new lease is \$258.

I move to recommend to the Board to approve lease payments to Neopost, Inc. for the rental of mail machines and a folder inserter for a five year lease period for a total cost not to exceed \$11,844 per year.

**A motion was made by Trustee Dodge, seconded by Trustee Carroll, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

**Nay:** 0

### **2017-0317 Amend Title 1 Chapter 10 Execution of Financial Documents - Ordinance**

Director of Finance Annmarie Mampe reported that staff is requesting an amendment to the Title 1, Chapter 10, Section 1-10-2 (Execution of Financial Documents) of the Village Code in order to enhance controls over the transfer of funds and the purchase and/or sale of investment instruments (trade authorization), as well as to bring Village Code in line with actual Board approved practice. We are requesting the addition of the Assistant Finance Director to the list of officers able to execute financial documents and requesting that approval of any trade authorization or transfer of funds must bear the signature of either the Finance Director/Treasurer or Assistant Finance Director in addition to the signature of any other authorized officer.

I move to recommend to the Village Board to pass Ordinance entitled: AN ORDINANCE AMENDING TITLE 1, CHAPTER 10, SECTION 1-10-2 (EXECUTION OF FINANCIAL DOCUMENTS) OF THE ORLAND PARK VILLAGE CODE.

**A motion was made by Trustee Carroll, seconded by Trustee Dodge, that this matter be RECOMMENDED FOR PASSAGE to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

Nay: 0

**2017-0318 Village Trust and Custodial Accounts at Fifth Third Bank - Recommended Resolution**

Fifth Third Bank acts as custodian of the Village's investments. In order to update signature records, the Fifth Third Bank Authorized Signer's Resolution must be approved by the Village Board prior to execution of the document. Authorized signers will be the Village President, Finance Committee Chairperson, Finance Director/Treasurer and Assistant Finance Director.

I move to recommend to the Village Board to pass a Resolution entitled: AN AUTHORIZING RESOLUTION FOR THE VILLAGE TRUST AND CUSTODIAL ACCOUNTS AT FIFTH THIRD BANK.

**A motion was made by Trustee Dodge, seconded by Trustee Carroll, that this matter be RECOMMENDED FOR PASSAGE to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

**Nay:** 0

**2017-0319 Second Addendum to Management Agreement with Power Wellness - Approval**

Director of Finance Annmarie Mampe reported that an amendment to the Village's agreement with Power Wellness Management, LLC is required in order to authorize Power Wellness to utilize the Village's sales tax exemption status when making purchases on behalf of the Village of Orland Park, owner of the fitness center facility.

I move to recommend to the Village Board to approve the second addendum to the management agreement between Power Wellness Management, LLC. and the Village of Orland Park.

**ADJOURNMENT: 6: 40 P.M.**

**A motion was made by Trustee Dodge, seconded by Trustee Carroll, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 3 - Chairman Griffin Ruzich, Trustee Dodge, and Trustee Carroll

**Nay:** 0

**/AS**

APPROVED: June 5, 2017

Respectfully Submitted,

/s/ John C. Mehalek

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**John C. Mehalek, Village Clerk**