

### **1) PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

The special meeting of the Board of Trustees of the Village of Deer Park was held on Monday, March 31, 2008 at Vehe Barn, 23570 W. Cuba Road, in the Village of Deer Park, in the counties of Lake and Cook, Illinois. President Gifford called the meeting to order at 7:00 p.m. Village officials and guests recited the Pledge of Allegiance.

### **2) ROLL CALL AND DETERMINATION OF A QUORUM**

Upon roll call, the following were present: President Gifford, Trustees Kizior, Rotter, Plautz, Pratscher, Kellermann and Thrun. Other Village officials present were Administrator Connors, Treasurer Stade, Clerk Meyle, and Attorney Keller. President Gifford stated there is a quorum.

### **3) APPROVAL OF AGENDA**

No motion was made to officially approve the meeting agenda. President Gifford reminded all in attendance that this meeting is a work session during which the Board will discuss the 2008-09 fiscal year budget. President Gifford clarified that the 2008-09 budget is a document in progress, and it will not be an official, public document until it has been approved by the Board at the April 21, 2008 regular Board meeting.

### **4) REVIEW OF 2008-2009 BUDGET**

Trustee Kizior led the Board through the budget discussion focusing on controllable items and focusing on achieving as close to a balanced budget as possible. The Board reviewed the *Initial 3/31/08 Amounts* on the proposed 2008-09 budget prepared by Treasurer Stade. The Board adjusted controllable figures throughout their discussion with the consensus at the end of the meeting being that the *Final 3/31/2008 Amounts* would be those that they would consider for approval at the April 21, 2008 regular Board meeting. The initial and final amounts are detailed in the tables below:

<b>GENERAL FUND Details - Proposed 2008-09 Budget</b>				
	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>	
<b>REVENUE</b>				
<b>FINES &amp; FORFEITURES</b>				
FALSE ALARMS / ORDINANCE VIOLATIONS	1,300	1,300	Based on current year to date	
TRAFFIC FINES	65,000	65,000	Based on monthly average	
RED LIGHT VIOLATIONS	0	0	Pending agreement with Board	
<b>ROAD &amp; BRIDGE TAX REVENUE</b>	8,500	8,500	5% increase from year to date	
<b>BUILDING &amp; ZONING PERMITS</b>				
BUILDING PERMITS	150,000	150,000	Grace condos, Hampton & misc home	
PUBLIC HEARING FEES	1,000	1,000		
ENGINEERING PLAN REVIEW	1,000	1,000		
<b>ENTERTAINMENT TAX</b>	130,000	130,000	Per 08 year to date average + 2%	
<b>STATE INCOME TAX</b>	287,500	287,500	IML estimate - \$92.70 per capita	
<b>BOUNDARY AGREEMENT - KILDEER</b>	16,310	16,310	Per schedule	
<b>SALES TAX</b>				
SALES TAX	1,430,000	1,430,000	Year to date + \$140,000 estimate March & April	
LOCAL USE TAX	41,000	41,000	IML est-\$13.25 per capita	
HOTEL TAX	20,000	0	65% occupancy for 2 months	
<b>FRANCHISE FEES</b>	37,500	37,500	Per 08 actual + final estimate	

