

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 23, 2022**

**CALL TO ORDER**

Mayor Pro Tem Metanias called the Board of Trustees work session to order at 7:37 p.m.

**ROLL CALL**

The following Trustees were present:

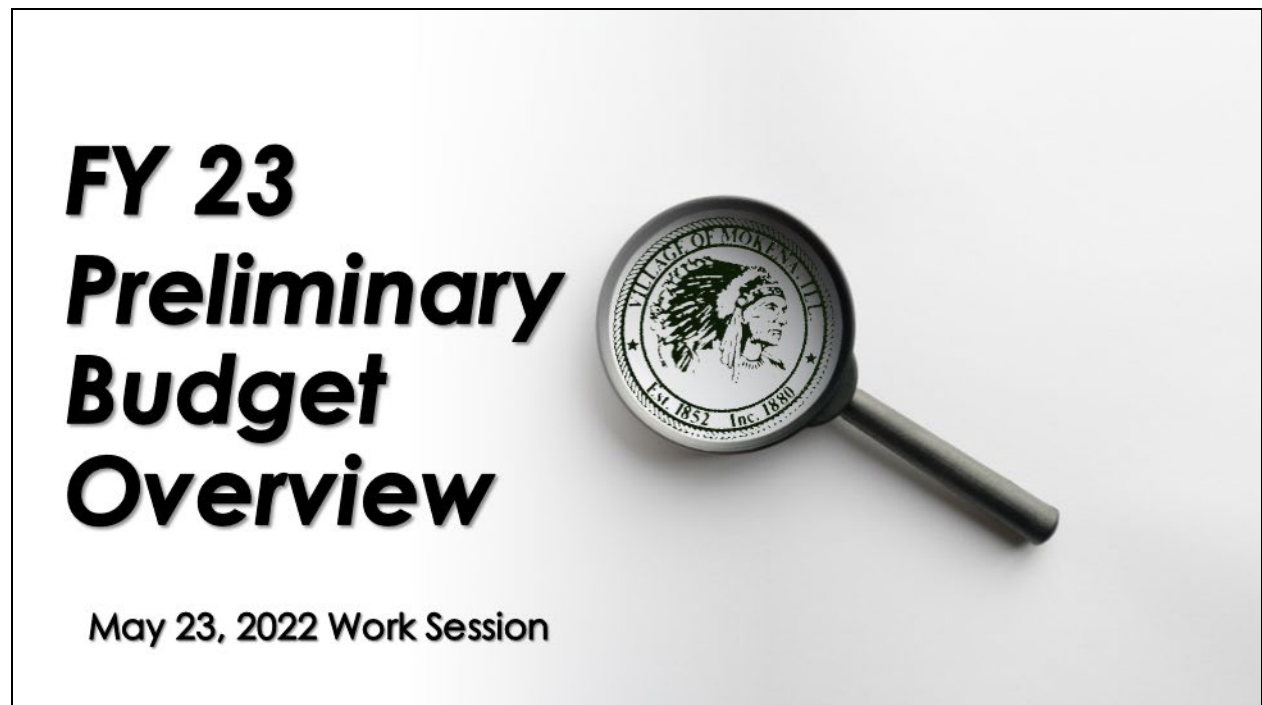
Rob Dauphinais  
Debbie Engler  
Melissa Fedora  
George Metanias (Mayor Pro Tem)  
Jim Richmond

Absent: Mayor Frank A. Fleischer  
Trustee Joseph Budzyn

Also present were the following: Village Clerk Melissa Martini; Village Administrator John Tomasoski; Assistant Village Administrator Kirk Zoellner; Village Attorney Carl Buck; Finance Director Sharon Dangles; Community and Economic Development Director Matt Ziska; Interim Chief of Police Brian Benton; Director of Public Works Jim Kulesa; and Assistant Public Works Director Dan Peloquin

**Fiscal Year 23 Draft Budget Overview**

Village Administrator John Tomasoski presented the following item:



# May 23, 2022 Work Session

- Special Tax Allocation Fund (TIF)
- Tourism Fund
- Parking Lot Fund
- Christmas Decorations
- Review General Fund
  - Current year status
  - Proposed FY 23 Budget
  - Overall Financial Health
  - Review FY 22 Surplus
- Overview of Capital Improvement Fund Balances
- Proposed FY 22 Budget Amendments
- Preliminary Draft
  - Overall Budget
  - Status .....
  - ✓ Budget Categories
  - ✓ Operating and capital fund balances
  - ✓ Annual transfers
- Questions or Comments

# Tourism Fund

FY 23 Revenue

\$188K

- +\$93.5K
- +99.47%

FY 23 Expenses

\$88.3K

- +\$51.0K
- +136.96%

FY 23 FUND BALANCE

\$472.8K

# Special Tax Allocation Fund (TIF)

FY 23 Revenue

\$73.9K

- -\$10.6K
- -12.55%

FY 23 Expenses

\$40.2K

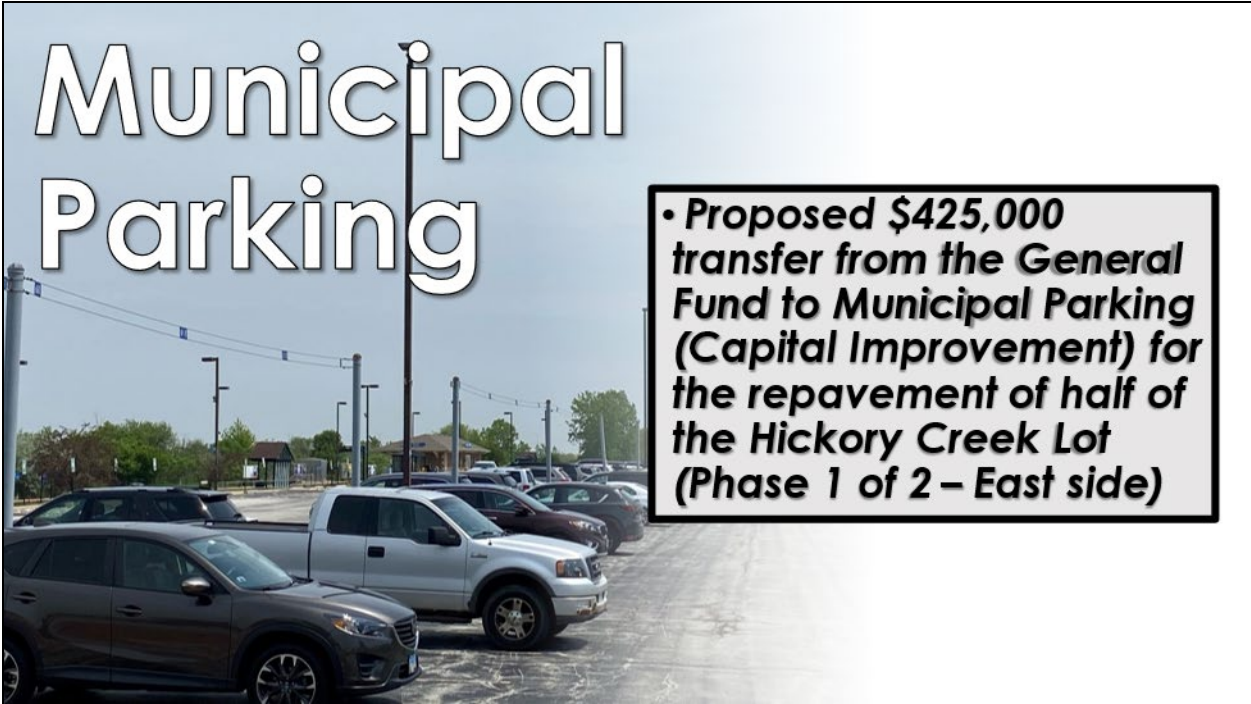
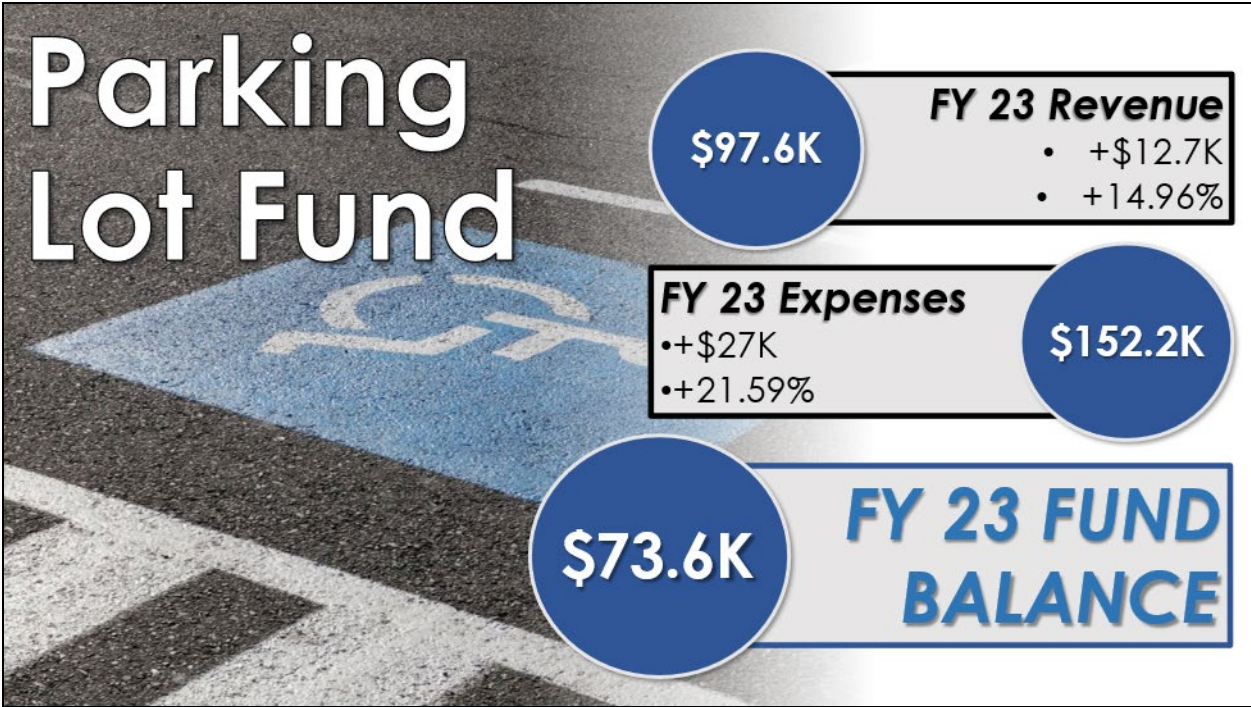
- -\$296
- +.73%

FY 23 FUND BALANCE


\$400.9K

MOKEN TIF DISTR











PURCHASE / LEASE:  
\$8,825.84 / \$3,236.44

H 9.84ft x W 6.23ft x D 2.62ft



PURCHASE / LEASE:  
\$9,656.15 / \$3,540.91


Frozen Sit in Sleigh  
H 6.13ft x W 13.57ft x D 4.75ft



PURCHASE / LEASE:  
\$9,001.49 / \$3,300.85

Elsa Throne  
H 8.53ft x W 5.41ft x D 3.93ft

**OPTION 1**  
**2022**





**Option 2**  
**2022**



PURCHASE / LEASE:  
\$25,531.51 / \$9,362.40

H 14.76ft x W 14.76ft x D 13.28ft



**OPTION 3**  
**2022**



PURCHASE / LEASE:  
\$24,549.53 / \$9,002.31

H 14.76ft x W 14.76ft x D 13.28ft



10"

\$87.00 each



8"

\$67.00 each

**NEW DECORATIONS FOR THE HOLLIDAY TREE IN 2022**



❖ 100 New large glitter and gloss finished. ornaments

❖ Red, Dark Blue, Gold, Emerald Green, Pink, Orange

❖ Brighter and larger C7 lights

|                                      | Budgeted      | Anticipated     | Difference    |
|--------------------------------------|---------------|-----------------|---------------|
| FY 22 Revenues                       | \$ 11,965,522 | \$ 16,612,353   | \$ 4,646,831* |
| FY 22 Expenditures                   | \$ 11,913,364 | \$ 12,422,613** | \$ (509,249)* |
| Ending FY 21                         |               |                 | \$ 715,104    |
| FY 22 Net Positive Operating Results |               |                 | \$ 4,852,686  |
| Excess Fund Balance                  |               |                 | \$ 207,314    |
| TOTAL TRANSFER                       |               |                 | \$ 5,060,000  |

