

VILLAGE OF NORTH BARRINGTON
PRESIDENT AND BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
Wednesday, May 4, 2022

Call to Order

The meeting was called to order at 6:06 p.m.

Roll Call

Roll Call was answered by Trustees Horcher, Kelleher, Pais, Rogus, Weiner, and President Sweet McDonnell. Trustee Kerrigan was absent. Also present was Treasurer Mike Sands, Katherine Andrus from Government Accounting and Professional Services, Village Administrator John Lobaito, Administrative Assistant Sue Murdy.

Pledge of Allegiance

The Pledge of Allegiance was led by Treasurer Mike Sands.

Public Comment

No public comment.

FYE 2023 Proposed Budget and Five (5) Year Capital Improvement Plan Discussion

Village Administrator John Lobaito addressed the Board to explain that tonight's proposed budget discussion is for the purpose of the Village Board approving a budget by Ordinance according to state statute for the next fiscal year, ending April 30, 2023. The purpose is to provide transparency and accountability to the taxpayers. The Appropriations Ordinance is different in that it establishes the legal spending limit and must be approved by the Village Board by the end of the first quarter of the fiscal year.

Village Administrator reviewed with the Board the materials distributed:

1. FYE 2023 Proposed Budget
2. Capital Projects Fund Summary
3. 5-Year Capital Improvement Plan
4. Motor Fuel Tax Fund (Street Maintenance Program)

Mr. Lobaito stated that the past two years were an anomaly with respect the Village budgets due to the economy being shut down and the federal governments infusion of money into the economy. The result was unusually high revenues and low expenditures.

The revenue for the direct payment of such monies from the American Rescue Plan Act (ARPA) and Rebuild Illinois are restricted to capital expenditures. There was an increase in state income tax receipts, and state sales tax. Administrator Lobaito stated the monies from the ARPA and Rebuild Illinois will be allocated to the Capital Improvement Fund; he noted these are one-time revenues.

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Village Treasurer Mike Sands stated to the Board that the proposed General Fund budget of \$1.3 million is up slightly from the prior year due to a more realistic look at the anticipated expenditures with an expected fully open economy. Trustee Rogus asked about the franchise fees from Comcast not being received on a regular schedule. He also asked about increasing the liquor licenses fees.

Certain operational needs were deferred last year due to the pandemic. More specifically, the following items contributed to the budget increase over last year. There was discussion about the General Fund items.

1. Higher Building Department expenses due to increase in workload.
2. Police Services (Contract expires 12-31-2022)
3. Increase in Forester budget for additional Tree Removal.
4. Parks-increase in event programming budget and landscape maintenance costs.
5. Village Hall expenses-increase in landscape maintenance costs and building maintenance.
6. ZBA-increase due to planned update to the Village Zoning Ordinance.
7. Environmental & Health Commission proposal to re-establish the 50/50 Tree Program.
8. Increase in Public Works maintenance activity.

The FYE 2023 proposed budget projects an approximate \$200,000 surplus. Trustee Pais asked about the allocation of the \$200,000. Administrator Lobaito stated it is recommended that the surplus be transferred from the General Fund to the Capital Projects Fund at the end of the fiscal year. The Capital Projects fund was created by the Village Board (Ord. 2021-07) last fiscal year to better manage and plan for the Village's capital investment needs in the short and long term. Administrator Lobaito discussed a future presentation of a General Fund Policy from the auditors, and explained the biggest revenues for the Village currently are from property tax and state tax.

He stated that the Village public right of ways will require more work than initially anticipated, as will the culverts and related drainage issues. Administrator Lobaito stated that he was still in the process of evaluating the needs of the Village in the post covid era.

The past year salaries and benefits expenses are down namely due to the open full time office position. The proposed budget reflects the position being refilled, with an additional increase in wages and increase in payroll taxes.

This is the second year of the Village's CIP (Capital Improvement Plan). The Village uses this planning and management tool for the Village Board to coordinate the timing and financing of capital improvements. The CIP is divided into three categories: Infrastructure, Facilities, and Information Technology. The inclusion terms for the CIP are based on public safety, value to the community, cost, and availability of funds.

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Village Treasurer Mike Sands stated to the Board that the CIP funding currently coming from general revenues of the Village, grant funds, and unrestricted reserves. The Village is receiving Rebuild Illinois funds of approximately \$200,000 paid out over three years beginning in 2020 and ending in 2022. These funds will be transferred to the CIP as the funds are restricted to roadway improvements. The Village is also receiving funds from the American Rescue Plan Act of approximately \$400,000. The Village expects to receive the remaining funds in 2022. These funds are also restricted and will be transferred into the Capital Projects Fund.

This year's budget was developed with the idea of spending the Village's resources on projects that will build a better community and improve the community environment that make North Barrington an attractive place to live.

Village Administrator Lobaito reviewed the Motor Fuel Tax (MFT) Budget, which is exclusively for street maintenance in the Village. The MFT funds are allotted from the state's revenue from gas taxes, a percentage of which comes to the Village. The Village receives two checks a year from the Transportation Renewal fund. The Rebuild Illinois funds will not continue past this fiscal year. The MFT expenditures are dedicated to the Village Street maintenance program. He stated that reoccurring revenues for the roads program will not be sufficient. The MFT Expenditures for street maintenance, repairs, and engineering costs were reviewed. Administrator Lobaito stated the Village needs to implement a reoccurring revenue to keep up with required road maintenance. The Village will keep the funds in the MFT rather than the Capital Projects Fund for simplicity and auditing purposes.

Village Administrator Lobaito reviewed The Capital Projects Fund for FYE 2023. Revenue consisted of a transfer from the Corporate Fund along with the transfer of the ARPA Funds to the newly established Capital Projects Fund. Capital Projects Fund planned expenditures consist of Capital Projects, which will be detailed in the CPI Presentation.

Village Administrator Lobaito reviewed the five-year Capital Improvement Plan FYE 2023-2027. The Capital Improvement Plan Summary was categorized into Stormwater Management (which included the Grassmere/Haverton/Duck Pond Project detail as well as the remaining 7 culvert projects), Village Hall, Village Hall Garage, Eton Park conceptual plans and Information Technology.

There was extensive discussion about the Grassmere/Haverton/Duck Pond project. The flooding problem has been happening for years. SMC is aware of the problems associated with this ongoing issue and has classified it as multijurisdictional. Funding will come from Federal funds, IDOT funds, and the Village of North Barrington. Mr. Lobaito stated a project start date of summer 2023.

Village Administrator Lobaito reviewed the plan for the Village Hall office and garage facilities which includes interior/ exterior maintenance and improvements.

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The Parks and Recreation Commission has requested various ground equipment/structures/assorted park facilities to be included in the CIP budget. A professional planner may become involved in the Parks long term planning.

Administrator Lobaito reviewed the Information Technology plan. Preventative expenses and maintenance are recommended on an ongoing basis.

Administrator Lobaito stated the usefulness of the Capital Improvement Plan tool for Village planning. He thanked the Board and Village President for their participation in his presentation. Village Treasurer Mike Sands stated the Village should consider future spending and future revenue sources.

Adjournment

There being no further business to discuss, a motion to adjourn the meeting was made. On voice vote all voted AYE. No NAYS. Motion Carried.

Submitted by,



John Lobaito, Village Clerk

