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A. CALL TO ORDER

The May 12, 2020 meeting of the Capital Improvements Commission was called to order at 7:00 PM via conference call. Engineer Daubert announces that Chairman Mike Lane has resigned from the CIC due to his work/travel schedule. Commissioner Steve Szymanski will assume the CIC Chairman role. Daubert adds we have one CIC commissioner vacancy that we are actively looking to fill.

B. PUBLIC COMMENT – None**C. APPROVAL OF MINUTES FROM MARCH 10, 2020 MEETING**

MOVE TO APPROVE MINUTES from 3/10/2020

RESULT: Unanimous

MOVER: Commissioner Szymanski

SECONDER: Commissioner Biggam

D. CURRENT BUSINESS

- COVID-19 Financial Impacts, 10-Year Capital Plan, Project Prioritization:* Engineer Daubert reports that we are all dealing with COVID-19 and trying to minimize our exposure both at a personal level and at a business level. The Village is currently trying to determine the financial impact this will have. Director Coyle will now present the preliminary financial revenue modeling of the impact of COVID-19. Director Coyle reports the model that was presented to the board on April 13, 2020 uses lengths of stay at home orders. We looked at revenue reduction projections for 1 month (best), 3 month (likely), 6 month (likely 2) and 9 month (worst) scenarios (see attached). We determined the following: Property Taxes likely won't be impacted in 2020, but may be impacted in 2021. Telecommunication tax revenue continues to decline. This decline is not related to COVID-19 but is a result of a continued reduction in landlines. Real Estate transfer tax - we used assumptions from the 2008/2009 recession impact to model this year. This assumes the proportional decrease based on number of months. Worst case scenario is the lowest RETT (real estate transfer tax) revenue that went in 2008/2009 recession which largely affected the real estate market next year. Food & Beverage tax revenue will be impacted the most. This revenue may not rebound quickly depending on the stay at home orders and what is put in place once we reopen. Investment income will be down, interest rates are near zero and this assumes that no matter the length of COVID, rates will be kept low. Overall we are looking at a decrease in revenue of \$250,000–\$1,400,000 for 2020/2021 with the biggest impact coming from the Food & Beverage Tax.

2. *2020 Capital Program COVID-19 Project Prioritization* – Engineer Daubert reports we looked at all of our expenditures and are taking a cautious spending approach due to the financial impacts of COVID. We went through all of our projects to see which projects were more essential to move forward and which projects we could defer or eliminate. Overall we want to continue with the maintenance side of capital projects. I will now go through each project item. Those items in green are moving forward, those in yellow have some reserve and those items in red are being deferred or holding back on all together.

Asphalt Roadway Crack sealing - Proceed with reserve.

Asphalt Roadway Surface Treatments – Deferring, we can wait 1 year on this.

Asphalt Street Patching - Proceed with reserve.

Concrete Street Patching - Proceed with reserve; we reduced the budget to \$402,000. This was approved by the Village Board last night.

Engineering Software - Proceed with reserve.

Misc. Expenses - Proceed with reserve - Services Primarily Related to Technical Assistance with Grant Applications (Traffic Counts, Drawing Prep, Etc.).

Misc. Storm Sewer Improvements - Proceed with reserve – there are about \$25,000 in drainage improvements that are currently needed.

NPDES Permit - Proceed as planned.

Development Capital Improvements – Proceed as planned.

Street Lighting Improvements/Replacements – Proceed as planned.

Taft Avenue Street Lighting – Proceed as planned.

McKee House - To be determined - \$75,000 budgeted for demolition.

Metra Station Phase II Engineering – Proceed as planned.

Sidewalk improvements – Proceed as planned/already approved.

Pavement Condition Index Survey – Defer.

Hill Avenue Water & Sewer Extensions – Defer.

CBD Utility and Streetscape Imp. Design Engineering - Proceed as planned.

Cumnor Avenue Utility Improvements - Proceed with reserve. This is a project where the benefitting residents were going to contribute towards the cost. This is an unincorporated area that the properties will be annexed to use the extension of the sewer and water infrastructure. This will be further discussed with Village Board. Commissioner Neurauter asks if the Village will check to see if the residents still want to proceed given the current economic climate. Engineer Daubert adds we will follow up with the residents to see they want to proceed.

Street Reconstruction Program – Defer. This is a project we can defer. We recommend getting engineering complete and work on getting grants. We are cautiously optimistic regarding stimulus grants.

Street Resurfacing Program - Proceed as planned. Streets were inherited from Milton Township in 2015 and are severely deteriorated and in need of imminent rehabilitation. There are some streets we can defer. Commissioner Zuccherro asks when bidding these projects out do you ever specify extra quantities in the bids. Daubert replies not typically, we try to keep the quantities really tight (accurate). If we get favorable bids, we could recommend a change of order to the Village Board. Commissioner Zuccherro would support giving flexibility on the bids to complete additional work as bids come in favorable.

IL American Water Interconnect - Proceed as planned. This is in design engineering

and construction will be contemplated for inclusion in next year's budget.

Sewer Lining & Point repairs - Proceed as planned.

Engineer Daubert asks the CIC if they have any questions or concerns about the 2020 Project Prioritization plan. Commissioner Cattero adds I agree with the holistic approach to this plan. Commissioner Szymanski adds he supports the plan. Commissioner Baldin adds he is in agreement with the plan.

Commissioner Zucchero motions to accept and move forward on the 2020 Capital Program COVID-19 Project Prioritization Plan as presented, Commissioner Szymanski seconds the motion.

MOVE TO ACCEPT THE 2020 Capital Program COVID-19 Project Prioritization Plan

RESULT: Unanimous

MOVER: Commissioner Zucchero

SECONDER: Commissioner Szymanski

Parking Garage/CBD Streetscape and Utility Improvement Projects - Commissioner Cattero asks what the plan for the parking garage is. Engineer Daubert replies that it could be deferred for a year. The Village is moving forward with the demolition and work to underground the overhead dry utilities. The Village Board will be discussing this at the next meeting. Trustee Thompson adds based on the current economic climate he is unsure how the trustees will vote. Director Coyle adds due to the current schedule the Village Board needs to decide by the end of May whether the parking garage will move forward. The Village will consider the following options: Continue with construction as planned, postpone construction for a defined period of time or eliminate the project. Director Coyle adds if we defer the project, costs could escalate. If we defer the bond issuances to 2021, we could still go forward with the parking garage construction. We are still liquid in our capital projects fund for the next several years. Trustee Thompson asks the CIC for their opinion on moving forward with the parking garage. The CIC was split in their opinions and had commentary on both the garage and CBD project as follows:

In terms of the Civic Center Parking Garage Project:

- ☐ 2 Commissioners expressed strong support of moving the project forward now
- ☐ 1 Commissioner was somewhat neutral but leaned towards deferring the project a year while also wondering if the funds could be utilized differently to better help the business community
- ☐ 3 Commissioners supported the project but expressed preference that the CBD Utility and Streetscape Project over the Parking Garage Project, if one project had to give
- ☐ 1 Commissioner supported the project but not in the context of the Village taking on additional debt and would rather see the CBD Utility and Streetscape Project be advanced.

In terms of the CBD Streetscape and Utility Project:

- ☐ The Commissioners expressed unanimous support of advancing the project. However, a few takeaway notes from the discussion:
 - o 1 Commissioner noted he would like to see this project move forward along with the Civic Center Parking Garage
 - o 1 Commissioner noted that he is all for the CBD Project moving forward but the Civic Center Parking Garage is ready to go now, let's not lose momentum on it
 - o 1 Commissioner noted that while businesses may be hurting now, pushing the CBD project back will only prolong impacts of two events on the downtown

businesses; i.e. COVID-19 and CBD Streetscape and Utility Construction Impacts. We should move quickly to advance the CBD project.

- o 1 Commissioner expressed that the CBD Utilities and Streets are assets that we have to maintain at this time. The project should take priority over the Parking Garage if one is to be not advanced at this time. However, the Commissioner also noted that now is a good time to borrow money to move both projects forward and that we should be prepared to take advantage of competitive contractor pricing.

E. TRUSTEE'S REPORT – Trustee Thompson reports that the Village has been getting a lot of information from various governmental groups about the pandemic and moving into economic recovery. As a Village we are focusing on PPE and testing for our first responders and front line workers. Director Coyle adds we are at a good place with PPE. Staff is adhering to social distancing, we continue to be cautious. We also have an emergency ops team that meets weekly to plan on what reopening will look like. We currently are able to provide all of our Village services remotely. Thompson adds we are also working on supporting businesses more and more and are working with the GE Chamber to make sure the businesses are able to transact. The Village is also looking at how reopening will look and are trying to get businesses and residents ready for when that happens. The Village has done various food events to make sure the Fire, Police and EMTs are well fed.

F. OTHER BUSINESS – None

G. PUBLIC WORKS REPORT – Director Hansen reports PW is doing everything we normally do. We have a split work schedule. We are still repairing water mains and sewers. We have had no positive COVID cases. We have a dedicated work force. They are a great group to work with during a crisis. Lastly, the original horse trough will be back in June.

H. PROJECT REPORT – See attached report. Engineer Daubert reports that the Village received the American Public Works Association 2020 National Project of the Year Award in the Transportation <\$5M Category for the Taylor Avenue Pedestrian Tunnel. This is an amazing award to receive. Glen Ellyn should be very proud. We will hold a ceremony when everything settles down with COVID-19. Earlier this year we applied for the ICC Grade Crossing Protection Fund Grant for the Metra Station and we successfully secured that grant in the amount of \$2M towards the pedestrian tunnel component of the project. In total we have \$20.4M in outside funding for the project.

I. Adjournment & Next Meeting – Chairman Szymanski motions and Commissioner Cattero seconds to adjourn the meeting. The meeting was adjourned at 9:10 p.m.

The next CIC meeting will be June 9, 2020 at 7:00 p.m.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Rich Daubert, Professional Engineer