

Village of Winthrop Harbor
Committee of the Whole
President and Board of Trustees Meeting
February 28, 2018
Village Hall Counsel Chambers

MINUTES

The meeting was called to order by Mayor Bruno at 6:00 PM.

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Robert Marabella, Dana McCarthy, Hartmut, "Fritz" Weiss

Also present:

Julie Rittenhouse, Village Clerk

The meeting was called to discuss the following item.

Strategic Planning.

Greg Jackson, our consultant, presented the board with a handout that explained what a Capital Improvement Plan was, what the benefits are and some of the components. While meeting with Mayor Bruno, Trustee Weiss and Lisa about the Insurance, he discovered that Lisa had some concerns about the progress of the Capital Improvement Plan. He said that Pat DiPersio had started the CIP and has done a great job trying to get through this and move it forward. There were questions that Lisa was uncertain about and not comfortable with because she hadn't been exposed to Capital Improvement Plans or the processing of them. Greg said that he was asked if he would be willing to help facilitate a CIP and work side by side with Pat to help Lisa and give her some support. He told the Board that there would be no additional cost for him to help with a CIP because it would help him secure grant money. The toughest part is getting a CIP in place. Once it's in place, it's a 5-year plan and rolls from one year to the next. The first thing we need to do is identify our assets and our capital. We have our assets listed through our insurance so we will need to get a list from the insurance company. Then we need to give the list to each one of the Department Heads. We might find that there are some things on that list that we no longer have and are still insuring. The CIP is Department Head driven because they deal with it every day and they are the ones that drive the projects. They can prioritize and identify what is needed and present it to the Board who then needs to agree/disagree and make adjustments. It takes between 6-9 months to have a CIP in place. Once that's done it just rolls over from year to year. A CIP is good for budgeting and accountability. With the Board's approval, Pat will lead and Greg will help facilitate our CIP. Trustee Hargett asked where we are in the process because after last year's budget we were

supposed to start working on a CIP. He was told that they are working on it and heading in the right direction. Not one of the Department Head has ever done an CIP and need direction. Trustee McCarthy said that we fell back on the old standards last year so he thinks that with a CIP in place, we would be able to do a better job. Greg said that the Staff did a great job trying to move this forward. It's the lack of experience that made it time consuming. All he's going to do is facilitate this project. The Department Heads are still going to drive it. He will offer recommendations only.

Trustee Weiss then went on to explain what a Reserve Study was. He also had a handout explaining who it works. It takes all of the equipment and all of the capital improvements that we have and list them in spread sheets giving us cost factors and lifespan of factors. A lot of our departments don't know the lifespan of their equipment. If it's a proper preventative maintenance plan put in place, how long can you extend that plan. With a Reserve Study, once that's put in place, it's easy to take care of it in the future. Trustee Marabella said that just like our homes, we are supposed to do preventative maintenance but typically people don't. When you hire someone to do regular maintenance you expect it to be done.

The benefits of Home Rule were discussed. What we need to do is get the information to the Board and if they are in favor of Home Rule we need to get the information out to the public so that they can be educated and understand it completely. Then it would need to go out for Referendum in the fall.

Mayor Bruno asked Greg to tell the board what he's been working on. Greg told the board that we will be on the GSA Schedule for purchasing. State Surplus Purchasing/Auction Registration is in so all we need to do is train the Department Heads on how to use this. We can also go to Springfield with a truck and get used office equipment or furniture that's in good condition. We met with Treasurer Stohlman to talk about TIF Districts. County Board Member Paxton is going to get back to me next week. Aaron Lawlor is setting up to meet talk to us. The Chief of Staff for Melinda Bush is working on a County wide Public Works Symposium to discuss infrastructure needs throughout the County and individual Municipalities. Our Springfield meetings went well. We met with the IDNR. We went over CMS to go over our health care. The Grant Submission for the rescue boat we should hear about within the next 30 days. It's an \$85,000.00 grant. FEMA was notified and the congressman sent a letter of endorsement and has been very helpful. We started to look at opportunities for economic development here in the Village and one of the things talked about was a center for Environmental Studies on a piece of land located near the Metra Station. It would serve as a business, government and academic research studies. It would be modeled after the University Center of Lake County. We approached the State Rep., the State Senator, the State Congressman and asked if this opportunity is viable. They were all very excited about it and offered their support. Mayor Bruno said that they keep contacting us to see where we are on this. Greg was checking on State Health care for the Village and was disappointed with the cost. He is reaching out to IML to see if we could get insurance through them. Also Greg sent out an email regarding interns for all of the Department heads and work up to 20 hours a week at a cost of \$250.00 a month. They can support all of the different departments through June, July and August. Greg is still looking for Grants.

ADJOURNMENT

1 - A motion was made by Trustee Weiss and seconded by Trustee McCarthy to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 7:11 p.m. on the following roll call vote:

Ayes: (5) Hargett, Levin, Marabella, McCarthy, Weiss
Nays: (0)
Absent: (1) Robards
Passed: (0)

APPROVED:

DR. MICHAEL BRUNO, MAYOR

ATTEST:

JULIE RITTENHOUSE, VILLAGE CLERK

Note: This is not a verbatim record.