<b>GENERAL FUND Details - Proposed 2008-09 Budget</b>				
	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>	
<b><u>REVENUE - continued</u></b>				
<b>UTILITY/TELECOMM. TAX</b>				
TELECOMMUNICATION TAX	187,000	187,000	Based on monthly average	
UTILITY TAX	300,000	300,000	Based on monthly average	
<b>BUSINESS REGISTRATION FEES</b>				
BUSINESS REGISTRATIONS	38,000	38,000	Based on current year to date	
LIQUOR LICENSES	35,000	35,000	Based on current year to date	
<b>REIMBURSED INCOME</b>				130,000
BUILDERS REIMBURSEMENTS	100,000	100,000	Builder + SSA reimbursements = reimbursable expenses	
REIMBURSEMENT FROM SSA FUNDS	30,000	30,000	SSA + Builder reimbursements = reimbursable expenses	
<b>MISCELLANEOUS REVENUE</b>				
MISC REVENUE	2,000	2,000	Estimate	
MISC TAX REVENUE	250	250	Estimate	
MAPS, PLATS, STICKERS & COPIES	300	300	Estimate	
WATER ALLOCATIONS	0	0		
<b>Total Revenue</b>	<b>2,881,660</b>	<b>2,861,660</b>	<b>Included from 2008 budget \$82,490 (3%)</b>	
	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>	
<b><u>EXPENDITURES</u></b>				
<b>ADMINISTRATION</b>				
SALARIES	160,000	160,000	Per Jim Connors	
ICMARC CONTRIBUTION	6,000	6,000	\$500 x 12 months	
PAYROLL TAXES	12,240	12,240	7.65% of salaries	
ENGINEERING FEES	25,000	25,000	Per Jim Connors	
LEGAL EXPENSE	90,000	90,000	Per Jim Connors	
LEGAL-TRAFFIC FINES	11,000	11,000	\$900 monthly	
AUDIT FEES	12,500	12,500	Per engagement letter	
BOND COSTS	400	400	Debt service #1	
OFFICE CLEANING & MATS	2,200	2,200	Mats bi-weekly, cleaning weekly	
OFFICE SUPPLIES & EXPENSE	4,750	4,750	Per Jim Connors	
POSTAGE	2,100	2,100	Based on monthly average	
TELEPHONE	5,100	5,100	Based on average	
UTILITIES	1,200	1,200	Higher gas to come 3 & 4 2008	
PRINTING & ADS	4,700	4,700	Actual + newsletter	
DUES & SUBSCRIPTIONS	25,500	25,500	08 year to date actual + 5%	
CONTRIBUTIONS	6,500	10,000	08 year to date actual + 3 & 4 2008 \$5,000 for Railroad Coalition	

<b>GENERAL FUND Details - Proposed 2008-09 Budget</b>				
<b>EXPENDITURES - continued</b>	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>	
<b>ADMINISTRATION - continued</b>				
TRAVEL	2,500	2,500	Estimate	
EDUCATION/MEETINGS	4,000	4,000	Left as same	
OFFICE EQUIPMENT & MAINTENANCE	5,000	5,000	\$2500 new laptop for Clerk	
OFFICE EQUIPMENT LEASE	3,500	3,500	Allowance for overage	
ANIMAL CONTROL	0	0		
REPAIRS & MAINTENANCE	4,000	4,000	Mainly Village Office expenses	
INSURANCE EXPENSE	12,000	12,000	Per Jim Connors	
MOSQUITO ABATEMENT	22,182	22,182	Clark + Ela	
MISC EXPENSE	3,000	3,000		
DEBT SERVICE PRINCIPAL	280,000	280,000	Per schedule (final January 2010)	
INTEREST EXPENSE	17,995	17,995	Per schedule (final January 2010)	
CAPITAL OUTLAY: CONSTRUCTION				
CAPITAL OUTLAY: EQUIPMNT & FURNITURE		18,000	Software balance	
CAPITAL OUTLAY: LAND				
CAPITAL OUTLAY: BUILDING IMPRVMENTS				
CAPITAL OUTLAY: DRAINAGE	210,000	210,000	Ferndale Phase III	180,000
			Forest Green Lake outlet structure	30,000
CONTINGENCIES				
<b>REIMBURSABLE EXPENSES</b>			Sum of all Reimbursable Expenses = Reimbursable Income	130,000
BOND FINANCING FEES	0	0	SSA funds to pay	
ENGINEERING EXPENSES	84,700	84,700		
LEGAL EXPENSE	20,000	20,000		
PLANNING/CONSULTING FEES	25,000	25,000		
POSTAGE	100	100		
PRINTING & ADS	200	200		
<b>BUILDING ADMINISTRATION</b>				
SALARIES	21,517	21,517	Per Jim Connors	
PAYROLL TAXES	1,646	1,646	7.65% of salaries	
BUILDERS INSPECTION FEES	70,000	70,000	Approximately 1/3 of permit revenue	
ZONING INSPECTION	2,500	2,500		
ENGINEERING FEES	3,000	3,000	Sewer inspections	
JULIE INSPECTIONS	3,000	3,000		
<b>ROADS &amp; DRAINAGE</b>				
ENGINEERING FEES	90,000	90,000	Per Jim Connors-based on capital projects	
SNOW & ICE CONTROL	100,000	100,000	5% increase	
ROAD REPAIR	371,000	371,000	Road program	321,000
Per Engineer Gordon			Misc patching	40,000
Per Engineer Gordon			Crack sealing program	10,000

