

**MINUTES
WINNETKA VILLAGE COUNCIL
REGULAR VIRTUAL MEETING
October 28, 2022**

(Approved: December 6, 2022)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Council Chambers at Village Hall on Friday, October 28, 2022, at 8:30 AM.

- 1) Call to Order. President Rintz called the meeting to order at 8:30 AM. Manager Bahan called the roll. Present: Trustees Robert Apatoff, Andrew Cripe, Tina Dalman, Robert Dearborn, Kim Handler and John Swierk. Absent: None. Also present: Village Manager Robert Bahan, Assistant Village Manager Kristin Kazenas, Community Development Director David Schoon, Village Engineer Jim Bernahl, Assistant Village Engineer Emily Grimm, Finance Director Tim Sloth, Assistant Finance Director Tony Vasquez, Accounting Manager Dell Duckworth, Fire Chief John Ripka, Chief of Police Marc Hornstein, Director of Public Works Gio McLean, Public Works Analyst Diana Puga, Director of Water & Electric Brian Keys, Assistant Director of Water & Electric Nick Narhi and no persons in the audience.
- 2) Comments.
 - a) President Rintz indicates the importance of Council upholding the revitalization of Winnetka's unique and successful business districts, states that while the property tax levy is projected to increase, President Rintz commends the slight increase at \$92, commends the exceeding services of staff to the community, and emphasizes the importance of the Village's financials.
 - b) Village Manager Rob Bahan confirms that the budget is balanced across all major funds, sustains high level services to residents, adheres to the budget policies and practices, provides transparency to taxpayers and the Village Council, and sustains key Council priorities. Village Manager Rob Bahan thanks staff for their professionalism and exceptional work.
- 3) Budget Review Topic (2023 budget document previously distributed):
 - a) Finance Director Tim Sloth informs Council and staff that he will be providing an overview of the budget including key policy initiatives, tax levy, and the capital improvement plan before turning it over to the department heads for their presentations. Prior to developing the budget, staff had to take into account the current economic environment that has since significantly improved after pandemic-related downturns. When considering the 2023 budget, Mr. Sloth states the considerations that were needed to be attentive towards included the continued uncertainty, persistent inflation, unfunded mandates, ensuring that the budget assumes realistic revenue estimates, and continued monitoring of the economic landscape and that if the economy does falter, the Finance Department will be ready to implement revised financial plans.

Mr. Sloth reviews a summary of the budget/financial policies including the operating expenditures, home rule, utility rates, operating expenses, and ensures commitment to making 100% of statutory contributions for public safety pensions capital, budget

amendments, and fund balance/net asset policy. Tim Sloth informs Council of the 2023 proposed budget key initiatives and policy issues related to the proposed property tax indicating that it is under PTELL tax cap limits, utility funding, capital budgets for the stormwater, business district revitalization fund, electric fund, and addresses aging and improved infrastructure.

Mr. Sloth informs Council of the 2023 general fund revenues and key revenue changes in comparison to last years 2022 budget, provides information pertaining to the property tax extension limitation law indicating the existing taxpayer increase at 2.85% - \$92 per year, and indicates the 5-year capital improvement plan and spendings, and capital initiatives.

Trustee Dearborn discusses matters pertaining to the property tax levy increase and commends the work of staff.

b) Public Affairs / Village Manager's Office.

Kristin Kazenas, Assistant Village Manager, thanks Council for the opportunity to present the Public Affairs and VMO budget. With the Public Affairs Department primarily focusing on Village wide support and Village Council initiatives, the VMO also provides departmental specific operations specific to administration, communications, economic development, and human resources. Ms. Kazenas reviews the 2022 accomplishments including the stormwater groundbreaking, 2022 Farmer's Market, and support provided for local businesses.

Ms. Kazenas reviews various key budget items for public affairs, communications, economic development, and human resources.

c) Finance Department.

Assistant Finance Director Tony Vasquez reviews the consistency of the Finance Departments staffing and informs Council of the departmental functions including financial management practices, safeguarding Village financial and technological assets, IT practices and cybersecurity, continuously improving on the financial strength, maintaining maximum transparency, and providing financial direction and support to other departments.

Mr. Vasquez states the Finance Department accomplishments including applying for \$14.6 million in grants, GFOA Awards, completed audit with an unqualified audit opinion and a clean management letter, completion of Popular Annual Financial Report, continued enhancement of cybersecurity initiatives, comprehensive rate analysis and financial planning, and continued support for bidding related services.

