

BOARD OF TRUSTEES WORK SESSION
11004 Carpenter Street, Mokena, Illinois 60448
Monday, March 15, 2021

CALL TO ORDER

Mayor Fleischer called the Board of Trustees work session to order at 6:00 p.m.

ROLL CALL

Clerk Martini called the roll and the following Trustees were present:

- Joseph Budzyn
- Debbie Engler
- Jillian Hersted
- George Metanias
- Jim Richmond
- Joe Siwinski (arrived at 6:22 p.m.)

Also present were: Clerk Melissa Martini (Village Board Room); Village Administrator John Tomasoski (Village Board Room); Assistant Village Administrator Kirk Zoellner (Village Board Room); Community and Economic Development Director Alan Zordan (Village Board Room); Finance Director Barb Damron (Village Board Room); Interim Director of Public Works Mark Detloff (Village Board Room); and Civil Engineer Dan Peloquin (Village Board Room)

FY 22 Budget: Fleet Recommendation

Civil Engineer Dan Peloquin presented this item.



FLEET MANAGEMENT APPROACH




Police	Public Works	Other
<ul style="list-style-type: none"> Patrol SUVs 4 years +/- Other vehicles 10 years +/- 	<ul style="list-style-type: none"> 2.5-ton w/plows @ 12 years +/- 1-ton w/plows @ 10 years +/- Pick-Ups w/plows @ 7-8 years +/- 	<ul style="list-style-type: none"> Vehicles @ 10-12 years +/- Heavy Equipment @ 12-20 years +/-

Village Fleet is evaluated annually based on age, miles driven and maintenance







SERVICE TYPES BY DEFINITION

 Emergency	Servicing issues and incidents which pose an immediate risk to safety, health or welfare of community.
 Priority Service	Servicing events which require prompt attention but are not emergency in nature.
 Internal Program Maintenance Administrative	Servicing Residential/Customer requests that are general maintenance, non-emergencies or administrative activities that are conducted on a regular basis.



FY 22 FLEET MANAGEMENT - POLICE

Vehicle No.	Scheduled Replacement	Vehicle Description	Miles	Cost	Service Type	Notes
M03 *	2022	2017 Ford Explorer	68,788 mi.	\$47,750		Replace with Ford Explorer (Interceptor)
M10	2022	2011 Chevy Impala	95,079 mi.	\$29,500		Replace with Ford Explorer
M12 *	2022	2017 Ford Explorer	70,037 mi.	\$47,750		Replace with Ford Explorer (Interceptor)
* Cost includes set up for vehicles			TOTAL	\$125,000		



FY 22 FLEET MANAGEMENT - STREETS

Vehicle No.	Scheduled Replacement	Vehicle Description	Miles	Cost	Service Type	Notes
ST3	2022	2012 Ford F-350	83,150 mi.	\$47,500		Replace with Pickup
ST5	2022	2012 Ford F-550	56,065 mi.	\$81,000		Replace with 1 Ton Truck w/Plow
TOTALS				\$128,500		

FY 22 FLEET MANAGEMENT – WATER/SEWER

Vehicle No.	Scheduled Replacement	Vehicle Description	Miles	Cost	Service Type	Notes
WS4	2022	2012 Ford F-350	75,654 mi.	\$47,500		Replace with Pickup
WS11	2022	2014 Ford F-350	68,009 mi.	\$48,500		Replace with Pickup w /Lift Gate
TOTAL \$96,000						

FY 22 FLEET MANAGEMENT – COM DEV

Vehicle No.	Scheduled Replacement	Vehicle Description	Miles	Cost	Service Type	Notes
BZ2	2022	2006 Ford F-150	76,753 mi.	\$31,000		Replace with Pickup
BZ7	2022	2006 Ford F-150	63,500 mi.	\$31,000		Replace with Pickup
TOTAL \$62,000						

FY 22 FLEET MANAGEMENT PROGRAM TOTAL:

