

# FY 21 BUDGET

*Planned Progress Pleasant Living*



**VILLAGE OF MOKENA**  
**PROPOSED ANNUAL BUDGET**  
**July 1, 2020 - June 30, 2021**

**ELECTED OFFICIALS**

**FRANK A. FLEISCHER, Mayor**

**MELISSA MARTINI, Clerk**

**JOSEPH E. BUDZYN, Trustee**

**DEBBIE ENGLER, Trustee**

**JILLIAN HERSTED, Trustee**

**GEORGE J. METANIAS, Trustee**

**JIM RICHMOND, Trustee**

**JOSEPH M. SIWINSKI, Trustee**

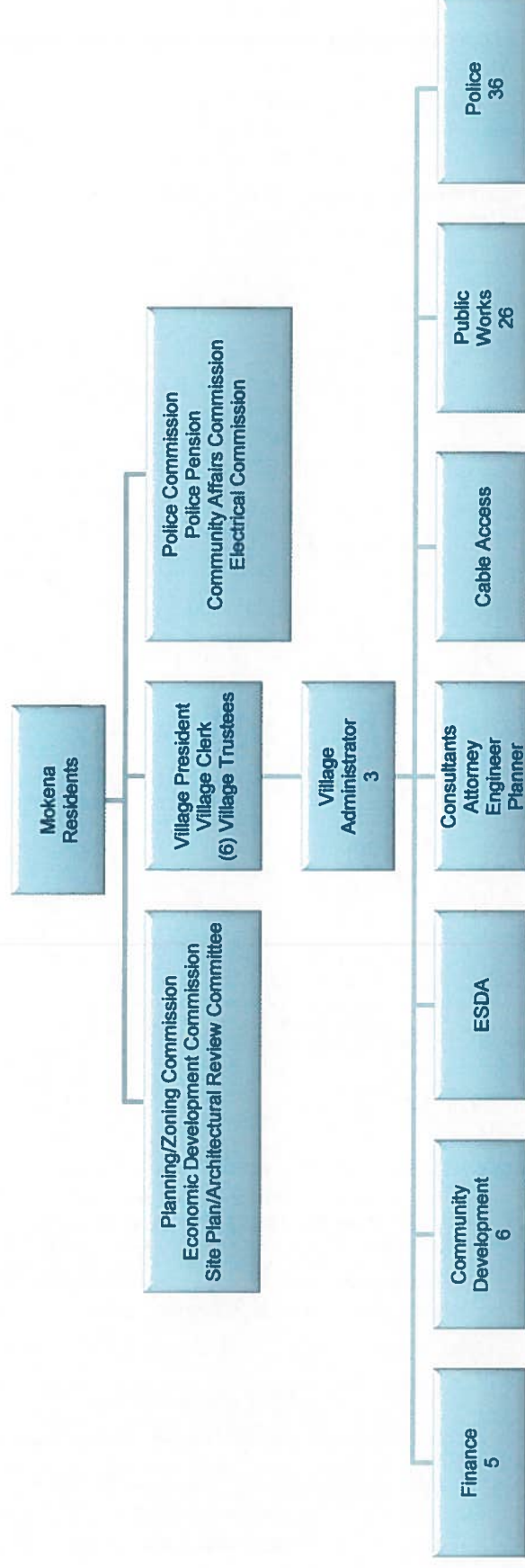
**Village Administrator**  
**JOHN D. TOMASOSKI**

**Finance Director**  
**BARBARA A. DAMRON**

**Presented to Village Board**  
**June 22, 2020**

# Village of Mokena

## Fiscal '21 Organizational Chart



76 Full Time Employees

\$33,424,342 FY '21 Appropriation

VILLAGE OF MOKENA  
ANNUAL BUDGET 2020-21

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## **FY 2020/2021 Budget Message**

June 17, 2020

The Honorable Village President Frank A. Fleischer, Clerk Melissa Martini, Board of Trustees and Residents of the Village of Mokena

Re: Village Administrator's Budget Message, Fiscal Year (FY) 2020/2021

I am pleased to present the FY 2020-2021 Municipal Operating Budget. This document includes projections for the fiscal year beginning July 1, 2020 and ending June 30, 2021. The budget serves as a tool to guide the community, as represented by the Mayor and Village Board, and fully embodies sound principles of accounting and financial management. This budget has been prepared in accordance with Village Code and the Illinois Compiled Statutes and represents a balanced budget wherein proposed expenses do not exceed anticipated revenues and carried forward cash reserves. As it has been in the past, a historical profile of funds and departments has been included, as well as some items for future consideration.

### **COVID-19**

This was an especially challenging budget cycle as COVID-19 created a difficult environment to create a successful budget, both from an impact and timing perspective. Unlike past economic downturns, this pandemic came on very quickly, which presented the following uncertainties to consider:

- How long will COVID- 19 last?
- What will the economic (Village revenues) impact be?
- What are the long-term effects?
- How will the State and Federal Government react?
- What budget reductions will be necessary?

The elected officials and staff carefully contemplated these questions as the FY21 Budget was prepared.

### **Building a Budget**

This year's budget process was initiated by staff during the fall of 2019 and in January of 2020 by the Village Board when they began evaluating various categories of budget revenues and expenditures.

## **FY 2020/2021 Budget Message**

Listed below are the budget work sessions that were conducted to produce the final version of the FY 21 budget

- Pre-COVID-19 Budget Work Sessions
  - January 27, 2020
    - FY 20 - Program Recap
    - MFT Program
    - Infrastructure Programs
    - Road Maintenance
    - Financial Overview of General Infrastructure Fund
  - February 17, 2020
    - Fleet Replacement Program
- Post-COVID-19 Budget Work Sessions
  - April 20, 2020
    - Post COVID-19 Discussion
      - Budget Process Overview
      - Traditional Budget Principles
      - FY 21 Budget – Uncertainties
        - General Fund Revenues
          - Sales Tax
          - Local Use Tax
          - Income Tax
          - Property Tax
          - Amusement Tax
          - Video Gaming
          - OTB
          - Interest
        - Enterprise Funds Revenue
          - Utility Fees
          - Refuse Fees
          - Parking Fees

## **FY 2020/2021 Budget Message**

- April 27, 2020
  - Wastewater Treatment Plant Upgrades
    - Bid Results
    - Loan/Grant Opportunities
- May 11, 2020
  - Electronics Recycling
  - Refuse Fund
  - Special Tax Allocation Fund (TIF)
  - Water Operating Fund
    - Rate
    - Lake Michigan Water
  - Sewer Operating Fund
  - Miscellaneous Topics
    - Fireworks
    - Parkway Trees
- May 18, 2020
  - Water System Capital Fund
  - Lake Water Debt
  - Sewer System Capital Fund
  - Wastewater Treatment Plant Repair & Replacement Fund
  - Wastewater Treatment Plant Funding Update
  - Revised Roads/General Infrastructure
  - Fleet Update
- June 8, 2020
  - Review General Fund
    - FY 20 - Status
    - Proposed FY 21 Budget
    - Overall Financial Health
    - Review FY 20 Surplus Transfers
  - Wastewater Treatment Plant Update
  - Overview of Capital Improvement Fund Balances

## **FY 2020/2021 Budget Message**

- Proposed FY 20 Budget Amendments
- Preliminary Draft
  - Overall Budget
  - Status
    - Budget Categories
    - Operating and Capital Fund Balances
    - Annual Transfers
- Automated License Plate Recognition (ALPR) Cameras Update

The Mokena Village Board has reviewed a significant volume of budget and program information over the past five months and has been provided appropriate time to consider staff's recommendations. Consistent with the Village's financial practices, the FY 21 budget has been prepared with a conservative approach. Unfortunately, we are facing many uncertainties as the nation tries to recover from the first pandemic since 1918. Further, the State of Illinois recently passed a budget that relies on a \$5B federal loan (of which the current status is unclear), and Governor Pritzker's proposed progressive tax is on the November 2020 ballot for voter consideration. All of these referenced circumstances create a significant number of financial unknowns for FY21. These uncertain scenarios raise the question of whether the General Assembly will modify or decrease any of the local municipalities' traditional revenue streams or impose unfunded mandates in an effort to manage their financial restraints. We recently learned as part of the State's FY 21 budget adoption that the Governor and General Assembly will not continue the 5% reduction in the Local Government Distributive Fund (LGDF), but will maintain the 1.5% "administrative fee" on the Village's ½% non-home rule sales tax. This is a step in the right direction; however, the question remains as to what future negative financial impacts municipalities will face as the state continues to wrestle with financial stability issues.

### **FY 21 FROM A MACRO PERSPECTIVE:**

#### **Revenues:**

The following table shows some of the reductions that were made to revenues mid-budget process due to COVID-19.

## FY 2020/2021 Budget Message

Revenue Type	Proposed FY 21	COVID-19 Estimated FY 21	Difference	
Sales Tax	\$6,670,939	\$4,556,455	(\$2,114,484)	Sales Tax 50% for 3 months and 75% for 9 months
Local Use Tax	\$720,828	\$540,621	(\$180,207)	Local Use Tax 75%
State Income Tax	\$1,066,012	\$1,066,012	\$0	State Income Tax kept at 50%
Property Tax (Corporate)	\$364,590	\$364,590	\$0	
Building Permits	\$63,200	\$96,500	\$33,300	Altorfer permit included in estimated FY 21
Amusement Tax	\$301,000	\$75,250	(\$225,750)	Amusement Tax 25%
Video Gaming	\$300,000	\$100,000	(\$200,000)	Video Gaming 33.33%
OTB	\$80,000	\$20,000	(\$60,000)	OTB 25%
<b>Total Difference</b>	<b>\$9,566,569</b>	<b>\$6,819,428</b>	<b>(\$2,747,141)</b>	

Below is an aggregate comparison of all categorical revenues for the Village of Mokena. It is anticipated that overall revenues will decrease by \$3.28M or 11.73% below FY 20 budgeted amounts.

	FY 20 Budget	FY 21 Budget	\$ Inc/(Dec).	% Change
<b>REVENUES</b>				
Taxes	\$13,807,411	\$11,674,210	(\$2,133,201)	(15.45%)
Fines	\$127,500	\$83,000	(\$44,500)	(34.90%)
License/Permits	\$859,105	\$812,075	(\$47,030)	(5.47%)
Service Charge	\$9,539,908	\$9,095,740	(\$444,168)	(4.66%)
Grants/Trans.	\$280,983	\$280,983	\$0	0%
Development	\$337,785	\$695,400	\$357,615	105.87%
Other	\$2,985,217	\$2,020,810	(\$964,407)	(32.31%)
<b>TOTAL</b>	<b>\$27,937,909</b>	<b>\$24,662,218</b>	<b>(\$3,275,691)</b>	<b>(11.73%)</b>

Tax revenue for FY 21 is forecasted to decrease by (\$2.13M). The main decreases in tax revenues are associated with sales tax (\$1.64M), the ½% non-home rule sales (\$641K), and amusement tax (\$108K). Service Charges are also expected to decrease due to a reduction in water sales (\$205K) and parking fees (\$243K). Notable declines in other revenues include a reduction in interest earnings (\$704K) and a reduction in video gaming (\$200K). Also, the proposed budget has been prepared with a 50% (or \$1M) reduction in the LGDF in order to be prepared for any possible negative financial consequences outside our control. This has been a prudent Village practice over the past five years that will continue in FY 21.



## FY 2020/2021 Budget Message

### Expenditures:

Below is an aggregate comparison of all categorical expenditures for the Village of Mokena. As illustrated, overall expenditures are anticipated to increase by \$3.82M or 12.88% over FY 20 levels.

	FY 20 Budget	FY 21 Budget	\$ Inc/(Dec).	% Change
<b>EXPENSES</b>				
Personal Serv.	\$10,189,829	\$10,327,385	\$137,556	1.35%
Commodities	\$1,670,017	\$1,648,171	(\$21,846)	(1.31%)
Contract Serv.	\$10,949,594	\$10,191,908	(\$757,686)	(6.92%)
Capital Outlay	\$6,000,025	\$10,039,728	\$4,039,703	67.33%
Other/Trans	\$799,900	\$1,217,150	\$417,250	52.16%
<b>TOTAL</b>	<b>\$29,609,365</b>	<b>\$33,424,342</b>	<b>\$3,814,977</b>	<b>12.88%</b>

Personal services are budgeted to increase by \$138K. This increase is mainly attributable to the hiring of an additional police officer. Contractual services are budgeted to decrease by (\$463K) primarily due to retirement of the Village's lake water bonds in FY 20 (\$366K), retirement of the IEPA low interest loan in FY 21 (\$113K), and a reduction in rebates due to lower sales tax numbers (\$282K). Capital outlay will see a significant increase of \$4.04M associated with construction of wastewater treatment plant upgrades.

As we begin the FY 21 Budget, the following table lists purchases and costs that will be delayed until the impacts from COVID-19 are better known.

General Fund Delayed Costs	\$ Amount
Vehicles	\$323,000
LPR Cameras	\$208,000
PW Director Position	\$47,890
Maintenance Worker I Position	<u>\$51,452</u>
<b>Total</b>	<b>\$630,342</b>

The following is a table representing the Village's aggregate fiscal status in all funds for the past two budget cycles, as well as for FY 21:

OVERALL FISCAL STATUS			
	Actual FY '19	Anticipated FY '20	Proposed FY '21
Beginning Balance	\$52,430,574	\$56,670,509	\$61,209,737
Revenues	37,176,998	29,720,489	24,662,218
Expenditures	32,937,063	25,181,261	33,424,342
Ending Balance	\$56,670,509	\$61,209,737	\$52,447,613 <b>-\$8.762M</b>

## **FY 2020/2021 Budget Message**

The proposed FY 21 Budget should see aggregate fund balances decrease by approximately (\$8.762M) to a total of \$52.45M.

### **FINANCIAL AND OPERATING STATUS OF THE VILLAGE OF MOKENA:**

In addition to providing a basic overview of the proposed FY 21 budget, I will also discuss some of the key financial and budgetary issues associated with the proposed budget. Although there are several important components affiliated with a public budgeting process, we have traditionally concentrated on some basic issues to measure budget performance. These components include the following: (1) major operating fund balances, (2) capital reserves, (3) per capita debt, and (4) staffing levels.

#### **(1) MAJOR OPERATING FUND BALANCES (General, Water, Sewer & Parking Lot):**

The Mokena Village Board of Trustees has developed a traditional practice of maintaining approximately 25% (or 3 months) of an operating fund's anticipated annual expenditures (including capital outlay) as a reserved balance within the water, sewer, and parking lot funds. However, in light of the State of Illinois' ongoing fiscal dilemma, along with our traditional conservative budgeting practices, I am continuing to recommend that higher than traditional General Fund balance levels of 25% be maintained moving forward. This practice has been in place for the past seven years. These fund balance practices have historically been maintained to ensure that if any unforeseen or catastrophic events occur, we are in a position to meet basic operational expenditures for a reasonable amount of time. During the economic downturn that began in 2009, the Village utilized portions of these balances to allow time for the Board and staff to reduce spending or raise revenues in a logical and rational manner. When needed, these fund balances have proven to be a very valuable budgetary tool in dealing with lengthy and severe recessionary influences the Village has faced in the past.