Tony Vasquez informs Council of the various 2023 goals and objectives include seeking grant opportunities, safeguarding the Village's financials, preparing and managing the 2024 annual budget and 2022 annual audit, winning the PAFR award, providing financial analysis to utility funding, and striving to continue winning GFOA budget and audit awards.

Mr. Vasquez indicates the 2023 new budget initiatives including the advanced meter reading project, providing information related to budget matters and the new system improvements.

Council discusses matters related to the general fund, finance operations, and consideration of partnering with governing taxing bodies.

d) Water & Electric.

Water & Electric Director Brian Keys presents the department overview indicating that key responsibilities consist of providing residents and businesses within Winnetka with various services including adequate power supplies, improving infrastructure, and providing uninterrupted service.

Water & Electric accomplishments include substantial completion of the Northfield Substation expansion project, performing preventative maintenance, installation of 31 electric service connections, replacement of underground cables, responding to generation dispatch requests from wholesale power provider, and responding to electrical interruptions.

Brian Keys briefs Council on the goals and objectives for 2023 consisting of the automated metering infrastructure project, installation of new service connections, preventative maintenance programs and repairs to minimize forced outages, completion of generating equipment projects, reconfiguration of circuit configurations at Northfield Substation, and design improvements to Circuit B.

Mr. Keys provides information pertaining to the Water & Electric 2023 key budget items including the electric fund budget matters related to revenue and expenses, capital plan and fund balance, average rate adjustments, operating expenses related to purchase power, consulting services, maintenance programs, the electric plant, and street lighting and traffic signals. Brian Keys discusses financial matters related to the capital plan.

Council discusses policy direction and budget components pertaining to the advanced meter reading project, general fund expenditures, and resident rate increases due to labor surges.

Water Fund.

Water & Electric Assistant Director Nick Narhi states that primary functions of the Water & Electric Department consist of supplying potable water for the health and safety of the Winnetka and Northfield residents and is responsible for the installation and repair of the water distribution system.

Mr. Narhi lists the major 2022 accomplishments including preventative maintenance on the water distribution system, completing preventative maintenance work at the Water Plant, completing water service connections, responding to water main breaks, completing water main replacement projects.

The key goals for 2023 include adhering to regulatory requirements, installations of new service connections, preventative maintenance programs for water system reliability, adhering to long-term capital plan, and investing in maintenance and improvements of the Water Plant. Mr. Narhi informs Council of the 2023 key budget items of the proposed 2023 anticipated projects and continued services.

Council discusses lead service line replacement matters, Village water rates, solar plant impacts, water distribution and supply, and budget related matters pertaining to upcoming projects.

e) Fire Department.

Fire Chief John Ripka reviews staffing within the Fire Department, welcoming Public Safety Analyst, Stephanie Wells. Chief Ripka confirms that emergency responses have been consistent ranging from 2,200-2,400 calls per year, however, a slight drop in 2020 was observed due to the ongoing pandemic.

Mr. Ripka reviews accomplishments including the renewal of the Kenilworth Fire Services Agreement, updated BFPC rules, new hires, implementing joint water rescue response intergovernmental agreements with Wilmette and Evanston, new vehicle purchase, completion of training and certifications, management of COVID related matters for Village employees, and establishing a new rate for Fire Inspectional Services.

Chief Ripka indicates the 2023 goals and objectives including vehicle replacement, generating a promotional list, complete advanced life support training for staff, and complete the phase 3 training tower repair and maintenance program.

Chief Ripka informs Council of the 2023 revenue estimates, capital projects, and the 5-year capital improvement plan,

Council discusses budget matters related to staffing and purchases.

Council commends the work of the Fire Department.

f) Community Development.

Community Development Director David Schoon briefs Council on the department's functions, staffing, and outside contractors that aid in the services provided.

David Schoon informs Council of the Community Development Departments accomplishments regarding streetscape improvements, comprehensive plan visioning, redevelopment of the One Winnetka site, 93 Green Bay Road site improvements, and board and commission support.

Mr. Schoon briefs Council on the 2023 budgeted expenditures. Mr. Schoon covers the building permit revenue comparisons and projections for the 2023 fiscal year.

Council discusses outside vendors contracted by the Village and budget related matters and costs pertaining to Village provided services and Village projects.