<b>GENERAL FUND Details - Proposed 2008-09 Budget</b>				
	<b>Initial 3/31/08</b>	<b>Final 3/31/08</b>	<b>Comments</b>	
<b><u>EXPENDITURES - continued</u></b>	<b>Amount</b>	<b>Amount</b>		
<b>ROADS &amp; DRAINAGE - continued</b>				
DRAINAGE COSTS	51,000	55,000	Misc drainage repairs	30,000
Per Engineer Gordon			Root cutting program	10,000
Per Engineer Gordon			Storm sewer cleaning program	10,000
Per Engineer Gordon			Wetland / Raingarden maintenance	5,000
SWANSWAY DRAINAGE	5,000	5,000	Mitigation monitoring	
REPAIRS & MAINTENANCE	16,500	16,500	Misc Ela maintenance	10,000
			Outlot structure maintenance	3,500
			Street sweeping	3,000
STREET SIGNS	1,500	1,500		
STREET LIGHTING & MAINT.	5,000	5,000	Credit with IDOT	
<b>POLICE SERVICES</b>	1,330,720	1,330,720	Per contract + crime lab	
<b>POLICE DISPATCH</b>	56,899	56,899	Per Chief Lilly	
<b>PLANNING &amp; TRAFFIC CONSULTING</b>	0	0		
<b>RAND ROAD DEVELOPMENT</b>	0	0		
<b>Total Expenses</b>	<b>3,210,649</b>	<b>3,218,149</b>		
<b>OTHER INCOME/EXPENSES</b>				
INTEREST INCOME	50,000	50,000		
TRANSFERS TO/FROM OTHER FUNDS	(160,000)	(123,000)	To cover Park & Barn Funds	
SALE OF PROPERTY				
GRANTS				
LOAN PROCEEDS				
<b>Total Other Income/Expense</b>	<b>(110,000)</b>	<b>(73,000)</b>		
<b>NET INCOME</b>	<b>(438,989)</b>	<b>(429,489)</b>		
<b>Estimated Cash 4/30/2008</b>	<b>1,300,000</b>	<b>1,560,000</b>		
<b>Estimated Cash 4/30/2009</b>	<b>861,011</b>	<b>1,130,511</b>		

<b>BARN OPERATIONS Details - Proposed 2008-09 Budget</b>				
	<b>Initial 3/31/08</b>	<b>Final 3/31/08</b>	<b>Comments</b>	
<b><u>REVENUE</u></b>	<b>Amount</b>	<b>Amount</b>		
RENTAL INCOME	24,000	24,000	Average 1 wedding + 3 non-profit monthly - per Jim Connors	
<b>Total Revenue</b>	<b>24,000</b>	<b>24,000</b>		

### BARN OPERATIONS Details - Proposed 2008-09 Budget

<b>EXPENDITURES</b>	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>
<b>ADMINISTRATION</b>			
SALARIES	18,424	18,424	Per Jim Connors
PAYROLL TAXES	1,409	1,409	7.65% of salaries
CLEANING & MATS	6,800	6,800	Mats-\$800 & Cleaning-\$6,000
OFFICE SUPPLIES & EXPENSE	2,500	2,500	
POSTAGE	100	100	Estimate for mailings
TELEPHONE	1,500	1,500	
UTILITIES	3,900	3,900	Water= \$400 & Gas= \$3,500
PRINTING & ADS	1,000	6,000	Brochures etc
DUES & SUBSCRIPTIONS	200	200	
TRAVEL	600	600	\$50 monthly
EDUCATION/MEETINGS	500	500	
OFFICE EQUIPMENT & MAINTENANCE	0	0	
CONTRACTUAL SERVICES	3,000	3,000	
REPAIRS & MAINTENANCE	10,000	10,000	\$5,800 HVAC + misc
SNOW & ICE CONTROL	2,200	2,200	\$100 per event
MISC EXPENSE	200	200	
CAP OUTLAY: CONSTRUCTION			
CAP OUTLAY: EQUIP & FURN			
CAP OUTLAY: BLDG IMPR			
CAP OUTLAY: OTHER IMPR			
CONTINGENCIES			
<b>Total Expenses</b>	<b>52,333</b>	<b>57,333</b>	
<b>OTHER INCOME/EXPENSES</b>			
TRANSFERS TO/FROM OTHER FUNDS	30,000	35,000	From General Fund covers net loss
GRANTS			
<b>Total Other Income/Expense</b>	<b>30,000</b>	<b>35,000</b>	
<b>NET INCOME</b>	<b>1,667</b>	<b>1,667</b>	