#### **GENERAL FUND:**

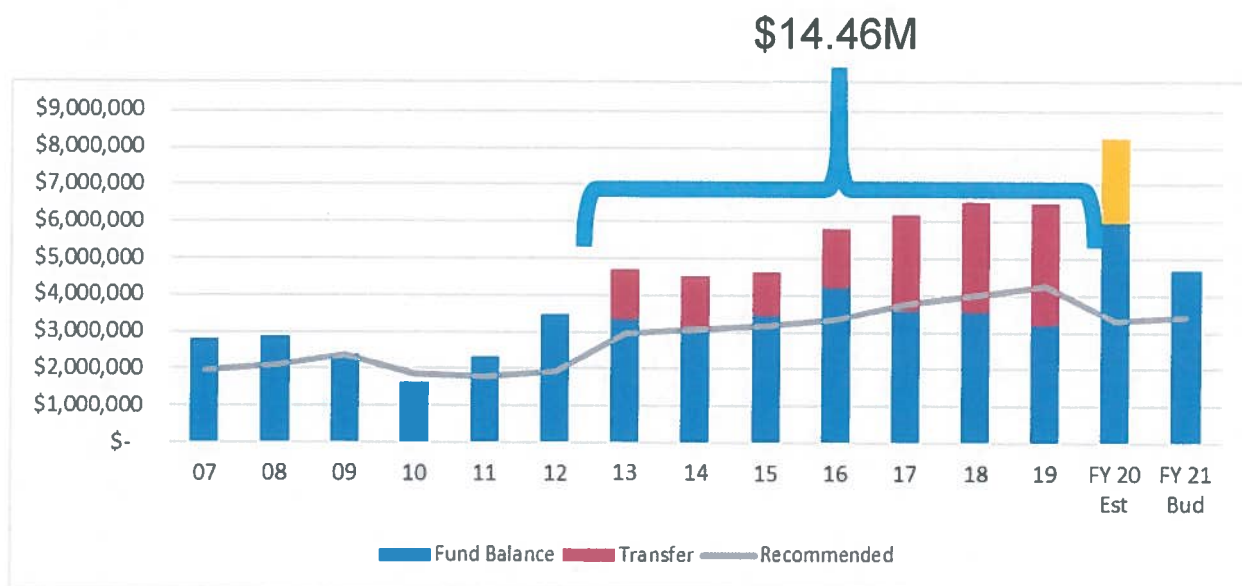
The current year is the eighth consecutive year in which fund balance levels have been strong. Due to a combination of significant cost cutting, managing expenses, and increasing various revenue sources over the previous eleven years, the General Fund ("GF") produced substantial "net positive operating" performances of \$1.375M in both FY 13 and FY 14, \$1.18M in FY 15, \$1.6M in FY 16, \$2.6M in FY 17, \$3M in FY 18, \$3.325M in FY 19, and \$2.32M in FY 20. These prior seven consecutive positive operating performances allowed a cumulative transfer over the years of \$14.46M from the General Fund into reserved capital accounts earmarked for public improvement projects, the Police Pension Fund, the

## FY 2020/2021 Budget Message

Water Operating Fund, and in FY 20 the anticipated surplus of \$2.32M will remain in the General Fund until the impacts of COVID-19 are known.

The FY 21 Budget has been prepared with a proposed ending fund balance of 45% of overall GF expenditures. This will provide a necessary buffering effect from the unknown impacts of COVID-19.

The following is a graph illustrating these balances over the past decade:



While fund balance levels dropped to a historic low in FY 10, significant recovery has taken place since that time. The Village's success can be attributed to our conservative revenue forecasts, controlling expenses and record-setting sales tax revenues, which have led to an estimated FY 20 year end GF balance of \$5.96M. This fund balance was attained by retaining the FY 20 surplus in the General Fund balance at the conclusion of this fiscal year. Based on the proposed FY 21 budget, the GF balance is projected to be over \$4.68M or 45% of total appropriations.

### WATER/SEWER FUNDS:

The Village's Water/Sewer funds represent over \$34M in capital investment by our customers. The water distribution system annually pumps 600 +/- million gallons of water and the sewer system treats a similar volume of wastewater. Personnel in both of these departments maintain 90 +/- miles of water

## **FY 2020/2021 Budget Message**

mains, 5 water storage facilities and 3 pumping stations. They also operate a wastewater treatment plant and 12 lift stations. Overall, the Village serves approximately 7,250 customer accounts on a 24/7 basis.

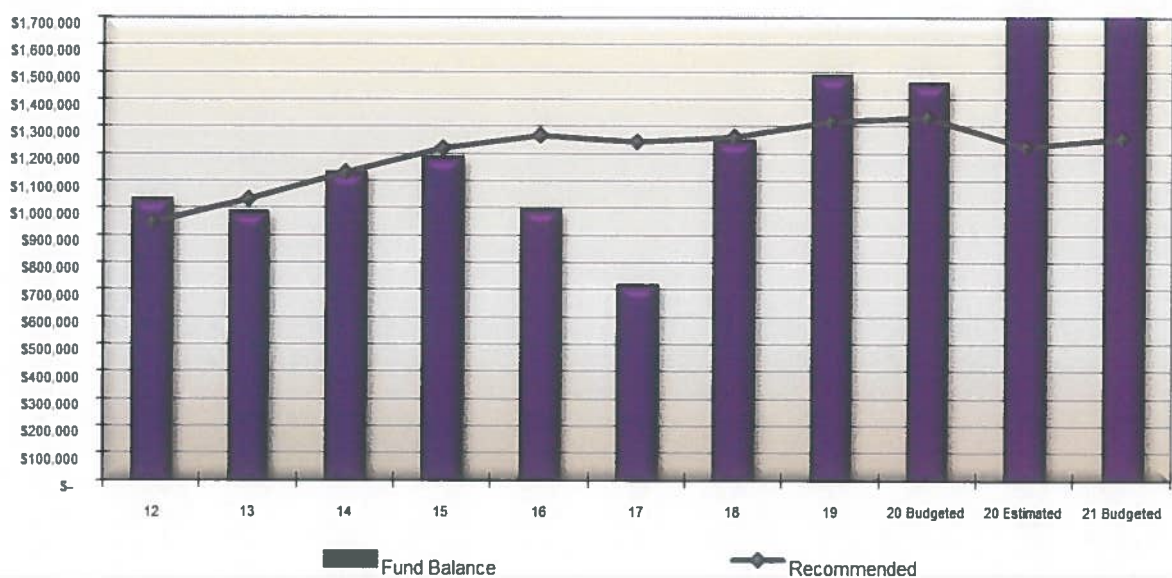
### **WATER FUND:**

Mokena's valued water customers currently enjoy one of the best constructed and most efficient Lake Michigan water systems in the south suburbs. We continue to coordinate long-term planning efforts with our upstream water suppliers and neighboring Lake Michigan water customers. These efforts are focused on long-term system improvements designed to serve our regional growth for the next 50-75 years. Planned upstream system enhancements include additional water mains, upgraded pumping facilities and other improvements. In 2013, the Village completed a long-term water supply agreement with Oak Lawn. This agreement was simultaneously negotiated by a five community collective (i.e. "customer communities": Mokena, New Lenox, Tinley Park, Orland Park, and Oak Forest) with Chicago Ridge, Palos Hills, and Palos Park agreeing to the same terms. The focus of these efforts was to secure a long-term water supply through a greatly improved regional delivery system. In addition, the communities strived to develop an operating agreement that would facilitate "best management practices" along with a rate-making methodology that is equitable and fair to all customers on Oak Lawn's system. In 2020, the customer communities started the process with Oak Lawn to discuss the status of amending the Regional Water System Agreement. The major point of discussion with the amendment to the agreement is related to debt funding through bonds. That discussion was initiated for two reasons: 1) the timelines set out for the agreement were expiring rendering bond issuance impossible; and 2) the total estimated cost of construction was projected to exceed the amount authorized for debt financing as stated in the initial agreement. The entire process for creating the amendment to the master agreement has been delayed due to COVID-19. The current engineer's estimate is \$274 +/- . Consistent with the discussion and Board direction during the May 18, 2020 budget work session, a funding mechanism (transportation bond funding beginning in FY 26) has been identified to pay the Village's share of the improvements without adding payment to the water rate!

For historical reference, the City of Chicago passed a four year (2012-2015) accelerated water rate program which severely impacted water rates not only for Mokena customers, but for all metered customers that obtain water from the City of Chicago. This four year rate increase caused Lake Michigan water consumers to pay an additional \$1.80/1000 gallons in aggregate for the water (only) component of their bill. Moving forward, Chicago has published that its rates will be linked to an

## FY 2020/2021 Budget Message

inflation index. There was no rate increase in 2016, but on June 1, 2017, the City of Chicago imposed a 1.83% increase, followed by a 1.54% increase June 1, 2018, an .82% increase June 1, 2019, and then a 2.45% increase went into effect June 1, 2020. Future rate increases will be necessary to keep up with the expense of purchasing water and to generate adequate revenue to operate the system and maintain satisfactory cash reserves to protect against unforeseeable events or circumstances. The graph below shows the budgeted and recommended amounts for FY12-FY21. The FY 20 year-end balance is anticipated to be above 25%, mainly due to a year-end transfer from the General Fund of \$325K in FY 19 to help stabilize rates and the expenditures for FY 20 coming in under budget.



The FY 21 Budget includes a water rate increase of \$.11/1,000 gallons budgeted. The fund balance is anticipated to decrease by approximately \$36K in FY 21 and is expected to be above its target level of 25% at the conclusion of the fiscal year.

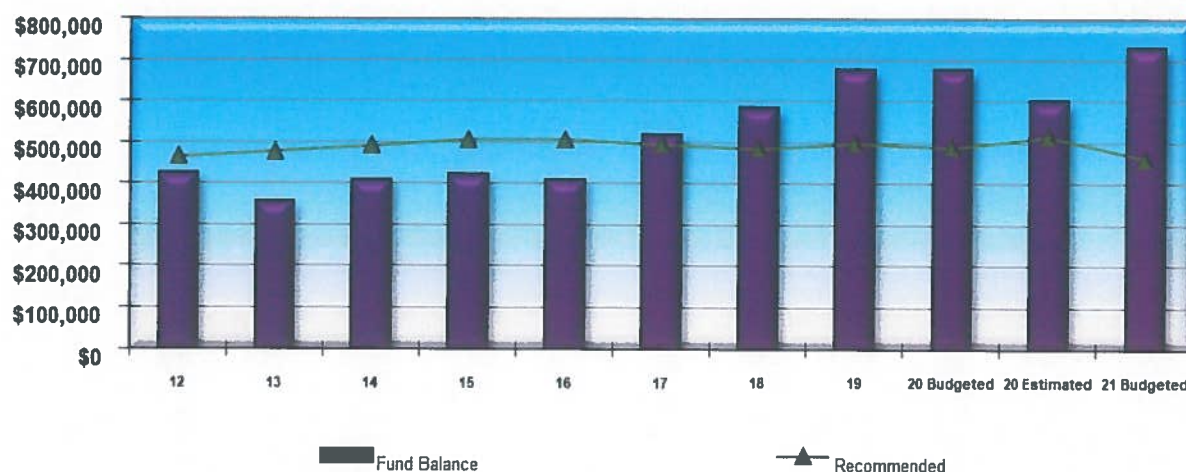
### SEWER FUND:

The sewer enterprise fund, like the water fund requires an adequate revenue stream to properly maintain the system. This fund has been impacted by Mokena's slowing residential growth trends along with the effects of continued deduct meter installations and seasonal weather conditions. Approximately 38% of our customers utilize deduct meters, which have annually resulted in a loss in sewer billables ranging from 13-23%. In addition, the increasing cost of water, environmental initiatives and other factors have all contributed to a stagnation in sewer billables and resulted in flat revenue trends in prior years. However, FY 17 and FY 18 saw a modest increase in billables, with FY 19 and FY 20 seeing a decrease



## FY 2020/2021 Budget Message

in billables due to wet weather conditions in the spring. The Village has been able to make some headway offsetting flat revenues through effectively managing our expenses. Also, a rate adjustment of \$0.15/1,000 gallons was implemented in both FY 16 and FY 17 to help soften these flattening consumption trends. The proposed FY 20 fund balance is \$599K or 29%, which is \$83K higher than the Board's operating guideline of maintaining 25% of annual expenditures in each major fund. There is no proposed rate adjustment for FY 21.



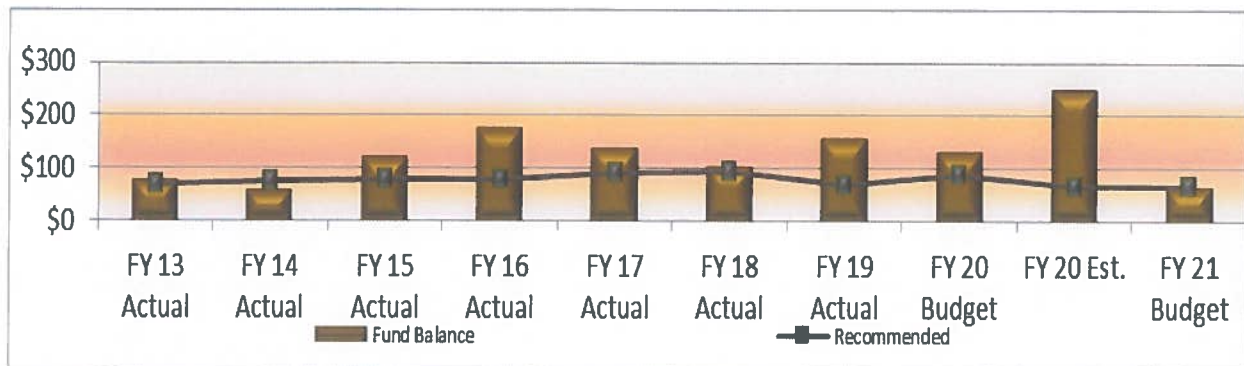
Moving forward we will continue to monitor this fund's performance and hope to balance the fine line between financial health and controlling costs for our residents and businesses.

### PARKING LOT FUND:

Mokena operates four separate commuter parking lots encompassing over 1,600 spaces. In a typical year, this fund generates revenue from roughly 251,360 customers utilizing the parking lots, with the vast majority of customers paying a \$1.25 daily fee. In addition, the Village has made some modifications to parking in the Front Street area. In August 2017, 15 daily parking spaces in the Front Street area were authorized for purchase from Metra to support redevelopment in the downtown area. These spaces were converted to business parking in May 2018. At the same time in May of 2018, the number of reserved monthly parking spaces available for parking in the McGovney Street gravel lot was expanded with 49 spaces being initially added to the original 51, and another 31 more installed later in response to commuter demand. Leases for spaces in this area currently extend to June 30, 2021, with any vacant/open spaces made available to interested commuters on a first-come, first-served basis.

## FY 2020/2021 Budget Message

Revenue forecasts in FY 21 have been reduced to approximately 25% of budgeted FY 20 revenues due to the impact of COVID-19. A FY 20 year-end transfer from the Capital Improvement, Repair and Replacement Fund to the Parking Lot Fund of \$100K will maintain the FY 21 fund balance at the preferred 25% level as seen in the chart below.



### OPERATING FUND BALANCE SUMMARY:

When necessary, fund balances are a key component providing adequate time for policy makers and staff to fully analyze various financial situations. The following table provides an overview of fund balance levels for our four most significant operating funds (both FY 20 along with proposed FY 21).

OPERATING FUND BALANCES						
Fund	Begin FY '20	Begin FY '21	Ending FY '21	Recommended Amount	Variance	Actual %
General	\$3,187,732	\$5,959,320	\$4,677,260	\$3,413,573	\$1,263,687	45%
Water	1,633,264	1,776,704	1,741,151	1,257,435	483,716	35%
Sewer	640,791	598,839	727,484	460,822	266,662	39%
Parking Lot	160,388	250,400	68,777	67,174	1,603	25%

The data compares anticipated ending FY 21 fund balances to the recommended 33% in the GF and 25% for the three enterprise funds. The GF is in a solid position with an anticipated 45% balance at the end of FY 21. The water and sewer funds are above the recommended fund balance of 25% and the parking lot fund is in a positive position as well. We always try to balance the objective components of budgeting with the practical aspects of customer rate adjustments for those enterprise funds intended to operate as an independent utility. The water fund will require rate adjustments in the future to generate

## FY 2020/2021 Budget Message

adequate revenue to cover costs and discontinue utilizing cash reserves as a revenue offset. As we proceed forward, careful policy consideration will no doubt be necessary as we evaluate the competing pressures of maintaining strong cash positions with the negative impact of rate increases on the pocketbooks of our residents and businesses. This may result in fund balance levels in the water and sewer funds being compromised below that of traditionally maintained levels moving forward.

### (2) CAPITAL RESERVES:

As part of the Village's financial foundation, a structured system was developed to accumulate and earmark capital reserve funds over the years. These funds have been collected over a period of years and then expended as projects become necessary. This approach can result in large sums of money being collected and/or spent in a given year and result in balances fluctuating accordingly. This system includes utilization of specific policies for the financial management of water and sewer connection fees and formula driven developer contributions, as well as transfers of any potential "net positive operating results" into capital reserve accounts. In April 2001, Mokena voters approved a ½% non-home rule sales tax that has been utilized to plan, design and fund local road improvements. This revenue source has been dedicated to pay the principal and interest costs affiliated with a \$10 million Alternate Sales Tax Bond and provide cash funds for road system improvements. Over the past ten years, this revenue source has also been utilized for road and other infrastructure maintenance. The following table represents the status of Mokena's Capital Reserve Funds for FY 20 and FY 21.