\*Includes \$1,371,665 for American Rescue Plan Act (ARPA) funds received and transferred to WWTP

\*\* +/- \$623,109 carried over for FY 22 Fleet and Street Sweeper

| Revenues                          | Actual Fiscal '20 | Actual Fiscal '21 | Budgeted Fiscal '22 | Estimated Fiscal '22 | Dept. Req. Fiscal '23 | Amount Change | % of Change |
|-----------------------------------|-------------------|-------------------|---------------------|----------------------|-----------------------|---------------|-------------|
| Taxes                             | \$10,627,555      | 11,541,918        | 10,067,351          | 13,164,465           | 12,117,363            | 2,050,012     | 20.36%      |
| Licenses                          | 708,194           | 630,729           | 655,300             | 664,630              | 689,725               | 34,425        | 5.25%       |
| Permits                           | 510,282           | 294,332           | 129,650             | 134,400              | 134,000               | 4,350         | 3.36%       |
| Intergovernmental Revenue - State | -                 | 839,803           | -                   | 1,371,665            | 1,371,665             | 1,371,665     | N/A         |
| Intergovernmental Revenue - Local | 280,983           | 280,983           | 205,659             | 205,659              | 205,659               | -             | -           |
| Exaction Fees                     | 10,820            | -                 | 35,192              | 9,500                | 35,165                | (27)          | -.08%       |
| Fines                             | 96,109            | 88,407            | 96,500              | 90,147               | 90,750                | (5,750)       | -5.96%      |
| Other Revenue                     | 869,112           | 821,233           | 775,870             | 971,887              | 963,234               | 187,364       | 24.15%      |
| Total Revenue                     | 13,103,055        | 14,497,405        | 11,965,522          | 16,612,353           | 15,607,561            | 3,642,039     | 30.44%      |

Tax Revenue up by +\$2.05M or +20.36%

Sales tax +\$2.02M or +26.46%

Income Tax +\$190K or +16.84% (includes budgeting for only 50% of LGDF)

