

Village of Round Lake Beach
Finance Standing Committee Minutes
Monday, April 12, 2021 – 6:00 p.m.
Village Hall
1937 North Municipal Way
Round Lake Beach, IL 60073

1. **Committee Members:** Chairperson Trustee Cleveland, Trustee Stout, Trustee Davis and Acting Mayor Nickles

2. **Call to Order:** 6:04 p.m., by Chairperson Trustee Cleveland

Members Present: Chairperson Trustee Cleveland, Trustee Davis, and Acting Mayor Nickles

3. **Members Absent:** Trustee Stout

Others in Attendance: Trustee Valadez; Village Administrator Kilbane; Public Works Director Hilts; Staff Accountant Ibrahim; Interim Finance Director Howard; Economic Development Director Heinen; Village Attorney Scott Puma

4. **Approval of Agenda** A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the agenda. All ayes, motion carried.

5. **Approval of Minutes** A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the minutes with no corrections for the March 8, 2021 Finance Committee Meeting. All ayes, motion carried.

6. **Treasurer's Report**
 - A. Staff Accountant Ibrahim reviewed the Treasurer's Report for March 2021.

No action was taken, informational purposes only.

7. **Scheduled Business**
 - A. **IMRF Authorized Agent**
Village Administrator Kilbane recommended that Human Resources Manager Weinzierl replace former Finance Director Rossi as the Village's IMRF representative. This action requires a resolution to be passed. Village Administrator Kilbane requested that this item be placed on

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to add this item to the April 19, 2021 Council Meeting Agenda.

B. License Agreement

Village Administrator Kilbane presented information regarding the Village's desire to approve a four-year license agreement with two years being guaranteed with a series a one-year extensions, based on CenCom providing the Village with their capital plan on relocating to a new center.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the renewal agreement on the April 19, 2021 board meeting. All ayes, motion carried.

C. Impact Contract Amendment

Interim Finance Director Howard presented information regarding the Village's utilization of Impact Networking for information technology services. The Finance Department is currently responsible for the maintenance of the Village's cell phones. Interim Finance Director Howard recommended that the Village amend the current contract to include maintenance of the cell phones.

Acting Mayor Nickles asked for clarification regarding the current process of cell phone maintenance. Village Administrator Kilbane responded.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the amendment on the April 19, 2021 board meeting. All ayes, motion carried.

D. Use Agreement

Village Administrator Kilbane presented information regarding the Lake County Municipal League's usage of one office in the lower level of the Village Hall. The four-year agreement is up for renewal.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the renewal of the Lake County Municipal League's usage agreement on the April 19, 2021 board meeting. All ayes, motion carried.

E. Minor SUP Amendment

Economic Development Director Heinen presented information regarding Los Comales's desire to amend the special usage permit which had been approved in 2014. The applicant wishes to update the property signage and install an exterior walk-in cooler toward the rear of the building.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to place the approval of the amendment on the April 19, 2021 Board Meeting. All ayes, motion carried.

F. Liquor License Application

Economic Development Director Heinen presented information regarding Tony's Fresh Market application for two liquor licenses.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to place the approval of the application on the April 19, 2021 Board Meeting. All ayes, motion carried.

G. Inspection Service Agreement

Economic Development Director Heinen presented information regarding a short term staffing agreement with B&F to conduct inspections.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the agreement on the April 19, 2021 board meeting. All ayes, motion carried.

H. Illinois Department of Transportation Motor Fuel Tax Funds

Public Works Director Hilts presented information regarding the capital improvement plan and requested that the Motor Fuel Tax Funds be used for the Village Road Program.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the resolution on the April 19, 2021 board meeting. All ayes, motion carried.

I. Street Sweeping Program

Public Works Director Hilts presented information regarding the Village's annual street sweeping agreement. He recommended the Village utilize the services of Clean Sweep.

Acting Mayor Nickles asked for clarification regarding the budgeted amount. Public Works Director Hilts responded.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the agreement on the April 19, 2021 board meeting. All ayes, motion carried.

J. Well #3 Rehabilitation

Public Works Director Hilts presented information regarding the rehabilitation of one of the Village's wells. Following the inspection, the quote was higher than what was originally budgeted.

Trustee Davis asked for clarification regarding the overage. Public Works Director Hilts while the line item cost is higher, it will not cause an overage in the overall budget.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to approve the new line item budget on the April 19, 2021 board meeting. All ayes, motion carried.

