

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 28, 2019**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 7:50 p.m.

**ROLL CALL**

The following Trustees were present:

Joseph Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Joseph Siwinski

Also present were: Clerk Melissa Martini; Village Administrator John Tomasoski; Finance Director Barb Damron; Commander Chris Carlson; Community/Economic Development Director Alan Zordan; Assistant Village Administrator Kirk Zoellner; Building and Planning Director Matt Ziska, Civil Engineer Dan Peloquin; Public Works Director Lou Tiberi; and Village Attorney Carl Buck.

**Portable John Inc.**

Community/Economic Development Director Alan Zordan presented this topic.



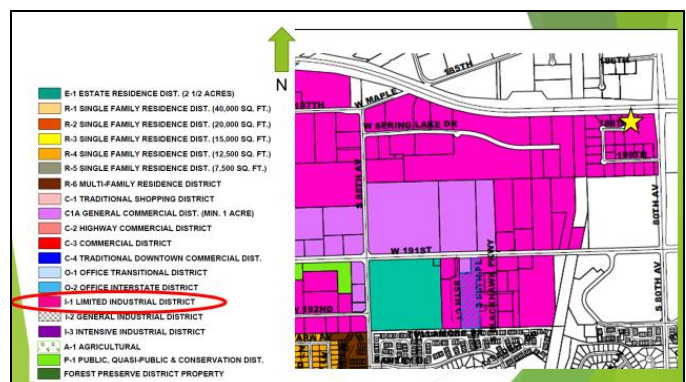
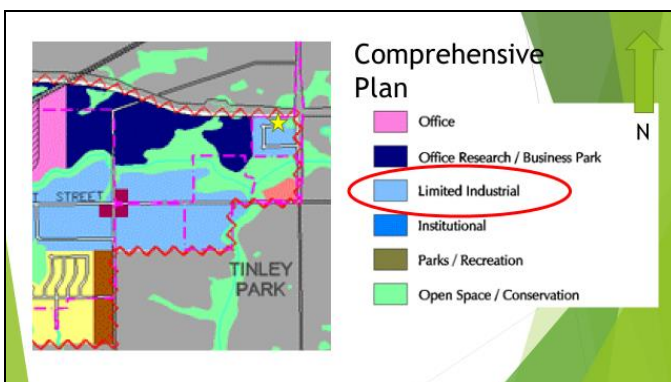
**Request**

- ▶ Special Use Permit for outdoor storage of portable restrooms
- ▶ Special Use Permit to utilize an existing non-conforming pole sign
- ▶ This property is zoned I-1, Limited Industrial and is within the 80<sup>th</sup> Avenue Industrial Park.
- ▶ The building was previously home to NMMC Transportation which has recently ceased operating.



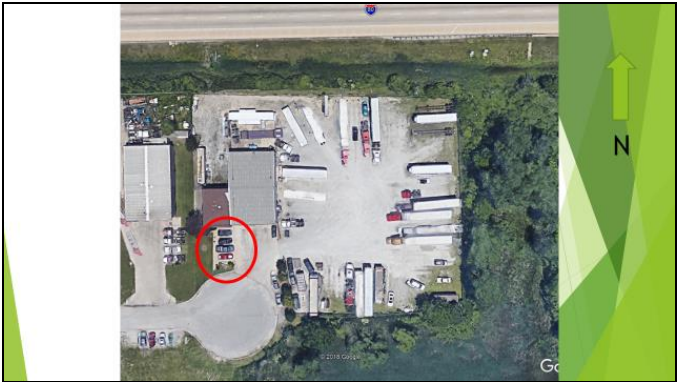
**80<sup>th</sup> Avenue Industrial Park**

- ▶ The 80<sup>th</sup> Avenue Business Park was annexed in 1976 and is largely a mix of industrial buildings and uses. For several years a portable restroom company was located at 18806 82<sup>nd</sup> Avenue as shown on the picture.

