

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING
VILLAGE HALL COUNCIL CHAMBERS
JANUARY 17, 2019**

Call to Order

President Bass called the Committee of the Whole Capital Improvement Program Workshop of the Lincolnwood Board of Trustees to order at 6:06 P.M., Thursday, January 17, 2019, in the Council Chambers of the Municipal Complex, 6900 North Lincoln Avenue, Village of Lincolnwood, County of Cook and State of Illinois.

On roll call by Deputy Clerk Charles Meyer the following were:

PRESENT: President Bass, Trustees Jean Ikezoe-Halevi, Georjean Hlepas Nickell, Ronald Cope, Jennifer Spino, Jesal Patel, Renan Sugarman (6:39 p.m.)

ABSENT: None

A quorum was present.

Also present: Interim Village Manager, Robert Merkel; Assistant Village Manager, Chuck Meyer; Public Works Director, Andrew Letson; Assistant to the Public Works Director; Nadim Badran; Accountant, Ben Harris; Management Analyst, Heather McFarland; Village Engineer, James Amelio, Police Chief, Jason Parrott, Deputy Police Chief Schenita Stewart; Fire Chief, Mike Hansen; Deputy Fire Chief, Ray White; Parks and Recreation Director; Laura McCarty; and Superintendent of Parks and Recreation, Melissa Rimdzius-Marsh.

Regular Business

1. Discussion of the Village of Lincolnwood Capital Improvement Program

Interim Village Manager, Robert Merkel welcomed the Board to the meeting to discuss the Village's Capital Improvement Plan. Mr. Merkel stated that there are several large expenses coming up in the future due to the need for facility and infrastructure improvements and other large projects such as the water transmission main and stormwater projects coming up next fiscal year. Mr. Merkel stated that the presentation is divided by fund, with a look at the first year expenses within the fund, followed by a summary of expenses for the subsequent four years.

Mr. Merkel turned the presentation over to Public Works Director, Andrew Letson. Mr. Letson stated that assembling the CIP was a Village effort with every Department being involved.

General Fund

Mr. Letson displayed a chart for the FY19/20 General Fund totaling \$1,181,680. Mr. Letson stated the first project includes the resurfacing of the tennis/basketball courts at Flowers Park in the anticipated amount of \$100,000. Mr. Letson discussed the need to replace both roofs over

the Community Center over the current and next fiscal years. Mr. Letson stated the need to replace the sloped roof became apparent after an inspection performed in 2018, and would cost \$239,500 with \$150,000 in FY 18/19 and \$89,500 in FY 19/20.

Mr. Letson stated there are other miscellaneous improvements needed at the Municipal Campus such as Council Chamber blinds, new chairs, flooring, overhead door replacements, and bathroom improvements. Mr. Letson explained the Police shooting range is in need of improvements to the ventilation system and trap with other associated components, totaling \$313,600, which would be split over two fiscal years.

Mr. Letson summarized the vehicle replacement needs for each department. Mr. Letson explained that the Fire Department is looking to replace a pickup truck for \$39,500 that was auctioned, as well as an ambulance totaling \$256,000. Mr. Letson stated the Police Department is looking to replace three squad cars and an administrative vehicle for a total of \$162,000. Mr. Letson stated that the Public Works Department is looking to replace two vehicles in the General Fund; a pickup truck totaling \$45,000 and a dump truck totaling \$160,100. All of the vehicles presented by Mr. Letson are beyond their useful life and are in a period where replacement is recommended. Mr. Letson concluded the General Fund expenses by discussing the table below, which summarized the anticipated expenses from FY 20/21 to FY 23/24.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Sidewalk Replacement Program	65,000	70,000	75,000	80,000
Parkway Tree Planting Program	42,000	45,000	48,000	51,000
Playground Replacement Program	-	100,000	-	-
Funded by Donation	-	(20,000)	-	-
Tennis/Basketball Court Resurfacing	200,000	-	-	-
Community Center Expansion	-	-	-	2,700,000
Funded by Grant	-	-	-	(2,500,000)
Aquatic Center Improvements	-	100,000	1,000,000	-
Roof Replacements	486,500	233,500	-	-
Facility Improvements	184,000	33,250	33,500	120,000
Village Hall Campus Generator Replacement	-	40,000	440,000	-
Firing Range Improvements	226,600	-	-	-
Jail Locking System	-	100,000	-	-
Vehicle Replacements	541,500	315,700	514,120	581,700
Totals	1,745,600	1,017,450	2,110,620	1,032,700