CAPITAL RESERVE FUND BALANCE			
Fund	Begin FY '20	Begin FY '21	Ending FY '21
Water System Capital	\$3,186,735	\$3,108,205	\$2,808,308
Sewer System Capital	1,210,507	1,493,845	1,400,308
Sewer Plant Replacement	1,234,686	1,374,866	1,281,216
Sewer Plant Expansion	9,349,534	9,321,817	1,902,817
Capital Imp., Repair, Replacement	10,385,947	10,057,508	9,495,408
Totals	\$25,367,409	\$25,356,241	\$16,888,057
			<b>-\$8.468M</b>

The previously referenced table shows that at the conclusion of FY 21, the Village should possess \$16.89M for future capital projects. In aggregate, these funds are expected to decline by (-\$8.468M). The Village anticipates to begin the upgrades to the wastewater treatment plant and continue its progressive road rehabilitation program in FY 21.

## **FY 2020/2021 Budget Message**

### **(3) PER CAPITA DEBT:**

#### **Downtown Bonds:**

In FY 01, the Village of Mokena issued \$1.685M in General Obligation Limited Tax Debt Certificates to fund the balance of the Downtown Renovation Project, which augmented the \$1M cash on hand to replace aging sanitary and water mains. This debt was issued in September 2000 with a twenty year term and a 5.4% interest rate. These conditions equated to an average of \$138K+/- annual principal and interest payments. This debt is not secured through any form of property tax or other revenue source and must be funded through the normal General Fund revenue stream. Ten years ago, the Village refinanced this debt by taking advantage of the “callable” provisions in the bond ordinance. The public debt market was good at the time and the Village received a more favorable credit rating from Standard and Poor’s which equated to a three step credit rating increase on this debt issue. The overall outcome of these efforts resulted in a reduced interest rate being paid on the balance of the debt along with a lower annual principal and interest payment schedule. The average annual interest rate has been reduced from 5.4% to 3.7% resulting in an average (\$9K) decrease in annual debt service payments. In aggregate, this refinancing effort will save approximately \$129K in overall costs over the balance of the bonds repayment schedule through 2021. These bonds will be retired on February 1, 2021.

#### **Lake Water Bonds:**

In November 2000, residents authorized the Village to issue up to \$7.4M in General Obligation (“GO”) Bonds to construct the balance of the infrastructure necessary to deliver Lake Michigan water to the community. Five million dollars of these bonds were issued in February 2001. This debt issue received an investment grade of A1 from Moody’s. This rating was based on the fact that the payments of principal and interest (4.8%) on these bonds were guaranteed by the Village’s property taxation powers, although our water customers will continue to fund this debt through water-related fees. Similar to the Downtown Debt issue previously discussed, refinancing efforts were undertaken for this obligation in 2009. The outcome was similar as Standard and Poor’s increased the Village’s creditworthiness three steps to that of AA+ for this GO bond. This effort resulted in an annual average interest rate decline from 4.8% to 3.15% reducing annual debt service payments by an average of (\$29K) annually and almost (\$325K) over the balance of the debt issue through 2019. These bonds were retired in FY 20.

## **FY 2020/2021 Budget Message**

### **Other Contractual Obligations for Water:**

In addition to the Lake Water Bonds, the Village had two other notable water-related (intergovernmental) contractual obligations. During FY 14, the Village chose to retire an existing debt obligation by “calling” the balance on an initial \$1M obligation to Tinley Park which funded the initial oversizing of a 30” water main from the pump station in Tinley Park through Mokena to New Lenox. The balance on this bond was \$504K at the time it was retired and saved Mokena water customers \$77K in interest payments. This debt obligation has been retired. The Villages of Mokena and New Lenox entered into an intergovernmental agreement in 1999 which provides for the two communities to proportionately share in the costs of an IEPA low interest loan for portions of the joint water system (serving both communities), but within Mokena’s corporate limits. This low interest loan translates into approximately \$3.44M in capital costs with a 2.6% rate. Annual payments are in the range of \$226K for the Village’s share of this amount through 2020. The IEPA low interest loan will be retired on November 1, 2020.

### **½% Non-Home Rule Sales Tax:**

In April 2001, Mokena voters approved a referendum authorizing a ½% non-home rule sales tax with categorical exclusions for certain foods, medicines, and titled property. The Village began collecting the revenue in April of 2002. The Village Board spent approximately 2 years prior to the successful referendum determining how to utilize the funds from a long-term perspective and made use of this timeframe to educate Mokena residents on the topic as well. While utilizing the first two years of proceeds to fund local costs for such projects as 191<sup>st</sup> Street improvements, the Board determined that borrowing \$10M would be the most prudent mechanism to fund immediate transportation projects. The bonds were issued in April 2004 and carried an annual interest rate of 3.66% or \$720K in average principal and interest payments through 2024. In 2012, these bonds were also refinanced with an average interest rate of 2.2% saving on average (\$55K) per year and (\$686K) over the balance of the bonds through 2024. We were able to maintain our AA+ bond rating as assigned by Standard and Poor’s, enhancing the savings possible on this refinancing effort. Annual payments will be in the range of \$643K+/- over the balance of this debt issue.

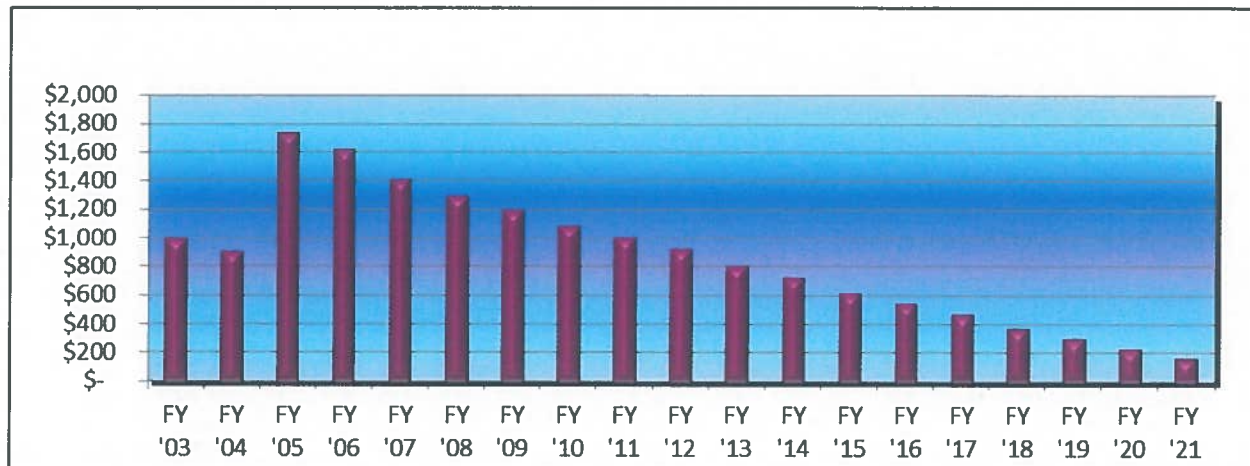
Together, these three refinancing efforts, along with the retirement of the Tinley Park obligation, will save Village residents approximately \$1.2M over the term of the combined repayment schedules. During FY 15, Standard and Poor’s conducted an updated credit rating assessment on the Village of



## FY 2020/2021 Budget Message

Mokena. This assessment utilized an upgraded framework to determine the credit worthiness of local governments. Upon the conclusion of a detailed review of the Village's credit worthiness by Standard and Poor's, we maintained our AA+ rating.

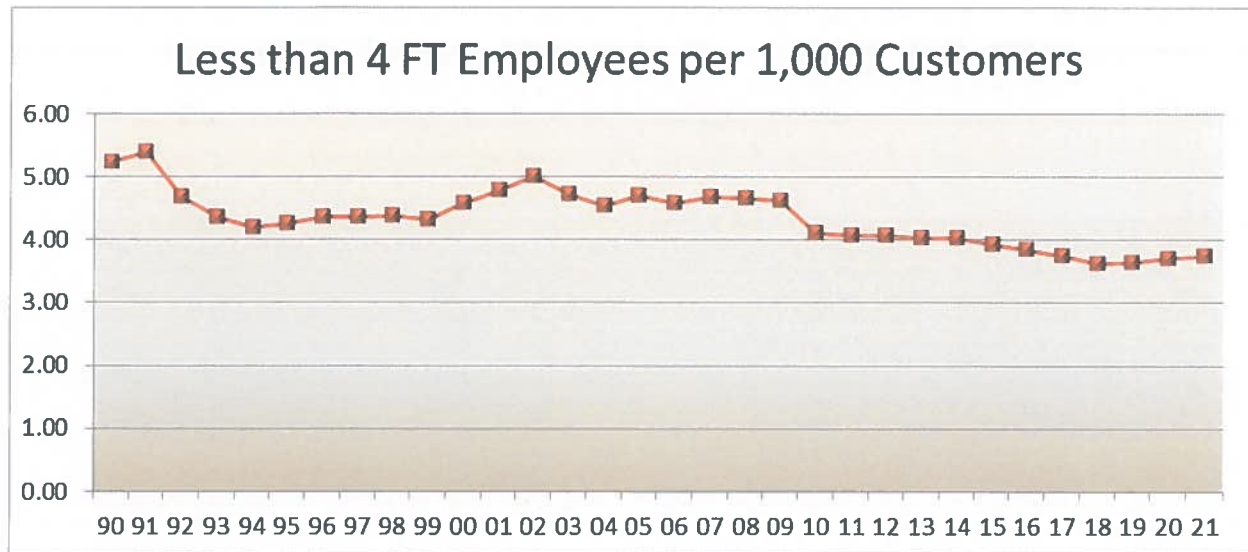
The following historical chart depicts Mokena's per capita debt position over the past eighteen years as well as projections for FY 21.



While reaching a high of over \$1.7K per capita in FY 05, the Village's per capita debt levels began to decline and are currently \$170+/- per resident (or less than 90% of levels sixteen years ago). Moving into FY 21, the Village is in a strong position from a debt management perspective. Current debt levels are incrementally decreasing and manageable. The Board has carefully worked to meet the balance of improving the Village's infrastructure while assuming debt and related principal and interest payments that can be met through earmarked sources. Recent bond refinancing and early bond retirement efforts have saved our valued customers \$1.2M in interest payments.

### (4) STAFFING LEVELS

Staffing levels per 1,000 residents are at historical lows and clearly represent our efforts to decrease operating costs. The proposed FY 21 budget contains one additional employee in the Police Department compared to the FY 20 budget as the Board authorized staff to hire one additional officer (that was not budgeted for) in FY 20. The following chart represents the Village's staffing levels/1,000 residents since 1990.



FY 20 – 75 Full Time Employees

FY 21 – 76 Full Time Employees

### **FY 21 PROPOSED EXPENDITURES:**

When highlighting the most significant expenditures affiliated with the proposed budget, it is important to note those expenditures which center on delivering Village services to the community. Village services include basic health, safety and welfare programs that ensure residents' safety and comfort. These expenditures are divided by major category and represent the most significant appropriations affiliated with the proposed budget.

#### **(1) PERSONNEL:**

- Provides for full time salaries to increase by \$53K or .83%.
- Provides for health care costs to increase by \$20.2K or 1.8%.
- Provides for part-time building inspector. \$32.5K
- Provides for (4) part-time summer employees in the Public Works Department. \$34K
- Provides for part-time employee to assist with radio read change-outs in the Public Works Department. \$6.4K
- Provides for (2) LWHS District 210 special education transition program students during the school year in the Public Works Department. \$4.2K
- Provides for JJC independent study position in the Public Works Department. \$14.3K
- Provides for (2) part-time Crossing Guards. \$25.4K

## **FY 2020/2021 Budget Message**

- Provides for (3) part-time Community Service Officers to assist with operations at the Municipal Parking Lots. \$44K

### **(2) PROGRAMS:**

- Provides for membership in the Will County Governmental League. \$14.8K
- Provides for membership in the South Suburban Mayors and Managers Association. \$11.8K
- Provides for 4<sup>th</sup> of July activities. \$28.8K
- Provides for monthly “News You Can Use” updates. \$6.5K
- Provides for web-based video streaming of Board meetings. \$12.7K
- Provides for economic incentive agreement obligations. \$696.9K
- Provides for patrol officer eligibility register. \$19.7K
- Provides for annual allotment to the Laraway Communications Center. \$363.8K
- Provides for online crime mapping information for residents. \$4.1K
- Provides for animal control services. \$2K
- Provides for permit tracking/code enforcement software lease. \$7K
- Provides for vacant/distressed property maintenance program. \$9.4K
- Provides for consulting services for building inspections. \$60K
- Provides for Lower Des Plaines Watershed Group dues. \$14K
- Provides for NPDES II compliance permit. \$4K
- Provides for update to storm sewer atlas. \$5K
- Provides for UGrid software to track storm water inspections and leaf and branch pick-up. \$4.5K
- Provides for aquatic weed control. \$31.5K
- Provides for cattail removal and maintenance at ponds. \$9.5K
- Provides for EAB parkway tree soil treatments and trunk injections. \$17.3K
- Provides for the removal and replacement of dead trees within Village easements. \$29.6K
- Provides for stump removal and grinding. \$15K
- Provides for Clean-Up Day program. \$2.2K
- Provides for replacement of (2) waste disposal devices and (12) lids in public areas. \$3.8K
- Provides for weed control on Village properties/ponds. \$12K
- Provides for Christmas lights and decorations on Front Street between Wolf Road and Mokena Street and two nodes. \$7K

## **FY 2020/2021 Budget Message**

- Provides for mosquito abatement program. \$20K
- Provides for maintenance of Crystal Creek wetland. \$22K
- Provides for maintenance of Cherry Pond wetlands (north and south). \$16.3K
- Provides for maintenance of Mokena Marketplace wetland. \$6K
- Provides for attendance (3) at the International Council of Shopping Centers Spring convention. \$2.5K
- Provides for membership in the Will County Center for Economic Development. \$1.5K
- Provides for membership in the Chicago Southland Convention & Visitors Bureau. \$5K
- Provides for Beautification Awards program. \$6K
- Provides for Adopt-a-Pond and Adopt-a-Roadway signage. \$2K
- Provides for TIF project reimbursement. \$13.6K
- Provides for rock salt and calcium chloride for snow and ice control. \$378K
- Provides for traffic signal maintenance and repairs. \$47.7K
- Provides for crack filling program (2018 Road Program). \$50K
- Provides for road re-striping. \$40K
- Provides for free leaf and branch pick-up program. \$6.9K

### **(3) EQUIPMENT:**

- Provides for replacement of administrative vehicle. \$29K
- Provides for replacement of server. \$7.7K
- Provides for laptop in CSO vehicle. \$3.9K
- Provides for (2) additional portable radios with accessories. \$3.9K
- Provides for stealth radar. \$2.9K
- Provides for FLIR thermal monocular. \$3.6K
- Provides for License Plate Recognition (LPR) camera system. \$208K
- Provides for replacement of (3) police vehicles. \$142.5K
- Provides for replacement of Public Works 2½ ton truck with plow and spreader. \$151.5K
- Provides for replacement of equipment in Mokena Channel 6 control room. \$6K
- Provides for replacement of 4" trash pump. \$1.1K
- Provides for replacement of (2) transducers at lift stations. \$3K
- Provides for replacement of air compressor in Building #20 at WWTP. \$2.8K

## **FY 2020/2021 Budget Message**

- Provides for SCADA improvements for lift stations. \$143K
- Provides for SCADA improvements for water towers. \$83K
- Provides for replacement of (2) lift station pumps. \$21K
- Provides for replacement of (2) plant flow meters at WWTP. \$18K