Vehicle No.	Scheduled Replacement	Vehicle Description	Miles	Cost	Service Type	Notes
M03	2022	2017 Ford Explorer	68,788 mi.	\$47,750		Replace with Ford Explorer (Interceptor)
M10	2022	2011 Chevy Impala	95,079 mi.	\$29,500		Replace with Ford Explorer
M12	2022	2017 Ford Explorer	70,037 mi.	\$47,750		Replace with Ford Explorer (Interceptor)
ST3	2022	2012 Ford F-350	83,150 mi.	\$47,500		Replace with Pickup
ST5	2022	2012 Ford F-550	56,065 mi.	\$81,000		Replace with 1-Ton Truck w/Plow
WS4	2022	2012 Ford F-350	75,654 mi.	\$47,500		Replace with Pickup
WS11	2022	2014 Ford F-350	68,009 mi.	\$48,500		Replace with Pickup w/Lift Gate
BZ2	2022	2006 Ford F-150	76,753 mi.	\$31,000		Replace with Pickup
BZ7	2022	2006 Ford F-150	63,500 mi.	\$31,000		Replace with Pickup
TOTAL: \$411,500.00						

VEHICLES GOING TO AUCTION

ID No.	Dept.	Year	Make	Model
A2	Admin.	2005	Chevy	Impala
202	ESDA	2008	Ford	Expedition
283	ESDA	2006	Ford	Explorer
VM1	Vehicle Maint.	2004	GMC	Sierra
VM2	Vehicle Maint.	2004	Chevy	Impala
WS2	Water/Sewer	2007	Ford	F-150
WS5	Water/Sewer	2010	Ford	F-550
WS15	Water/Sewer	2005	Ford	Explorer
ST16	Streets	2005	Ford	F-550



Discussion:

Trustee Budzyn asked why the Village didn't sell the vehicles "as is" versus sending them to auction. He shared his research on similar vehicles and how much they were sold for.

Mayor Fleischer asked Trustee Budzyn why he didn't call Village staff before the meeting to discuss his questions.

Trustee Budzyn responded that he thought this was the appropriate forum based on past budget discussions.

Civil Engineer Dan Peloquin suggested getting a price on one or two of the vehicles on the auction list and share with the Board as a next step. The Board concurred.

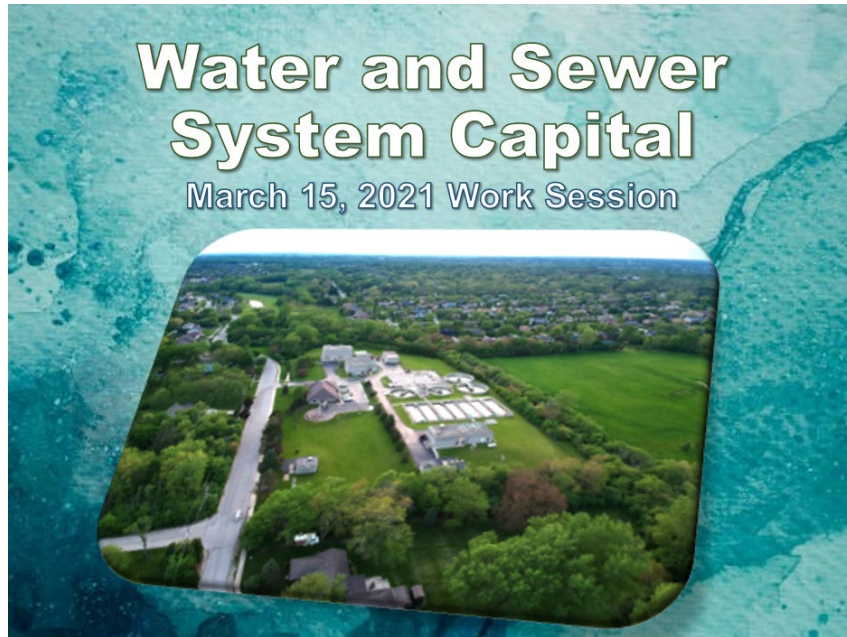
Trustee Budzyn inquired as to why the Police Department wanted a Ford Explorer to replace a Chevy Impala for the detectives. He felt that a different vehicle would be beneficial for undercover work.

Village Administrator John Tomaszoski stated this was the police department's request since the Chevy Impala is no longer available on state purchase.

The consensus of the Board was in favor of the fleet management proposal for this year's budget.

