

Village of Winthrop Harbor
Committee of the Whole
President and Board of Trustees Meeting
April 9, 2019
Village Hall Counsel Chambers

MINUTES

The meeting was called to order by Mayor Bruno at 6:03 PM.

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

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

Absent: Richard Robards

Also present:

Lisa Shaw, Finance Director
Greg Jackson, Consultant
Julie Rittenhouse, Village Clerk
Pat DiPersio, Community Development Director
Tim Neargarder, Superintendent of Public Works
Ed Mohn, Deputy Chief, Police
Justin Stried, Fire Chief
Scott Fuller, Recreation Director
Michael Sheedy, IT

The meeting was called to discuss the following item.

2019-20 Capital Improvement Budget

Greg Jackson started the meeting stating that this was our second year of putting a Capital Improvement Plan together. As each year goes by, we learn from the previous year. The documents provided by the Department Heads for the next five years were excellent. They have turned around what they projected in the previous year and carried it out to what was approved in 2018/19 and rolled it into 2019/20 based on priority. This is the first year that the Mayor called for 2 Trustees to meet with the Department Heads. The hope is that the Trustees got a better perspective on the department needs. The budget forms that we used last year are not in this document but instead the working forms are a five-year projection. What we learned from last year, was that using those documents made us constantly change and update the working budget documents. Scott Fuller brought forward some needs that will change his plan. We had a discussion between some of the department heads, as well as some of the Trustees

and the Mayor, about financing. We need a level of expertise to tell us what our debt tolerance is as well as what our options are for Capital Projects going forward. We've identified four municipal finance consultants to assist us. The best approach on this would be to have Trustee Weiss and Finance Director Shaw meet with them. He doesn't see how we can make any progress funding Capital Projects until we get a full assessment of where we are at, what we have and what we need as far as revenue sources. Greg encouraged the Body to think about that and put the candidates together and present them to the Body. We are going to make some adjustments as we go along. One thing that you will find that we used this year for the first time is a performance measurement document so we can look at how the project progresses. The Department Head will report at least once a month so we can better anticipate the flow of outgoing funds. It also allows the Trustees, Mayor and the Public an opportunity to see if the project is on time. It also provides us a tool to incorporate into any contracts we have should the body choose to do that regarding expectations and deadlines. As far as Grants go and potential funding for this year, the \$100,000 Grant that was offered to the Village by former Representative Jesiel, had went away and is now back. Greg is working on the documents now for a trip to Springfield Thursday. Greg is attempting to meet with the Representative that is responsible for that grant. The Grant is written in such a way that the only community that could be awarded that Grant is Winthrop Harbor. Greg provided information a week ago to State Representative Mason, as well as Senator Bush, about shovel ready projects that Tim had provided for anywhere between \$300,000 and \$1,000,000. This could happen any day now. We won't know how this affects the Capital Improvement Plan until we know how much we will receive. Should we be lucky enough to secure the funding, that will allow other monies to assist with other projects. Greg went on to explain the budget information in the books provided.

AVAILABLE FOR CAPITAL PROJECTS: \$346,401.82

RECREATION

Requested - Skate Park and Tennis Courts for \$40,000, Zero Turn Mower for \$13,100 and added Schlader Building Roof for \$35,000. Scott explained that the roof on the Schlader Building was leaking and after an evaluation of the roof it is suggested the repair, along with a top coat, would provide better protection and last an additional 6-10 years before another application would be needed. The skate park and tennis courts were last re-surfaced and painted in 2002. There are visible cracks in the asphalt, especially in the tennis courts. The current surfaces have lasted 17 years and a new surface should last approximately 15 years. The repairs would make both safer. The purchase of a new mower would be to replace an existing 2008 mower that the Recreation Department uses daily, April-October. The mowers typically last about 10 years and are used daily for 7 months. The Board agreed to the Schlader Building Roof for \$35,000, the Zero Turn Mower for \$13,100 both to come out of the CIP and the Skate Park, only, for \$8,200 to come out of Operating. **APPROVED: \$48,100.00 CIP**

