

SPECIAL COMMITTEE OF THE WHOLE MEETING

Community Room
Thursday, November 3, 2016
6:00 p.m.

Present:

Mayor Brandt	Trustee Hancock
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee Leider	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community &
Assistant Public Works Director/ Village Engineer Dittrich	Economic Development Director Letendre

CALL TO ORDER**1.0 ROLL CALL**

Mayor Brandt called the meeting to order at 6:00 p.m., and Village Manager Burke took the roll call.

2.0 ITEMS OF GENERAL BUSINESS**2.1 Finance and Administration****2.11 Fiscal Year 2017 Budget Workshop****o General Fund Budget Highlights**

Village Manager Burke reviewed the General Fund highlights as presented at the previous week's budget workshop meeting, noting the proposed Fiscal Year 2017 Budget reflects \$10,314,500 in operating revenues, including \$1,074,935 in transfers from the General Fund. Village Manager Burke noted the current general fund reserve balance is projected to be \$12,899,723 by the end of the year. The general fund reserve balance as of January 1, 2017 equates to approximately 16.7 months general fund operating expenses (excluding Police Pension Retirement, Sales Tax Rebates, Transfers to Capital Fund).

General Capital Fund – Revenue

Village Manager Burke noted expected revenue for the General Capital Fund in 2017 include receipt of grant funding for the ITEP grant projects related to the median planting on Route 22 and Olde Half Day Road path/entry improvements. Village Manager Burke also noted the General Capital Fund reflects revenue from anticipated property sale of Village-owned property in the downtown area in 2017.

Village Manager Burke explained the next portion of the budget presentation will be on proposed capital equipment and infrastructure expenditures. Village Manager Burke noted per previous Village Board direction, capital requests for the coming fiscal year that exceed \$50,000 are accompanied by a capital request sheet detailing the request and reasoning behind the request. For those one-time capital expenditures less than \$50,000 no capital sheet is provided; however, staff is happy to respond to questions of the Village Board on any proposed capital expenditure.

Facilities - Public Works Director Woodbury reviewed the projects planned for 2017 including interior painting at the Village Hall (\$10,000) and garage door opener motor replacement at the Public Works facility (\$18,000).

Equipment – Village Manager Burke noted a budgeted replacement of the Police Department's Livescan electronic fingerprint system (\$28,000) is included in the Fiscal Year 2017 Budget. The current system has reached the end of its useful life; however, the system remains operational. The replacement of the current Livescan unit will not take place unless the system becomes inoperable.

Public Works Director Woodbury noted the Public Works Department is proposing to replace the current front-end loader (\$200,000). Public Works Director Woodbury explained the existing loader is more than 20 years old and several components, including the hydraulic system, are not functioning properly. Trustee Leider inquired about an analysis of leasing versus purchasing such an expensive piece of equipment. A discussion regarding lease/purchase options followed, and staff committed to bringing back an analysis of all options for Village Board direction prior to going through with the replacement of the vehicle.

A discussion regarding the replacement of the existing specialty athletic field mower at North Park followed. Public Works Director Woodbury noted the current mower is in needs of replacement due to age and wear. Public Works Director Woodbury explained the existing mower is used to maintain the fields at North Park and noted the equipment is also used for field maintenance by School District 103. A discussion regarding School District 103's use of the mower followed. Staff noted there is a good working relationship with District 103 regarding sharing equipment and materials, and the Village benefits from this arrangement when the need arises to borrow tables and chairs for community events.

Furniture and Fixtures – Village Manager Burke outlined the projects planned in 2017 to replace aging/damaged conference room chairs in both the Public Works lunchroom and Police Department conference room (\$20,000).

Storm Water and Sewer – Assistant Public Works Director/Village Engineer Dittrich outlined the projects planned in 2017 including storm sewer lining (\$20,000), detention basin construction in the Pembroke subdivision area (\$40,000), and work to improve drainage on Lincolnshire Creek at Coventry (\$335,000).

Parks – Village Manager Burke outlined the projects planned in 2017 to utilize tree bank funds for the final year of ash tree removal related to emerald ash borer as well as tree replacement (\$100,000). Public Works Director Woodbury explained the proposed project to replace the existing equipment storage lean-to at North Park (\$60,000) as well as re-staining/painting facilities at North Park (\$15,000).

Public Works Director Woodbury explained plans to replace Spring Lake parking lot lights (\$40,000). A discussion regarding the need to replace the lights and potential impact to adjacent property owners followed. It was the consensus of the Village Board to have staff inspect the lights to determine whether or not the replacement is necessary in the coming year as well as research options for shorter light poles and ensure light spillover does not impact adjacent property owners.

Village Manager Burke reviewed the budgeted expenditures for the Olde Half Day Road Shared Use Path Improvement as part of the ITEP Stage 2 project (\$375,000). Public Works Director Woodbury reviewed the North Park granite path resurfacing project (\$15,000) and Whytegate Park wood fence repairs (\$25,000). A discussion regarding the need to replace or simply remove the wooden fence along the Whytegate subdivision followed. Board members noted, due to limited visibility of the fence as a result of landscape screening, consideration regarding whether or not the fence can be removed should be a priority before pursuing replacement. Staff indicated they would research the Whytegate subdivision approvals to ensure there is no requirement for the Village to maintain the fence.