FY 22 Budget: Water and Sewer System Capital

Village Administrator John Tomasoski presented this item.



WWTP Upgrades Anticipated Timeline

Month/Year	Process
February 2021	Bid Awarded to Williams Brothers Construction
March 2021	Notice to Proceed and Pre-Construction Meeting
April 2021	Shop Drawings submittals and Mobilization
July 2022	Substantial Completion of construction
November 2022	Final Completion of Project

WWTP Expansion Fund

	Fiscal '21	Fiscal '22	Fiscal '23
Beginning Balance	\$ 9,323,077	\$ 10,267,527	\$ 2,105,477
Revenues	14,500	6,200	4,000
Trf. From Capital	1,625,000	-	-
Expenses	695,050	8,168,250	2,082,700
Ending Balance	\$ 10,267,527	\$ 2,105,477	\$ 26,777

WWTP Repair and Replacement Fund

- Plant repair fund is separate and has a projected balance of \$1.33M+/- at the end of FY 21
- Projected average annual expenditures over next 8 years- \$52K+/-
- This fund has performed as designed over past decade (plus)



MULTI-YEAR REPLACEMENT PLAN

	ESTIMATE FY '22
CHANNEL BLOWER	\$7,000
INFLUENT & EFFLUENT SAMPLERS	\$12,000
REPLACE ROOF (BUILDING 20)	\$28,000
	\$47,000
	ESTIMATE FY '23
RAW PUMP	\$20,000
REPLACE AIR HANDLER (BUILDING 20)	\$8,000
	\$28,000
	ESTIMATE FY '24
DIGESTOR BLOWER	\$9,500
BACKWASH PUMP	\$11,000
AIRWASH BLOWER (FILTERS)	\$9,500
SCUM PUMP	\$10,500
	\$40,500
	ESTIMATE FY '25
RAW PUMP	\$22,000
HVAC ROOFTOP UNIT BUILDING 10	\$11,000
	\$33,000
	ESTIMATE FY '26
RAS PUMP	\$45,000
RAS PUMP	\$45,000
	\$90,000
	ESTIMATE FY '27
RAW PUMP	\$24,000
ROOF BUILDING 85	\$24,000
	\$48,000
	ESTIMATE FY '28
HVAC BLDG #85	\$12,000
DIGESTOR BLOWER	\$11,000
RUBBER ROOF BLDG #90	\$17,000
	\$40,000
	ESTIMATE FY '29
RAW PUMP	\$25,000
CHLORINE BUILDING @ OVERFILL POND, IMPROVEMENTS, ROOF, HEATING, PLUMBING	\$10,000
	\$35,000
TOTAL	\$361,500
15% CONTINGENCY	\$54,225
GRAND TOTAL	\$415,725
AVERAGE OVER 8 YEARS	\$51,966

WWTP Repair and Replacement Fund Balance Projections – FY 22

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Beginning Fund Balance	1,375,041	1,330,041	1,234,941	1,209,341	1,171,191	1,140,491	1,052,691	1,006,741	968,741
Revenue:									
Interest	2,000	1,900	2,400	2,350	2,300	2,200	2,050	2,000	1,900
Gain/Loss On Investments	-	-	-	-	-	-	-	-	-
Trf. From Sewer Dept.	-	-	-	-	-	-	-	-	-
Total Revenue	2,000	1,900	2,400	2,350	2,300	2,200	2,050	2,000	1,900
Total Available for Spending	1,377,041	1,331,941	1,237,341	1,211,691	1,173,491	1,142,691	1,054,741	1,008,741	970,641
Expenditures:									
Improvements - Facilities	11,000	28,000	-	-	11,000	-	24,000	17,000	10,000
Machinery & Equipment	36,000	19,000	28,000	40,500	22,000	90,000	24,000	23,000	25,000
Contingency	-	50,000	-	-	-	-	-	-	-
Total Expenditures	47,000	97,000	28,000	40,500	33,000	90,000	48,000	40,000	35,000
Ending Fund Balance	1,330,041	1,234,941	1,209,341	1,171,191	1,140,491	1,052,691	1,006,741	968,741	935,641

Water System Capital Improvements

• Revenue Assumptions:

