



VILLAGE OF LINCOLNSHIRE

MINUTES COMMITTEE OF THE WHOLE MEETING July 24, 2023

Present:

Mayor Brandt
Trustee Kelly
Trustee Pantelis
Trustee Wright
Village Attorney Simon
Village Treasurer/Finance Director Rossi
~~Public Works Director Woodbury~~

Planning & Development Manager Zozulya
Utilities Superintendent Geib

Trustee Grujanac
Trustee Mitchell
Trustee Raizin
Village Clerk Mastandrea
Village Manager Burke
Chief of Police Leonas

Assistant Village Manager/Community & Economic Development Director Roesler
Assistant Public Works Director/Village Engineer Dittrich

1.0 ROLL CALL

Mayor Brandt called the meeting to order at 8:21 p.m., and Village Clerk Mastandrea called the roll.

2.0 ITEMS OF GENERAL BUSINESS

- 2.1 Planning, Zoning, and Land Use
- 2.2 Finance and Administration

2.21 Receipt of Report regarding Mid-Year Fiscal Year 2023 Budget and Goals Status Report

Village Manager Burke stated the Department Managers reviewed the approved goals and objectives and the memo shows progress reports indicating if there has been progress on a particular goal, if the goal has been completed, or where it is in the process of completion. The memo also includes a summary of the progress towards goals and a high-level summary of the financial status at the six-month point in the fiscal year.

Trustee Raizin asked how the closure of Regal Cinemas would affect revenues. Finance Director Rossi stated while the Village lost approximately \$100,000 in admission tax revenue from Regal, other revenue sources are higher than budgeted and it is not expected to have that great of impact on the current year's budget.

2.22 Receipt of Presentation Regarding Five-Year Financial Forecast

Finance Director Rossi provided a presentation regarding the Five-year Financial Forecast including revenue and expense assumptions, general fund expense history, operating revenue & expense combined history (less transfers), general capital & water improvement capital projects, historical revenue budget vs. actual, historical expense

budget vs. actual, other funds, and future outlooks.

Trustee Mitchell asked if the auditors had any input into the forecasts projected out to 2028. Finance Director Rossi stated the auditors do not have any input; it is done solely by staff.

Trustee Kelly asked what the 2% revenue growth is based on; is it just economic activity or simply historical trends? Finance Director Rossi stated potential development coming in is not looked at; it is mostly historical trends. We see sales tax increasing, income tax increasing and there are other revenue sources, such as utility taxes, that are decreasing year-over-year. Finance Director Rossi noted the process is looking at each line item individually, and looking at historical trends, whether it be a five or 10-year basis, depending on the line item. Trustee Kelly asked if inflation would factor in when considering forecasting. Finance Director Rossi stated not necessarily. As items are sold for a higher dollar amount, it will increase the amount of sales tax collected, but it's hard to calculate that into our financial forecast for what the forecast's purpose is intended to be. Mayor Brandt noted this does not include grants or development.

Trustee Mitchell asked if development impact fees are collected for redevelopment projects. Village Manager Burke stated impact fees are collected for new residential developments where there is a change in the intensity or impact on the property.

2.3 Public Works

2.31 Presentation of the 10-Year Capital Improvement Plan Update (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a presentation of the 10-year Capital Improvement Plan (CIP) Update including projections, and facilities program updates for 2024.

Trustee Kelly asked what the longevity of each of the facilities' program projects may be. Assistant Public Works Director/Village Engineer stated the trench drain proposed for replacement in the Public Works facility is original to when the facility was built in the 80s. The last time the shop floor was refinished was approximately 10 years ago and will be replaced with a more commercial-grade product that should have a 20-plus-year lifespan.

Trustee Kelly asked if there are any environmental concerns regarding the underground storage tank (UST) rehab. Assistant Public Works Director/Village Engineer Dittrich stated the tanks are inspected every year and there have not been any leaks. As the UST ages and potential deterioration occurs, it was decided the most cost-effective option would be to remove the tanks completely. Last year the underground unleaded gasoline storage tank was removed, and this year the underground generator fuel tank and 45 Londonderry Lane tank will be removed. The goal is to have everything above ground. Village Attorney Simon noted when the tanks are removed, it is standard operation procedure to test the soil immediately and if there

is something discovered, it would need to be disposed of correctly. This type of remediation would not be considered a reportable event. Village Manager Burke stated we just received a letter of no further remediation on the removal of the fuel tank at the Public Works facility from last year, so no further monitoring needs to be done, and this location is no longer being tracked by the State Fire Marshal who monitors the tanks. Removing these other two tanks, as proposed in the Fiscal Year 2024 Budget, preemptively will be a good step forward to hopefully avoid any future liability.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with a summary of the 2024 equipment projects.

Assistant Public Works Director/Village Engineer Dittrich shared the recommendation for a new piece of equipment, a tow-behind blower, to assist with cleanup after the Fourth of July fireworks and on other projects throughout the year. Trustee Kelly asked if we would need to rent any additional equipment. Assistant Public Works Director/Village Engineer Dittrich noted we should not have to rent the blowers once the tow-behind blower is purchased. Trustee Kelly asked what the rental cost for the blowers is currently. Assistant Public Works Director/Village Engineer Dittrich stated the rental cost for the blowers is approximately \$2,000 per year. Trustee Kelly asked if there would be maintenance on the purchased equipment. Assistant Public Works Director/Village Engineer Dittrich stated it would be no different than any other small equipment maintenance Public Works does.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with furniture/fixtures and storm water program updates noting the Village is waiting for grant funds from Lake County Stormwater Management Commission (SMC) and the state for the storm water projects. Mayor Brandt noted she met with Senator Adrienne Johnson on some issues including the grants and Senator Johnson stated the issues are with Springfield. Mayor Brandt suggested staff send a letter to other state representatives.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with the timeline of the storm water projects.