Trustee Cope asked why the Village would use reserve funds to pay for the improvements. Mr. Merkel stated that the Village has a fund balance policy that states it should maintain 35% of operating expenses, which the Village currently has. The fund balance that is being proposed to be used is in excess of the 35% threshold. Mr. Merkel stated that fund balance would not be used if it would drop the fund level below the policy requirements. Trustee Hlepas Nickell requested to see the cost of repairs to the Public Works vehicles versus replacement.

Water/Sewer Fund

Mr. Letson stated the Water/Sewer Fund has four large expenses coming up next fiscal year, including the Water Transmission Main (\$10,341,000) and Standpipe Painting (\$860,100 split with NEID TIF) projects, as well as the purchase of Sewer Televising equipment (\$200,000) and a Dump Truck (\$160,100).

Mr. Letson stated the transmission main project includes replacement of certain fair/poor rated mains along the transmission main path in addition to the installation of the new transmission main. Mr. Letson stated that the State has informed the Village that it has received a number of applications for the IEPA low interest loan and that it is highly unlikely the Village would receive any funds in 2019. Mr. Letson stated that by waiting for the next round of funding, it would delay the transmission main project by a year, effectively reducing the wholesale water purchase savings. Trustee Hlepas Nickell asked if staff has sought the help of the Village's elected representatives. Mr. Amelio states that the Village has not, but could approach whoever replaces former Representative, Lou Lang. Mr. Letson stated that the IEPA loan would equate to only approximately \$7,000 per year in savings due to the delay of acquiring the loan, and for that reason and the flexibility of a General Obligation Bond, staff is recommending pursuing a General Obligation Bond as the funding source for the project.

Mr. Letson stated that staff is looking to purchase sewer televising equipment. Mr. Letson stated televising was contractually completed in 2009 at a cost of \$291,000. Mr. Letson stated the Village can purchase new televising equipment for \$200,000 and the work can be done in conjunction with sewer cleaning in-house. Mr. Letson explained that often residents request the Village televise the sewer to identify if a backup is being caused by an issue in the pipe that is the Village's responsibility to maintain; therefore, this purchase would allow staff to increase the level of service currently being provided. Mr. Letson explained that staff is looking to replace a 1987 Dump Truck as well. Mr. Letson displayed the chart below summarizing the costs to the Fund over the subsequent four years.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Water Main Replacements	57,000	1,312,000*	1,392,000*	1,289,000*
Water Transmission Main	-	-	-	-
Pump House Improvements	145,000	130,000	50,000	110,000
Vehicle Replacements	38,500	168,200	71,300	69,400
Totals	240,500	1,610,200	1,513,300	1,468,400

Stormwater Infrastructure Fund

Mr. Letson stated this is a new fund that was created to pay for upcoming stormwater management projects. Mr. Letson stated the fund is funded through a 0.25% increase to the Home Rule Sales Tax, which was previously discussed by the Village Board, and through grant funding. Mr. Merkel stated the increase to the sales tax will be brought forward to the Board of Trustees in April for implementation on July 1, 2019 and should generate about \$500,000 per year.

Mr. Letson stated that the FY 19/20 project in this fund include construction of the North Shore Outfall Sewer and completion of the Stage II Design for Street Storage. Mr. Letson stated the Outfall Project is anticipated to cost \$3,250,000, with \$1,400,000 of the total amount being funded through an MWRD grant. Mr. Letson stated completion of the Stage II Design will cost \$145,000. Mr. Letson displayed the chart below showing the planned expenses to the fund in subsequent years.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Street Storage Program	4,405,000*	3,330,000*	-	-
Totals	4,405,000	3,330,000	0	0

Trustee Cope questioned whether the pilot area is working and if street storage is needed throughout the Village. Trustee Patel stated that Thomas Burke from Christopher B. Burke Engineering stated the pilot area was functioning as designed. Trustee Hlepas Nickell questioned if the Crawford Avenue Sewer Project provided any relief. Mr. Letson stated that it is not known currently how that project impacted the overall system, but after the Street Storage Program is complete staff will remodel the system to determine the level of improvements made. Mr. Letson reiterated that Street Storage and the Outfall Sewer only encompass two of the ten stormwater management projects and are designed to bring the Village to a five year level of protection.