- Annual increase of 1.5% built into fee structure for Fiscal 2022 through Fiscal 2024
 - Connection fee = FY 22 - \$6,176 FY 23 - \$6,269
 FY 24 - \$6,363 FY 25 - \$6,363
 FY 26 - \$6,363
- Fiscal 2022 = 37-1" connections (\$228.5K)
- Fiscal 2023-2026 = 20-1" connections (\$125K- \$127K)



Water System Capital Projects

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
East Tower Painting			\$825,000			
Engineering	\$3,750	\$22,000				
Valve Replacement (2)	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000	\$31,000
Village Wide Leak Survey	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Revere Road (Midland to Wolf)				\$280,000		
Engineering			\$21,000			
Bryant Road & Bryant Ct. (Midland to Third)				\$260,000		
Engineering			\$19,000			
Union Avenue (Revere to Bryant)				\$115,000		
Engineering			\$8,625			
Alta Vista (Wolf to Owens)	\$0	\$350,000				
Engineering	\$25,000	\$50,000				
SCADA Improvements	\$31,000	\$150,000				
187th Tank Refurbish & Paint		\$190,000				
Replace AC/187th Pumphouse	\$19,884					
Water Tank Dive Inspections						\$12,500
Estimated Construction Costs/Leak Survey	\$96,884	\$737,000	\$873,000	\$704,000	\$50,000	\$63,500
Engineering	\$28,750	\$72,000	\$48,625	\$0	\$0	\$0
Total Costs	\$125,634	\$809,000	\$921,625	\$704,000	\$50,000	\$63,500


Water System Capital Improvements

	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$3,077,221	\$3,163,312	\$2,388,343	\$1,446,098	\$721,558	\$650,318
Revenue:						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Tap-on Fees	\$351,125	\$228,531	\$125,380	\$127,260	\$127,260	\$127,260
Interest Earnings	\$10,600	\$5,500	\$4,000	\$2,200	\$1,500	\$1,300
Gain/Loss on Investments	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$361,725	\$234,031	\$129,380	\$129,460	\$128,760	\$128,560
Total Available For Spending	\$3,438,946	\$3,397,343	\$2,517,723	\$1,575,558	\$850,318	\$778,878
Operating Expenses:						
Contractual Services	\$28,750	\$72,000	\$48,625	\$0	\$0	\$0
Capital Outlay	\$96,884	\$737,000	\$873,000	\$704,000	\$50,000	\$63,500
Other Financing Uses	\$150,000	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000
Total Expenses	\$275,634	\$1,009,000	\$1,071,625	\$854,000	\$200,000	\$213,500
Ending Fund Balance	\$3,163,312	\$2,388,343	\$1,446,098	\$721,558	\$650,318	\$565,378

Sewer System Capital Improvements

• Revenue Assumptions:

- Annual increase of 1.5% built into fee structure for Fiscal 2022 through Fiscal 2024
 - Connection fee = FY 22 - \$6,176 FY 23 - \$6,269
 FY 24 - \$6,363 FY 25 - \$6,363
 FY 26 - \$6,363
- Fiscal 2022 = 37-1" connections (\$228.5K)
- Fiscal 2023-2026 = 20-1" connections (\$125K - \$127K)



Sewer System Capital Projects

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
*Reline and Repair Manholes	\$90,906					
Engineering & Inspection						
Engineering Phosphorus Report (Carry-Over)	\$6,250					
**Televise, Clean & Reline Sanitary Sewers		\$132,000	\$135,960	\$140,039	\$144,240	\$148,567
Lift Station Pumps	\$35,031	\$22,000	\$23,000	\$24,000	\$25,000	\$26,000
Replace GuiderrailsBrightway	\$2,829					
SCADA Improvements Lift Stations	\$35,000	\$300,000				
Construction Costs/ Testing	\$163,766	\$454,000	\$158,960	\$164,039	\$169,240	\$174,567
Engineering	\$6,250	\$0	\$0	\$0	\$0	\$0
Total Costs	\$170,016	\$454,000	\$158,960	\$164,039	\$169,240	\$174,567

Sewer System Capital Improvements

	2021	2022	2023	2024	2025	2026
Beginning Fund Balance	\$1,466,984	\$1,653,995	\$1,381,026	\$1,349,946	\$1,315,667	\$1,276,187
Revenue:						
Tap-on Fees	\$351,125	\$228,531	\$125,380	\$127,260	\$127,260	\$127,260
Interest Earnings	\$6,000	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Transfer From Sewer Dept	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$357,125	\$231,031	\$127,880	\$129,760	\$129,760	\$129,760
Total Available For Spending	\$1,824,109	\$1,885,026	\$1,508,906	\$1,479,706	\$1,445,427	\$1,405,947
Operating Expenses:						
Contractual Services	\$6,348	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$163,766	\$454,000	\$158,960	\$164,039	\$169,240	\$174,567
Other Financing Uses	\$0	\$50,000	\$0	\$0	\$0	\$0
Total Expenses	\$170,114	\$504,000	\$158,960	\$164,039	\$169,240	\$174,567
Ending Fund Balance	\$1,653,995	\$1,381,026	\$1,349,946	\$1,315,667	\$1,276,187	\$1,231,380

Summary

Proceed with capital projects as presented tonight?



Questions

Discussion:

Trustee Budzyn inquired if it made more sense to replace the air handler on building 20 next year while replacing the roof versus Fiscal Year 2023.

Interim Director of Public Works Mark Detloff responded that he did not see any adverse effects by replacing the air handler after the roof is repaired.

Trustee Budzyn asked for more detail regarding the proposed Alta Vista watermain project.

Civil Engineer Dan Peloquin responded that the final design is still to be completed but the intent was to take the path along the existing right-of-way for the road that is still to be completed. This would provide secondary feed looping for our system. It was not intended to run throughout the existing Marilyn Estates neighborhood. Constructing a water main in the built neighborhood could be done if the desire was there, but that was not the intention for this scope of work. This work impacted only the undeveloped area.

Trustee Budzyn inquired if the Village paints fire hydrants on an annual basis.

Interim Director of Public Works Mark Detloff confirmed that the water department paints fire hydrants on an annual basis.

The consensus of the Board was to proceed with Village staff's recommendations.

Parkway Tree Replacement Program

Assistant Village Administrator Kirk Zoellner presented this item.



Introduction and Overview

- Since 2009, almost \$860K has been invested in replacing trees in Mokena's parkways
 - Over 3,100 individual trees
- Parkway trees are "soft" infrastructure that contribute significantly to Mokena residents' and businesses' quality of life
 - Add to value of private real estate and community as whole
 - Reduce stormwater run-off and detention requirements
 - Create soil conditions promoting water infiltration; replenish groundwater supply and maintain stream flows during periods of dry weather
 - Aesthetic component



Parkway Tree Program

- Dating back to at least FY 2005, funds have been budgeted annually for replacement of parkway trees
- Allocation varies depending on staff assessment
- Reserved for replacement of dead, dying, or severely damaged/hazard trees
- Replacements driven by resident requests and storm events
- As quality check and to control costs, resident-requested replacements are inspected by staff before being authorized for replacement
- Program has worked well; provides good PR for Village
- Minimum staff overhead required



Parkway Tree Investment

- During the Emerald Ash Borer (EAB) tree removal and replacement program (2014 through 2017), almost \$700K was invested in parkway tree replacements
- Since completion of the EAB program (2018 forward), an average of \$27.7K has been invested annually in parkway tree replacements
- At an installed price of \$275 per unit, this equates to around 100 trees annually incorporating both spring and fall plantings



Other Communities...

- Programs are generally similar to Mokena's

Community	Basis for Replacement	1 for 1 Replacement?	Annual Budget
Frankfort	Resident requests and staff evaluation	Yes	\$54-70K
New Lenox	Resident requests	Yes	\$20-69K
Orland Park	Resident requests and staff evaluation	Yes	\$125K
Tinley Park	Resident requests and staff evaluation	Yes	Varies
Lockport	Resident requests and staff evaluation	Yes	\$40K
Woodridge	All removals replaced	Yes	\$20K



Thoughts and Conclusions

- Existing program for replacing parkway trees has worked well over an extended period of time.
- Provides flexibility and discretion to staff to respond quickly and individually manage customer complaints, customer expectations, and Village resources.
- Expenditures for program have stabilized in post-EAB years; are reasonable and manageable .
- Based on past experience (during the EAB years), advertising the program drives demand upward.
- Budget allocation must factor in this demand as well as customer expectations for “same year/same cycle” replacement.



Board Discussion

- Is the Board comfortable with the Village’s parkway tree replacement program?

Discussion:

Trustee Richmond inquired about the possibility of establishing a 50/50 cost sharing program, with residents paying for 50% of the cost of replacing an individual parkway tree and the Village paying the balance. Assistant Village Administrator Zoellner responded that although a few area communities offer cost sharing programs, those programs are supplementary to their primary parkway tree replacement programs, and in general, participation in them is limited.

Following discussion, it was the consensus of the Board to retain and continue to budget for the Village’s existing parkway tree replacement program. The Board further agreed to supplement the existing program with a cost sharing program for those residents not having a dead, dying, or severely damaged/hazard parkway tree, but whom might wish to replace/plant a new tree for other reasons. The Board agreed to budget \$10,000 for this new 50/50 cost sharing program.

Staff Reports

Village Administrator John Tomasoski informed the Board of the COVID-19 relief package passed by the United States Congress and provides \$2,490,600.63 for the Village, however, it is not known at this time what parameters, if any, will be put on this funding.

Village Administrator Tomasoski also updated the Board on \$760,000 funding in the Capital Bill for the wastewater treatment plant and stated it appeared the Village will have to negotiate an amendment with Williams Brothers Construction, Inc. to meet the required Capital Development Board’s overall Business Enterprise Program utilization goal with 20% of the grant dollars going to minority-owned business enterprises and 5% of the grant dollars going to women-owned

business enterprises. At this time, Village staff is working with Williams Brothers Construction, Inc. to understand the Village's viable options and will report back to the Board.

Trustee Budzyn noted Village Administrator Tomasoski's staff report and asked if the Illinois Environmental Protection Agency provided an exemption for communities when they no longer have the personnel to sign the wastewater treatment plant documentation.

Village Administrator Tomasoski indicated that Village staff was researching this matter, but did not have a definitive answer at this time.

Trustee Budzyn inquired about including a Village of Mokena entryway sign as part of the 80th Avenue reconstruction.

Civil Engineer Dan Peloquin responded that the sign will have to be relocated or taken down prior to actual construction and then permitted through the Will County Highway Department to put in a new location. Staff planned on taking the sign down and evaluating a new location, sign type, and messaging once construction was completed.

Trustee Budzyn asked how Village staff planned to complete the water meter installation throughout the Village.

Civil Engineer Dan Peloquin responded that Village staff is dealing with the remaining change outs who have been reluctant to schedule times to get into their homes. Staff will send a spring mailing now that COVID-19 conditions are improving and follow up with phone contacts to try and finish up the last of the change outs.

Trustee Budzyn asked for clarification regarding the transfer of ownership of Greenhouse Group, LLC. Community and Economic Development Director Alan Zordan discussed the letter attached to his staff report from Greenhouse Group, LLC and indicated he could provide more details at a future date.

Trustee Budzyn asked for additional information regarding Village staff's recent conversations with WinSupply management. Assistant Village Administrator Kirk Zoellner responded that he would report back to the Board after he had met personally with WinSupply management, reiterating that the meeting had already been scheduled for later in the month.

Finance Director Barb Damron reminded the Board that the auditing contract with Wipfli LLP expired upon completion of the Fiscal 2020 audit. Wipfli LLP has audited the Village's financial statements for the past five years, beginning with Fiscal 2016. Staff has not had any issues with their work performance during that time. Wipfli LLP has submitted an engagement letter to complete the FY 2021 annual audit including the requirements for the Grant Accountability and Transparency Act (GATA) at a cost of \$18,500.

The Board was in agreement to place the engagement letter for Wipfli LLP to conduct the Fiscal 2021 audit on the March 22 Board meeting agenda for approval.

Civil Engineer Dan Peloquin noted that the IDOT MFT fund audit information was presented in the staff reports section for this meeting. There were no questions or comments.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:28 p.m.