

VILLAGE OF BOURBONNAIS
Finance Committee Meeting Minutes
Wednesday, July 27, 2022

1. Meeting Opening

Meeting called to order at 4:00 PM by Trustee Rick Fischer

Procedural: A. Roll Call - Trustee Rick Fischer

Members present: Mayor Paul Schore, Trustee Bruce Greenlee, Trustee Rick Fischer, Trustee Jeff Keast, and Trustee Jack Littrell. Also in attendance, Treasurer Ron Riebe, Assistant Administrator Laurie Cyr, Finance Director Tara Latz, Public Works Director Mike Chamness, Assistant Public Works Director Dave Herberger, Engineer Mike Gingerich, Chief Jim Phelps (arrived at 4:05 PM), HR Manager Sue Pranskus, and Admin Assistant Margie Beach. Absent: Trustee Randy King, Trustee Angie Serafini, Attorney Patrick Dunn and Administrator Mike Van Mill

2. Review and Approve Committee Minutes

Action, Minutes: A. Finance Committee Minutes from July 13, 2022

Motion by Trustee Jeff Keast, second by Trustee Bruce Greenlee to approve the Finance Committee minutes from July 13, 2022, as presented.

Final Resolution: Motion Carried

Aye: Trustee Bruce Greenlee, Trustee Rick Fischer, Trustee Jeff Keast, and Trustee Jack Littrell

3. Bill Lists

Accounts Payable: A. General Fund

- > Trustee Jack Littrell questioned the charge for a back windshield on a squad car? Chief Phelps explained it was for an investigator car that had a leak in the back window and would leak water into the trunk, they had to replace the whole window.
- > Trustee Greenlee questioned the invoice for two garage door replacements? Director Chamness stated they were rusting out and they needed new openers which were installed as well, they were original doors at the EMC building. Ms. Latz stated it was planned in the budget for Public Works.
- > Trustee Fischer questioned the power washer invoice from Holohan? Director Chamness explained it was a copper pipe that needed to be soldered and they don't do this, and also needed a leak kit complete seal package for the power washer? Mr. Chamness stated yes, it was for the same power washer.

The General Fund bill list was reviewed, and the Finance Committee agreed to proceed with payment of the bills at the next Regular Board meeting on August 1, 2022.

Accounts Payable: B. Special Fund

The Special Fund bill list was reviewed, and the Finance Committee agreed to proceed with payment of the bills at the next Regular Board meeting on August 1, 2022.

4. Other Business

Discussion: A. Multiple Donation Requests

- > Finance Director Tara Latz explained we had three donation requests:
- > Zeta Phi Beta Sorority requested sponsorship for their annual Sapphire & Pearls Ball. Finance Committee declined this donation request for Zeta Phi Beta ball.
- > Good Shepard Manor request for a donation towards their 31st Annual Fall Festival. Finance Committee declined this donation request for the fall festival.
- > Bourbonnais Township Park District requested sponsorship for their Night in Sleepy Hollow event at Perry Farm. Finance Committee declined this donation request for Night in Sleepy Hollow.

Discussion: B. Operating Results for April/May/June

- > Ms. Latz provided information focusing on the end of the year April Operating Results for fiscal year 2022 (on Board Docs).

Revenues:

Tax, reimbursement, franchise, permit and miscellaneous revenues all exceeded budgeted projections. License revenue was a little lower due to Beggars Pizza closing and not renewing their liquor license. Fine revenue was down a little in some areas but ordinance violations were strong.

Total Revenue for FY22 budget purposes was \$14,734,336.07 at the end of April.

Expenditures:

Administration and Public Works were over budget due to retro-pay for Union members once the IUOE contract was settled in April. Most other departments were under budget. Central Services was over due to changing liability insurance from old plan to new plan and billing differently, price increases on utilities and gasoline due to inflation, and still in an ongoing lawsuit for M&J which affected legal services. Capital expenditures were over budget due to bond fund projects that are occurring.

Total expenditures for the FY2022 budget purposes were at \$13,982,043.45.

Total excess of revenues over expenditures was \$752,292.62 to end the year in April, 2022 (unaudited).

> Ms. Latz also provided Operating Results for May and June fiscal year 2023 as well, there isn't that much activity right now (on Board Docs). Asked the Board to review on their own and see her with questions.

Discussion: C. IGFOA Conference Costs

> Ms. Latz went over the request for Ms. St. Germaine and herself to attend the (IGFOA) Finance Annual Conference in Peoria (in person) on September 18-20, 2022 at a cost of \$1,436.60 (on Board Docs).

Finance Committee agrees to pay the costs for the IGFOA September Conference, and have legislation created for the Monday, August 1, 2022 Regular Board meeting.

Discussion: D. APA-IL Conference Costs

> Ms. Laurie Cyr went over the request from Administrator Mike Van Mill, Assistant Administrator Laurie Cyr and Community Development Technician Tyler Goodrich to attend the annual APA-IL Conference in Chicago on September 28-29, 2022 at a cost of \$2,799.05.

Finance Committee agrees to pay the costs for the APA-IL September Conference, and have legislation created for the Monday, August 1, 2022 Regular Board meeting.