Trustee Raizin asked if the grants are considered controversial or have they not gotten around to awarding them. Assistant Public Works Director/Village Engineer Dittrich stated the storm water grants are not controversial but are subject to State Legislature funding approvals. However, there has been such an influx in funds from the federal government which gets funneled through the Illinois Department of Commerce and Economic Opportunity (DCEO), they had to increase their staff to process all the funds.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with water improvement projects.

Trustee Mitchell asked if we must wait until next year for the Anglican water improvements noting the street surface is in bad shape.

Assistant Public Works Director/Village Engineer Dittrich stated the street has been deteriorating, and staff has and will continue to do some patching. With the Anglican project, they will dig up the street for the water services and put storm sewer under the road as well. When that work is done, the roadway will be completely resurfaced.

Assistant Public Works Director/Village Engineer Dittrich continued the presentation with the remaining water improvement projects.

Trustee Grujanac noted she spoke with residents that have been very pleased with the overall job and the cleanliness of the Elsinoor storm sewer project and stated her opinion that this justifies the need for hiring the engineers for construction observation/management purposes. In the past, the Board has questioned the need for engineers for this phase of construction, and it is the engineers that work as General Contractors for these projects to address neighborhood and resident concerns.

Mayor Brandt suggested having a color insert in the water bill to educate the residents on how proactive the Village has been on the projects listed for capital improvements.

A conversation regarding educating the residents regarding capital projects and funding followed.

Assistant Public Works Director/Village Engineer Dittrich continued his presentation with sanitary improvement and parks and paths projects including garbage can replacement.

Trustee Kelly asked how many garbage cans need to be replaced/repared. Assistant Public Works Director/Village Engineer Dittrich stated it depends on how nice staff can make them look. It can be as much as \$1,000 per garbage can depending on the material needed and durability desired.

Assistant Public Works Director/Village Engineer Dittrich continued his presentation with road program improvements and vehicle replacements.

Trustee Kelly asked if we are buying the vehicles on our own or if the staff works through joint purchasing procedures. Assistant Public Works Director/Village Engineer Dittrich stated that pre-COVID it was easy to purchase vehicles. Staff would get joint bids, a list from the suburban purchasing cooperative, and other national places that would provide all sorts of squad cars and vehicles. Post-COVID has been a struggle to find any vehicles to purchase; nobody is giving us pricing on any of the vehicles, so staff have been spending a lot of time taking care of the vehicles we currently have. Village Manager Burke noted the squad cars have historically still been within the joint purchasing cooperative and there are three vehicles currently on order from earlier this year, but the world of government purchasing, and joint purchasing is turned a bit upside down. Some of the specialty equipment is more about search and discovery to find a source willing

to be able to commit to a sale. Assistant Public Works Director/Village Engineer Dittrich added most places have let sales staff go since the inventory is not available. Another challenge is getting pricing. Village Attorney Simon stated this is true everywhere and more clients are waiving competitive bidding, and trying to buy vehicles right off the lot where they can find them.

Assistant Public Works Director/Village Engineer Dittrich continued his presentation with vehicle replacement goals and next steps.

Village Manager Burke added the Capital Improvement Plan is a planning document. The Board is not approving any of these projects tonight with the presentation. The plan gets reviewed each year and is really our best guesses for next year and an update on activities for outlying years. Staff will bring refined numbers back in the draft budget. Even if the projects are approved in the budget, they will still be presented in a formal bid recommendation to the Board for consideration and approval.

2.4 Public Safety

2.5 Parks and Recreation

2.51 Rejection of all Bids for the Whytegate Park Lighting Project (Village of Lincolnshire)

Assistant Public Works Director/Village Engineer Dittrich provided a summary of the recommendation for the rejection of all bids for the Whytegate Park Lighting Project. The bids came in significantly over what was budgeted for the electrical work and everything else. This is an opportunity to reevaluate. Staff would recommend the Board reject all bids received.

Trustee Kelly asked what the budget is for this item. Assistant Public Works Director/Village Engineer Dittrich noted the budget is \$40,000.

Trustee Mitchell asked if the \$40,000 would be carried over to 2024. Assistant Public Works Director/Village Engineer Dittrich stated the budget in 2024 will not necessarily be \$40,000. However, this amount will be used as a base depending on what is decided with the needs as part of the rest of the vision for Whytegate Park. A possibility could be no lighting or lighting a smaller section. This will be reevaluated as part of the overall budget and in conjunction with the redevelopment project for the whole park.

Trustee Mitchell asked who would do the removal of the existing lighting. Assistant Public Works Director/Village Engineer Dittrich stated the removal was going to be the contractor as part of this project. Trustee Mitchell asked for confirmation that the lighting currently in place will stay until next year. Assistant Public Works Director/Village Engineer Dittrich confirmed the current lighting would stay in place.

Trustee Grujanac asked if there is a safety standard for lighting in the park. Assistant Public Works Director/Village Engineer Dittrich stated

there is no standard lighting for parks. This can be part of the budget discussion on what the Board believes would be most wanted for the parks.

A discussion regarding the need to get community input on what type of lighting, if any, residents would like to see at the park followed.

Trustee Raizin asked if staff has considered solar lighting. Assistant Public Works Director/Village Engineer Dittrich stated staff has been experimenting with some solar fixtures; some of the park signs will be solar to see how it works.

It was the consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board meeting.

2.6 Judiciary and Personnel

3.0 UNFINISHED BUSINESS

4.0 NEW BUSINESS

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

Trustee Grujanac moved, and Trustee Pantelis seconded the motion to adjourn. The voice vote was unanimous, and Mayor Brandt declared the meeting adjourned at 9:17 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk