

October 30, 2026

TO: President Gustafson & Village Trustees
FROM: Scot Wrighton, Interim Village Administrator
RE: November 4 Committee-of-the-Whole Agenda Items

Revisions to Title II of the Village Code. At the October 20 Committee-of-the-Whole(COTW) meeting, Board members made further revisions to a draft document intended to update those sections of the Village Code dealing with administration, board governance, the role and authority of the village administrator, the selection and evaluation of the village administrator, the role of the comptroller and other updates. COTW members requested that a corrected version of this ordinance be re-submitted to the COTW on November 4 for final review. The revised document is attached, and includes new language as requested by the Board. The latest version was also reviewed by the village attorney this week (and he made several minor editing changes and strengthened the ethics section). Original changes are shown in **bold red font**. Deleted language is shown in ~~green strike-out~~. New language added as directed by the Board on October 20 is shown in ***italicized bold purple font***. It is now recommended that the COTW formally vote to recommend approval to the Village Board (and final approval at the November 17 Board meeting).

Introduction to the 2027 Village Budget. Staff has been hard at work preparing the proposed budget for FY2027. At the time of today's agenda packet distribution, however, the proposed budget was not yet complete. Budget notebooks will be passed out to governing body members at the November 4 meeting, and the first budget review session will take place as part of the November 17 COTW agenda. So, governing body members will have 13 days to review the notebooks, make notes, prepare questions and develop ideas for possible amendments. During the November 4 COTW, however, I would like to "introduce" the budget document (i.e., changes in presentation and format, how it is laid out, how best to read through it, how the different parts tie together, etc.). The budget is not just a financial document, it is also a decision and policy-making tool, and there are many policy decisions embedded in it.

Capital Improvement Plan(CIP) Refinements. On September 15, the Village Board gave tentative and broad approval to a 5-year CIP document, subject to its inclusion in the FY2027 budget, subject to additional revisions, and contingent upon an analysis of the financial impact and funding requirements of the CIP. In other words, the Board said the draft CIP document was moving in the right direction, and they looked forward to seeing it again as more pieces were added. The preliminary documents presented to the president and trustees on September 15 included all known street projects, plus a recommendation and plan for consistently increasing street maintenance funding to \$1 million per year for

the duration of the 5-year plan, the creation of one or more tax increment financing districts and a phased approach to Main Street improvements. However, it did not include all park and trail projects; nor did it include a staff recommendation on how to schedule improvements to the Bridge/Main Street intersection. These additions, plus updated CIP funding proposals, are included here. It is requested that the COTW:

1. **Discuss the updated CIP (attached), with particular attention to the 2027 and 2028 segments of the 5-year planning document.** Proposed funding is only in place for the 2027 and 2028 project lists. Improvements in years 2029, 2030 and 2031 will require the identification of, as yet, unsecured revenue sources (although the attached CIP includes ideas for what these unsecured funding sources could be). I have not altered the street and streetscape projects listed in the September 15 version of the CIP and tentatively approved by the Board. The addition of park and trail projects (in **bold red font**) can also be funded in 2027 and 2028, but only in those years. Also attached is a map showing the locations of village parks, existing trails and bike paths, and proposed trails and bike paths. Almost all of these projects have been mentioned by the Board in the past, and Fehr-Graham has been requested to develop cost estimates for them. Most of the park projects have been discussed in previous years' budget meetings. Even though the last 3 out-years of the CIP are not fully funded yet, having an approved CIP focuses the village's attention on these projects, strengthens grant applications, and allows the village to plan for them over time. And, in the event that the Village Board decided to pursue a capital improvement sales tax, the CIP will also provide a specific project list to inform voters about the improvements that would be funded in the event a tax was approved.
2. **Bridge & Main Street Intersection.** The 2027 plan includes a "mill and overlay" of Main Street between McDonald Road and Bridge Street. The CIP also envisions making Main Street Village Center improvements (in the public right-of-way) incrementally as adjacent private development on Main Street occurs. The limits of this new village center improvement will be from Bridge Street on the south to Hodges Run or Glenn on the north (the exact northern boundary will be determined later). Fehr-Graham has completed 85% of the detailed design plans and specifications for this project. They were directed to pause this engineering about 3 years ago. It is not a "mill and overlay" improvement. Rather, it is a complete reconstruction of Main Street, with lowering of the existing street elevation to facilitate a different drainage plan, the addition of streetscape features, wider and safer walking areas, elimination of some diagonal parking, new entrances and other streetscape enhancements. This project will fundamentally alter the look of the Main Street Village Center area. This raises another question: should the village end the McDonald Road to Bridge Street "mill and overlay" south of the Bridge/Main intersection, since it will eventually be reconstructed and lowered; or should the village perform minimal

maintenance now as part of the McDonald to Bridge project? Fehr-Graham's detailed plan sheets for the Grove to Presley section of the Main Street project are attached. They illustrate that replacing the Bridge/Main intersection will not be limited to the actual intersection. Because of the planned grade changes, street widening and broader turn lanes, the replacement of the intersection also requires lengthy transitions beyond the radius returns, turn lanes outside the footprint of the existing intersection, changing the drainage profile and installing a storm drainpipe that will need to run to the creek north of Village Hall. Any capital construction and maintenance work performed **in or adjacent to** the intersection in 2027 will be torn out whenever the village begins work on the reconstruction of this same intersection. Reconstruction of the Bridge/Main intersection could be two to five years away.

The Village Board can elect to: 1) terminate the McDonald to Bridge "mill and overlay" south of the Bridge Street intersection and make a fairly easy transition into the existing pavement south of the Bridge/Main intersection; or 2) include the new design of the intersection in the 2027 project scope; or 3) continue the McDonald to Bridge "mill and overlay" through the Bridge/Main intersection with only minimal surface treatments and ADA ramps (since all of it will be torn-out when the reconstruction work begins). Option 2 is not recommended in any case, as this will at least double the cost of the McDonald to Bridge Street project. Regarding Option 3, the value of street improvements to be installed and subsequently removed and lost is estimated to be between \$150,000 and \$200,000. Option #1 is therefore recommended. Financing the later Main Street project will be easier to manage if it occurs incrementally, and the first phase should be the section from Bridge Street to the creek, or to River Street.

3. **Financial Analysis.** The proposed use of General Fund and Motor Fuel Tax Fund unrestricted reserves to finance the 2027 and 2028 CIP projects will be programmed into the FY2027 budget if the Village Board tentatively approves this updated CIP, in the amounts delineated in the attached CIP plan. The unrestricted General Fund balance (meaning after the deduction of encumbered long-term payment obligations and the 33% rainy day fund) is projected to be about \$4 million on 1/1/2027. The unrestricted Motor Fuel Tax Fund balance is projected to be about \$2.7 million on 1/1/2027. The Capital Projects Fund unrestricted balance is projected to be about \$1.15 million on 1/1/2027.

The CIP is limited to street, parks, trail and other infrastructure projects, and does not include capital projects that would not be considered "infrastructure," such as vehicle and equipment purchases, other police capital, IT/electronic capital, building improvements and other non-infrastructure expenses. These are all included in the proposed FY2027 budget, but not in the CIP.