

VILLAGE OF BOURBONNAIS
Finance Committee Meeting Minutes
Tuesday, April 11, 2023

1. Meeting Opening

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

Discussion: 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, Administrator Mike Van Mill, Asst. Administrator Laurie Cyr, Finance Director Tara Latz, Chief Jim Phelps, Asst. Public Works Superintendent Dave Herberger and Admin Assistant Margie Beach. Absent: Trustee Randy King, Trustee Angie Serafini (arrived 4:19 PM) and Attorney Patrick Dunn (arrived 4:29 PM).

2. Review and Approve Committee Minutes

Action, Minutes: A. Finance Committee Minutes from March 29, 2023

Motion by Trustee Jeff Keast, second by Trustee Jack Littrell to approve the Finance Committee minutes from March 29, 2023 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 Greenlee asked about the camera invoice, will that be paid from grants? Mrs. Latz explained yes that is the final payment for the 12 Flock cameras. They have been coming in as they become available, and now all have been received. Flock has been reimbursing us once we submit payment, so this amount will come back to us.

> Trustee Littrell asked Mr. Herberger about the concrete blocks invoice? Mr. Herberger responded they are being used to rebuild manholes.

> Mayor Schore questioned the invoice from State of IL? Mrs. Latz explained it was the final bill for the Bourbonnais Parkway Interchange from the State of Illinois, last invoice we paid was back in 2017.

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 Monday, April 17, 2023.

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 Monday, April 17, 2023.

4. Other Business

Discussion: A. Playground Safety Certification Course Costs

> Mr. Herberger explained this is training for Jason Janota to get certification for inspecting playground equipment, it requires a class and exam and is being held in Michigan on April 19-21, 2023. As a certified inspector, Mr. Janota will then be able to train other staff members.

Finance Committee agrees to allow Mr. Janota to attend this certification course and pay for the expenses.

Discussion: B. Police Department Training Requests

> Chief Phelps is requesting Deputy Chief Anderson and Commander Brent Barrie to attend the I-PAC Accreditation Coalition Conference in Oak Brook on April 25-26, 2023.

Finance Committee agrees to allow Deputy Chief Anderson and Commander Barrie to attend this Accreditation Coalition Conference and pay for the expenses.

> Chief Phelps is requesting Patrolman Domagalski and Patrolman Fajdich to attend the Police Tactical

Firearm training May 1 - 5, 2023 in Champaign to become certified instructors, it is a year long process, and will enable them to train other officers.

Finance Committee agrees to allow Patrolman Domagalski and Patrolman Fajdich to attend the Police Tactical Firearm training and pay for the expenses.

> Chief Phelps is requesting our three Police Commissioners, two of whom are new, to attend the ILFPCA Spring Conference in Springfield May 5-6, 2023 which they need to complete in order to be certified.

Finance Committee agrees to allow our three Police Commissioners to attend and complete the certification process and pay for the expenses.

> Chief Phelps is requesting Patrolman Domagalski to attend the second session for the Police Tactical Firearm training May 8 - 12, 2023 in Champaign.

Finance Committee agrees to allow Patrolman Domagalski to attend this second session for the Police Tactical Firearm training and pay for the expenses.

Discussion: C. Change Orders for Municipal Campus

> Ms. Cyr went over the change order request from Johnson-Downs to excavate and remove existing abandoned 4" water service ductal iron pipes that we didn't know were there. Service location conflicts with three new light pole foundations at a cost of \$11,784 which was mostly labor costs. A decision had to be made on site. They have also requested 3 additional working days to complete the project.

> The Board is not in agreement with the additional days they keep requesting, and would like to have a discussion with how many days this project has been moved back.

Finance Committee agrees to the change order cost of \$11,784, but not the request for 3 additional work days.

Discussion: D. FY24 Budget Draft Handout

> Mrs. Latz stated we are starting a new fiscal year on May 1, 2023, and provided a draft budget for review (on Board Docs). Some minor updates will continue to be made before the final will be discussed in two weeks, if Board members want a hard copy please see her.

> Mrs. Latz explained they created a new Debt Service Fund which will be used to run all our debt payments through for principal and interest payments on our bonds. Those funds will no longer will be in the General Fund. The revenues will equal expenses, just in and out transaction, we should have implemented it a couple years ago, it's a better structure and organization for debt to be separated in one area.

Trustee Serafini arrived at 4:19 PM

> Mrs. Latz explained under General Fund expenditures in order to better organize expense areas it was decided to create and reorganize three new departments: 1) Community Development (was previously Economic Development and included all the marketing items as well), 2) Marketing & Public Engagement and 3) Municipal Campus

> Created Municipal Campus department because we wanted it to stand alone being that it is such a large focus of our efforts right now and will be in the future, it will help when running reports as well to see financial performance on the project. Still fine tuning it and will continue to add to this area once the opening of the Campus in Summer 2024, FY2025.

> Will finalize in two weeks after it is reviewed at the next Finance Meeting.

Discussion: E. Other

> Mr. Van Mill stated Board members and staff will be getting an invitation to tour the Campus progress on Friday, April 21 from 11:30 - 1:00 PM, lunch will be provided.

> Trustee Greenlee questioned Chief Phelps about the bi-weekly Police report and saw 5 DUI arrests in two weeks? Chief Phelps responded that does sound right, there was a traffic grant enforcement detail going on in addition to having a proactive traffic enforcement officer on night shift those weeks.

5. Old Business - None

6. New Business - None

7. Public Comments - None

8. Executive Session

Action, Procedural: A. Enter into Executive Session to 1) Discuss the purchase or lease of real property for the use of public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired Section 2 of the Act as allowed by 5 ILCS 120/2 (c)(6); and 2) To discuss collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees as allowed by 5 Ill. Comp. Stat. Ann. 120/2

Motion by Trustee Jeff Keast, second by Trustee Angie Serafini to enter into Executive Session to 1) Discuss the purchase or lease of real property for the use of public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired Section 2 of the Act as allowed by 5 ILCS 120/2 (c)(6); and 2) Discuss collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees as allowed by 5 Ill. Comp. Stat. Ann. 120/2 at 4:26 PM.

Final Resolution: Motion Carried

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

Action, Procedural: B. Return to the Finance Meeting

Motion by Trustee Jack Littrell, second by Trustee Angie Serafini to exit the Closed Session and return to the Finance Meeting at 4:38 PM..

Final Resolution: Motion Carried

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

9. Adjournment and Time

Action, Procedural: A. Adjournment & Time

Motion by Trustee Angie Serafini, second by Trustee Bruce Greenlee to adjourn the Finance Meeting at 4:38 PM.

Final Resolution: Motion Carried

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

RESPECTFULLY SUBMITTED BY:

~~ Pending Board Approval ~~

Rick Fischer, Committee Chair