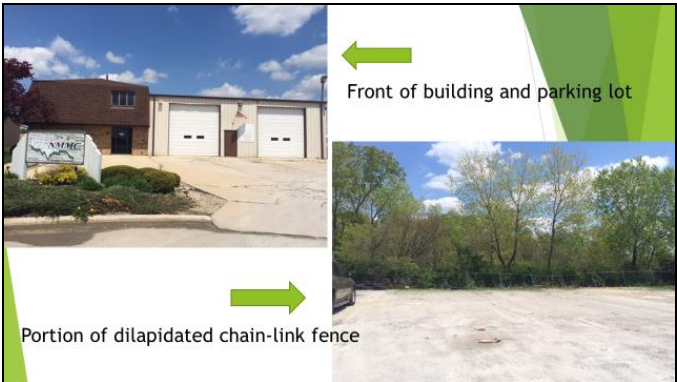


Existing Site & Building Conditions

- ▶ The building consists of office and warehouse space that is +/- 6,400 square feet on 1.54 acres.
- ▶ The front parking lot is concrete and has four parking spaces as shown below.
- ▶ Although there are only four marked parking spaces, additional spaces can be created within the storage yard.



- ▶ The fenced yard is gravel with a dilapidated chain-link fencing around it.
- ▶ There are also several semi-trucks that rent space to park on the site. Several old tires and cargo containers are also on site.
- ▶ Regardless whether this proposal moves forward or not, Staff will work with the property owner to clean the site.



Discussion

- ▶ Portable John has locations in Lockport and Homer Glen. If these requests are ultimately approved, the Homer Glen and Lockport facilities will be combined and moved to Mokena.
- ▶ Both communities have stated that they have not received any complaints regarding Portable John.

Outdoor Storage

- ▶ The petitioner would like to utilize the existing gravel storage yard to store the portable restrooms.
- ▶ There are approximately 700 portable restroom units that are stored on the property until needed by a customer.
- ▶ Effluent is discharged into tanks and are removed from the site to an environmentally monitored water treatment facility.
- ▶ The restrooms are then cleaned and stored on the premises.



Screening

- ▶ The applicants have agreed to screen the front of the outdoor storage yard by inserting privacy “winged” slats that provide 90% vision screening into a new eight foot high chain-link fence along the north and southwest areas of the storage yard.





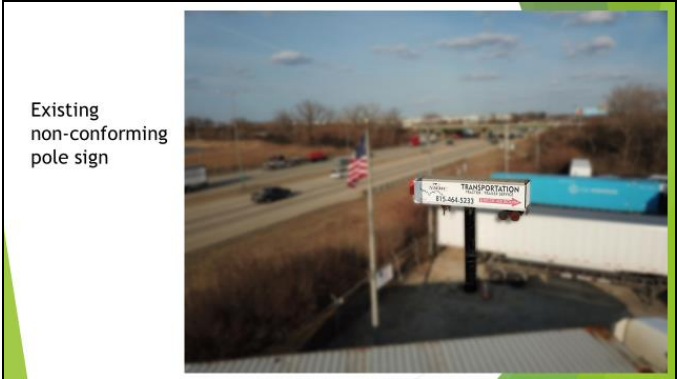
### Landscaping

- Typically, screening of outdoor storage areas is accomplished with a combination of fencing and landscaping. There is some existing deciduous vegetation along I-80. However, if this proposal moves forward, additional evergreen landscaping along Interstate 80 should be required.

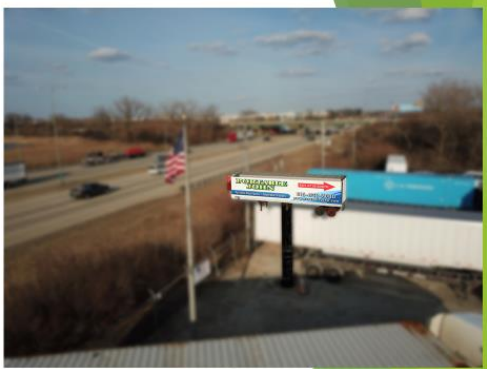


### Existing Non-conforming Pole Sign

- The +/- 15 foot high pole sign has been on the site for years. There are no permits on file for the sign. The Zoning Ordinance does not allow pole signs, as a result, the sign is considered a non-conforming structure.



### Proposed Sign



### Parking Analysis

- There are two separate uses within the subject building; office and warehouse. Office areas require one parking space per 250 square feet of office area and warehouse areas require two parking spaces for every three employees.

Building/Area	Square Footage	Parking Required	Proposed Parking
Office Area (1 space per 250 sf)	+/- 800 sf (estimate)	3 parking spaces	3 spaces
Maximum number of employees for warehouse areas, based on two parking spaces for every three employees.			
Warehouse Area (2 parking spaces per every 3 employees)	+/- 5,600 sf (estimate)	16 parking spaces (assumes 25 total employees)	1
TOTAL		19	-15

### Village Board Direction

- Is outdoor storage of portable restrooms on a gravel lot appropriate for this location?
- Is the Village Board comfortable retaining the existing non-conforming pole sign?
- Should the proposal be forwarded to the Planning Commission for a Public Hearing?