Business District Revitalization Fund.

Projects for 2023 include: Engineering design work for Phase V of the Streetscape (East Elm Street); Construction of Phase V (West Elm Street), Design concept of Hubbard Woods streetscape project, finalizing the concept plan for the Post Office site, 93 Green Bay Road site improvements, EV charging stations in municipal lots, and streetscape planter replacement.

Mr. Schoon reviews the proposed five-year capital improvement plan and confirms the proposed general fund transfer to cover anticipated expenses.

Council discusses Village funds, reimbursements, financial matters related to ongoing Village projects and department preparation and cost related matters for Village projects.

g) Police Department.

Police Chief Marc Hornstein reviews the departments organizational chart and staffing levels.

Chief Hornstein states the 2022 accomplishments including the HVAC system replacement, approval of the automated license plate reader contract, implementation of the Walk Your Bike campaign, and the departments participation in a regional work group addressing gasoline-powered leaf blowers, promotions within both sworn and civilian roles, continued partnership with schools to enhance safety and security, and successful results in felony investigations.

The Police Department 2023 goals include continuing HVAC replacement, expanding the public safety camera system, installation of the automated license plate readers, establish a wellness program, and purchase body-worn cameras.

Chief Hornstein informs Council of the 2023 key budget items including the HVAC upgrades, vehicle replacement, equipment purchases, and public safety camera enhancements.

Council discusses budget matters related to anticipated Police Department purchases, department charges, employment and staffing, and upcoming safety implementations.

h) Public Works Department.

Public Works Director Gio McLean indicates the primary responsibilities of the Public Works Department consisting of operational needs of refuse collection and disposal, roadway and right-of-way maintenance including snow removal, operation maintenance of the stormwater drainage system and sewer drainage system, public facilities maintenance, and fleet services.

Mr. McLean briefs Council regarding the 2022 accomplishments consisting of maintenance of the Village's infrastructure, department purchases enhancing services provided, annual leaf collection, implantation of mobile data collection, Village bell tower repairs, parking structure maintenance, and pilot project snow melting equipment.

Mr. McLean additionally states that the 2023 goals and objectives include maintaining Village streets, sidewalks and alleys, and maintaining public facilities and landscaping.

Public Works Gio McLean briefs Council on the capital equipment replacement and the Public Works financial summary consisting of salaries and benefits, services and supplies, operating expenses, capital outlay, and total department expenses.

Council discusses service charges, equipment and maintenance expenses, Village provided services, and department related expenses.

Refuse Fund and Internal Services Fund.

Assistant Public Works Director Erik Jensen states that the refuse fund is an enterprise fund, confirming that it is entirely funded through user fees and not through a portion of the property tax levy.

Mr. Jensen briefs Council on the refuse fund overview consisting of residential and commercial services, special refuse collections, and annual Spring clean-up.

Key 2022 accomplishments include continued back-door pick-up services, continued transition to curbside pick-up, recycling collection programs, completion of Spring clean-up program, coordinating groundwater sampling for the closed landfill with an environmental consulting firm, negotiated recycling services contract extension, implemented composting program.

Key 2023 goals and objectives consist of transitioning the residential collection program to a 5-day collection program, transitioning the commercial refuse collection program to private haulers, and continuing to educate residents about refuse and recycling, and partnering with SWANCC.

Erik Jensen discusses the refuse fund financial summary consisting of revenue, expenses, operating income and expense detail, and overall fund expenses.

Mr. Jensen indicates the current residential refuse fees and the proposed route for the five day refuse collection schedule,

Fleet Internal Services Fund.

Assistant Public Works Director Erik Jensen states that the primary expenses for the fleet internal services fund come from maintenance and fuel expenses.

Mr. Jensen indicates that the fleet internal services fund is for maintaining motorized equipment owned by the Village, preventative maintenance, and repairs.

Key 2022 accomplishments include the completion of 2,810 vehicle service tickets, purchase of a new leaf vacuum and front end loader, implemented vehicle replacement scoring model, and awarded fuel purchasing contract.

Key 2023 goals and objectives consist of continued equipment and vehicle repair and preventative maintenance, preparing bidding specifications and replacement of a dump truck and pickup truck, purchase of a replacement leaf vacuum, and certification for staff to improve in-house maintenance and repair capabilities.

Erik Jensen discusses the fleet internal services fund financial summary consisting of revenue, expenses, operating income and expense detail, and overall fund expenses.