### PARK FUND Details - Proposed 2008-09 Budget

<b>REVENUE</b>	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>
PARK DONATIONS			No new development
PARK USAGE FEES	10,000	9,385	Per Trustee Rotter
PARK SPONSORSHIP	10,000	9,350	Per Trustee Rotter
MISCELLANEOUS			
<b>Total Revenue</b>	<b>20,000</b>	<b>18,735</b>	

<b>PARK FUND Details - Proposed 2008-09 Budget</b>					
<b>EXPENDITURES</b>	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>		
<b>ADMINISTRATION</b>					
ENGINEERING FEES	11,500	11,500	Per Engineer Gordon		
UTILITIES	200	200	Scoreboard electric		
PRINTING & ADS	500	500	Bid ads		
LANDSCAPING & MAINTENANCE	106,092	68,963	Breakdown	Initial 3/31/08	Final 3/31/08
			Mowing	24,000	15,000
			Spring cleanup	930	930
			Fall cleanup	830	830
			Monthly cleanup	5,600	5,600
			Spring fertilize weed	2,991	2,500
			Fall fertilize weed	2,991	0
			Peterson Pond algae	2,400	2,744
			Squires Pond algae	5,000	1,078
			Chapel Hill Pond	0	0
			TC maintenance equipment	0	3,000
			TC water tap	0	9,000
			Sponsorship expenses	0	6,105
			Reseed Hamilton Pk	0	0
			Swansway algae	2,500	882
			Country Lane algae	2,500	294
			Tree trim, cut down, bugs (\$2,500)	20,000	5,000
			Mulch	10,000	9,000
			Maintenance & beautification	7,500	0
			Path maintenance & development	12,850	1,000
			Misc	3,000	3,000
			Field maintenance equipment	3,000	3,000
<b>PARK DEVELOPMENT</b>					
REIMB. TO HOMEOWNERS ASSOC.	5,000	0	Per Trustee Rotter		
VEHE FARM	1,109	1,109	Per Foundation Report		
MISCELLANEOUS					
CAP OUTLAY: CONSTRUCTION					
CAP OUTLAY: EQUIPMENT	24,000	24,000	Old Farm Park Play Equipment		
CAP OUTLAY: LAND					
CAP OUTLAY: OTHER IMPR					
CONTINGENCIES					
<b>Total Expenses</b>	<b>148,401</b>	<b>106,272</b>			

<b>PARK FUND Details - Proposed 2008-09 Budget</b>			
	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>
<b><u>OTHER INCOME/EXPENSES</u></b>			
INTEREST INCOME	500	500	Small balance kept in a/c
TRANSFERS TO/FROM OTHER FUNDS	130,000	88,000	From General Fund covers net loss
SALE OF PROPERTY			
GRANTS			
<b><u>Total Other Income/Expense</u></b>	<b>130,500</b>	<b>88,500</b>	
<b><u>NET INCOME</u></b>	<b>2,099</b>	<b>963</b>	
<b><u>Estimated Cash 4/30/2008</u></b>	<b>500</b>	<b>500</b>	
<b><u>Estimated Cash 4/30/2009</u></b>	<b>2,599</b>	<b>1,463</b>	

<b>MOTOR FUEL TAX FUND Details - Proposed 2008-09 Budget</b>			
	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>
<b><u>REVENUE</u></b>			
MOTOR FUEL TAX REVENUE	88,097	88,097	Per capita - Small decline estimated
<b><u>Total Revenue</u></b>	<b>88,097</b>	<b>88,097</b>	
<b><u>EXPENDITURES</u></b>			
ENGINEERING FEES			
ROAD REPAIR	180,000	180,000	Per road program
CAP OUTLAY: OTHER IMPR			
CONTINGENCIES			
<b><u>Total Expenses</u></b>	<b>180,000</b>	<b>180,000</b>	
<b><u>OTHER INCOME/EXPENSES</u></b>			
INTEREST INCOME	4,000	4,000	Spend down of fund expected
TRANSFERS FROM OTHER FUNDS			
<b><u>Total Other Income/Expense</u></b>	<b>4,000</b>	<b>4,000</b>	
<b><u>NET INCOME</u></b>	<b>(87,903)</b>	<b>(87,903)</b>	
<b><u>Estimated Cash 4/30/2008</u></b>	<b>207,700</b>	<b>207,700</b>	
<b><u>Estimated Cash 4/30/2009</u></b>	<b>119,797</b>	<b>119,797</b>	