**Discussion:** Mayor Fleischer asked the applicant if they would like to add anything to the presentation. Mr. Barandauski said no.

Mayor Fleischer asked for the Board’s input on the request.

The consensus of the Board was not to approve the Special Use Permit, and not to advance the petition to the Planning Commission. It was the Board consensus that this was not the best use of the land.

Neighboring property owner, Mark Kamp, stated that he was worried about the smell and potential contamination of the storm water pond next to the site.

Neighboring property owner, Larry Dryfout, stated that he is worried about odors, and that he has a wellhead near the property line and is concerned about it becoming contaminated.

Mayor Fleischer noted that he was also not in favor of the proposal.

FY 20 Budget  
Village Administrator John Tomasoski presented this item.


# FY 20 Budget Work Session

May 28, 2019


## May 28<sup>th</sup> Budget Work Session

### Tonight's Review

- Electronic Recycling
- Refuse Fund
- Municipal Parking Lot Fund
- Tourism Fund
- Special Tax Allocation Fund (TIF Fund)
- Credit Cards
- Capital Equipment and Facility Improvements
- LED Lighting
- Christmas Lights Recap




# Electronics Recycling



Date	# of Work Orders	TV's	Laptops	Monitors	Printers	PC's	Miscellaneous
2016 Jun - Sep	373	416	8	31	4	18	107
2016 Oct - Dec	205	227	0	20	0	0	69
2017 Jan - Mar	227	192	0	33	0	0	61
2017 Apr - Jun	244	231	0	36	0	0	40
2017 Jul - Sep	238	241	0	33	0	0	51
2017 Oct - Dec	179	178	0	6	0	0	33
2018 Jan - Mar	193	172	3	3	2	1	56
2018 Apr - Jun	194	180	4	8	0	0	38
2018 July - Sep	178	168	4	6	0	0	39
2018 Oct - Dec	175	140	13	11	0	0	40
2019 Jan - Mar	153	143	2	32	0	0	41
2019 Apr	53	57	2	4	3	0	3
TOTAL	2412	2345	36	223	9	19	578

## Refuse

368,575 Pickups



\$1.526M

FY 20 Revenue

- + \$55.3K
- + 3.76%

\$1.522M

FY 20 Expenses


- + \$45.7K
- + 3.10%

\$179.3K

FY 20 Fund Balance

## Parking Lot

251,360 Customers



\$332.5K

FY 20 Revenue

- + \$1.7K
- + .51%

\$354.5K

FY 20 Expenses

- + \$64.6K
- + 22.29%

\$132.8K

FY 20 Fund Balance

## Tourism Fund

\$76K

FY 20 Revenue

- + \$9.4K
- + 14.04%
- Includes Holiday Inn Express for 9 months


\$34.6K

FY 20 Expenses

- + \$12.3K
- + 54.95%

\$171.4K

FY 20 Fund Balance





### Special Tax Allocation Fund (TIF)


**FY 20 Revenue**  
\$52.2K  
• + \$7.9K  
• + 17.88%

**FY 20 Expenses**  
\$19.2K  
• +\$4.1K  
• + 26.85%

**FY 20 Fund Balance**  
\$246.7K



### Credit Card History

- January 2000 - began accepting credit card payments at the counter, through the mail, and over the phone
  - Additional option to pay for services
  - Increased convenience
  - Improved cash flows
  - Improved delinquent collections
  - Reduction in non sufficient funds (NSF) checks
- 
- Village absorbed the credit card fees as a cost of doing business
  - January 2008 – Village went live with utility website to allow customers interactivity to their utility accounts and to make payments on-line by credit card or e-check

### Credit Card History

Year	Transactions	Amount	Costs	Percentage
2000	953	\$61,086.45	\$2,247.67	3.68%
2001	1,298	\$81,252.99	\$2,754.03	3.39%
2002	1,497	\$239,296.72	\$5,682.47	2.37%
2003	1,882	\$350,723.91	\$8,363.53	2.38%
2004	2,202	\$354,655.70	\$9,064.08	2.56%
2005	2,671	\$481,005.78	\$12,718.16	2.64%
2006	3,195	\$279,663.13	\$8,046.05	2.88%
2007	3,908	\$343,895.93	\$9,424.69	2.74%
2008*	7,079	\$576,454.12	\$16,954.72	2.94%
2009	10,013	\$768,421.17	\$22,848.81	2.97%
2010	11,967	\$954,350.83	\$27,579.01	2.89%
2011	14,101	\$1,125,725.51	\$30,102.17	2.67%
2012	16,184	\$1,446,226.73	\$35,996.80	2.49%
2013	17,272	\$1,601,919.52	\$39,615.99	2.47%
2014	20,225	\$1,891,983.62	\$46,712.62	2.47%
2015	22,559	\$2,151,255.64	\$53,538.69	2.49%
2016	24,751	\$2,510,523.37	\$61,937.63	2.47%
2017	26,807	\$2,809,950.30	\$69,799.20	2.48%
2018	28,868	\$2,950,111.51	\$74,423.47	2.52%
Totals	217,432	\$20,978,502.93	\$537,809.79	2.56%

\*Went live with on-line payments 1/7/08.

### Credit Card History Payment History

Municipality	Accept CC Payments	Assess CC Fee	Fee Amount
Chicago Ridge	Yes – online	No	N/A
Crest Hill	Yes	Yes	2.25%
Lemont	Yes	No	N/A
Lockport	Online & Dedicated Phone Line	Yes	2.25%
Frankfort	Yes	Yes-in person No-online	Sliding % scale based on amount of charge
Mokena	Yes	No	N/A
New Lenox	Yes	Yes	2.25% (\$1.00 min.) point of sale \$3.75 for online payments
Oak Forest	Yes	No	N/A
Orland Park	Yes	No	N/A
Palos Heights	Yes	No	N/A
Palos Park	Yes – phone only	No	N/A
Plainfield	Yes – in person only	No	N/A
Tinley Park	Yes	No	N/A

### Credit Card Transactions By Community

	2016	2017	2018
 Frankfort*	16,626	19,956	24,057
 Mokena	24,751	26,807	28,868
 New Lenox**	4,284	6,054	7,842

\*Frankfort started taking credit card payments in early 2015 and does not charge a fee.

\*\*New Lenox started taking credit card payments in mid 2015 and charges a flat convenience fee of \$3.75 per online transaction.



# Capital Equipment FY 20

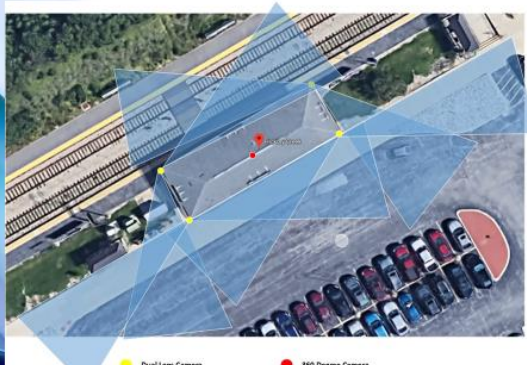
Equipment	Department	Fund	Proposed
Computer Upgrades*	Throughout	General	\$ 90,950
Replace (5) In-Car Laptop/Docking Stations	Police	General	\$ 17,785
(1) Portable Radio With Extra Battery	Police	General	\$ 1,800
(1) Drug Terminator Drug Incinerator	Police	General	\$ 5,000
(1) Security Camera at Village Hall	Police	General	\$ 5,000
(3) Workstations for Detectives Office	Police	General	\$ 5,600
(1) 4'x8' Light Message Board	PW/Water	General, Water & Sewer	\$ 14,000
Replace Tire Changing Machine	PW	General	\$ 2,400
Replace (2) Cameras in Council Chambers	Cable	General	\$ 4,310
(1) 8'x8' Work Tent	Water	Water & Sewer	\$ 1,100
Replace 4" Trash Pump	Water	Water & Sewer	\$ 1,100
Replace (2) Transducers - Burr Oak & Foxborough	Sewer	Water & Sewer	\$ 3,000
Front Street Station Cameras	Parking Lot	Parking Lot	\$ 7,775
Hickory Creek Station Cameras	Parking Lot	Parking Lot	\$ 34,855
<b>TOTAL</b>			<b>\$ 194,675</b>

\* Proposed contract for Administration with Proven IT for one year of managed services \$43,680 and cloud backup \$5,748.

