



Village Administration  
3110 Old McHenry Road  
Long Grove, Illinois 60047-9623  
847-634-9440  
www.longgroveil.gov

**AGENDA**  
**AD HOC COMMITTEE MEETING**  
**CAPITAL IMPROVEMENT PLANNING**  
**COMMITTEE**

**Wednesday, March 1, 2023, at 2:00 P.M.**

**Location: Long Grove Village Hall, 3110 Old McHenry Road, Long Grove, Illinois**

**1. CALL TO ORDER**

- At 2:19PM, The CIP was called to order by Trustee Kritzmire
  - Attendance Roll Call:
    - Trustee Kritzmire: Present
    - Trustee O'Connor: Present
    - Trustee Tinucci: Present
    - Village Manager Jackson: Present
    - Management Analyst Benner: Present
    - **Village Engineer Perry: Absent**
    - Assistant Village Manager Wiak (Phone): Present

**2. APPROVAL OF THE FEBRUARY 15, 2022, COMMITTEE MINUTES**

- Moved to the April Meeting of CIP

**3. DEVELOPMENT OF CAPITAL IMPROVEMENT PLAN – DISCUSSION OF PROPOSED PROJECTS**

- Discussed project list. (Attached with minutes)
- Bridge plank repair \$25-30,000 repairs
  - Possibly due to numerous bridge strikes.
  - How do we calculate wear and tear for bridges from vehicle strikes?
  - Check planks in the engineering audit.
  - Can we increase fines? Should they be increased?
    - Can not increase fines due to Non-home rule powers
  - Allocate bridge strike fines to bridge repair fund.
- Facilities: Downtown restrooms
  - Funds for two single-stall bathrooms
  - Self-Cleaning bathrooms?
- FY 24/25
  - Building of new Village Hall will be costly



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- Pathway plan needs to be the starting point
  - Aptakasic is committed. It must be completed.
- Radium Mitigation needs to be determined in what year this will fall under
- Electric Chargers
  - Option-Goal is to get this grant-funded
  - Invest in grant writing for staff
- Generator could care for itself depending on where Village Hall expansion is.
  - Budget for maintenance and depreciation costs.
- Technology
  - Only thing we need is the server
  - Battery backup will be included in the budget
- ERP
  - Still researching to see what fits our needs
- FY23/24
  - 490,000 Fac and Land
  - 460,000 from ARPA
  - 30,000 for bridge planks
  - If all roads are approved, MFT will be used and 1.1 mil will need to be found
  - Pathway plan needs to get completed.
  - Electric charging stations would be a priority if funded by grants only.
- Plan for responsible use of the reserve funds
  - Irresponsible to have such a high reserve.
- Create a Line item for Village Board laptops and secure board packet distribution software
- Account for depreciation costs
- Narrative to the board within the next few days
  - Use board commentary for guidance.

#### **4. NEXT MEETING**

- This is the last meeting of the CIP.



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## 5. ADJOURNMENT

- Motion to adjourn by Trustee O'Connor
- Seconded by Trustee Kritzmire
- **ROLL CALL VOTE:** Trustee Kritzmire-aye; Trustee O'Connor: aye; Trustee Tinucci: aye; Village Manager Jackson: aye; Management Analyst Benner: aye; aye; Assistant Village Manager Wiak (Phone): aye
- **Approved: 6-0**



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## ROLES

The Capital Improvements Planning Committee's (Ad Hoc) mission is to assist the development of capital projects and improvements by our Village's staff during the development of the annual budget. Capital Projects are defined as Projects or Assets that cost at least \$10,000 and have a useful life of at least 5 years. After annual project reviews are completed, the Committee will rate and rank each project based on priority, budget impact, regulatory requirements, public safety, equipment replacement, efficiency, useful life, cost reduction, and benefit to the Village. The goal is to provide an impartial perspective for the Village Manager and Village Board as they develop a balanced budget for the next fiscal year. The committee's goal is to develop a 5-year Capital Plan to provide a forecast for future capital needs.

### Committee Members

Name	Title	Email
<b>Natalie Benner</b>	Management Analyst	<a href="mailto:nbenner@longgroveil.gov">nbenner@longgroveil.gov</a>
<b>Gregory Jackson</b>	Village Manager	<a href="mailto:gjackson@longgroveil.gov">gjackson@longgroveil.gov</a>
<b>Anne Kritzmire</b>	Village Trustee – Finance Chair	<a href="mailto:anne.kritzmire@longgroveil.gov">anne.kritzmire@longgroveil.gov</a>
<b>Rita O'Connor</b>	Village Trustee – Roads, Bridges, & Pathways Chair	<a href="mailto:rita.oconnor@longgroveil.gov">rita.oconnor@longgroveil.gov</a>
<b>Geoff Perry</b>	Village Engineer	<a href="mailto:gperry@gha-engineers.com">gperry@gha-engineers.com</a>
<b>Kent Tinucci</b>	Village Trustee – Building, Water & Sewer Chair	<a href="mailto:kent.tinucci@longgroveil.gov">kent.tinucci@longgroveil.gov</a>
<b>Melissa Wiak</b>	Assistant Village Manager	<a href="mailto:mwiak@longgroveil.gov">mwiak@longgroveil.gov</a>