Assistant Public Works Director/Village Engineer Dittrich noted funds are proposed to complete engineering work on maintenance needs for the pedestrian bridge along Route 22 over the DesPlaines River (\$40,000). A discussion regarding whether or not IDOT would have funds to assist with this project followed. Staff was directed to research possible state grant funding to assist offsetting the cost of this project.

Roadways – Public Works Director Woodbury outlined the projects planned in 2017 – street name signs (\$7,000), IMS data to analyze pavement condition of all Village roadways (\$40,000), and road construction in the Pembroke neighborhood (\$545,400). A discussion of the cost of road maintenance projects and the amount of roadway resurface annually followed.

Vehicles – Public Works Director Woodbury outlined the equipment proposed for repair/refurbishment in in 2017 including installing a new chassis on the existing Unit #240 1-ton pickup (\$80,000).

Miscellaneous Capital - Staff reviewed the projects planned in 2017 – single audit (\$2,000), North Village Green maintenance (\$5,000). Village Manager Burke noted staff is currently researching responsibility for various maintenance of infrastructure on North Village Green and noted it appears the original zoning approvals contemplate the developer and subsequent condominium owners being responsible for maintenance of the Village Green area. Village Manager Burke noted it appears the Village has taken a greater approach than expected/required in the maintenance of this area. Village Manager Burke noted staff will be meeting with the property management company and then the respective homeowner association boards to discuss moving forward.

- **Water & Sewer Improvement Fund Capital Projects**

Public Works Director Woodbury reviewed the proposed capital expenditures contemplated for the Water and Sewer Improvement Fund. Major projects contemplated include the Water & Sewer Fund's respective share of roof replacement to the Public Works Facility (\$225,000), studying the potential for a backup water connection to serve the Village (\$40,000), and payoff of existing debt (\$275,065).

Public Works Director Woodbury noted the biggest project in the Water & Sewer Improvement Fund for 2017 is the watermain replacement project along Pembroke. Public Works Director Woodbury noted this is the next high priority watermain replacement project needing completion due to the frequency of main breaks in this location.

- **Issues for Further Consideration** – Village Manager Burke noted there were a handful of issues from the prior budget workshop requiring follow up and further discussion.

- Property Tax Levy - Police Protection – Rate Increase – Village Manager Burke noted the plan to introduce a Police Protection component to the Village's levy in the amount of \$117,000. This approach contemplates maintaining the same tax rate the Village has had for the last five years. Village Manager Burke explained the impact of an increase to the tax rate from .241 to .341 and inquired about the Village Board's interest to consider an increase in the rate to address falling sales tax revenue. It was the consensus of the Village Board to maintain the same tax rate as the previous year for 2017.
- Senior Citizen Tax Refund Program – Finance Director/Treasurer Peterson shared information on the residents who have participated in the Senior Citizen Tax Refund Program. A discussion regarding whether or not to end the program followed. The Board was evenly split on whether or not to stop the refund program. Mayor Brandt asked staff to poll the Trustees who were not in attendance at the Budget Workshop to see how they feel about continuing the program.
- Public Works Foreman – Village Manager Burke noted staff had previously explained the plan to replace the retiring Operations Superintendent with two foremen who would share both field supervision and administrative duties. The foreman positions would not result in a change in the total number of staff in the department but would result in savings of \$30,000 to \$40,000 in wages because of the lower foreman salary range. Staff requested feedback from the Village Board because they would like to begin the process of recruiting for the position prior to the end of the year. It was the consensus of the Board to support the Public Works foremen positions.
- Lincolnshire Sports Association Request – Village Manager Burke shared the requests of Lincolnshire Sports Association (LSA) for the rehabilitation to two baseball fields, increased funding for additional fireworks at the ice skating event, and additional field lighting. A discussion regarding the timing of LSA bringing these requests forward followed. Staff indicated it would be their plan to solicit requests in early spring so the Park Board could discuss/prioritize as part of the annual tour of parks and then any recommendation could be incorporated into the annual Long-Term Capital Plan.

It was the Village Board's consensus to recommend LSA seek sponsorship to offset the cost of increasing the size of the fireworks for the winter ice skating event. Village staff was asked to meet with LSA to discuss their request and prioritize projects as well as seek input from LSA on a possible partnership to fund additional lights at North Park. It was also consensus of the Village Board to direct

staff to analyze field usage and fees to ensure they are at appropriate levels to cover field maintenance/care.

- Art Festival – It was the Village Board’s consensus to encourage Amdur Entertainment to continue to host the annual art show in Lincolnshire. However, the Village’s involvement and expenditures in this event will be limited.

3.0 EXECUTIVE SESSION - None

4.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Servi seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 9:07 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Bradly J. Burke
Deputy Village Clerk