

VILLAGE OF LAKE BLUFF - FINANCE COMMITTEE
MINUTES OF MEETING – April 22, 2019

I. Call to Order – Roll Call

The Finance Committee of the Village of Lake Bluff was called to order on Monday, April 22, 2019 at 6:30 PM in the Village Hall Board Room, 40 E. Center Ave., Lake Bluff, Illinois.

Members Present: Trustee Mark Dewart, Chair
Trustee Barbara Ankenman, Member
Trustee Paul Lemieux, Member

Others Present: Kathleen O'Hara, Village Board President
Eric Grenier, Village Trustee
Aaron Towle, Village Trustee
William Meyer, Village Trustee
R. Drew Irvin, Village Administrator
Glen Cole, Assistant to Village Administrator
Bettina O'Connell, Finance Director
Marlene Scheibl, Assistant Finance Director

II. Approval of Minutes

Member Ankenman made a motion to approve the minutes of the March 11, 2019 meeting as presented; seconded by Member Lemieux and approved unanimously on a voice vote.

III. Business Items

1. Discussion Regarding FY19/20 Biennial Budget Update (Vehicle/Equipment Replacement Fund)

VA Irvin stated staff usually does not bring budget revision requests to the Committee at this late of a date but because the final reading of the FY19 Budget amendment and FY20 Budget have yet to be adopted staff would like to provide additional information.

VA Irvin said there was a new 1 ton dump for \$70,000 included in the FY19 Vehicle/Equipment Replacement Fund budget. This budget was rolled-over to the FY20 budget due to increasing costs, with an estimated expense of \$90,000; however recently staff was offered the opportunity to purchase a truck for \$74,602. This favorable pricing is currently available and the alternative (waiting) would likely mean a special order with up to an eighteen month waiting period for delivery. This change will add an additional \$4,602 to the FY19 budget amendment. As a result staff reevaluated the FY20 Vehicle/Equipment Replacement Fund budget.

VA Irvin then reviewed another capital purchase (copier/printer machines). He stated that originally one copier was scheduled for replacement in FY20 and two others the following year. Staff recommends the Village Hall, Police, and Fire Department copiers be replaced in FY20 as parts have become obsolete and the copiers consistently have mechanical breakdowns. The total estimated cost is \$28,000, a change of \$20,800. VA Irvin stated that Village Staff would complete a lease versus purchase assessment and review that with the Finance Committee before acquiring new copiers/printers.

A recent review of the current records management system identified the need to pursue a records and process management system which would integrate with the Village's current ERP system, BS&A. Staff will develop a plan for the new document system that addresses workflow efficiencies and process evaluation to incorporate the utilization of

content management to digitize and organize the Village's business information. Estimated additional costs for implementation are \$30,000 and an additional \$20,000 for document conversion. Following an internal review and study, staff will present a detailed plan to the Finance Committee prior to procurement.

Member Lemieux asked if the Vehicle/Equipment Replacement Fund was used to accrue money to cover expenses as they are needed. Director O'Connell said staff reviews what replacements/equipment are scheduled to be purchased/replaced and considers inflation in order to prepare the budget for the fund. VA Irvin added the schedule is reviewed during each annual budget process.

Member Ankenman inquired what was budgeted for \$308,000 in the FY20 Fire Dept. Vehicle line. VA Irvin said it would be for the purchase of 2 used ambulances. He added that while the Village may not need to purchase ambulances we are planning for the purchase.

VA Irvin said there are funds in the Contingency budget which are intended for unexpected opportunities/needs as they occur. One example is with the use of the Industrial Park becoming more retail, which could lead to the need for the Village to revisit the current Building Codes. The Building Supervisor said the estimated cost for this would be \$10,000.

Another example is the expenses related to hiring a consultant to assist in a grant application process for the Route 41/Route176 intersection project. This \$40M state project could benefit by the Village submitting a grant application for monies unavailable to the state.

President O'Hara said she is hoping the State of Illinois will develop a Capital Plan. She has been invited to attend a meeting with the state to show the Capital needs of the Village which have not been addressed.

The consensus of the Committee was to recommend to the Village Board approval of all of the revisions to the Vehicle/Equipment Replacement Fund for the FY19 and FY20 Budgets.

IV. Informational Item

1. Audit Fees Update

Director O'Connell spoke with Mr. Berg from Sikich, the Village's auditors. Mr. Berg agreed to eliminate the proposed 2% increase in the FY19 audit fee, and instead charge the same fees for the FY19 audit as the FY18 audit fees.

V. Next Meeting

The next meeting is to be determined.

VI. Adjournment

Member Ankenman made a motion to adjourn the meeting at 6:50 PM; seconded by Member Lemieux and all members voted aye.

Respectfully submitted,

Marlene Scheibl
Assistant Finance Director