Motor Fuel Tax Fund

Mr. Letson explained that Motor Fuel Tax Fund revenue is restricted by the State and can only be used for certain projects. Mr. Letson explained that there are two projects planned for the next fiscal year in this fund, including the Street Light Replacement Project and resurfacing certain roadways throughout the community.

Mr. Letson stated the Street Light Replacement Project includes the installation of new streetlights on Devon Avenue from Longmeadow to Lincoln Avenue and retrofitting old street lights with LED fixtures on Cicero Avenue and McCormick Boulevard for a cost of \$1,200,000. Mr. Letson stated this project was scheduled to be done in the current fiscal year but was delayed by IDOT’s environmental analysis.

Mr. Letson summarized the Ad-hoc Infrastructure Committee’s recommendation regarding the ten year infrastructure improvement plan, which calls for the replacement of all water mains rated as “poor” and 15% of water mains rated as “fair” and installed in the 1920s, and resurfacing all roadways over ten years.

Mr. Letson displayed the roadway assessment maps completed in 2016 and 2018, which demonstrated a 22% decline in overall roadway conditions. Mr. Letson stated that Fiscal Year 19/20 will be year one of the program and will include resurfacing the areas shown in the chart below.

<u>Street</u>	<u>Limits</u>	<u>Last Resurfaced</u>	<u>Rating</u>	<u>Project</u>
Longmeadow	Pratt to Devon (includes cul-de-sacs)	2000	Poor/Fair/ Average	Roadway Program
North Shore	UP Path to Drake	1997	Poor/Fair/ Average	North Shore Outfall Sewer
Kimball	North Shore to Albion	2001	Fair	North Shore Outfall Sewer
Christiana	North Shore to Albion	1999	Average	North Shore Outfall Sewer
Rance	Christiana to East End	1998	Fair	North Shore Outfall Sewer

Mr. Letson displayed a map showing the whole ten year plan and noted that staff would evaluate the economic condition of the Village each year in order to determine how the program should be continued. Trustee Hlepas Nickell asked if staff evaluated the cost of full curb replacement in place of spot curb replacement. Mr. Letson stated staff has those numbers available. Trustee Sugarman asked if the goal is to establish a twenty year cycle. Mr. Letson stated that is still the goal; however, since all the streets were resurfaced roughly at the same time, this plan will be done over ten years and get longer each time. Mayor Bass thanked the Ad-hoc Infrastructure Committee for their work in assembling the infrastructure plan. Mr. Letson stated that the out years include funds for roadway resurfacing and installation of street lights on Touhy Avenue, east of Hamlin and displayed the chart below.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Street Light Replacement Program	-	57,000	822,000	-
Roadway Resurfacing	3,598,000*	3,499,000*	3,448,000*	3,393,000*
Totals	3,598,000	3,556,000	4,270,000	3,393,000

Transportation Improvement Fund

Mr. Letson explained the Transportation Improvement Fund is funded through the local gas tax and through grants. Mr. Letson stated there are three projects planned in this fund for FY 19/20.

Mr. Letson stated the first project is the Touhy/Cicero Intersection Phase II design. Mr. Letson stated that staff would be looking to IDOT or for grant funding to fund this project, as the intersection is the State's property. Mr. Letson stated the estimated cost for the Phase II design is \$250,000; however, it would not move forward if grant funding is not awarded

Mr. Letson stated the next project in the Fund is Bike Lane Lining and Signing along Pratt Avenue from the U.P. Bike path to Centennial Park. Mr. Letson explained the Village received an Illinois Transportation Enhancement Program (ITEP) Grant to cover 80% of the project cost, with the local match equating approximately \$49,500. Trustee Cope asked if the street is wide enough to accommodate a shared lane and wants to be sure it is safe. Trustee Spino stated that it brings attention to the fact that bicyclists share the road so it will make it safer. Chief Parrott stated that the lane brings more attention to cyclists and may cause vehicles to slow down.

