

**FINANCE AND ADMINISTRATION  
MEETING MINUTES**

**Monday, April 26, 2010**

Minutes of a meeting of the Finance and Administration Committee of the City of O'Fallon, held in the Mayor's Conference Room, City Hall, 255 S. Lincoln, O'Fallon, Illinois on April 26, 2010.  
CALL TO ORDER: Time: 5:30 p.m.

ROLL CALL:	MEMBERS:			
	Chairman Bennett	X	Polites	X
	Albrecht	X	McCoskey	
	Grogan	X		
STAFF LIASON:	Dean Rich	X	Alderman Reckamp	X
	Walter Denton	X	Alderman True	X
	Pam Funk	X	Alderman N. Drolet	X
	Sandy Evans	X	Alderman J.Drolet	X

**Approval of Minutes:** March 22, 2010 -All ayes.

**Item A: Ward Re-districting** Director of Finance reported that all current state law require any Ward re-districting be based on the most recent federal decennial census. This law would require any action taken between now and October/November 2010 be based on the 2000 census and the 2010 census data will not be available 180 days before the 2011 City elections. After discussion, Alderman Reckamp still was not convinced and asked the subject be carried over to the May 24<sup>th</sup> Finance and Administration meeting.

**Item B: Checks Outside the Warrant:** Resolution 97-09 authorizes the payment of certain bills prior to finance committee and City Council approval. This resolution is based on the delegation of authority to Administrative personnel function in state law. The personnel involved are department heads within the staff of the municipality. The key element in gauging the propriety of a delegated responsibility is whether there are sufficient criteria and standards to guide the decision. The Illinois Supreme Court fashioned a three-part test to determine discretionary authority approval. Our resolution is based on these three tests as follows: 1. The person and activities potentially subject to regulations-- the Director of Finance acting in an approved Treasurer role may pay certain bills upon receipt and prior to City Council approval- Utilities, Postage, Government Agencies, Long-term debt, Refunds and Insurance. 2. The harm sought to prevent—prevent shut down of vital functions, avoid late charges and meet government regulation deadlines. 3. General means intended to be available to prevent identified harm- -items should be approved budget items and be presented to next City Council meeting on a special warrant list. Director of Finance also briefed that payroll and related items are pre-approved by the budget and are only presented by exception. Also park self-funding programs may be paid and presented as separate list during peak activity periods ( these items are basically part-time help-umpires, camp counselors, life guards, etc., sports programs and concession supplies and related expenses.) Committee was concerned with purchases from Alderman and all such purchases comply with the Illinois Government Ethic and Gift Ban Act. Basically no single item or event exceeds \$1,500 and annual ceiling of \$4,000. Alderman must disclose interest in sale and abstain from voting.

**ADJOURNMENT:** 6:04 p.m. **PREPARED BY:** Dean Rich