Amusement Tax +\$117K or +55.12%

ARPA Funds +\$1.37M

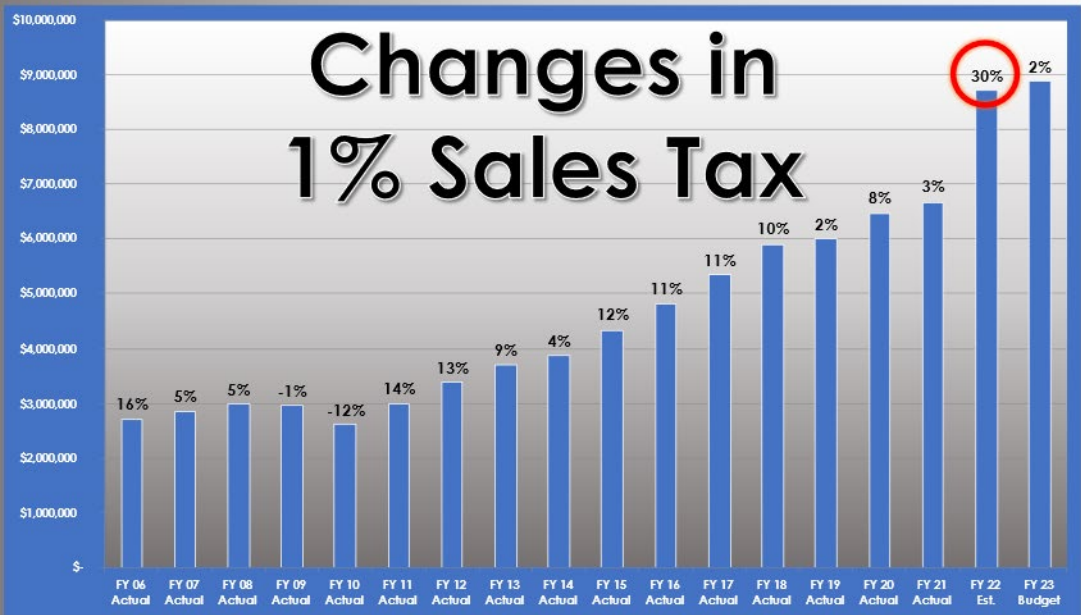
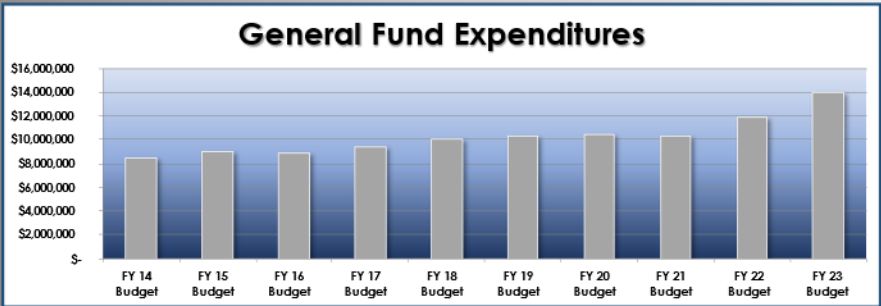
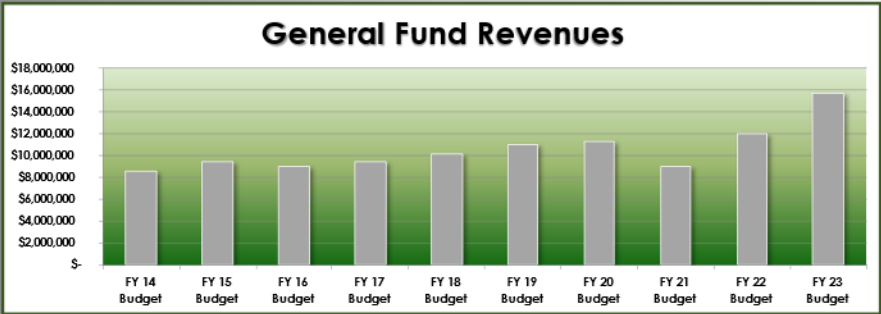
Miscellaneous Income +\$187K or +24.15% (includes video gaming & OTB)

Total Revenues +\$3.6M or +30.44%



# General Fund Expenditure Summary

| Appropriations                 | Actual Fiscal '20 | Actual Fiscal '21 | Budgeted Fiscal '22 | Estimated Fiscal '22 | Dept. Req. Fiscal '23 | Amount Change | % of Change |
|--------------------------------|-------------------|-------------------|---------------------|----------------------|-----------------------|---------------|-------------|
| Legislative                    | \$ 100,320        | 94,068            | 115,769             | 110,437              | 90,998                | (24,771)      | -21.40%     |
| Administrative                 | 2,380,210         | 8,310,510         | 3,007,659           | 9,177,302            | 3,713,221             | 705,562       | 23.46%      |
| Fire & Police Commission       | 4,418             | 52,454            | 44,730              | 37,791               | 55,130                | 10,400        | 23.25%      |
| Police Department              | 4,824,997         | 5,092,772         | 5,423,613           | 5,232,482            | 5,921,466             | 497,853       | 9.18%       |
| Community Development          | 697,860           | 673,178           | 959,805             | 804,259              | 944,453               | (15,352)      | -1.60%      |
| Village Clerk                  | 8,723             | 7,760             | 11,545              | 9,015                | 11,696                | 151           | 1.31%       |
| Street Department              | 1,560,339         | 1,205,403         | 1,849,193           | 1,649,182            | 2,598,641             | 749,448       | 40.53%      |
| Buildings & Grounds Department | 362,788           | 327,786           | 408,778             | 386,852              | 536,903               | 128,125       | 31.34%      |
| Cable TV Commission            | 13,432            | 9,469             | 15,963              | 11,695               | 16,618                | 655           | 4.10%       |
| E.S.D.A. Department            | 47,905            | 42,535            | 76,309              | 63,598               | 79,256                | 2,947         | 3.86%       |
| Total Appropriations           | 10,000,992        | 15,815,935        | 11,913,364          | 17,482,613           | 13,968,382            | 2,055,018     | 17.25%      |