### **(4) PROJECTS/DEBT SERVICE:**

- Provides funding for principal and interest payments for downtown debt service. \$130K
- Provides for striping of crosswalks around schools and parks. \$5K
- Provides for striping and painting turn lanes and skip dash center lines. \$10K
- Provides for replacement of (8) civic signs under welcome signs. \$2.4K
- Provides for refurbishing (2) signs at Village Hall. \$3.5K
- Provides for restoration of grave markers at Pioneer Cemetery. \$4.4K
- Provides for noise mitigation along the CN Rail line adjacent to Mokena. \$2.5K
- Provides for replacement of south roof at Village Hall. \$15.5K
- Provides for finishing upgrades to ESDA Command van. \$1.5K
- Provides for water main valve assessment (375 valves in southeast quadrant of Mokena). \$20K
- Provides for contractual obligation to New Lenox for the Village's share of the IEPA low interest loan for lake water. \$113K
- Provides for contractual obligations to Oak Lawn for lake water. \$429.4K
- Provides funding for future lake water joint system repair costs. \$35K
- Provides for NPDES permit fees for WWTP, sludge and compliance. \$17.5K
- Provides for vacuum jetting and cleaning grease from wet wells at (6) lift stations. \$9.7K
- Provides for replacement of fire panel in Building #20 at WWTP. \$5.6K
- Provides for installation of slop sink and plumbing in Building #85 at WWTP. \$3.5K
- Provides for replacement of safety railing in Building #15 at WWTP. \$8K
- Provides for phosphorous report. \$10K
- Provides for sanitary manhole inspections, repairs, and relining. \$120K
- Provides for replacement of explosion proof vent system in Building #15 at WWTP. \$11K
- Provides for engineering and construction of WWTP upgrades. \$7.33M
- Provides for ComEd service relocation at WWTP. \$21.5K
- Provides for Village wide leak survey. \$20K



## **FY 2020/2021 Budget Message**

- Provides for replacement of valves in the water system. \$26K
- Provides for design and construction of Alta Vista Way watermain (Wolf to Owens). \$225K
- Provides for lake water joint system maintenance repair costs shared by Mokena and New Lenox. \$76.9K
- Provides for principal and interest payments on debt service for road improvements. \$631.8K
- Provides for bridge inspections. \$5K
- Provides engineering for LaGrange Road sidewalk. \$36K
- Provides funding for annual full depth patching projects. \$84K
- Provides for testing of high-density mineral bond (HA5) on roads. \$49K
- Provides funding for annual sidewalk and other concrete rehabilitation projects. \$95K
- Provides for material testing of road projects. \$14K
- Provides for structural streetlight repairs. \$25K
- Provides funding for FY 21 road maintenance program. \$1.08M
- Provides for construction related services for the road maintenance program. \$30K
- Provides for storm sewer repairs at Hummingbird. \$200K
- Provides for LED lighting Phase II and III on remainder of Village streets and parking lots (1,200 lights). \$446.2K
- Provides for engineering and R.O.W. acquisition for Phase II of the 80<sup>th</sup> Avenue and 191<sup>st</sup> Street intersection. \$50K

### **BUDGET SUMMARY:**

In summary, the Village's total revenues are projected to decrease by approximately (\$3.28M) or (11.73%) in FY 21. At the same time, overall expenditures are expected to rise by \$3.82M or 12.88%, with the considerable upturn attributable to the anticipated outflow of cash reserves for capital improvements and upgrades to the Village's wastewater treatment plant. The wastewater treatment plant project has been in the planning stages for years, with reserves set aside on a regular basis so engineering and construction could commence at the appropriate time. That time has arrived, and thanks to the prudent planning of Boards past and present, we are now able to move ahead and fund this essential infrastructure improvement on a cash basis.

## **FY 2020/2021 Budget Message**

Mokena's fiscal health remains solid, which is noteworthy as we brace for the full impact of COVID-19 in FY21. The conservative budgeting and financial management of the Board and staff over the years has significantly increased the Village's ability to survive this economic downturn while still providing quality services to our customers, which has consistently been the Village's top priority.

### **FISCAL IMPACTS ON CUSTOMERS:**

The proposed budget takes into consideration the cost of providing services to Mokena's residents and businesses with necessary adjustments for water and refuse service this year. The proposed budget includes a \$0.11/1,000 gallon adjustment for water rates resulting in a \$.88 per month increase for an average residential customer. Over the course of the entire fiscal year, this adjustment will result in a \$10.56 cost increase to the average household budget. The refuse rate will increase \$0.50 per month for townhomes/condos and \$0.56 for single family homes. Over the course of the entire fiscal year, this adjustment will result in a \$6 +/- increase to the average household budget. Combined with the water rate adjustment to taking effect in July, the average household will see an approximate \$17 +/- increase in fees.

The proposed budget has again been prepared to continue providing senior citizen households with refuse discounts of approximately \$27 +/- on an annual basis.

We are also proud to continue our Military Fee Waiver Program for the families of men and women protecting our freedom and the freedoms of others throughout the world today. Since the fee waiver was implemented several years ago, approximately one dozen families have taken advantage of this program.

### **BUDGET PHILOSOPHY....HOW WE GOT HERE.....HOW WE STAY HERE:**

Throughout the years, the Village has successfully incorporated the following financial philosophy:

1. We have a strong financial culture that has prioritized delivering exceptional Village services.
2. We have positioned ourselves to have the ability to maintain control of our financial future and be prepared for any negative consequences.
3. We should maintain a strong cash position and resist the urge to spend money because it is available.

## **FY 2020/2021 Budget Message**

4. Utilization of available cash should be carefully analyzed and consistently adhere to the goal of providing an outstanding quality of life for our businesses and residents.

This budget philosophy has served the Village well and although we weren't predicting a pandemic to take place, this philosophy and approach illustrate the importance of always being prepared for the unknown...

### **Final Thoughts:**

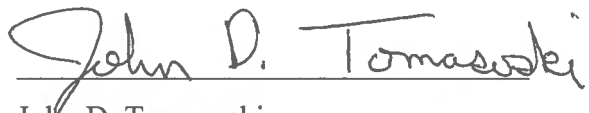
I would like to take this opportunity to thank all of those that were involved in creating the proposed FY 2020/2021 budget. This budget process was particularly challenging as COVID-19 was a major factor in essentially all of the policy decisions that were made. Management team members all played pivotal roles in creating the FY 21 budget, however, Barbara Damron, the Village's Finance Director deserves additional recognition for all of her time, effort, passion and knowledge in making this year's process a success especially considering the difficult circumstances and substantially less time we had after COVID-19 began and altered our original plans. I would also like to thank the entire Management Team which includes Police Chief Steve Vaccaro, Public Works Director Lou Tiberi (retired), Community Development Director Alan Zordan, Civil Engineers Dan Peloquin and Brian Fei, Assistant Village Administrator Kirk Zoellner, ESDA Coordinator Greg McElyea, Administrative Assistant Katie Pyznarski, and their support staffs who have all contributed to the compilation of this budget.

I would like to express my appreciation to Mayor Fleischer, Clerk Martini, and Trustees Budzyn, Engler, Hersted, Metanias, Richmond, and Siwinski, who provided a tremendous amount of guidance and had to make timely, well thought-out policy decisions throughout this budget cycle. Their teamwork and support played a critical role in its production.

The FY 2020-2021 budget presents a solid financial plan to weather the economic impact of COVID-19 and other indirect budgetary issues resulting from it. Throughout the FY 21 budget process, I recommended that staff and elected officials spend considerably more time on this upcoming fiscal year analyzing the financial trends and adjusting the Village finances accordingly, a recommendation with which the Board concurred. As always, the top priority of our elected officials and staff is to provide the highest possible service to our customers while being fiscally responsible to our taxpayers.

**FY 2020/2021 Budget Message**

Respectfully submitted,

A handwritten signature in black ink that reads "John D. Tomasoski". The signature is written in a cursive style with a horizontal line underneath the name.

John D. Tomasoski

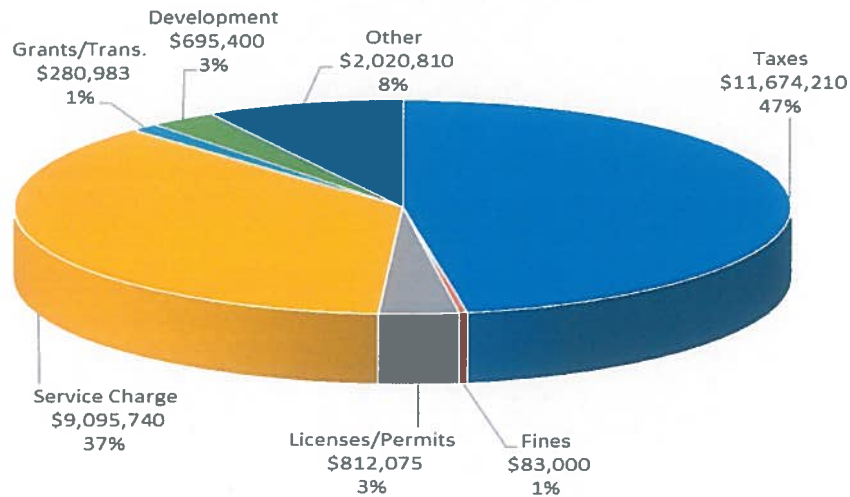
Village Administrator/Chief Budget Officer

Village of Mokena

## **BUDGET SUMMARY**

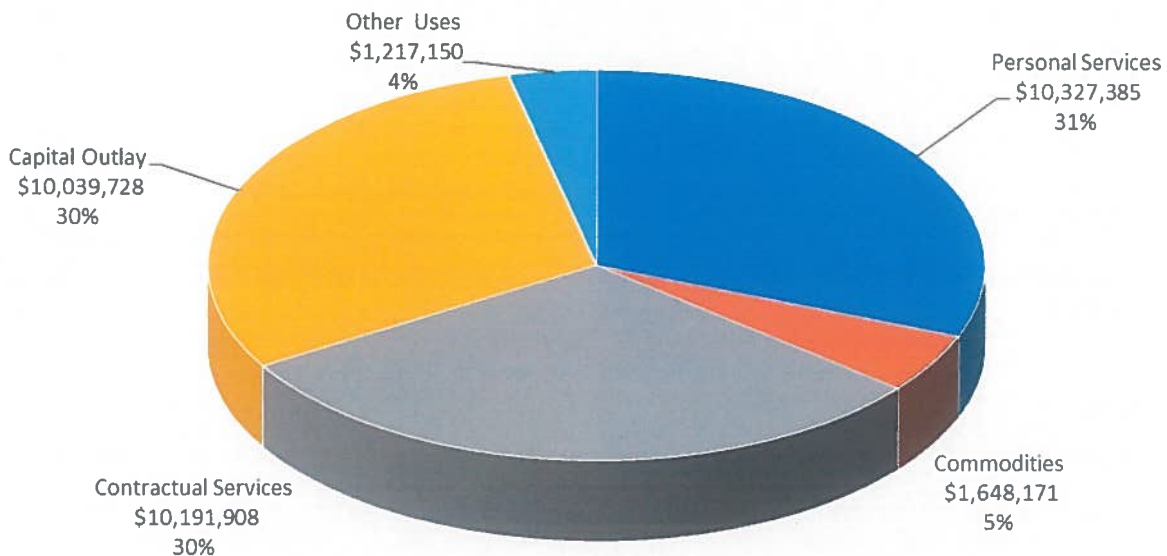
The total revenues for FY 21 are estimated to be \$24,662,618. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire budget as indicated by major category.

### **TOTAL REVENUES**



The total estimated expenditures for FY 21 are \$33,424,342. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire budget as indicated by major category.

### **TOTAL EXPENSES**



**VILLAGE OF MOKENA  
FISCAL 2021 BUDGET  
SUMMARY OF ALL FUNDS**

		<b>Opening</b>			<b>Ending</b>
	<b>Fund Name</b>	<b>Fund Balance</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Fund Balance</b>
01	General	\$ 5,959,320	\$ 9,062,101	\$ 10,344,161	\$ 4,677,260
02	Audit	22,522	5,960	6,027	22,455
04	Performance Bond	871,077	151,750	301,750	721,077
05	Tourism	154,092	26,650	12,843	167,899
06	Special Tax Allocation	262,740	59,036	28,946	292,830
07	School Crossing Guard	56,650	28,633	26,671	58,612
08	IMRF/FICA/MC Contribution	507,054	762,541	771,671	497,924
09	Police Pension	23,720,306	2,037,513	923,055	24,834,764
11	Motor Fuel Tax	1,482,342	727,064	654,406	1,555,000
15	Refuse	191,450	1,578,275	1,575,202	194,523
16	Water & Sewer	2,375,543	6,966,121	6,873,029	2,468,635
17	Municipal Parking Lot	250,400	87,073	268,696	68,777
19	Sewer System Capital Improv.	1,493,845	250,463	344,200	1,400,108
20	Water System Capital Improv.	3,108,205	254,203	554,100	2,808,308
21	Sewer Plant Replacement	1,374,866	3,350	97,000	1,281,216
22	Plant Expansion	9,321,817	14,500	7,433,500	1,902,817
23	Capital Improvement, Repair and Replacement	10,057,508	2,646,985	3,209,085	9,495,408
	<b>Totals</b>	<b>\$ 61,209,737</b>	<b>\$ 24,662,218</b>	<b>\$ 33,424,342</b>	<b>\$ 52,447,613</b>

## GENERAL FUND BUDGET SUMMARY

### REVENUE

Current FY 20

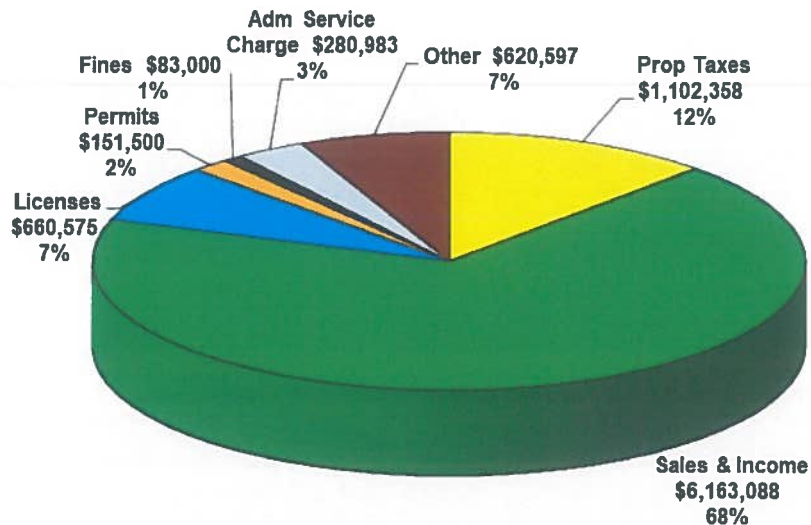
Estimated FY 20 Revenues are anticipated to be more than budget by approximately \$1.53M. This is primarily due to increases in sales tax \$307K, income tax \$933K (only budgeted 50% of LGDF), amusement tax \$49K, and building permits \$299K.

Proposed FY 21

Fiscal 21 Revenues are anticipated to decrease by (\$2.23M). This is primarily due to COVID-19, resulting in decreases in sales tax (\$1.64M), amusement tax (\$108K), franchise fees (\$40K), fines (\$45K), interest earnings (\$98K), contributions (\$19K), and miscellaneous income (\$271K).

Total anticipated General Fund Revenues for FY 21 are \$9,062,101. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire General Fund as indicated by major category.

### TOTAL REVENUES





## EXPENSES

### Current FY 20

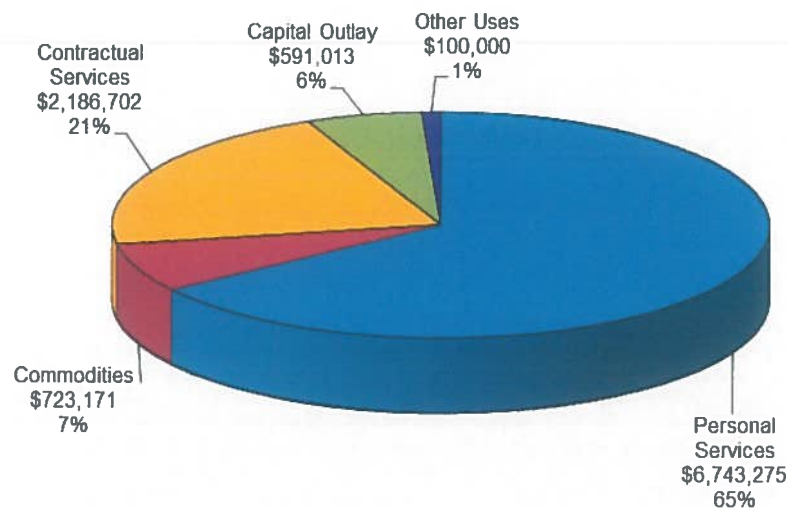
The FY 20 General Fund Expenses are anticipated to be (\$452K) under appropriation. This is primarily due to several expenditures coming in under budget: gasoline (\$54K), engineering services (\$34K), legal services (\$15K), signage & façade (\$51K), rebates (\$52K), other contractual services (\$28K) and not using the budgeted contingencies (\$150K).