<b>SEWER FUND Details - Proposed 2008-09 Budget</b>			
<b>REVENUE</b>	<b>Initial 3/31/08 Amount</b>	<b>Final 3/31/08 Amount</b>	<b>Comments</b>
<b>SEWER SERVICE</b>	250,000	250,000	Red Seal increase EAV
<b>Total Revenue</b>	<b>250,000</b>	<b>250,000</b>	
<b>EXPENDITURES</b>			
<b>ADMINISTRATION</b>			
ENGINEERING FEES	3,000	3,000	
LEGAL EXPENSE	500	500	
BILLING FEES	8,000	8,000	\$1780 quarterly + additional billing
POSTAGE	0	0	
TELEPHONE	348	348	Based on monthly average
UTILITIES	1,800	1,800	\$500-gas, \$1300-electricity
PRINTING & ADS	0	0	
REPAIRS & MAINTENANCE	8,000	8,000	
SEWER SERVICE PAYMENTS	225,000	225,000	
CONTINGENCIES			
<b>Total Expenses</b>	<b>246,648</b>	<b>246,648</b>	
<b>OTHER INCOME/EXPENSES</b>			
INTEREST INCOME	4,000	4,000	
TRANSFERS FROM OTHER FUNDS			
GRANTS			
<b>Total Other Income/Expenses</b>	<b>4,000</b>	<b>4,000</b>	
<b>NET INCOME</b>	<b>7,352</b>	<b>7,352</b>	
<b>Estimated Cash 4/30/2008</b>	<b>125,000</b>	<b>125,000</b>	
<b>Estimated Cash 4/30/2009</b>	<b>132,352</b>	<b>132,352</b>	

<b>SUMMARY Details – 3/31/08 Final Proposed 2008-09 Budget</b>				
	<u>General Fund</u>	<u>Barn Fund</u>	<u>Park Fund</u>	<u>Funds Totaled</u>
<b>REVENUE:</b>	2,861,660	24,000	18,735	2,904,395
<b>EXPENDITURES:</b>				
ADMINISTRATION	954,867	57,333		1,012,200
REIMBURSABLE EXPENSES	130,000			130,000
BUILDING ADMINISTRATION	101,663			101,663
ROADS & DRAINAGE	644,000			644,000
CONTRACTURAL SERVICES	1,387,619			1,387,619
LANDSCAPING & MAINTENANCE			68,963	68,963
ALL OTHER EXPENSES			37,309	37,309
<b>TOTAL EXPENDITURES</b>	<b>3,218,149</b>	<b>57,333</b>	<b>106,272</b>	<b>3,381,754</b>
<b>OTHER INCOME/EXPENSE:</b>				
INTEREST INCOME	50,000	0	500	50,500
TRANSFERS TO/FROM OTHER FUNDS	(123,000)	35,000	88,000	0
<b>TOTAL OTHER INCOME/EXPENSE</b>	<b>(73,000)</b>	<b>35,000</b>	<b>88,500</b>	<b>50,500</b>
<b><u>NET INCOME</u></b>	<b>(429,489)</b>	<b>1,667</b>	<b>963</b>	<b>(426,859)</b>
<b><u>ESTIMATED CASH-BEGINNING OF YEAR</u></b>	<b>1,560,000</b>	<b>0</b>	<b>500</b>	<b>1,560,500</b>
<b><u>ESTIMATED CASH-END OF YEAR</u></b>	<b>1,130,511</b>	<b>1,667</b>	<b>1,463</b>	<b>1,133,641</b>

## 5) ADJOURNMENT

MOTION: by Trustee Thrun to adjourn the meeting at 10:15pm. Upon a voice vote: YES: (6) / NO: (0) /

ABSENT: (0).

Motion carried 6/0

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H. Scott Gifford, Village President

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Susan Meyle, Village Clerk