K. Oak Tree Liftstation Rehabilitation

Public Works Director Hilts presented information regarding the rehabilitation of the Oak Tree Liftstation. There were multiple bids. The lowest bid was Marc Kresmery Construction, LLC.

A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to award the bid to Marc Kresmery Construction, LLC on the April 19, 2021 board meeting. All ayes, motion carried.

8. Other Business

- A. Public Works Director Hilts made the board aware that a resident has requested a road sign to be installed in their neighborhood to alert drivers that a child with autism lives there. The members did not express any reservations, therefore the sign can be installed. No vote necessary.

9. Public Participation – None

a. Executive Session

- A. A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to adjourn to executive session. All ayes, motion carried. – 6:38 pm
- B. A motion was made by Trustee Davis and seconded by Acting Mayor Nickles to return from executive session. All ayes, motion carried. – 7:05 pm

10. Adjournment

Trustee Davis made a motion and seconded by Acting Mayor Nickles to adjourn the meeting at 7:05 p.m. All ayes, motion carried.

Minutes approved by the Finance Committee on May 10, 2021.

- With No Corrections _____
- With Corrections X
(See minutes of meeting for corrections)

End

Finance Committee Memorandum

Date: May 10, 2021

To: Mayor & Board of Trustees
William Balling, Interim Village Administrator

From: Chuck Howard, Finance Director

Re: Lauterbach & Amen, LLP Proposal

The Issue:

The Village has identified a need for additional Finance Department support during a transitional personnel period.

Background:

The Village has a current vacancy in the Finance Department which is currently being filled by on an interim basis under contract with GovTempUSA, LLC expiring mid-July with option to extend to early September. The Village also has a vacancy in the administrative Department being filled on an interim basis under individual contract. During this transitional period with extended employee leave taking place certain Accounting and Administration tasks and processing requests are being delayed. The consulting firm Lauterbach & Amen has presented a proposal to provide support on a monthly basis.

Legal Impact:

None

Fiscal Impact:

Monthly fees from Lauterbach & Amen, LLP of \$9,600 per month.

Action Requested:

Staff requests the Village Board to consider contracting with Lauterbach & Amen, LLP for Finance Department support.



PRICE AND BILLING

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FINANCIAL SERVICES RFP RESPONSE FORM


Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: April 12, 2021

PRICE STRUCTURE

	Commencing Fiscal Year Ending April 30, 2022	Continued Service Fiscal Year Ending April 30, 2023
Financial Services (Monthly Fee)	\$9,690 Monthly	\$9,890 Monthly



PRICE AND BILLING

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HOURS SCHEDULE				
	Hours	Standard Rate	Quoted Rate	Total
Partner	3	\$160	\$150	\$450
Manager	47	\$130	\$120	\$5,640
In-Charge	45	\$90	\$80	\$3,600
	95			\$9,690

Additional Services

Should it become necessary for the Village to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L&A would review these independence standards and the types of services requested prior to proposing on any additional services.

[End](#)

Finance Committee Memorandum

Date: May 10, 2021

To: Mayor & Board of Trustees
William Balling, Interim Village Administrator

From: Chuck Howard, Finance Director

Re: Municipal Systems LLC, a DACRA Tech LLC subsidiary

The Issue:

The Municipal System LLC has approached the Village regarding a need to enter into a new Software Licensing agreement for MSI Municipal Ordinance Violation Enforcement and Municipal Offense System for an existing agreement in recognition of increasing costs over the contract period.

Background:

The Village is currently under contract with Municipal systems LLC for computer software for two web based systems. These are the Municipal Ordinance Violation Enforcement (MOVE) and Municipal Offense System (MOS). This agreement was entered into on June 18th, 2012 and has continued to date as originally agreed upon. The MOS system covers parking and equipment violations and the MOVE system covers local ordinance violations. The contract provides for mobile printing and mailing of the violations.

Legal Impact:

None

Fiscal Impact:

Monthly fees will increase from by \$375 in year one of the agreement (current rate \$725 to \$1,100) for software licensing and by \$775 in year two of the agreement with the monthly service fee automatically renewing annually by 4.5% after year two and for each subsequent year.

Action Requested:

Staff requests the Village Board to enter into agreement with Municipal Systems, LLC for MOVE and MOS software and support services.