| FUND BALANCES IN ESCROW ACCOUNTS  |   |                                   |                                   |   |
|---|---|-----------------------------------|-----------------------------------|---|
| Accounts  | Begin FY '22  | Begin FY '23                      | Ending FY '23                     | Purpose   |
| Municipal Parking Facilities (Restricted)   | 244,516   | 244,935                           | 236,335                           | Funds escrowed for future repairs/improvements to the municipal parking facilities Funds escrowed through transferred parking lot fees.   |
| Water Improvements (General Restrictions for Water Related Issues)<br>(1) Regional Water System<br>(2) Joint System | (1) Res. 2,411,896<br>(2) Res. 247,614<br>2,659,510 | 2,777,168<br>241,763<br>3,018,931 | 3,011,453<br>220,613<br>3,232,066 | Funds escrowed through connection fees, operating transfers, contributions and interest The fund is established specifically to be utilized for water related expenditures which include, Oak Lawn debt and lake water joint system maintenance (Mokena and New Lenox). |
| Municipal Facilities (Restricted)   | 7,450,881   | 12,011,381                        | 4,332,529                         | Facility improvements/major upkeep can be funded through this account. This account has also been utilized to fund land acquisitions and facility expansions  |
| General Infrastructure (Transportation Projects)  | 4,543,089   | 5,140,725                         | 5,855,907                         | This account is available for road and other infrastructure projects and costs based on pending needs of the Village The ½% sales tax provides revenue for this fund.   |
| Total   | \$14,897,996  | \$20,415,972                      | \$13,656,837                      |   |

| SUMMARY<br>FISCAL 2022 BUDGET AMENDMENTS       |                 |                              |  |
|--|-----------------|------------------------------|--|
| Fund Name                                      | Budgeted Amount | Proposed Amendment           | Reason/Funding Source                                |
| General Fund                                   | \$11,913,364    | \$17,515,000<br>+\$5,601,636 | Additional Costs/Additional Revenue and Fund Balance |
| Audit Fund                                     | \$15,000        | \$15,219<br>+\$219           | Additional Costs/Additional Revenue                  |
| Tourism Fund                                   | \$37,271        | \$42,350<br>+\$5,079         | Additional Costs/Additional Revenue                  |
| Capital Improvement, Repair & Replacement Fund | \$3,249,518     | \$3,760,000<br>+\$510,482    | Additional Costs/Additional Revenue                  |

|        | Fund Name                                   | Opening       |               |              | Ending       |
|--------|---|---------------|---------------|--------------|--------------|
|        |   | Fund Balance  | Revenue       | Expenses     | Fund Balance |
| 01     | General                                     | \$ 4,101,005  | \$ 15,607,561 | \$13,968,382 | \$ 5,740,184 |
| 02     | Audit                                       | 21,193        | 12,535        | 9,705        | 24,023       |
| 04     | Performance Bond                            | 824,329       | 102,100       | 602,100      | 324,329      |
| 05     | Tourism                                     | 373,576       | 187,500       | 88,316       | 472,760      |
| 06     | Special Tax Allocation                      | 367,178       | 73,936        | 40,235       | 400,879      |
| 07     | School Crossing Guard                       | 68,021        | 10,200        | 29,214       | 49,007       |
| 08     | IMRF/FICA/MC Contribution                   | 616,475       | 904,852       | 886,655      | 634,672      |
| 09     | Police Pension                              | 29,534,380    | 2,992,491     | 1,238,251    | 31,288,620   |
| 11     | Motor Fuel Tax                              | 3,384,834     | 821,145       | 547,535      | 3,658,444    |
| 15     | Refuse                                      | 203,848       | 1,690,084     | 1,685,478    | 208,454      |
| 16     | Water & Sewer                               | 3,662,720     | 7,632,106     | 8,422,931    | 2,871,895    |
| 17     | Municipal Parking Lot                       | 128,187       | 97,590        | 152,157      | 73,620       |
| 19     | Sewer System Capital Improv.                | 1,696,996     | 121,871       | 117,200      | 1,701,667    |
| 20     | Water System Capital Improv.                | 2,811,396     | 362,112       | 1,634,875    | 1,538,633    |
| 21     | Sewer Plant Replacement                     | 1,429,437     | 1,900         | 223,300      | 1,208,037    |
| 22     | Plant Expansion                             | 5,380,339     | 3,500         | 3,669,830    | 1,714,009    |
| 23     | Capital Improvement, Repair and Replacement | 20,415,972    | 9,764,205     | 16,523,340   | 13,656,837   |
| Totals |   | \$ 75,019,887 | \$ 40,385,688 | \$49,839,504 | \$65,566,071 |

