



8/23/16

Approved 12/13/16

1200 Wilmette Avenue
WILMETTE, ILLINOIS 60091-0040

**MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING OF THE
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF
WILMETTE HELD ON TUESDAY, AUGUST 23, 2016 AT 6:00 P.M.
IN THE COUNCIL CHAMBERS OF THE VILLAGE HALL,
1200 WILMETTE AVENUE, WILMETTE, ILLINOIS.**

Members Present:

President	Bob Bielinski
Trustee	Carol Ducommun Ted McKenna Senta Plunkett Daniel Sullivan Julie Wolf
Absent:	Cam Krueger Senta Plunkett

Staff Present:

Timothy Frenzer, Village Manager
Michael Braiman, Assistant Village Manager
John Prejzner, Assistant to the Village Manager
Brian King, Chief of Police
Melinda Molloy, Finance Director
John Risko, Assistant Finance Director

I. Call to Order

President Bielinski called the meeting to order at 6:08 p.m.

II. Discussion of General Fund

Michael Braiman, Assistant Village Manager, said staff will be looking for direction for allocation of the Fiscal Year (FY) 2016 non-recurring revenues, advancing the engineering design of the FY 2017 and 2018 road and alley programs this year (\$130,000), property tax levy parameters for the operating portion of the levy and the issuing of debt in 2017 for capital projects.

Timothy Frenzer, Village Manager, said to date, the Village has lost \$36,000 in State shared revenues, all other State disbursements are current. The Governor continues to propose a \$1.3 million reduction to the Village's LGDF revenue and a two-year property tax freeze and permanent cap reducing annual revenues by over \$650,000.

Melinda Molloy, Finance Director, reviewed the revenue sources and the impact to the tax levy, noting the overall health of the General Fund is good but there are concerns on revenue growth moving forward.

Mr. Braiman said assuming the minimum recommended reserve level is met, the Budget Reserve Policy directs the Village to allocate 50% of annual non-recurring revenues to the Capital Equipment Replacement Fund (CERF). Because the General Fund Reserve exceeds the minimum recommended level, the Village Board may wish to allocate the remaining non-recurring revenues to other critical needs such as Engineering design for future road and alley programs, additional CERF contribution and additional public safety pension contribution.

Mr. Braiman reviewed the General Operating CIP projects that are recommended for 2017 noting that the projects would be funded as the budget allows. He noted the Engineering Road Program will be discussed in greater detail at the September 12, 2016 long term planning meeting, specifically the ongoing funding level of the road program and potential revenue sources. There are nine vehicles recommended for replacement through the CERF. Furthermore, staff recommends issuing new debt to fund critical long-term capital items, including Public Works Yard Improvements and Police Radio Network Replacement. He noted that the Village will have the opportunity to refinance debt in 2017 and 2020 and it is recommended to issue debt at those times to reduce issuance costs.

Chief King discussed the radio network replacement project and stated that Federal legislation is requiring the Police Departments to either find another radio network or share with 15 other municipalities. He said most municipalities over the years have gone to a private vendor that is supported by the State. Once the Village becomes a part of the network, they are not responsible for any upgrade charges and annual costs will go down. The proposed \$500,000 for the project is the initial cost to become a part of the program and purchase all necessary equipment.

Mr. Braiman said the projects will be discussed in more detail at the September 12, 2016 budget meeting and then staff will be looking for direction on which projects to include in the 2017 budget.

Ms. Molloy summarized the tax levy in three components; General Operating Expenses, Pension Expense and new and existing debt. She also noted that additional discussions regarding the road program and debt will be had at the September 12, 2016 budget meeting.

III. Water Fund

Ms. Molloy said there are 5 major 2016 budget variances to date which will result in a total savings of \$137,000 in the Water Fund. Overall, there is a

healthy reserve in the Water Fund and staff is not recommending a residential water rate increase for 2017.

Mr. Braiman said the Water Plant Electrical Improvements will be discussed in greater detail at the September 12, 2016 meeting. The project is rated as most critical by the engineering firm conducting the Water Plant Needs Assessment. Improvements include replacement of both generators, main switchgear and motor control centers. The total project cost is \$7.7 million and is anticipated to be funded through an IEPA low interest loan.

IV. Sewer Fund

Mr. Braiman reviewed the proposed 2017 Sewer Fund CIP projects and said they will also be discussed in more detail at the September 12, 2016 budget meeting.

V. Parking Fund

John Prejzner, Assistant to the Village Manager, said this year staff is projecting a Metra Lot reserve deficit totaling \$90,000. In order to alleviate the deficit staff is recommending a rate increase along with some cost reallocations to the General Fund. The rate increase ensures that the fund does not operate at a deficit and the costs associated with the lot continue to be borne primarily by the users.

VI. Public Comment

President Bielinski noted there was no one present to speak.

VII. Adjournment

Trustee Sullivan moved to adjourn the meeting at 7:28 p.m., seconded by Trustee Ducommun. There was no further discussion on the motion. All voted aye, the motion carried.

Respectfully submitted,

Barbara Hirsch
Deputy Village Clerk