### Proposed FY 21

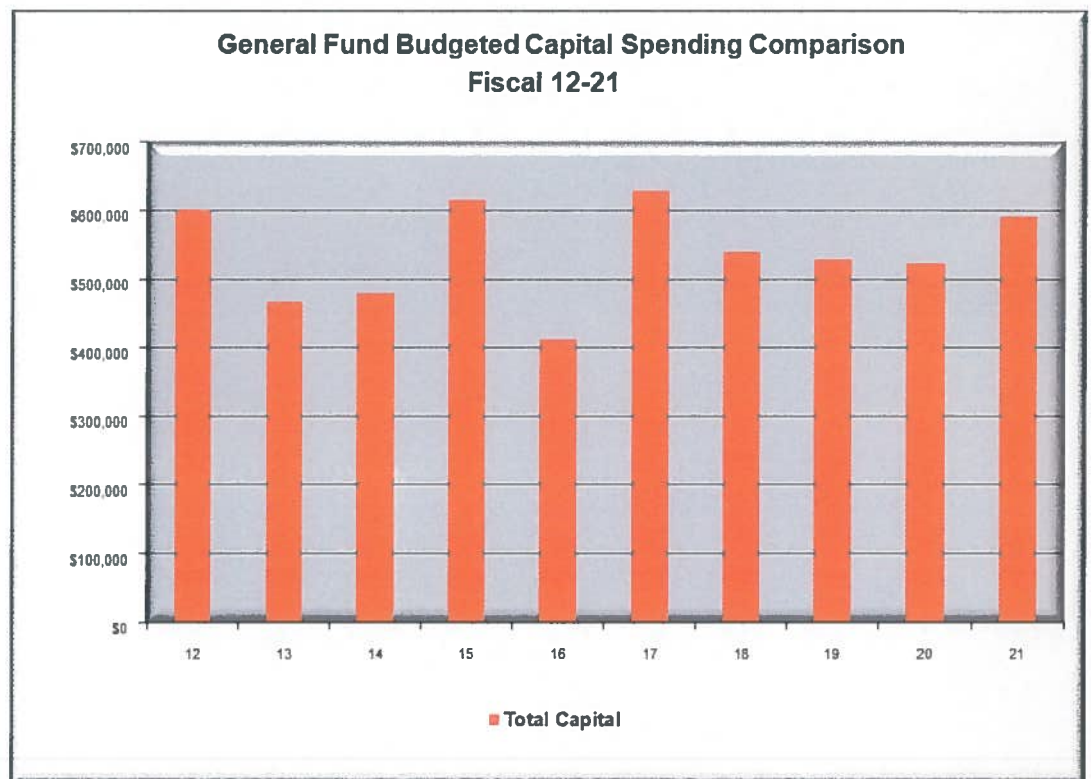
FY 21 General Fund Expenditure levels are proposed to decrease by approximately (\$154K) below FY 20 budget levels. This is associated with the net effect of increases in personal services \$203K and capital \$69K, and decreases in commodities (\$63K), contractual services (\$313K), and other financing uses (\$50K).

Total estimated General Fund expenditures for FY 21 are \$10,344,161. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures for the entire general fund as indicated by major category.

### TOTAL EXPENSES



The chart below depicts the General Fund capital spending patterns over the past nine years and the proposed fiscal year.



As one can see, FY 21 Capital Expenditures are \$69K above FY 20 budgeted levels. Capital purchase scheduled in the FY 21 budget will be deferred until the impact from COVID-19 is known.

## FUND BALANCE

### Current FY 20

You will note the FY 20 General Fund estimated ending fund balance to be approximately \$5.96M. This is above the budgeted FY 20 balance by approximately \$2.318M which is due to the surplus remaining in the General Fund while the impact of COVID-19 is monitored during FY 21.

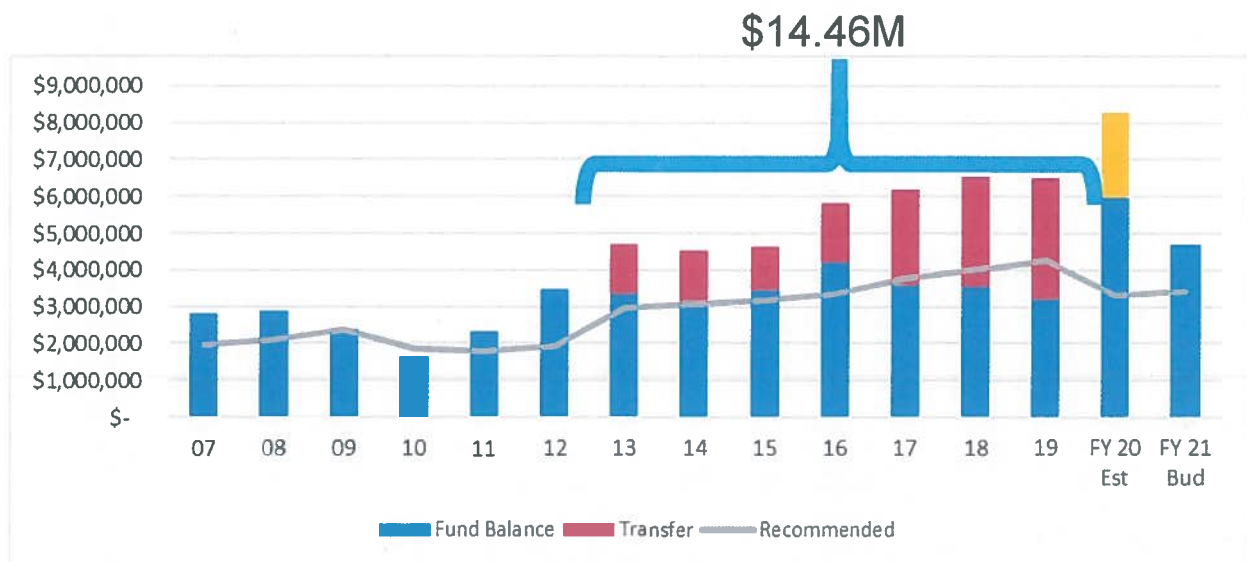
### Proposed FY 21

The proposed year end FY 21 General Fund balance amount is approximately \$4.677M or 45%. This is \$1.264M above the Board's preferred guidelines of maintaining 33% of the annual expenditures in the General Fund.

Following you will note a graph depicting the actual/estimated general fund cash position for the last nine budget cycles along with proposed FY 21 levels. The current year will be the eight consecutive year in which the General Fund has produced substantial “net positive operating” results. This has allowed for a total of \$14.46M over the previous seven years to be transferred into the Police Pension Fund for additional funding (\$600K), Water Operating Fund (\$725K) and the Capital Improvement, Repair and Replacement Fund for public improvement projects (\$13.13M). This year, the surplus is remaining in the General Fund.

### FUND BALANCE

#### **General Fund Balance Comparison FY 12-21**



Prior to FY 13, Mokena budgets have utilized 25% of overall GF spending as a benchmark for adequate fund balance levels. Given the unpredictable condition of the State of Illinois along with a sputtering economy, during the FY 13 budget process, a recommendation was made to increase the benchmark to 33% of overall GF spending. By maintaining a more conservative fund balance position, those type of uncertainties previously mentioned would be less likely to impact core services in light of negative events.



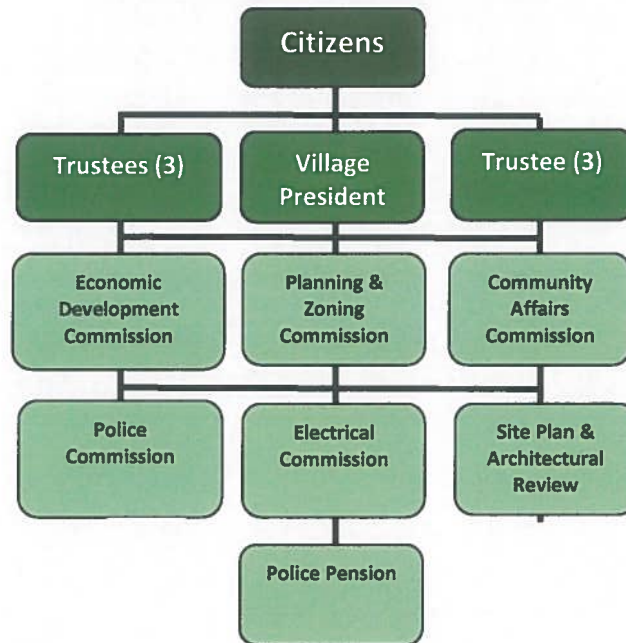
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		VILLAGE OF MOKENA				
		Fiscal 2021 Budget: General Fund				
		Revenue [01]				
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
280	<b>Fines</b>					
2810	Court	\$ 62,774	60,623	60,000	45,000	35,000
2820	Parking	36,174	27,435	36,000	30,000	25,000
2880	Other	28,640	21,576	28,000	21,000	21,000
2890	Asset Forfeiture	6,536	3,654	3,500	-	2,000
	<b>Total</b>	134,124	113,288	127,500	96,000	83,000
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 60,846	97,822	110,000	61,640	13,250
2917	Gain/Loss on Investments	11	-	-	62	-
2920	Rental Income	288,487	291,408	305,345	314,049	319,854
2930	Donations	15,164	16,919	4,000	300	-
2940	Interfund Revenue	9,696	14,861	14,900	11,600	1,750
2960	Public Hearing/Development Fees	27,350	21,987	18,500	22,950	18,500
2970	Miscellaneous Income	446,487	589,369	428,320	450,525	157,043
2990	Bond Proceeds	-	-	-	-	-
	<b>Total</b>	848,041	1,032,366	881,065	861,126	510,397
	<b>Revenue Grand Total</b>	\$ 12,099,858	12,511,745	11,293,298	12,818,574	9,062,101
	<b>Opening Fund Balance</b>	\$ 3,567,365	3,529,099	2,846,137	3,187,732	5,959,320
	<b>Total Available for Spending</b>	\$ 15,667,223	16,040,844	14,139,435	16,006,306	15,021,421
Footnote: The revenues derived in line item 01.200.2010 are based on the 2019 tax levy as extended by the Will County Clerk for General Corporate purposes and will be used to fund line items 01.101.3060, 01.101.3270 and 01.101.3630 in the Administrative Department, line item 01.104.3670 in the Police Department and line item 01.105.3630 in the Community Development Department.						

9

# Legislative Branch

## Fiscal Year 21



### Summary of Basic Function

The Legislative Department of the Village includes all functions relating to the Village President and Board of Trustees. This includes Village-wide legislative and policy efforts.

The Village President and six Trustees are elected at-large on a staggered basis. According to the Mokena Village Code, "this Board shall be the legislative department of the Village Government, and shall perform such duties and have such powers as may be delegated by Statute to it."

The Village President is Chief Elected Officer of the Village and presides over all meetings. The Village Board meets in formal session the 2nd and 4th Mondays of every month.

The Village President, with advice and consent of the Board, appoints members to the Planning and Zoning Commission, Economic Development Commission, Community Affairs Commission, Police Commission, Site Plan & Architectural Review Committees, Electrical Commission, Police Pension Board and other ad hoc commissions from time to time. Following are descriptions of each formal committee:

- **Planning Commission:** This 9-member Commission meets on a monthly basis and reviews pending development and annexation proposals for the Village of Mokena. Members address proposed developments and annexations from a planning perspective by comparing the proposed land use to the Village's Comprehensive Land Planning Documents. The Commission formally votes and makes recommendations to the Village Board of Trustees.



- **Zoning Board of Appeals:** This Board is required by State Statute, with individuals appointed to staggered terms by the Village President with advice and consent of the Village Board. All seven members are also members of the Planning Commission and review zoning issues for proposed developments and annexations to the Village of Mokena. In addition, the Board evaluates variance and special use zoning requests. The final determination regarding variance requests are concluded by the Zoning Board of Appeals, while zoning recommendations are forwarded to the Village Board for final review and determination.
- **Economic Development Commission:** This Commission focuses on enhancing economic development in the community and advises the Village Board on various programs that would improve the economic viability of the community. The Commission meets on a monthly basis and activities are coordinated through the Assistant Village Administrator.
- **Community Affairs Commission:** This Commission consists of six members appointed by the Village President with the advice and consent of the Board of Trustees. Commission members serve one-year terms. The Commission, which represents a merger of the Environmental Commission and the Downtown Committee, is dedicated to improving community volunteer opportunities along with increasing public awareness of various programs and the people who organize them.
- **Police Commission:** This Commission is responsible for the selection, appointment, promotion, discipline and dismissal of the municipality's full-time sworn police officers.
- **Site Plan Review Committee:** This Committee meets to review non-residential development site plans with the goal of enhancing the overall aesthetics and functionality of business site development. This committee meets on an as needed basis.
- **Architectural Review Committee:** This is a subcommittee of the Site Plan Review Committee charged with reviewing non-residential architectural elevations and other aspects of development.
- **Electrical Commission:** The purpose of this Commission is to review ordinances pertaining to electrical codes and make recommendations to the Village Board for changes, alterations or maintenance of the status quo.
- **Police Pension Board:** Two of the four current members are appointed by the Village President with advice and consent of the Village Board. These members oversee the investment of Police Pension Fund Reserves.

#### **STATUS OF GOALS FOR FY 20**

1. Determine strategic direction for Village-owned property at McGovney and Wolf Road.
2. Attend ICSC retail conferences.

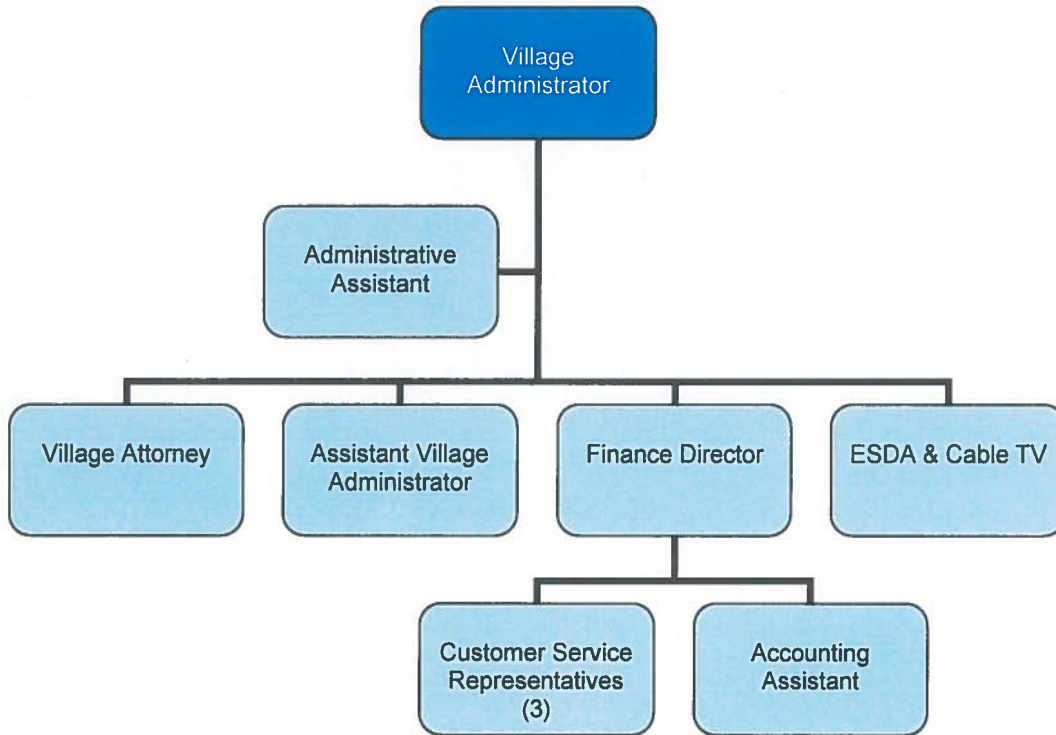
#### **SIGNIFICANT GOALS FOR FY 21**

1. Manage Village finances through COVID-19.
2. Attend ICSC retail conferences.

[illegible]

# *Administrative Department*

## *Fiscal Year 21*



### **SUMMARY OF BASIC FUNCTIONS**

The Administrative Department coordinates finances and other organization-wide matters. The Village Administrator is the Chief Administrative Officer, employed by the Village President and Board of Trustees to manage the day-to-day operations of the Village. All Department Heads and consultants are responsible to coordinate their activities with the Village Administrator or his/her designee. Additionally, the Village Administrator acts as the Chief Budget Officer and is responsible for the advisement, interpretation and supervision of Board Policy. The Assistant Village Administrator reports directly to the Village Administrator. He serves as the Village's risk manager, and as its public information and media relations officer. In addition, the Assistant Village Administrator negotiates cellular leases and cable franchise agreements, manages the Village's website, serves as the FOI Officer, manages the Village's foreclosed and vacant structures program, coordinates special projects, handles complex customer inquiries and concerns, and provides staff support to the Community Affairs and Economic Development Commissions.