# Budget Summary By Category

|                 | FY 22 Budget | FY 23 Budget | \$ Inc/(Dec). | % Change |
|-----------------|--------------|--------------|---------------|----------|
| REVENUES        |              |              |               |          |
| Taxes           | \$15,905,089 | \$18,628,208 | \$2,723,119   | 17.12%   |
| Fines           | \$96,500     | \$90,750     | (\$5,750)     | (5.96%)  |
| License/Permits | \$784,950    | \$823,725    | \$38,775      | 4.94%    |
| ServiceCharge   | \$9,604,034  | \$9,858,649  | \$254,615     | 2.65%    |
| Grants/Trans    | \$205,659    | \$1,577,324  | \$1,371,665   | 666.96%  |
| Development     | \$938,276    | \$943,550    | \$5,274       | .56%     |
| PromissoryNote  |              | \$5,000,000  | \$5,000,000   | N/A      |
| Other           | \$3,200,708  | \$3,463,482  | \$262,774     | 8.21%    |
| TOTAL           | \$30,735,216 | \$40,385,688 | \$9,650,472   | 31.40%   |
|                 | FY 22 Budget | FY 23 Budget | \$ Inc/(Dec). | % Change |
| EXPENSES        |              |              |               |          |
| PersonalServ.   | \$11,442,559 | \$12,173,735 | \$731,176     | 6.39%    |
| Commodities     | \$1,739,671  | \$2,092,371  | \$352,700     | 20.27%   |
| ContractServ.   | \$11,492,047 | \$12,266,269 | \$774,222     | 6.74%    |
| Capital Outlay  | \$11,536,358 | \$21,428,044 | \$9,891,686   | 85.74%   |
| Other/Trans     | \$1,381,179  | \$1,879,085  | \$497,906     | 36.05%   |
| TOTAL           | \$37,591,814 | \$49,839,504 | \$12,247,690  | 32.58%   |

## OPERATING FUND BALANCES

| Fund           | Begin FY '22 | Begin FY '23 | Ending FY '23 | Recommend<br>ed Amount | Variance    | Actual % |
|----------------|--------------|--------------|---------------|------------------------|-------------|----------|
| General        | \$4,971,265  | \$4,101,005  | \$5,740,184   | \$4,609,566            | \$1,130,618 | 41%      |
| Water          | 2,312,111    | 2,652,694    | 2,229,592     | 1,508,789              | 720,803     | 37%      |
| Sewer          | 683,475      | 1,010,026    | 642,303       | 596,944                | 45,359      | 27%      |
| Parking<br>Lot | 121,496      | 128,187      | 73,620        | 38,039                 | 35,581      | 48%      |

## CAPITAL RESERVE FUND BALANCE

| Fund                              | Begin FY '22 | Begin FY '23 | Ending FY '23 |
|-----------------------------------|--------------|--------------|---------------|
| WaterSystemCapital                | \$3,243,991  | \$2,811,396  | \$1,538,633   |
| SewerSystemCapital                | 1,820,885    | 1,696,996    | 1,701,667     |
| SewerPlant Replacement            | 1,493,591    | 1,429,437    | 1,208,037     |
| SewerPlant Expansion              | 10,796,285   | 5,380,339    | 1,714,009     |
| Capital Imp., Repair, Replacement | 14,897,996   | 20,415,972   | 13,656,837    |
| Totals                            | \$32,252,748 | \$31,734,140 | \$19,819,183  |
|                                   |              |              | -\$11.915M    |

