



## SPECIAL COMMITTEE OF THE WHOLE MEETING

**Community Room**  
**Thursday, October 24, 2019**  
**6:00 p.m.**

**Present:**

Mayor Brandt	Trustee Grujanac
<del>Trustee Hancock</del>	Trustee Harms Muth
Trustee Leider	Trustee Pantelis
Trustee Raizin	<del>Village Clerk Mastandrea</del>
<del>Village Attorney Simon</del>	Village Manager Burke
Finance Director/Treasurer Peterson	Public Works Director Woodbury
Chief of Police Leonas	Assistant Public Works Director/Village
Assistant Village Manager/Community & Economic Development Director Gilbertson	Engineer Dittrich

### CALL TO ORDER

#### 1.0 ROLL CALL

Mayor Brandt called the meeting to order at 6:08 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 2020 Budget Workshop

- General Fund Capital Projects  
Village Manager Burke reviewed highlights of the General Fund budget, including operating revenues and expenditures as well as General Fund reserves.

Village Manager Burke also reviewed the General Capital Fund including revenues and expenditures broken down by category.

Trustee Harms Muth inquired about fund-to-fund transfers, particularly the Park Development Fund and how those funds could be spent. Village Manager Burke clarified park donations could be used for park infrastructure and equipment projects. Trustee Harms Muth also asked what the fund balance for the Park Development Fund would be at the end of Fiscal Year 2020 (FY20). Village Manager Burke stated the FY20 budget indicates a projected fund balance of \$1.7 million at the end of FY20.

Trustee Harms Muth clarified that budgeted capital projects do not necessarily need to be expended in a given year. Village Manager Burke confirmed that the Village Board will have approval authority for any purchases above \$25,000 per the Village's purchasing policy. These purchases will be brought before the Village Board for consideration prior to execution.

Assistant Public Works Director/Village Engineer Dittrich (APWD/VE Dittrich) presented an overview of the procurement process for Public Works process and the different phases for selection, planning, engineering, and construction. APWD/VE Dittrich and Village Manager Burke emphasized the value contractors and consultants provide for large capital projects and their ability to staff the projects appropriately, as well as manage communication with residents. Discussion ensued regarding in-house versus contracted engineers and the skill sets and availability of both scenarios. APWD/VE Dittrich highlighted FY20 consultant-led projects and staff-led projects.

Village Manager Burke summarized the categories by detail, beginning with Facilities. APWD/VE Dittrich provided additional detail on facilities projects including flooring replacement in Village Hall, brick repair, security improvements, and parking lot resurfacing for the Public Works facility. Discussion ensued regarding building security.

APWD/VE Dittrich reviewed the Equipment category. A major purchase includes the salt brine maker. Trustee Grujanac suggested a shared service opportunity for selling brine to local organizations.

APWD/VE Dittrich reviewed Storm Water & Sewer projects, including a permanent pump along Lincolnshire Drive. APWD/VE Dittrich provided detail on the storm sewer capacity study and the potential projects that would be generated by the study's recommendations. Discussion ensued regarding the prioritization of drainage projects, how the projects would be funded, and how residents could be educated regarding the drainage study's recommendations and corresponding projects. It was the consensus of the Board to increase the FY20 capital budget for storm sewer infrastructure, as well as the budget annual operating budget for storm sewer maintenance.

Public Works Director Woodbury reviewed the Parks capital projects including tennis and basketball court resurfacing at Whytegate Park and fence replacement at Rivershire Park. Staff provided options for landscape buffering between the service yard at Londonderry Lane and the proposed path relocation connecting Coldstream Circle and Londonderry Lane. Trustee Leider queried if the Village should explore relocating the service yard and buildings to a different area of the Village. Discussion ensued regarding maintenance of the path. Trustee Leider inquired about resurfacing for the North Park tennis courts. Public Works Director

Woodbury updated the Village Board that the Park Board is expected to make a recommendation in the first quarter of 2020.

Public Works Director Woodbury reviewed the parking lot resurfacing project for North Park. Village Manager Burke reminded the Board this was a project in the Fiscal Year 2019 Budget, but that the project was delayed given the conditions of the tennis court and concerns over soil conditions.

Village Manager Burke reviewed the electronic kiosk sign capital project. The Board requested staff to provide options concurrent with the recommendation to award the Village signage request-for-qualifications contract.

APWD/VE Dittrich reviewed Roadways capital projects including South Village Green Phase I Engineering. APWD/VE Dittrich stated these funds were necessary to better understand alternatives for maintenance responsibilities.

APWD/VE Dittrich provided information on the Village's annual resurfacing program and how the State increase in the Motor Fuel Tax could impact the program. APWD/VE Dittrich provided details on the proposed resurfacing for Brampton Lane (east), Brampton Lane (west), and Farrington Drive. The Brampton Lane (east) project is contemplated in the FY20 capital budget, but the Board could elect to expedite the Brampton Lane (west) and Farrington Drive projects from Fiscal Year 2021 (FY21) and Fiscal Year 2022 (FY22), respectively. The close proximity and length of these streets would provide economies of scale. It was the consensus of the Board to include the FY21 and FY22 road surfacing projects in the FY20 road resurfacing capital budget. Village Manager Burke stated staff would provide potential financing options for all future road projects at a future meeting, but that staff believes these projects could be funded without any financing in FY20.

Village Manager Burke reviewed vehicle replacements including three police vehicles.

Village Manager Burke reviewed Miscellaneous Capital projects including a single audit and North Village Green maintenance.

- Water & Sewer Improvement Fund Capital Projects

Village Manager Burke reviewed the Water & Sewer Fund capital budget. APWD/VE Dittrich reviewed proposed projects, including the next phase of the Crosstown Watermain project and the benefit of system redundancy. Discussion ensued regarding the duration of this phase of the project, as well as future phases. APWD/VE Dittrich provided information on a water quality improvement project for the West Side Reservoir, as well as an update to hydraulic modeling for the next 20 years.

- Issues for Further Consideration

Village Manager Burke reviewed a comparison of Hotel/Motel Taxes for area communities. Discussion ensued regarding a potential increase. It was the consensus of the Board to increase the tax from 5.0% to 5.5%.

Village Manager Burke reviewed a comparison of water and sewer rates for area communities. It was the consensus of the Board to increase the sewer rate from originally-proposed 4.2% to 5.0%. The water rate increase would remain at 5.0%.

Village Manager Burke reviewed the 0.241 property tax rate. It was the consensus of the Board to maintain this rate.

Village Manager Burke reviewed the Police Pension Fund 2020 contribution/funding policy. Finance Director/Treasurer Peterson confirmed with the Board the current Board-approved funding policy contemplates an increase of approximately \$100,000 over the previous year. Village Manager Burke also provided information on where Lincolnshire's Police Pension Fund ranks compared to other pension funds. It was the consensus of the Board to maintain the contribution amount per the current Board-approved funding policy.

Village Manager Burke reviewed potential financing options for capital projects. Staff committed to continue research and provide additional recommendations at a future meeting.

### **3.0 ADJOURNMENT**

Trustee Harms Muth moved and Trustee Leider seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:54 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Bradly J. Burke  
Deputy Village Clerk