## Cameras Front Street Lot



## Cameras Hickory Creek Lot

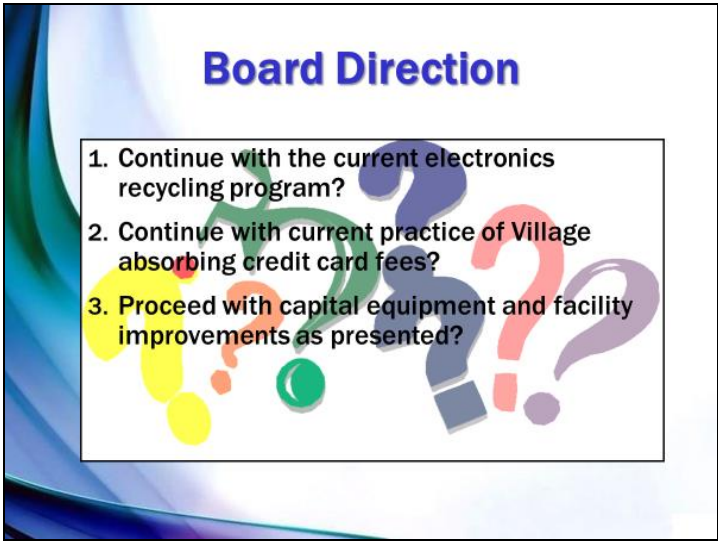


## Cameras Hickory Creek Drive



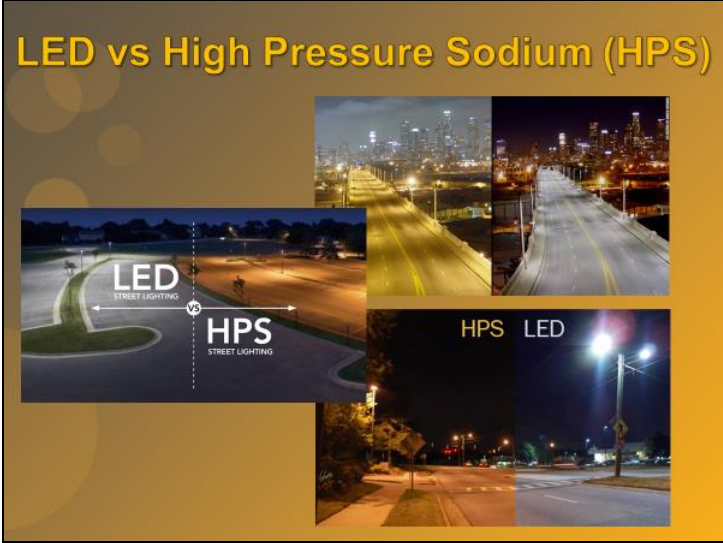
## Cameras Village Hall






**Discussion:**  
The Board consensus was to continue the current electronic recycling program in FY20. All of the Board members, with the exception of Trustee Budzyn, would like to continue the Village’s current practice of absorbing credit card fees. In addition, the consensus of the Board was to proceed with the capital equipment and facility improvements as presented.

**LED Lights**  
Civil Engineer Dan Peloquin presented this item.






## LED Conversion – Why Now?




ComEd is offering rebates based on overall reduction in wattage

- Current rebate is 0.70/watt




Reduced maintenance costs due to longer product life


- LED lights typically have a 5-10 year warranty based on the manufacturer




Improved safety through enhanced visibility due to its uniform light distribution




Decreased energy consumption meaning lower monthly bills



Simple task of replacing the head is all that is needed – light poles remain the same

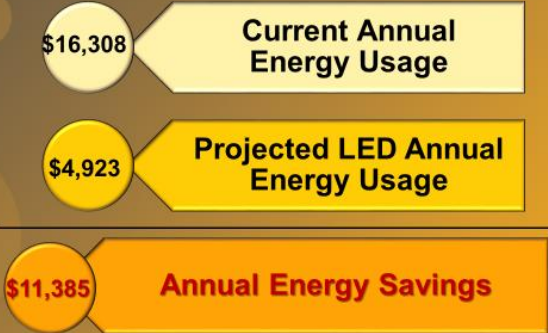


ComEd will likely swap their lights within the Village limits to LED beginning late 2021