The Finance Director supervises accounting and reporting tasks associated with Village finances. These tasks include forecasting revenues and expenditures, monitoring investments and cash reserves, overseeing accounts receivable/payable, utility billing, payroll and formulating the

Village's Tax Levy. Additionally, the Finance Director oversees General Office Operations, the computer system, and assists the Village Administrator with the supervision of Personnel records management along with preparation and day-to-day management of the budget.

The Administrative Assistant maintains and oversees the production of "Board Correspondence". This person supervises the daily scheduling affairs of both the Mayor and Village Administrator. Additionally, this position is responsible for performing research, organizing projects and coordinating responses to formal citizen inquiries to the Village President, Board and Village Administrator. The Administrative Assistant also serves as Deputy Clerk in support of the Elected Village Clerk.

The Accounting Assistant reports to the Finance Director. This person is responsible for maintaining accurate accounting records regarding accounts payable/receivable and utility billing.

Three Customer Service Representatives are responsible for service and responsiveness through counter service and telephone interaction. These positions also report to the Finance Director.

The ESDA Coordinator manages the Emergency Services Disaster Agency. This volunteer organization has the responsibility to provide an emergency preparedness plan for the Village. This agency ensures safety and a well-devised course of action in case of a catastrophe. All costs affiliated with employment of the E.S.D.A. Director are budgeted for in the E.S.D.A. Department budget.

Cable TV is primarily comprised of a group of volunteers who broadcast Mokena Board meetings and special events on a year-round basis.

The Village of Mokena contracts annually for both engineering and legal services. The firm of Rathbun, Cservenyak & Kozol currently represents the Village, with the Village utilizing other legal firms if a particular area of legal expertise is required.

## **STATUS OF GOALS FOR FY 20**

### ***Administrative/Finance***

1. Oversee and file annual audit. (C/100%)
2. Prepare and file annual treasurer's report. (C/100%)
3. Prepare and file 2019 property tax levy. (C/100%)
4. Prepare annual Fiscal 2021 Budget. (C/100%)
5. Prepare and post total compensation schedule on website. (C/100%)
6. Seek competitive proposals for aggregate banking services. (C/100%)
7. Oversee implementation of replacement of computers and servers. (C/100%)
8. Evaluate options for financial hardware. (C/100%)
9. Renegotiate Labor agreement with Local 150. (Ongoing)
10. Renegotiate Labor agreement with MAP 732. (Ongoing)
11. Work with the Village of Frankfort to renew expiring Boundary Agreement. (D)
12. Post link to Village codes on website. (C/100%)

13. Conduct annual TIF Joint Review Board meeting with local taxing districts. (C/100%)
14. Evaluate options (including potential involuntary annexations) for properties along LaGrange Road. (CU/50%)
15. Manage and coordinate liquor license applicant review and approval process with Liquor Commissioner. (C/100%)
16. Prepare and file annual Tax Increment Financing (TIF) Report. (C/100%)
17. Research and evaluate parking payment options for Metra commuter lots. (CU/75%)
18. Research options for the electronic storage of files at Village Hall. (CU/25%)
19. Update fixed asset inventory for insurance purposes. (C/100%)
20. Develop plan and budget for updating community's parkway tree inventory. (A)
21. Work with Economic Development Commission to develop goals, programs, and outreach. (C/100%)

## **SIGNIFICANT GOALS FOR FY 21**

### ***Administrative/Finance***

1. Oversee and file annual audit.
2. Prepare and file annual treasurer's report.
3. Prepare and file 2020 property tax levy.
4. Prepare annual Fiscal 2022 Budget.
5. Prepare and post total compensation schedule on website.
6. Evaluate additional options for financial hardware.
7. Renegotiate Labor agreement with Local 150.
8. Renegotiate Labor agreement with MAP 732.
9. Conduct annual TIF Joint Review Board meeting with local taxing districts.
10. Manage and coordinate liquor license applicant review and approval process with Liquor Commissioner.
11. Prepare and file annual Tax Increment Financing (TIF) Report.
12. Research and evaluate parking payment options for Metra commuter lots.
13. Research options for the electronic storage of files at Village Hall.
14. Update fixed asset inventory for insurance purposes
15. Conduct appraisal and update fixed asset inventory for insurance purposes.
16. Assist Economic Development Commission with evaluating incentive requests and supporting local business.

		VILLAGE OF MOKENA				
		Fiscal 2021 Budget: General Fund				
		Dept: Administrative [01-101]				
		Actual	Actual	Budgeted	Estimated	Board App.
	<u>Personal Services</u>	<u>Fiscal '18</u>	<u>Fiscal '19</u>	<u>Fiscal '20</u>	<u>Fiscal '20</u>	<u>Fiscal '21</u>
3010	Salaries (Full Time)	\$ 629,610	613,732	636,540	691,615	664,488
3020	Salaries (Part Time)	-	-	-	-	-
3030	Salaries (Overtime)	791	912	1,241	1,328	1,448
3040	Unemployment Contribution	4,029	3,806	4,000	5,083	5,250
3060	Worker's Compensation	125,264	124,414	131,282	130,557	135,799
3100	Hospital/Life Insurance	120,918	113,638	103,930	98,360	114,104
	<b>Total</b>	\$ 880,612	856,502	876,993	926,943	921,089
	<u>Commodities</u>					
3210	Office Supplies	\$ 11,634	13,167	13,000	12,500	13,000
3220	Postage	10,303	9,459	10,450	9,100	9,850
3230	Conferences, Mtgs. & Seminars	868	520	2,335	299	1,115
3240	Membership Dues	3,650	3,489	3,900	3,808	4,005
3250	Professional Development	985	584	3,020	280	2,000
3260	Publications	2,629	1,953	2,030	2,037	2,320
3270	Liability Insurance	109,956	114,584	107,327	107,705	100,327
3290	Printing	1,887	975	2,775	2,167	1,900
3300	Vehicle Expense (Gas)	1,687	1,643	2,520	1,700	2,200
3320	Maint: Vehicles & Motor Equip.	1,809	2,478	2,210	1,800	2,210
3440	Miscellaneous	61	10	200	2,200	150
3450	Public Relations	6,287	5,788	6,480	6,240	6,480
3510	Equipment	1,219	627	1,100	850	1,050
3520	Furniture	-	1,306	-	-	-
	<b>Total</b>	\$ 152,975	156,583	157,347	150,686	146,607
	<u>Contractual Services</u>					
3620	Engineering Services	\$ -	-	-	2,502	-
3630	Legal Services	68,639	91,861	115,000	105,000	115,000
3690	Computer Program./Maint.	23,312	17,224	44,440	38,500	43,040
3710	Legal Advertising	-	-	150	1,828	2,000
3750	Public Officials Ins./Bonding	-	1,189	-	-	-
3780	Telephone	6,693	3,818	2,940	2,895	3,000
3790	Comm./Office Machine Maint.	3,879	3,077	3,500	2,517	3,025
3850	Equipment Leasing	2,251	2,004	2,342	2,812	2,215
3860	Other Contractual Services	34,503	30,589	33,654	29,333	31,614
3870	Auto Mileage & Expense Reimb.	59	148	528	91	270
3890	Bond Principal	110,000	110,000	120,000	120,000	125,000
3900	Bond Interest	17,090	13,350	9,500	9,500	5,000
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	160	160	160	160	160
3980	Rebates	734,978	866,490	978,828	927,088	696,891
	<b>Total</b>	\$ 1,001,564	1,139,910	1,311,042	1,242,226	1,027,215
	<b>Total Operating Expenses</b>	\$ 2,035,151	2,152,995	2,345,382	2,319,855	2,094,911

[illegible]



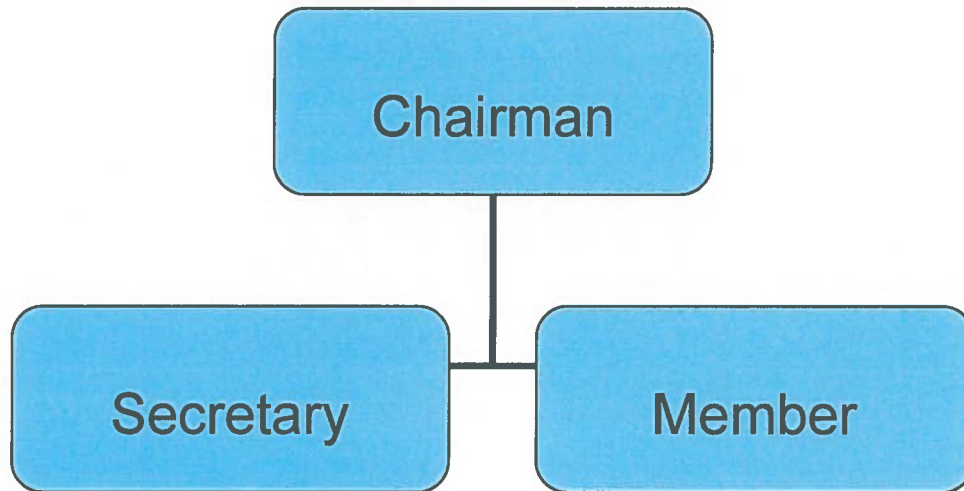
DEPARTMENT AdministrativeVILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM[illegible]

18

<b>TOTAL</b>	<u>\$64,000</u>	<u>\$29,000</u>
<b>REQUESTS APPROVED</b>	\$64,000	\$29,000

# ***Board of Fire & Police Commission***

## ***Fiscal Year 21***



### **SUMMARY OF BASIC FUNCTION**

Division 2.1 of Article 10 of the Illinois Municipal Code requires that all municipalities having populations of 5,000 or more residents establish and maintain a Board of Fire and Police Commissioners. This Commission is then charged with the selection, appointment, promotion, discipline and dismissal of the municipality's full-time sworn police officers and firefighters (where applicable).

The Board of Fire and Police Commissioners consists of three members. All members of the Commission must be residents of the Village, and are appointed to their offices on staggered three-year terms. The Village President, with the advice and consent of the Village Board of Trustees, appoints the members of the commission.

The Chairman of the Commission presides over all meetings. The Secretary of the Commission is responsible for meeting minutes, forms, papers, books, and seal, along with the records of the Commission.

By statutory obligation, the Board of Fire and Police Commissioners must hold an annual meeting each July to elect its officers and conduct whatever business may come before the Commission. Additionally, the Commission may hold other meetings as might be necessary, upon the call of the Chairman.

**STATUS OF GOALS FOR FY 20**

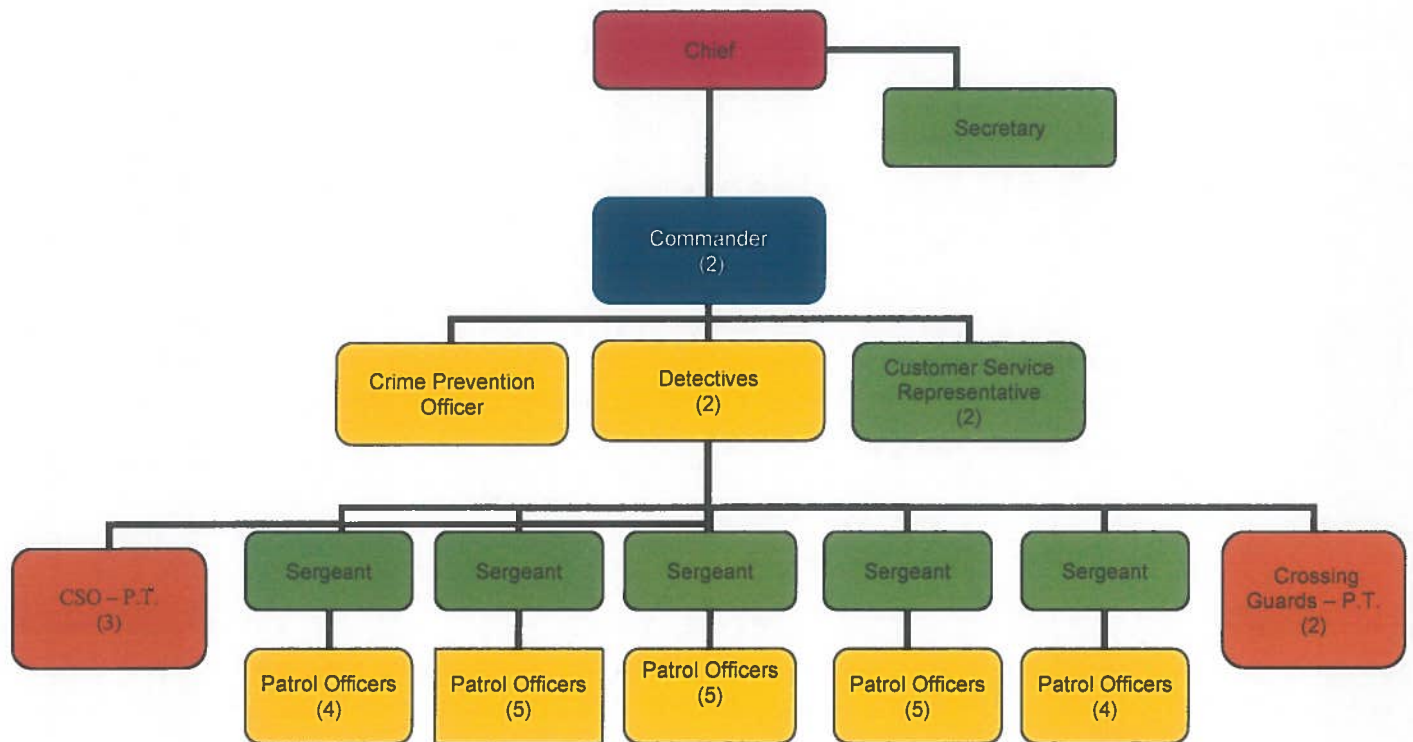
1. Review local rules to ensure Board rules are in accordance with Illinois State Law. (C/100%)
2. Explore different options in relation to background investigations. (C/100%)
3. Review current patrol officer eligibility register. (C/100%)
4. Attend the Illinois Fire and Police Commission Training conference in order to maintain a current working knowledge of legislative changes pertaining to the recruitment, selection and appointment of qualified candidates for police officers, promotional testing and discipline of police officers. (A)

**SIGNIFICANT GOALS FOR FY 21**

1. Complete and post Police Officer Eligibility Register.
2. Maintain Sergeants Promotional Eligibility Register.
3. Determine an efficient process for background investigations.

[illegible]

## *Police Department Fiscal Year 21*



### SUMMARY OF BASIC FUNCTION

The Police Department is the division of Mokena's local government that is responsible for the safety and security of Village customers and their property. This responsibility is accomplished through community-based policing methods, including problem identification and communication with residential and business customers, along with more traditional methods of enforcing State laws and local ordinances.

The Chief of Police is the chief administrative officer of the Department, responsible for overseeing daily Police Department operations to include developing and administering the Department budget; formulating policies and procedures; and formulating, implementing and communicating new programs and philosophies to the Department's personnel. The Chief of Police is also responsible for community-based initiatives and is responsible for information flow to the public. He is also active with the Mokena School District 159 Safety and Security Committee, and with the residents and with our business community. The Chief of Police reports to the Village Administrator.