## FISCAL 2022 TRANSFERS

| Fund From            | Fund To             | Purpose                           | Budgeted   | Proposed    |
|----------------------|---------------------|-----------------------------------|------------|-------------|
| General              | Capital Improvement | Transfer for Municipal Facilities | \$ 0       | \$5,060,000 |
| General              | Plant Expansion     | Transfer for WWTP Upgrades        | 0          | 1,371,665   |
| Performance Bond     | General             | Transfer Interest Earnings        | 2,750      | 1,844       |
| Refuse               | General             | Interfund Service Charge          | 44,989     | 44,989      |
| Water                | General             | Interfund Service Charge          | 80,335     | 80,335      |
| Water                | Capital Improvement | Lake Water Joint System Costs     | 35,000     | 35,000      |
| Water                | Capital Improvement | Regional Water System Debt        | 593,429    | 593,429     |
| Sewer                | General             | Interfund Service Charge          | 80,335     | 80,335      |
| Water System Capital | Capital Improvement | Water Improvements                | 150,000    | 150,000     |
| TOTALS               |                     |                                   | \$ 986,838 | \$7,417,597 |

\*The difference in proposed transfers compared to budgeted transfers is \$6,430,759.

## FISCAL 2023 TRANSFERS

| Fund From            | Fund To             | Purpose                        | Amount      |
|----------------------|---------------------|--------------------------------|-------------|
| General              | Capital Improvement | Transfer for Municipal Parking | \$425,000   |
| Performance Bond     | General             | Transfer Interest Earnings     | 2,100       |
| Refuse               | General             | Interfund Service Charge       | 44,989      |
| Water                | General             | Interfund Service Charge       | 80,335      |
| Water                | Capital Improvement | Lake Water Joint System Cost   | 50,000      |
| Water                | Capital Improvement | Regional Water System Debt     | 596,985     |
| Sewer                | General             | Interfund Service Charge       | 80,335      |
| Water System Capital | Capital Improvement | Water Improvements             | 150,000     |
| TOTALS               |                     |                                | \$1,429,744 |



# Looking Ahead – Next Steps

- \$5.06M transfer for Municipal Facilities
- Approval of FY 22 budget amendments
- Budget adoption
- Approval of FY 23 water rate adjustment
  - \$0.25/1,000 gallons
- Decision on Christmas Decorations

# Questions

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# Comments

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# Clarifications

Discussion:

Village Administrator John Tomasoski stated that due to the status of the proposed budget for Fiscal Year 2023 (FY23) and that he has a family wedding out of state at the end of the month, it was Village staff’s desire to have the proposed FY 23 budget presented for approval at the June 13, 2022 Board meeting.

Mayor Pro Tem Metanias thanked the Board and Village staff for their hard work and felt the Village was in a strong financial position headed into FY 23. Trustee Dauphinais appreciated staff’s plans to improve the Village’s holiday decorations and the Board discussed the various holiday options presented to lease for FY 23. The Board directed staff to lease the Frozen Sit in Sleigh and Elsa Throne.

As a follow-up to the fleet discussion earlier this year, Director of Public Works Jim Kulesa reviewed the water department box truck replacement. Several employees from the water department went to New Lenox to review a similar vehicle used by the Village for the last 10 years and confirmed this was the type of design needed. A second design type was also reviewed like the vehicle used by Excel Electrical and this was deemed inappropriate. The team then reviewed the quote with options from the Village of Romeoville which was used to estimate the budgeted cost of \$187,000. Several options were removed from the quote to reduce cost and sent to the manufacturer for an updated quote. At the time of this review, the official quote was not received but the supplier estimated a price in the \$160,000 range, which was staff’s recommendation.

The Board directed staff on the following:

- Move forward with staff's recommendation for the water department box truck replacement.
- Transfer \$425,000 from the General Fund to Municipal Parking (Capital Improvement) for the re-pavement of half of the Hickory Creek Metra Lot (Phase 1 of 2 – East side).
- Transfer \$5.06M to Municipal Facilities for funding of the new police station.
- Presentation of the proposed FY 23 budget at the June 13, 2022 Board meeting.
- Presentation of the proposed FY 23 water rate adjustment of \$0.25/1,000 gallons at the June 13, 2022 Board meeting.
- Presentation of the proposed FY 22 budget amendments at the June 27, 2022 Board meeting.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Pro Tem Metanias adjourned the work session at 8:22 p.m.