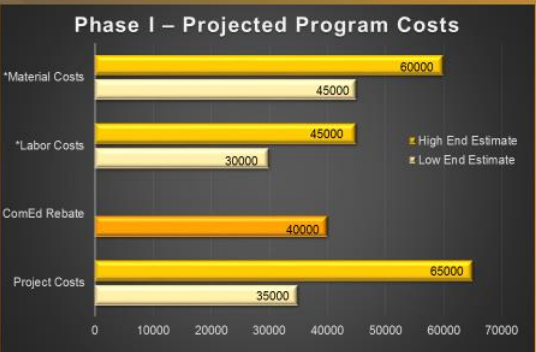


## Phase I – FY 20 Arterial Street Lights Wolf Road, 191<sup>st</sup> Street, and La Porte Road 278 Street Lights

### Phase I Energy Usage – Current vs Projected

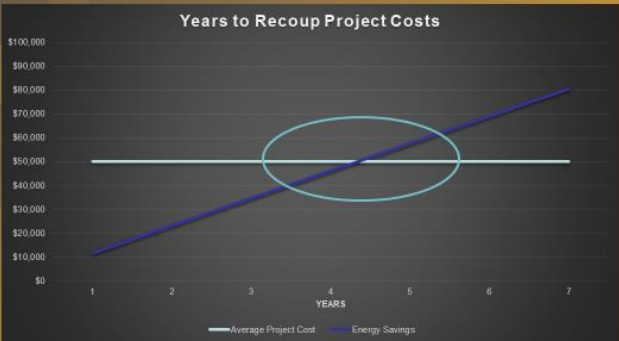


## Phase I – FY 20 Arterial Street Lights Wolf Road, 191<sup>st</sup> Street, and La Porte Road 278 Street Lights



\* Material and labor costs were gathered from multiple bids from ComEd trade allies

## Phase I – FY 20 Arterial Street Lights Wolf Road, 191<sup>st</sup> Street, and La Porte Road 278 Street Lights



• Annual energy savings of \$11,385 for a return on investment of 3 ½ – 5 ½ years

## LED Conversion – What's Next?

Phase II – FY21 – Collector Streets and Parking Lots

- Townline Rd., Schoolhouse Rd., 195<sup>th</sup> St., Willow Rd., and 187<sup>th</sup> St.

Phase III – FY22 – Residential Street Lights

\$295,000 over 3 Year  
Program for LED Street  
Light Conversion

278 Street  
Lights in FY20  
for \$50,000

169 Street  
Lights in FY21  
for \$45,000

850 Street  
Lights in FY22  
for \$200,000

- Take advantage of ComEd incentives for LED conversions worth up to an estimated \$127,000 in rebates
- Upon completion of all 3 phases the projected savings in energy costs is estimated to be \$37,500 per year

## Concluding Thoughts

- Would the Board like to begin pursuing a LED street light conversion project at this time?
- If so, staff will proceed with preparing a Phase I bid package for labor and material.
- Project will have to fit into a Com Ed rebate program year (Calendar).



## Questions/Comments





Discussion

Trustee Budzyn asked if waiting until ComEd did their conversion would be less expensive for the material and/or labor. Village Administrator Tomasoski and Civil Engineer Peloquin responded that ComEd has only given a projected time frame to complete the conversion on their streetlights. In order to make use of the existing rebate program as well as to begin receiving energy savings as soon as possible, the recommendation is to proceed with phase one. Trustee Siwinski asked how long the LED lights are expected to last. Civil Engineer Peloquin responded that the manufacturers’ warranties are typically 5-10 years. Trustee Metanias added that some LED heads he has experience with had a 10-15 year warranty, but can last much longer. A discussion ensued on how the driver and LED light work together and how the driver is the typically the component that requires repair first. Trustee Budzyn inquired on the phase two and three cost estimates. Civil Engineer Peloquin indicated that the phase two and three were more conservative cost estimates that would be further refined as fixture head replacement type was finalized. The Board consensus was to proceed with phase one LED conversion as presented.

Holiday Decorations

Public Works Director Lou Tiberi presented this item.