The Commanders (2) assist the Chief of Police with management of the Department and the communication and administration of Department and Village policies and initiatives. In addition to serving as the senior operating officers of the Police Department in the Chief's absence, the Commanders also prepare monthly work schedules, assist with budget administration, are responsible for the Department's payroll, and oversee all sworn and civilian employees of the Department.

The Sergeants (5) are the Department's first-line supervisors, assigned to the patrol division. Sergeants provide direction and leadership to the Patrol Officers under their command, assist the Patrol Officers in meeting the needs of the community and establish a rapport with the residential and business segments of the community through a variety of community-based policing programs.

The Detectives (2) are responsible for a range of duties that include conducting follow-up investigations of reported criminal offenses, investigating traffic crashes that result in serious injury or death, consultation with the State's Attorney's Offices for criminal charges, serving arrest warrants, conducting search warrants, submitting subpoenas, and investigating crimes against children. The detectives are also responsible for conducting various background investigations for liquor and massage license applicants and for patrol officer candidates and other Village personnel during the pre-employment process.

The Crime Prevention Officer is responsible for the majority of the Police Department's Community Outreach to include the coordination of police department presence at block parties throughout the Village, working closely with the Frankfort/Mokena TRIAD Senior Safety Group, organizing traffic safety efforts such as Distracted Driving Awareness Week, Speed Awareness Week and Rail Safety Week, providing safety presentations to Village businesses and community groups, working closely with the D.A.R.E. officer as a liaison to our schools, coordinating child safety seat installations, elder service officer initiatives and neighborhood watch efforts. The Crime Prevention Officer is assigned as the liaison to Fire Protection Districts, an important facet of the Department's continuing partnership and cooperative efforts. He is also responsible for two community initiatives: The Neighborhood Watch Liaison Program and the Video Surveillance Registry.

The Department Secretary and Customer Service Representatives (2) provide the support function of the Department. They are responsible for walk-in customer service, and administrative and clerical tasks that are generated daily.

Part-time Community Service Officers (3) provide support to the Patrol and Records Divisions by collecting daily parking fees from the Village's commuter parking lots and issuing warnings or citations for Ordinance violations. They also provide inter-departmental support by assisting the records division with data entry and records coverage, and the patrol division on a limited basis with disabled vehicles and traffic control at crash locations. Other duties include carrying out delivery and service-related tasks in order to provide for effective administration of Village services to include the delivery of informational material to the Village President, Village Clerk, Village Trustees, Village Attorney, members of various Commissions, the Clerk of the Circuit Court and the State's Attorney's Office.

Through its community-based policing philosophy, the Department actively solicits requests for police service from the residents of the Village and looks to the community to assist with setting a

portion of the Department's agenda, deploys police officers for non-emergency interaction with the community and expects the line-level police officers to identify and offer solutions to reported problems within the community. The key to the success as a police department is interaction with residents, business owners and visitors to the Village through community engagement.

During Fiscal Year 2021, the Police Department will be staffed by (33) sworn full-time employees holding state certifications that are required by the Illinois Law Enforcement Training and Standards Board, with the remaining employees of the Department being civilian personnel consisting of clerical staff, crossing guards and community service officers.

Police Department services that are provided within the corporate limits of the Village 24 hours per day, 365 days per year include, but are not limited to the following:

- Crime Prevention, through community awareness and education programs
- Arbitration and resolution of neighborhood and family disputes
- Identification and apprehension of those in violation of state statutes and local ordinances
- Referral to the Will County Executive's Office "Safe Passage Program" for those requesting assistance with a substance abuse addiction
- Preventive patrols of the community
- Visibility at special events within the Village to include those held by the Mokena Park District, the Mokena Chamber of Commerce, Mokena civic organizations, and neighborhood block parties
- Traffic safety through increased visibility and discretionary enforcement
- Prescription drug drop-off program (during business hours)
- Regular interaction with residential and business customers

#### **SIGNIFICANT GOALS FOR FY 20**

1. Continue to build on community relations-based programs to include Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, City Protect, Operation Lifesaver, the Neighborhood Liaison Program and the Video Surveillance Registry. **(C/100%)**
2. Continue to work with our schools in improving upon the safety and security of school staff and students through continuing training, education and communication. **(C/100%)**
3. Evaluate and communicate any significant crime trends that affect our residential or business customers within the Village of Mokena. **(C/100%)**
4. Maintain National Incident Management System and Incident Command System training initiatives. **(C/100%)**
5. Continue to pursue available grant opportunities relative to 9-1-1 communications equipment, bullet proof vest cost recovery, pipeline safety initiatives and any other opportunities. **(C/100%)**
6. Continued evaluation of current sergeants and commanders' administrative responsibilities to identify the need for re-distribution of tasks. **(C/100%)**



7. One sergeant to attend the Northwestern University Center for Public Safety School of Police Staff and Command. (C/U 60%)
8. Continue development of department training initiatives allowing the department to best serve our customers. (C/100%)
9. Continue update and evaluation of the Lexipol Procedural Manual for on-going enhancement of department protocols. (C/100%)
10. Monitor the Village of Mokena Emergency Operations Plan (EOP) and make changes/updates where necessary. (C/100%)
11. Continue efforts with community engagement activities (business meet and greet events, Illinois Special Olympics, Walk and Talks, presence at community activities, etc...). (C/100%)
12. Continued evaluation and planning for a new public safety facility. (C/U 10%)

**SIGNIFICANT GOALS FOR FY 2021**

1. Continue to build on community relations-based programs to include Child Safety Seat Inspections, D.A.R.E., Prescription Drug Recycling, City Protect, Operation Lifesaver, Neighborhood Watch Liaison Program and the Video Surveillance Registry.
2. Continue to work with schools in improving upon the safety and security of school staff and students through visibility, ongoing training (Rescue Task Force Training), education and communication.
3. Continue to evaluate and allocate appropriate resources to crime trends that affect residential or business customers within the Village of Mokena.
4. Maintain National Incident Management System and Incident Command System training initiatives.
5. Continue evaluation of current sergeants' and commanders' administrative responsibilities to identify the need for re-distribution of tasks.
6. One sergeant to attend the Northwestern University Center for Public Safety School of Police Staff and Command
7. Evaluation of patrol and investigations training needs for staff development and community needs.
8. Continue with training and development of key staff for succession planning and continuity of operations.

9. Continue to review and update the Lexipol Procedural Manual for on-going improvement of department protocols.
10. Monitor the Village of Mokena Emergency Operations Plan (EOP) and make changes/updates where necessary.
11. Continue efforts with community engagement activities (business meet and greet events, Illinois Special Olympics, Walk and Talks, presence at community activities, etc.).
12. Continue with evaluation and initial planning for a new public safety facility.

VILLAGE OF MOKENA						
Fiscal 2021 Budget: General Fund						
Dept: Police [01-104]						
		Actual	Actual	Budgeted	Estimated	Board App.
	Personal Services	Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
3010	Salaries (Full Time)	\$ 2,830,427	2,918,594	3,147,686	3,102,996	3,258,366
3020	Salaries (Part Time)	-	-	21,883	-	-
3030	Salaries (Overtime)	345,218	336,165	283,802	390,755	282,610
3031	Salaries (Holiday Pay)	71,667	77,536	81,443	74,500	83,208
3100	Hospital/Life Insurance	436,675	462,945	503,160	486,993	538,367
	<b>Total</b>	\$ 3,683,987	3,795,240	4,037,974	4,055,244	4,162,551
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 310	270	415	140	305
3240	Membership Dues	1,920	2,055	2,190	1,690	1,775
3250	Professional Development	12,987	13,746	12,750	11,500	19,696
3260	Publications	265	328	400	208	300
3280	Clothing & Personal Expense	21,413	25,955	33,500	33,500	32,155
3290	Printing	1,226	2,348	1,910	1,837	2,420
3300	Vehicle Expense (Gas)	49,040	56,077	75,600	56,100	66,000
3320	Maint: Vehicles & Motor Equip.	25,581	27,279	27,490	27,000	27,730
3400	Ammunition	6,485	5,759	6,300	6,276	7,300
3420	Donations	-	-	-	-	-
3440	Miscellaneous	1,097	887	2,106	1,674	1,184
3450	Public Relations	9,643	10,160	10,200	6,900	6,200
3470	Range Supplies	1,328	1,485	1,500	1,496	1,500
3480	Narcotics Enforcement	-	-	500	-	300
3500	Coop. Investigations	1,750	1,750	2,250	3,211	3,950
3510	Equipment	13,532	17,126	12,000	11,500	17,748
3520	Furniture	1,431	914	1,850	1,840	-
	<b>Total</b>	\$ 148,008	166,139	190,961	164,872	188,563
	<b>Contractual Services</b>					
3640	Physical Exams	\$ -	-	500	-	250
3650	Testing & Psych. Exams	-	-	-	-	-
3660	Prisoner Care	359	22	150	25	75
3670	Communications Center	316,682	341,842	345,171	346,007	363,809
3690	Computer Program./Maint.	15,984	27,247	31,254	27,000	37,569
3710	Legal Advertising	-	-	300	-	300
3780	Telephone	21,775	21,868	22,584	20,700	21,840
3790	Comm./Office Mach. Maint.	1,213	1,166	1,000	706	800
3850	Equipment Leasing	4,810	5,254	5,400	5,175	4,500
3860	Other Contractual Services	19,866	16,160	26,354	23,570	24,405
3870	Auto Mileage & Expense Reimb.	190	261	200	-	100
	<b>Total</b>	\$ 380,879	413,820	432,913	423,183	453,648
	<b>Total Operating Expenses</b>	\$ 4,212,874	4,375,199	4,661,848	4,643,299	4,804,762

[illegible]

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '20 DEPT. REQUEST	FY '20 BOARD APPROVED	FY '21 DEPT. REQUEST	FY '21 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4080	Patrol SUV & Set Up	\$46,500	\$46,500			Base	Replace M06 per fleet schedule
4080	Patrol SUV & Set Up	46,500	46,500			Base	Replace M13 per fleet schedule
4080	Patrol SUV & Set Up	46,500	46,500			Base	Replace M17 per fleet schedule
4040	(5) Panasonic CF-54 Toughbook Laptop Computers w/ Docking Stations and Installation.	17,785	17,785			Base/Supp.	Replace (4) obsolete CF-31 units and one additional for third detective
4040	In-House Computer Upgrades	26,950	26,950			Base	Replace (20) desktop computers, Microsoft Office licenses, and (10) monitors
4040	Kenwood Portable Radio w/ Accessories	1,800	1,800			Supp.	Additional radio for new officer
4040	Drug Terminator Drug Incinerator	5,000	5,000			Supp.	For proper EPA approved destruction of drug evidence
4040	Security Camera	5,000	5,000			Supp.	Surveillance at Village Hall
4100	(3) Workstations for Investigations Office	5,600	5,600			Base	Re-configuration of office for addition of third detective.

**TOTAL**  
**REQUESTS APPROVED**

See Page 2

See Page 2

See Page 2

See Page 2

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '20 DEPT. REQUEST	FY '20 BOARD APPROVED	FY '21 DEPT. REQUEST	FY '21 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4080	Patrol SUV & Set Up			\$47,500	\$47,500	Base	Replace M02 per fleet schedule
4080	Patrol SUV & Set Up			47,500	47,500	Base	Replace M04 per fleet schedule
4080	Patrol SUV & Set Up			47,500	47,500	Base	Replace M09 per fleet schedule
4040	(1) Panasonic CF-54 Toughbook Laptop Computers w/ Docking Stations and Install.			3,900	3,900	Supp.	New for CSO vehicle
4040	(2) Kenwood Portable Radios w/ Accessories			3,900	3,900	Supp.	New officer & CSOs
4040	Server with Labor			7,700	7,700	Base	Replace aging server
4040	Stealth Radar			2,900	2,900	Supp.	Covert traffic counter
4040	FLIR Thermal Monocular			3,600	3,600	Supp.	Thermal imaging, capable of geotagging (evidence recovery)
4040	LPR Camera System			208,000	208,000	Supp.	License plate recognition (LPR) camera system

**TOTAL**  
**REQUESTS APPROVED**

\$201,635

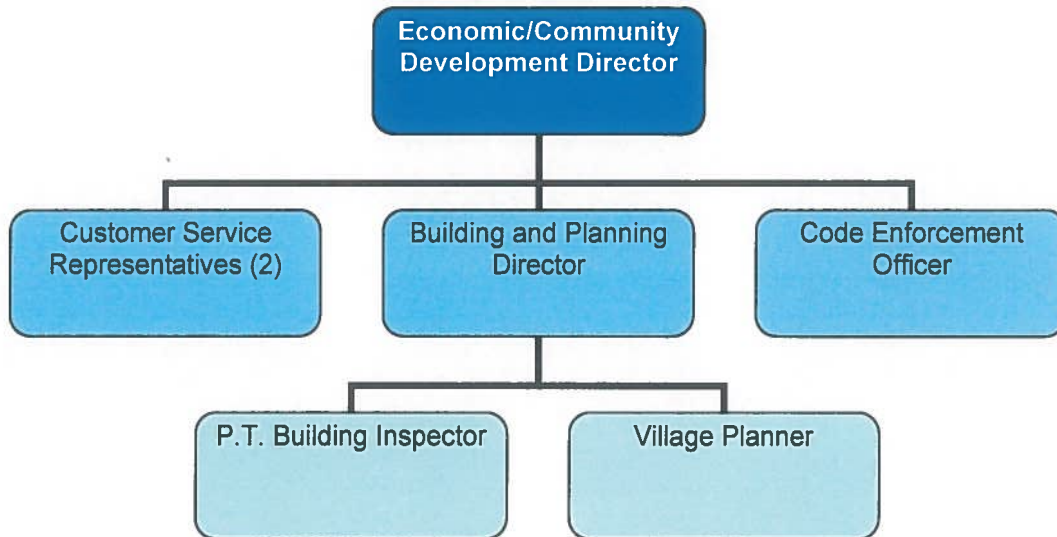
\$372,500

\$201,635

\$372,500

# *Community Development Department*

## *Fiscal Year 21*



### Summary of Basic Functions

The Community Development Department enforces all ordinances and provisions relating to the construction of buildings and structures within Mokena's corporate limits. This department also administers all zoning, land use and land development regulations, as well as economic development functions such as business attraction and retention.

The **Economic and Community Development Director** manages the daily operations of the Department. This person reports to the Village Administrator and is responsible for overseeing the enforcement of Village codes, construction standards and all land development as well as implementing activities and programs that further the economic well-being of the community. The Director represents the Department at meetings of the Village Board, Planning Commission, Zoning Board of Appeals, Comprehensive Plan Committee, Economic Development Commission, Electrical Commission and Site Plan and Architectural Review Committees.

The **Building and Planning Director** manages and supervises the operations of the Building, Planning and Zoning functions of the Community Development Department. This person is responsible for directing the planning, organizing, coordinating and general administration of all facets of building code administration, development activities, planning and zoning functions, zoning enforcement, and advisement and supervision of Village Board policy. This person attends meetings and makes presentations to the Village Board, Planning Commission, Zoning Board of Appeals, Site Plan and Architectural Review Committees and the Electrical Commission. The Building and Planning Director reports to the Economic and Community Development Director.



The **Village Planner** is responsible for all activities related to planning and zoning, as well as support functions related to economic development. This person works closely with the Building and Planning Director and coordinates staff reviews of land use submittals. This person attends meetings and makes presentations to the Planning Commission, Zoning Board of Appeals, and Site Plan and Architectural Review Committees. The Village Planner schedules public hearings, reviews and processes new business licenses and assists in the preparation and delivery of meeting packets. The Village Planner reports to the Building and Planning Director.

The **Part-Time Building Inspector** is responsible for all activities related to building permit applications, plan review, building permit issuance, inspection services and the administration of all building codes and construction regulations. This person coordinates the activities of outside consultants and contractors. This position's time is divided between office duties and field inspections. This person reports to the Building and Planning Director.

The **Code Enforcement Officer** reports to the Economic and Community Development Director and is responsible for reviewing, processing and issuing incidental permits as well as enforcing property maintenance regulations. Enforcement action related to property maintenance codes and the vacant structure program are administered by the Code Enforcement Officer. This person also performs the annual business license sweep and plays a key role in the vacant structures inspection program.