Mr. Letson stated the final project in the fund includes pedestrian improvements around the school. Mr. Letson stated that staff is seeking a grant from the Safe Routes to School Program and will only move ahead if the funds are received. The estimated project cost for the improvements is \$128,000. Mr. Letson stated there are no projects planned for this fund in the out years as it will be used to fund the debt service for the Infrastructure Program.

Northeast Industrial District TIF Fund

Mr. Letson explained that FY 19/20 will be the last year of the Northeast Industrial District (NEID) TIF. As a result of the NEID TIF closing, the Village will be looking to spend down the remaining balance. Mr. Letson displayed the chart below outlining the planned projects. Mr. Merkel stated that the Village will retain a small amount from the Fund in the event that property taxes in the area are appealed. Mr. Letson stated there are no projects in the out years for this Fund as it is closing.

<u>Project</u>	<u>2019-2020</u>
NEID Street Resurfacing	648,000
Standpipe Painting (Split with Water/Sewer Fund)	574,000
McCormick Boulevard Street Light Retrofit	65,000
Public Works Roof Replacement	519,000
Public Works Boiler Replacement	161,030
Public Works Window Replacement	30,000
Total	1,997,030

Devon/Lincoln TIF

Mr. Letson stated there are three projects in this fund planned for FY 19/20. Mr. Letson stated the first project is resurfacing Monticello Avenue from Devon to Lincoln Avenues at a cost of \$58,000.

Mr. Letson stated the second project is the Devon Avenue Enhancement Project, in which Chicago will cover the local match on the Phase II cost as it is a joint project. Mr. Letson stated the Phase II cost will be \$304,000; however, the project is currently on hold until IDOT issues a memorandum on crosswalks at uncontrolled intersections on multi-lane highways.

Mr. Letson stated the remaining project includes \$30,000 for sidewalk repair and tree planting throughout the TIF area. Mr. Letson stated the out years in the fund include continued tree planting and sidewalk replacements as shown in the table below.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Devon Avenue Enhancement	4,000,000	-	-	-
Funded by: Grant/Donation	(3,400,000)			
Parkway Tree Planting and Sidewalk Repair	30,000	30,000	30,000	30,000
Totals	630,000	30,000	30,000	30,000

North Lincoln TIF

Mr. Letson stated the medians and street lights in the North Lincoln TIF will need to be improved as part of the redevelopment of the former Purple Hotel Site. Mr. Letson stated the cost of these projects is included in the out years as shown in the table below.

<u>Project</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
North Lincoln Ave Medians	456,000	-	-	-
North Lincoln Ave Street Lights	262,000	-	-	-
Totals	718,000	0	0	0

Mr. Letson displayed the five year capital summary below and concluded his presentation.

<u>Fund</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
General Fund	1,124,050	1,745,600	1,017,450	2,110,620	1,032,700
Water/Sewer Fund	11,024,600	240,500	1,610,200	1,513,300	1,468,400
Stormwater Infrastructure Fund	1,995,000	4,405,000	3,330,000	-	-
Motor Fuel Tax Fund	1,667,000	3,598,000	3,556,000	4,270,000	3,393,000
Transportation Improvement Fund	60,500	220,000	-	-	-
NEID TIF Fund	1,997,030	-	-	-	-
Devon/Lincoln TIF Fund	246,000	630,000	30,000	30,000	30,000
North Lincoln TIF Fund	-	718,000	-	-	-
Totals	18,114,180	11,557,100	9,543,650	7,923,920	5,924,100

Mayor Bass thanked Mr. Letson for the presentation and stated that the purpose of the discussion tonight was to inform the Village Board of the upcoming expenses over the next five

years. Mr. Merkel stated that staff will continue to review their budgets and stated these projects will be evaluated each year.

Adjournment

At 7:38 P.M. Trustee Patel moved to adjourn Committee of the Whole, seconded by Trustee Cope.

The motion passed with a Voice Vote.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ch Meyer", written in a cursive style.

Charles Meyer
Assistant Village Manager