Discussion: E. Overview of Police Department Grant Programs

> Chief Phelps gave an update on the department's various Grant Programs (on Board Docs): Annual Grants they have applied for include: Federal Body Armor grant to have 50% reimbursed for an officer's body armor, we are on a 5-year rotation; IDOT - Traffic Safety Grant - pays for officer overtime for enforcement details and has also paid for radar units and breath testers; Domestic Violence/Sex Crimes grant is a shared grant for investigating cases; Carl Dobbs & Jacob Novak Scholarship - for staff & command tuition; Department of Justice grants - we are not eligible currently due to our crime numbers are too good; and the COPS Grant which is typically for more high crime communities.

Specialty Grants they have applied for include: Squad Camera Grant - have received 4 camera systems; and Flock LPR Grant - still waiting for word on how much this will pay for New Grant Opportunities they have applied for include: Mental Health Screenings which is a new state requirement done annually with training; and Recruitment & Officer Retention

> Chief Phelps noted their current traffic squad was equipped with over \$8,000 of equipment donated by Federal Signal. Also were able to purchase items like AED's and officer safety and medical supplies from public and private donations.

Discussion: F. ARPA Update

> Ms. Latz gave an update on where the Village is on using ARPA Funds, so far we have spent or committed \$1,783,846 - projects were listed on Board Docs.

> Requesting approval from the Board to use ARPA funds for the following projects:

1) Municipal Center Railings and Pond Walls - Ms. Cyr stated we have found we need to replace all the railings (do not meet safety standards - replace instead of just repaint), as well clean and paint the pond perimeter and fix the retaining brick walls that are currently collapsing by the steps leading up to the board room for a total cost of \$120,405 (quote on Board Docs).

2) Police Department would like to purchase a Stalker Speed Radar Trailer at a cost of \$9,000. Chief Phelps

explained we are looking at a speed radar trailer that is portable to move from location to location. We have never owned our own and sometimes borrow from other communities.

3) WCCTV Security Cameras/LPR Trailer for mobile license plate reader at a cost of \$40,000. Chief Phelps stated we have had to borrow from other cities. This equipment has a full 360 degree field of view and an additional infrared camera that is trackable and will be used for investigations from crimes that occur. These items were part of the capital plan but would like to move forward sooner than later since we have the ARPA funds.

Finance Committee agrees with to move forward with improving the railings/pond walls and to purchase the Stalker Speed Radar and Security Cameras/LPR trailer.

Chief Phelps shared their wish list for the future:

1) Repurpose the downstairs old Police Department room and turn into investigation offices - they will need more space because they will be adding a third person. Will need to reconnect phones and computer ports, purchase furniture for 3 work stations and a large wall mount flat screen television for reviewing video footage - unsure on costs at this time.

2) New Livescan fingerprinting machine - current machine still works but the maintenance is not supported anymore, approximate cost \$10,000.

Discussion: G. Jennings Realty Extension Request

> Ms. Latz explained that Jennings, who is the developer bringing in Road Ranger to the property at the new intersection, will not be able to get an occupancy permit by December 2022 per the original agreement. They are asking for a one-year extension to have occupancy permit until December 2023. We will discuss when Attorney Dunn is back in two weeks, to determine what we want to do, and if legislation will need to be created to amend agreement. Reminder this project is being paid from TIF Bond funds for a total of \$1.5M, we have paid out \$375,000 (25% up front), and once they have occupancy we will pay the remaining balance.

Discussion: H. Bourbonnais Township Park District Funding Request

> Mayor Schore stated to the Board he received a letter from Bourbonnais Township Park District requesting to use Village ARPA funds to put in artificial turf at the baseball fields out in Diamond Point Sports Complex (on Board Docs). They are requesting \$125,000 to help assist in their efforts to enhance this facility for out-of-town baseball tournaments. Mayor Schore stated he had a conversation with them that they need to have the whole parking lot asphalted as well.

> Trustee Fischer recalled a previous conversation with the Park District about the complex losing money, and asked the Village to take over Diamond Point. Administrator Van Mill looked into having a company take over and be the project manager for those fields and put in turf themselves. Mayor Schore explained he had a meeting yesterday with the Park District and found out the management companies wanted to have more fields than what's out there. The Park District decided they want to keep in-house after all, and they have started the engineering design to get a better idea on the true costs.

> Mayor Schore stated they were told if they want to have the fields ready by next spring, they need to get an order in for the artificial turf, and we will need to make a decision soon.

> Trustee Keast asked for clarification if it is for 5 fields or 6 fields that they want turf. Ms. Cyr stated she will reach out and get that information.

5. Old Business

Discussion: A.

> Trustee Fischer questioned Chief Phelps if we are getting a license plate reader at the Bourbonnais Parkway interchange? Chief Phelps stated it is under discussion and is being worked on.

6. New Business - None

7. Public Comments - None

8. Executive Session - Not applicable

9. Adjournment and Time

Action, Procedural: A. Adjournment & Time

Motion by Trustee Jeff Keast, second by Trustee Jack Littrell to adjourn the Finance Meeting at 4:51 PM.

Final Resolution: Motion Carried

Aye: Trustee Bruce Greenlee, Trustee Rick Fischer, Trustee Jeff Keast, and Trustee Jack Littrell

RESPECTFULLY SUBMITTED BY:

~~ Pending Board Approval ~~

Rick Fischer, Committee Chair