FIRE DEPARTMENT

Requested - Engine Bay Ceiling for \$50,000, Dive Rescue Boat for \$100,000 and Utility Pick-up Truck for \$30,000. Justin explained that portions of the drywall has fallen from the ceiling over the last two years. Public Works was able to secure the ceiling with wooden slats, but it needs to be properly repaired by a contractor. He still needs to get quotes because it may not cost as much as he has requested. The Dive Rescue Boat is needed because the small inflatable boat

they have does not meet the needs of a potential emergency on Lake Michigan. The Coast Guard helps but they have lengthy response times and don't have divers. Upgrading our boat is a must for our dive team and support personnel to operate effectively. Justin wants a medium size pick-up to replace a recently retired utility vehicle that was handed down from the Police Department (a patrol SUV). Nothing extravagant, just an upgrade. After an actual quote for the ceiling repair, a determination will be made. The Dive Rescue Boat will be contingent on a Grant opportunity or other source of funding. **APPROVED: \$10,000.00 (lease payment for pick-up truck) CIP**

COMMUNITY DEVELOPMENT

Community Development has made no capital improvement request for FY 19/20

PUBLIC WORKS

Requested – Street Rehabilitation for \$300,000, Vehicle Bridge Repair for \$90,000, Storm Water Improvements for \$20,000, Sidewalk Replacements for \$30,000, Pavement Crack Sealing for \$10,000, Remodel of Public Works Building for \$525,000. Tim said that water mains, sewer lines, valve replacements remodel of the public works building are all items carried over from last year and added into this year. We may be eligible for CBDG grants for the sewer lining and will be applying for that in the fall. The Public Works staff will be doing the storm water repairs to Shields. That will save money and it will only cost \$20,000. As soon as school ends, Public Works would start on it. If they do the Pavement Crack Sealing for \$10,000 it would keep the roads from deteriorating and make them last longer. Regarding the building, the Mayor said that he would like to use funds from the tower sales but only if the price comes down. Our next step would be to take \$5,000 from the operating budget to pay the architect and go to a new architect to make revisions and lower the cost to \$300,000.00. After this is done we will revisit the building. Restricted funds will take care of the Fire Hydrant replacements for \$50,000 and Valve replacement for \$16,000. The Board Approved \$30,000.00 for Sidewalk Replacement, \$10,000.00 for Pavement Crack Sealing, \$20,000.00 for Storm Water Improvements and \$90,000.00 for Vehicle Bridge Repair. **APPROVED: \$150,000.00 CIP**

POLICE/EMA

Requested – Vehicle Replacement for \$25,000, Locker Room Renovations for \$29,232, EMA Improvements - Paving in Rear Yard for \$110,000, Patrol Room Refresh for \$11,500 and Emergency Warning Sirens for \$150,000. Trustee Marabella asked Deputy Chief Ed Mohn what the EMA building is used for typically, day to day. He was told it is used for CSO's, Vehicles, Maintenance and Training because there isn't enough room at the Village Hall. The rear yard of the EMA needs repair but it's a low priority. DC Mohn said the Emergency Warning Sirens are 30 years old. He was asked if we were mandated to have the sirens and DC Mohn said no. With all of the updated technology, are the warning sirens truly a need or can we use other methodology to serve the purpose without having to replace 30 year-old sirens? The issue with the Locker Rooms are, they are 30 years old and now have female officers and need to have a separate locker room for them. The Patrol Room refresh is to up-date the old dispatch room to put 3 desks in there and move the wall to provide an interview room where the records desks were. Approved was Vehicle Replacement (Lease payment) for \$25,000.00, Locker Room

Renovations for \$29,232.00 and Patrol Room Refresh for \$11,500.00. **APPROVED: \$65,732.00 CIP**

ADMINISTRATION/INFORMATION TECHNOLOGY

Requested – Office Work Stations for \$17,500, (2) Fire Proof Cabinets for \$7,200. Julie explained that the girls’ desks were 20-25 years old and falling apart. The drawers aren’t working properly. We only want 2 work stations because we want to reconfigure the office so both girls will be able to see the customers at the counter better. We need new, fireproof, cabinets for the minute books. The ones we have now are not fireproof and we have some very old minute books that are hand written. I have asked for 2 but would settle for one. After some conversation it was determined that we really could use 3 fireproof cabinets to house *all* of the books. That cost would be \$10,800. **APPROVED: \$28,300.00 CIP**

TOTAL CAPITAL IMPROVEMENTS - APPROVED: \$302,132.00

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 8:34 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.