

City of Darien

Minutes of the Administrative Finance Committee August 13, 2012

The Meeting was called to order by Alderman John Poteraske at 6:30 pm. Committee members Alderman Tina Beilke and Alderman Ted Schauer were also present. Staff members included City Administrator Bryon Vana and Assistant City Administrator Scott Coren. City Treasurer Michael Coren and Lou Karrison with Sikich were also present.

Liquor License Request – Chuck’s Southern Comfort Cafe

Assistant Administrator Coren said Chuck’s Southern Comfort Café has worked with the City of Darien to open a barbeque restaurant in the former Cornerstone building. They have requested a liquor license that would allow them to serve alcohol in the restaurant and have a bar area that would serve food as well, which falls under the definition of the Class D license. Currently there are seven Class D licenses, and in order for them to operate under this plan the number of licenses would need to be increased from six to seven.

The committee recommended approval 3-0.

VFW “Walk All Our Soldiers Home” Parade

Assistant Administrator Coren told the committee the VFW would like to host a “Walk All Our Soldiers Home” parade at 10 am on Saturday, September 22, 2012 in Hinsbrook. The exact route is being coordinated with the Police Department staff.

The VFW has been informed and agreed that any costs incurred by the City of Darien, including personnel costs for Police Department overtime, would need to be reimbursed to the City. This is identical to the handling of the Darien Dash and Hornet Hustle requests previously approved by the City of Darien.

The committee recommended approval 3-0.

Draft FYE April 30, 2012 Audit

Administrator Vana presented the Draft FYE April 30, 2012 audit. Lou Karrison said the City is doing a good job managing finances, and had some additional suggestions on handling cash receivables in the police records department, which was currently being implemented. Alderman Beilke had several questions about the audit process and

ensuring the City of Darien had controls to ensure fund were being handled and accounted for properly.

The committee recommended approval of the draft budget 3-0.

Line of Credit

Assistant Administrator Coren said the City of Darien accepted a proposal from Republic Bank in 2009 to provide banking services. At the time one of the items discussed was a line of credit the City could draw upon in case of emergency or cash flow deficiencies. The City of Darien has had this available in the past, but it is currently expired. At this time staff recommends entering into an agreement with Republic Bank to open the line of credit in the amount of \$1,250,000.00. The City is not using the money at this time; it is only keeping the option of borrowing the funds at a future date. The intention is to use the line of credit in an emergency or if needed for cash flow. Any and all purchases will still need to be approved by the elected officials in accordance with Darien City Code.

The included documents are the Governmental Certificate, Business Loan Agreement and the Compliance Agreement. These documents make the credit line available to the City of Darien. In the event the City of Darien requires the funds, a Promissory Note, Business Loan Affidavit, Disbursement Request and Notice of Final Agreement must also be executed by the Mayor, City Clerk and Treasurer. These documents contain the interest rate, which for this loan is the Republic Bank Prime Rate, which currently stands at 3.25%.

The committee recommended approval 3-0.

Adjournment

There being no further business Alderman Schauer made a motion to adjourn, with a second by Alderman Beilke. The motion carried 3-0 at 8:15 pm.

Approved:

John Poteraske, Chairman _____

Ted Schauer, Member _____

Tina Beilke, Member _____