

VILLAGE OF LAKE BLUFF - FINANCE COMMITTEE  
MINUTES OF MEETING – February 10, 2020

I. Call to Order – Roll Call

The Finance Committee of the Village of Lake Bluff was called to order on Monday, February 10, 2020 at 6:00 PM in the Village Hall Board Room, 40 E. Center Ave., Lake Bluff, Illinois.

Members Present: Trustee Barbara Ankenman, Chair  
Trustee William Meyer, Member  
Trustee Aaron Towle, Member

Others Present: Kathleen O'Hara, Village Board President  
Megan Michael, Village Clerk  
Regis Charlot, Village Trustee  
Mark Dewart, Village Trustee  
Joy Markee, Village Trustee  
R. Drew Irvin, Village Administrator  
Bettina O'Connell, Finance Director  
Jeff Hansen, Village Engineer  
Glen Cole, Assistant to the Village Administrator

II. Approval of Minutes

*Member William Meyer made a motion to approve the minutes of the October 14, 2019 meeting as amended; seconded by Member Aaron Towle and approved unanimously on a voice vote.*

III. Business Items

1. Review of the Budget Schedule

After a review of the tentative budget schedule by Village Administrator Irvin, it appeared that a quorum would be absent for at least one of the proposed dates. Village Administrator Irvin stated that he would circulate additional options for meeting dates in the near future.

2. Discussion Regarding Capital Improvement Plan

Village Administrator Irvin stated that Staff had prepared the spreadsheet provided in the agenda packet as an aspirational 10-year plan for capital investment, consistent with the Village Engineer's best practice recommendations to maximize the useful life of the Village's infrastructure and capital assets. He asked that, among other discussion items, the Committee provide Staff with guidance as to its preferred approach to the fund balance left in the capital fund.

Trustee Ankenman stated that, in addition to routine maintenance, the Village's stormwater studies had identified over \$10 million in projects that need to be addressed as part of its capital planning. Village Administrator Irvin replied that all proposed projects contemplated by the Board were included in the 10-year plan with a few exceptions that had no identified funding source, such as the pedestrian tunnel servicing the Lake Bluff Elementary School and other aspirational projects from the Village's Comprehensive Plan.

In response to a question from Trustee Charlot, Village Administrator Irvin stated that line 35 provided funding for a stormwater trunk system that would carry stormwater from east to west on the Village's east side.

In response to a question from Trustee Towle, Village Administrator Irvin stated that the Village's stormwater modeling has all pointed towards the trunk system described in their studies and in the presented 10-year plan. He stated that, among other approaches, the Village may explore a stormwater utility fee as a source of dedicated revenue for stormwater improvements and that a study of the fee was included in the Village's budget plans. He discussed various other neighborhood stormwater projects included in the proposed plan. Trustee Ankenman replied that the \$20 million estimate has reduced overall and is now a number of smaller projects following the Village's investment in stormwater modeling.

The Committee, Village Administrator Irvin, Finance Director O'Connell, and Village Engineer Hansen proceeded to review the proposed 10-year plan line-by-line. Notable items of discussion included:

- **Vehicle Replacement.** Finance Director O'Connell stated that, due to the positive health of the Vehicle Replacement Fund, the upcoming budget reduces fund contributions to their 2017 level.
- **Sidewalk and Trail Maintenance.** Village Engineer Hansen stated that the sidewalk replacement level proposed was adequate. Village Administrator Irvin stated that the Village was responsible for maintaining the Robert McClory trail, and that Lake County DOT was responsible for repairs beyond routine maintenance to other regional trails within the Village. An update was also provided regarding the construction schedule for the replacement of the pedestrian bridge at the viaduct.
- **Street Paving and Maintenance.** Village Engineer Hansen stated that the plan proposed to continue the Village's past practice of alternating years of design (lower annual cost) and construction (higher annual cost), as well as crack sealing.
- **Water Meter Replacement.** Village Engineer Hansen stated that over 400 meters had been installed by the Village's contractor, and they would soon start construction in the Village's western areas. In response to a question from Trustee Charlot, he replied that concerns about radio exposure safety did not appear to be suppressing participation. In response to a question from Trustee Ankenman, he stated that it would be two to three more months before the Village could begin to measure and advertise success.
- **Water Tower.** In response to a question from Trustee Meyer, Village Engineer Hansen stated that the useful life of the water tower was decades or perhaps indefinite.
- **Valve and Hydrant Replacement.** In response to a question from Trustee Markee, Village Engineer Hansen stated that some valve and hydrant replacement was underway this year including considerable valve testing. He stated that the Village's goal is to avoid replacing valves on lines that will be replaced soon anyway. However, if the Village was to reduce funds allocated to water main replacement, it would need to increase the amount set aside for valve testing and replacement. Village Administrator Irvin noted that the health of the water fund was not strong.
- **Green Bay Road Reconstruction.** In response to a question from Trustee Dewart, Village Engineer Hansen stated that funds are committed for the bridge reconstruction but that funding for the road project is still pending a competitive process for surface transportation funding among the municipalities participating in the Lake County Council of Mayors. He further stated that, if the bridge work had not begun within approximately five years, the Village would need to invest additional money into preventative maintenance for the existing bridge. He described pending discussions with IDOT regarding the historic features on the bridge. Trustee Charlot responded that the current bridge design is uneven and, he believes, dangerous for pedestrians and that he himself has been injured.

- **Pedestrian Beacon at LBES.** Village Administrator Irvin stated that, in response to resident questions, line 31 of the spreadsheet proposes to install a new Rapid Rectangular Flashing Beacon near the Lake Bluff Elementary School at a design and construction cost of approximately \$60,000. In response to a question from President O'Hara, Village Administrator Irvin stated that the Village would begin to have conversations with the Park District and School District about financial participation given the benefit that the crosswalk beacon would have for their facilities and users. Trustee Markee expressed her support for additional safety measures near the subject curve. The Trustees discussed similar installations nearby, including a slaved warning sign system on Conway Drive in Lake Forest.
- **Route 41 / 176 Interchange.** Village Administrator Irvin stated that approximately \$30,000 in expenses relating to Village participation in the IDOT interchange reconstruction project was not yet included as the year of expenditure was uncertain. He anticipates it will be necessary in fiscal year 2025.

President O'Hara expressed that there continues to be uncertainty from Springfield as to the continuance of shared funding to municipalities. She stated that a pending bill, House Bill 4473, would reduce the municipal share of various funding streams by 20-25%, which would have serious consequences for the Village's ability to construct these improvements.

In response to a question from Trustee Ankenman regarding other budgetary items, Village Administrator Irvin stated that the Park District would be partnering with the Village for a study of shared service efficiencies between the two entities up through and including consolidation. The District will share in the study cost and is willing to explore opportunities.

#### IV. Informational Items

##### 1. Sawyer Falduto Quarterly Investment Performance Report

Finance Director O'Connell provided a brief review of the report.

##### 2. Agenda Items for Next Meeting

Village Administrator Irvin repeated that a revised budget schedule would be forthcoming after he confirmed future meeting dates. Topics could include the operating budget, water rate analysis, and a fee schedule review.

#### V. Staff Report

Village Administrator Irvin stated that the Committee had previously discussed televising its meetings and those of the Village's Committee-of-the-Whole. He asked if the Committee desired to do so and stated that it could be accomplished within the Village's existing budget with its contractor. The consensus of the Committee was to support televising these meetings in the future.

#### VI. Adjournment

Member Meyer made a motion to adjourn the meeting at 7:00 PM; seconded by Member Towle and all members voted aye.