Council discusses replacement vehicle processes, repair and maintenance expenses, and Village provided services including utilizing SWANCC services.

Sanitary Sewer Fund.

Public Works Director Gio McLean indicates that the sanitary sewer fund is an enterprise fund responsible for the operation and maintenance of the Village's sanitary sewer system.

Key 2022 accomplishments include a sewer main relining program, high and medium repairs, continued annual video and cleaning maintenance programs, locating and eliminating cross connections that allow cross-contamination to storm sewers, providing assistance and guidance to property owners.

Key 2023 goals and objectives include performing annual cleaning and video inspection maintenance program, performing root intrusion foaming program, continue providing assistance and guidance to property owners regarding infiltration/inflow and basement

sewers, continue priority repairs, and the continuation of the annual sewer relining program.

Gio McLean briefs Council on the sewer rate comparison to neighboring municipalities and discusses the sanitary sewer fund financial summary consisting of revenue, expenses, operating income and expense detail, as well as overall fund expenses. Mr. McLean indicates the projected fund balance related to the sanitary sewer fund.

Council discusses replacement and maintenance programs within the Village to improve infrastructure,

Stormwater Fund.

Public Works Director Gio McLean indicates that the stormwater fund is an enterprise fund responsible for the operation and maintenance of the Village's stormwater system.

Key 2022 accomplishments include continued annual cleaning and video inspection, storm sewer repairs and maintenance, and deployment of auxiliary equipment,

Key 2023 goals and objectives include maintenance operations of stormwater system, maintenance of ditches, and continue to support the Engineering department with the stormwater master plan.

Engineering Director Jim Bernahl briefs Council regarding the five-year stormwater overview consisting of anticipated Village projects.

Finance Director Tim Sloth briefs Council regarding the stormwater projects funding plan.

Council discusses various grants, and concerns regarding floodplains.

Tim Sloth discusses the stormwater fund financial summary consisting of revenue, expenses, operating income and expense detail, and overall fund expenses.

Council discusses contingency related to stormwater funds and overall budget matters for fiscal year 2023.

i) Engineering Department.

Engineering Director Jim Bernahl reviews the departments organizational chart and staffing levels.

Mr. Bernahl briefs Council on the department overviews consisting of project management oversight, preparation of engineering plans and specifications, supervising inspection of public improvements and private construction projects, execute and manage annual construction programs, seeking grant funding, responding to resident inquiries, managing the Village's GIS program, and overseeing the Village Forestry Division.

Key 2022 accomplishments include the Willow stormwater storage project, streetscape, street rehab, sidewalk improvement program, improving public parking areas, landscape improvements, and various accomplishments regarding stormwater.

Key 2023 stormwater goals and objectives include the completion of the first phase of stormwater improvements, advancements regarding the Crow Island Storage project, continue work for the West and Southwest Winnetka Stormwater Management

Conveyance projects, obtaining grant funding, and the continuation of design work for the proposed stormwater improvements.

Mr. Bernahl also indicates the key 2023 goals and objectives for the Engineering Department consisting of advancing the 2023 street rehabilitation program, completing the Elm Street Streetscape phase 5 and Water Main project, obtaining state and regulatory permits, and continue work towards the enhancement of landscaping in the business districts.

Jim Bernahl briefs Council regarding the 2023 budget total, cost projections pertaining to the street rehabilitation program in conjunction with the Water & Electric Department, and the overall financial summary consisting of operating expenses and capital outlay.

Motor Fuel Tax Fund.

Jim Bernahl states that the MFT is used to improve roads, bridges, and sidewalks within the Village, and are designated to pay for transportation-related capital improvements. While there were no 2022 projects scheduled, staff is anticipating to begin design work regarding the Willow Road Improvement project and to complete the final payment to the state for the Oak and Cherry Bridget project.

Mr. Bernahl briefs Council on the financial summary consisting of revenue, expenses, operating income and overall fund expenses.

4) Public Comment.

- a) Elijah, Winnetka resident, addresses Council regarding budget matters pertaining to the Green Bay Trail and consideration of Village maintenance and upkeep of the trail.

5) Adjournment. Trustee Dearborn, seconded by Trustee Dalman, moved to adjourn the meeting. By voice vote, the motion carried. The meeting adjourned at 4:26 p.m.

/s/Berina Gradjan, Deputy Village Clerk
Recording Secretary