# Holiday Decorations

Village Board Work Session  
May 28, 2019

## Recap FY 19 Holiday Decorations

### Artistic Holiday Designs

- **FRONT & WOLF – NODE 1**
  - Snowman \$6,200\*
  - 6 Light Poles, 4 Trees \$4,000
- ❖ **TOTAL \$10,200**

### Public Works

- **FRONT & MOKENA STREET – NODE 2**
  - Lights for trees along Front Street between Mokena St. and Wolf Rd. \$6,000
  - Purchased 16 light pole Snowflake decorations \$4,824
- ❖ **TOTAL \$10,824**

\*Includes labor





## Front Street & Wolf Road Node 1

- Artistic Holiday Designs Centerpiece Options (1 year lease: \$2,200-\$10,000)
- Decorate (6) light poles with garland and mini lights & canopy wrap (4) trees: total \$4,000.00
- **Total Cost: \$6,200 - \$14,200 (Based on one year lease pricing)**


PRICING KEY

P: Purchase Price

L: 1 Year Lease

LSM: Labor, Storage, Maintenance






## Node 1 Example

- **8' Ornament**

P: \$4,781  
L: \$2,104  
LSM: \$ 650
- **Walk Thru Jubilee**

P: \$15,680  
L: \$ 6,900  
LSM: \$ 2,450





Node 1 Example

- 10' Snowman  
P: \$8,376  
L: \$4,849  
LSM: \$1,351
- 6' Snowflake ea.  
P: \$3,742  
L: \$1,647  
LSM: \$450



Node 1 Example

- 11' Gold Ornament  
P: \$7,979  
L: \$3,511  
LSM: \$850
- Walk Thru Jubilee  
P: \$15,680  
L: \$6,900  
LSM: \$2,450



Mokena Street & Front Street  
Node 2

- o Centerpiece
    - o \$2,200 - \$10,000 based on one year lease pricing
  - o Decorate Christmas Tree with lights and ornaments
    - \$2,500
    - Lights only (\$1,500)
  - o Decorate 5 light poles with garland and mini lights & canopy wrap 5 trees
    - \$4,300
  - o **Total Cost: \$9,000 - \$17,000\***
- \*Price includes labor



Node 2 Example

- Sit in Sleigh  
P: \$6,236  
L: \$2,744  
LSM: \$2,287
- Rudolph  
P: \$13,225  
L: \$ 5,819  
LSM: \$ 1,351
- ½ Gift Box ea.  
P: \$1,583  
L: \$ 697  
LSM: \$ 250



Node 2 Example

- Walk thru Gift Box  
P: \$16,500  
L: \$ 7,260  
LSM: \$ 2,450
- 10' Snowman  
P: \$ 8,376  
L: \$ 4,849  
LSM: \$ 1,351
- 10' Majestic Snowflake  
P: \$6,236  
L: \$2,744  
LSM: \$ 650



Centerpiece Option

- 10' Snowman
- P: \$8,376
  - L: \$4,849
  - LSM: \$1,351



Centerpiece Option

- 7'8" 3D Blue
- 7'8" 3D Red
- 7'8" 3D Green
- 8' Ornament
- P: \$4,781
  - L: \$2,104
  - LSM: \$ 650

Centerpiece Option

- Teddy Bear
- P: \$19,751
  - L: \$ 8,690
  - LSM: \$ 1,351








**Centerpiece Option**




**Rudolph**  
P: \$13,225  
L: \$ 5,819  
LSM: \$ 1,351






**Centerpiece Option**



**Santa**  
P: \$9,713  
L: \$4,274  
LSM: \$ 650





**Centerpiece Option**



**Letters to Santa**  
P: \$4,712  
L: \$2,073  
LSM: \$ 550





**Centerpiece Option**



**Sit In Sleigh**  
P: \$6,236  
L: \$2,744  
LSM: \$2,287






**Centerpiece Option**




**11' Ornament**  
P: \$7,979  
L: \$3,511  
LSM: \$ 850






**Centerpiece Option**



**Manon in Blue**  
P: \$13,095  
L: \$ 5,762  
LSM: \$ 2,600





**Centerpiece Option**



**Walk-thru Giftbox**  
P: \$16,500  
L: \$ 7,260  
LSM: \$ 2,450





**Centerpiece Option**



**Walk thru Jubilee**  
P: \$15,680  
L: \$ 6,900  
LSM: \$ 2,450



*illumination by*  
**Artistic**  
Holiday Designs



**Discussion:**

The Board consensus was to continue the current program of decorating the Front Street & Wolf Road node with a contractor, purchase the snowman centerpiece (along with the labor, storage and maintenance) for the Front Street and Wolf Road node that was leased last year and lease the sit in sleigh (including the labor, storage and maintenance) for the node at Front & Mokena Streets.

The Board also directed Village Staff to continue decorating the Front & Mokena Street node and Christmas Tree as well as decorating the trees along Front Street from Wolf Road to Mokena Street with lights on the canopys and trunks.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 9:08 p.m.