Two **Customer Service Representatives** are responsible for preparing monthly reports, organizing Planning Commission and Zoning Board of Appeals packets, maintaining public property records, tracking receivables, performing clerical duties as needed, issuing building permits, scheduling inspections, taking residents' complaints, updating files, and performing data entry of building permit information. In addition, these positions coordinate the contractor registration program. These positions report to the Economic and Community Development Director, who coordinates daily activities.

#### **STATUS OF GOALS FOR FY 20**

1. Facilitate Board policy regarding amendments to the Zoning Ordinance related to semi-trailer truck parking on residentially zoned properties. **(C/100%)**
2. Complete phase III of the way-finding signage program within budgeted parameters. **(C/100%)**
3. Update Zoning Map to reflect recent annexations and map amendments. **(C/100%)**
4. Oversee cross-training of customer service staff related to the office consolidation of Administrative and Community Development Department clerical staff. **(Ongoing)**
5. Evaluate various permit fees and provide any recommended adjustments to the Village Board. **(A)**
6. Update informational handouts to reflect the latest adopted building codes. **(C/100%)**

7. Establish a new permit application form for photovoltaic installations. **(C/100%)**
8. Update plan review and final inspection checklists to include new code requirements. **(C/100%)**
9. Update the Façade Program booklet with a new grant application, and review process through to completion and specific requirements for grant payment. **(Deferred/95%)**
10. Update Building Permit applications. **(Ongoing)**
11. Review Subdivision and Flood Control regulations and recommend any adjustments to the Village Board. **(C/100%)**

### ***Economic Development***

1. Facilitate sale and development of the Village owned “Therafin” property. **(Ongoing)**
2. Update economic development website information, layout and business directory. **(Ongoing)**
3. Attend International Council of Shopping Centers (ICSC) National Convention. **(D)**
4. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars. **(C/100%)**
5. Coordinate semi-annual update to the Restaurant Guide. **(C/100%)**
6. Update Economic Development promotional materials. **(C/100%)**
7. Prepare for and provide materials for Economic Development Commission meetings. **(C/100%)**
8. Coordinate Village participation in the Mokena Chamber Business Expo. **(C/100%)**
9. Coordinate Village’s participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies. **(C/100%)**

### **SIGNIFICANT GOALS FOR FY21**

1. Facilitate upgrades and replacements to Phase I way-finding signage program within budgeted parameters.
2. Update Zoning Map to reflect recent annexations and map amendments.
3. Oversee cross-training of customer service staff.
4. Update Building Permit applications.
5. Restructure Land Use Guides.

6. Update the Façade Program booklet with a new grant application, and review process through to completion and specific requirements for grant payment.

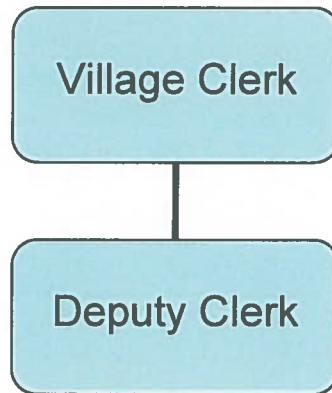
### ***Economic Development***

1. Update Business license applications.
2. Update “Business Welcome” Guide.
3. Update economic development website information, layout and business directory.
4. Attend International Council of Shopping Centers (ICSC) National Convention.
5. Attend regional ICSC, Illinois Development Council, Will Economic Network, and Chamber meetings and seminars.
6. Coordinate semi-annual update to the Restaurant Guide.
7. Update Economic Development promotional materials.
8. Prepare for and provide materials for Economic Development Commission meetings.
9. Coordinate Village participation in the Mokena Chamber Business Expo.
10. Coordinate Village’s participation in Ribbon Cutting, Groundbreaking, and Grand Opening Ceremonies.



[illegible]

# ***Village Clerk Fiscal Year 21***



## **SUMMARY OF BASIC FUNCTIONS**

The Village Clerk is the custodian of all official records and documents of the Village. The Clerk works with Village staff to ensure records and documents are recorded in a timely and accurate manner. The Clerk attests to and seals all documents of the Village. The Deputy Clerk fills in for the Elected Village Clerk from time to time.

The Clerk also provides voter registration services to Village residents and attends all Village Board meetings.

## **STATUS OF GOALS FOR FY 20**

1. Conduct early voting for the General Primary. (C/100%)
2. Conduct twice yearly review of Executive Session minutes. (C/100%)
3. Attend Municipal Clerks of Will/Grundy meetings and seminars. (C/100%)

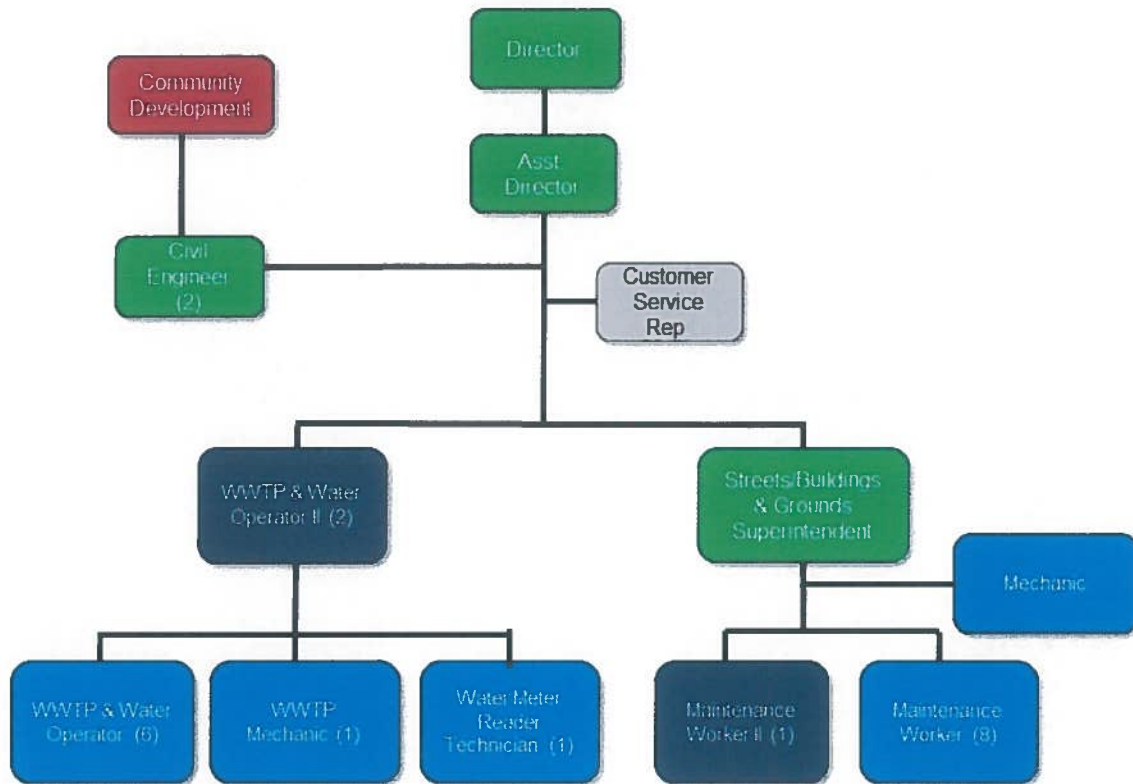
## **SIGNIFICANT GOALS FOR FY 21**

1. Conduct early voting for the fall General Election.
2. Conduct early voting for the spring Consolidated Election.
2. Conduct twice yearly review of Executive Session minutes.
3. Attend Municipal Clerks of Will/Grundy meetings and seminars.

[illegible]

# *Public Works Department*

## *Fiscal Year 21*



### SUMMARY OF BASIC FUNCTION

The 26 full-time employees of the Public Works Department are responsible for the operation and maintenance of all Village infrastructure. This includes the wastewater treatment facility, lift stations, collection system, four water towers, a ground storage tank, and the total water distribution system. The overall operation of the Street and Buildings/Grounds Divisions includes maintenance of streets, curbs and gutters, sidewalks, bike paths, streetlights, storm sewers, storm water retention ponds, shoulders/ditches, parkway trees, public buildings, Village landscaped areas, grass cutting, and snow removal.

The Director of Public Works manages the activities of the department. Management is exercised directly, or through the Assistant Public Works Director and various operational supervisors. The Director is responsible to the Village Administrator for successful operation of the department and is supported by Customer Service Representatives. The Assistant Public Works Director is responsible for overall departmental operations in the absence of the Public Works Director.

Two Staff Engineers report directly to the Public Works Director and Assistant Public Works Director. They provide technical support and oversee Village-related engineering functions including



capital projects, subdivision development/inspections, capital improvement plans, consulting contracts, bidding specifications and private utility coordination, along with other engineering issues, and are responsible for the inspection of all new public improvements within new developments. The Staff Engineers inspect Village construction projects, which include sewer, water and stormwater system rehabilitation and extensions. These employees prepare and inspect all road maintenance projects, as well as respond to local drainage complaints. In addition, these positions provide building and site inspection support and oversee various consulting engineers employed by the Village to perform a multitude of other engineering services.

The Automotive Mechanic maintains all Village vehicles from every department, and reports directly to the Street/Buildings & Grounds Superintendent. The Street/Buildings & Grounds Superintendent manages the day-to-day overall operations of Streets and Buildings & Grounds, and reports directly to the Public Works Director and Assistant Public Works Director.

Streets and Buildings & Grounds crews consist of a combined nine (9) full-time employees. These personnel are funded through the General Corporate Fund. The FY 21 budget also appropriates funds for two (2) seasonal employees in Street and Buildings & Grounds to assist with right-of-way and grounds care.

Water and Sewer consists of ten (10) full-time employees. Oversight of operations is divided between the Public Works Director and the Assistant Public Works Director. The Wastewater Treatment Plant Operator II is responsible for overall operation of the Wastewater Treatment Plant. The Water Systems Operator II is responsible for overall operation of the water and sewer distribution systems. The duties of the Treatment Plant Mechanic include maintenance of all mechanical equipment at the plant. The six (6) Water & Wastewater Treatment Plant Operators and the Plant Mechanic are responsible for testing and process operation of the plant, along with testing and maintenance of the water distribution system. These employees are also responsible for operation and maintenance of the lift stations and collection system. One (1) Water Meter Reader/Technician repairs, replaces, and installs water meters, including meters in new homes and businesses. The Meter Reader/Technician is also responsible for reading the meters each month for billing purposes. This position assists in maintenance of the distribution system as time allows. The Customer Service Representative is responsible for all administrative support in Utilities. The FY 21 budget also appropriates funds for two (2) seasonal employees in Utilities to assist with day-to-day maintenance.

### **SIGNIFICANT GOALS FOR FY 20**

#### **PUBLIC WORKS STREET DEPARTMENT SERVICES**

1. Complete FY 20 Sidewalk Program.\* (C/100%)
2. Complete FY 20 Full Depth Patching Program.\* (C/100%)
3. Complete FY 20 TechCrete - Mastic One Crack Patching Program on Wolf Road.\* (C/100%)
4. Complete FY 20 Street Maintenance Program.\* (C/100%)

5. Complete FY 20 Program for HA-5 sealant.\* (C/U 60%)
6. Complete FY 20 Sidewalk “Mud-Jacking” Program.\* (C/100%)
7. Complete FY 20 Curb “Shotcrete” Repair Program.\* (C/100%)
8. Complete FY 20 Fiber-Entrained Crack Sealing Program.\*\* (C/100%)

*\*Provided for in the Capital Improvement, Repair, and Replacement Fund*

*\*\*Provided for in the Motor Fuel Tax Fund*

**PUBLIC WORKS Engineering Services**

1. Design FY 2021 Maintenance Programs. (C/100%)
2. Construct the FY 2020 Road Maintenance Program with construction completed during fall of 2019. (C/100%)
3. Complete Engineering and inspections for sanitary manhole rehabs for FY 21. (C/100%)
4. Assist with Wastewater Treatment Plant improvements design, bidding and construction. (C/100%)
5. Assist in completion of Phosphorous Report for WWTP process. (C/U 55%)
6. Complete Storm Sewer Atlas update. (C/100%)
7. Complete Water Atlas Update. (C/100%)
8. Continue evaluating asphalt rejuvenator and polymer level binder use, (anticipated 5-10yr evaluation period). (C/100%)
9. Evaluate FY 20 TechCrete - Mastic One Crack Patching Program on Wolf Road. (C/100%)
10. Complete phase I of LED streetlight conversion. (C/100%)

**SIGNIFICANT GOALS FOR FY 21**

**PUBLIC WORKS STREET DEPARTMENT SERVICES**

1. Complete FY 21 Sidewalk & Curb Replacement Program.\*
2. Complete FY 21 Full Depth Patching Program.\*
3. Complete FY 21 Street Maintenance Program.\*

4. Complete FY 21 Program for HA-5 sealant.\*
5. Complete FY 21 Sidewalk “Mud-Jacking” Program.\*
6. Complete FY 21 Curb “Shotcrete” Repair Program.\*
7. Complete FY 21 Fiber-Entrained Crack Sealing Program.\*\*

***\*Provided for in the Capital Improvement, Repair, and Replacement Fund***

***\*\*Provided for in the Motor Fuel Tax Fund***

**PUBLIC WORKS Engineering Services**

1. Design FY 2022 Maintenance Programs.
2. Construct the FY 2021 Road Maintenance Program with construction completed during fall of 2020.
3. Assist with Wastewater Treatment Plant improvements construction.
4. Assist in completion of Phosphorous Report for WWTP process.
5. Continue evaluating TechCrete Mastic One, asphalt rejuvenator and polymer level binder use, (anticipated 5-10 yr evaluation period).
6. Complete phases II and III of LED streetlight conversion.
7. Complete design engineering for La Grange Road pedestrian path.

[illegible]

VILLAGE OF MOKENA						
Fiscal 2021 Budget: General Fund						
Dept: Streets [01-107]						
		Actual Fiscal '18	Actual Fiscal '19	Budgeted Fiscal '20	Estimated Fiscal '20	Board App. Fiscal '21
	<b>Capital Outlay</b>					
4010	Improvements - Streets	\$ 7,970	16,315	15,000	11,764	15,000
4020	Improvements - Other	-	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	4,968	4,433	7,000	10,159	-
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisitions	227,198	173,801	195,000	187,927	151,500
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 240,136	194,549	217,000	209,850	166,500
	<b>Other Financing Uses</b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Gen. Infra.	\$ 3,000,000	3,000,000	-	-	-
	<b>Total Appropriations</b>	\$ 4,502,208	4,516,205	1,614,677	1,541,969	1,567,674

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VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM[illegible]

TOTAL	\$202,000	\$151,500
REQUESTS APPROVED	\$202,000	\$151,500

# ***PUBLIC WORKS BUILDINGS & GROUNDS Fiscal Year 21***

## **SIGNIFICANT GOALS FOR FY 20**

1. Continue Cherry Pond North, Cherry Pond South, Mokena Marketplace, Crystal Creek and Foxborough Wetland maintenance. **(Ongoing)**
2. Repair and seal-coat bike trail in Tara Hills South. **(C/100%)**
3. Seal coat walking path at Marley Crossings. **(D)**
4. Replace HVAC rooftop unit at southwest corner of Village Hall. **(C/100%)**
5. Replace electrical panel at Front Street lot. **(C/100%)**

## **SIGNIFICANT GOALS FOR FY 21**

1. Continue Cherry Pond North, Cherry Pond South, Mokena Marketplace, Crystal Creek, and Foxborough Wetland maintenance.
2. Replace south roof at Village Hall.

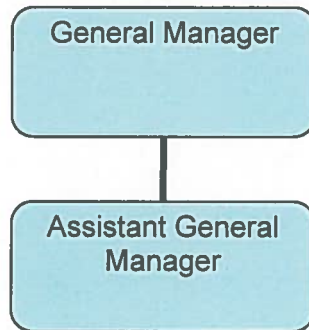
		VILLAGE OF MOKENA				
		Fiscal 2021 Budget: General Fund				
		Dept: Buildings & Grounds [01-108]				
		Actual	Actual	Budgeted	Estimated	Board App.
	Personal Services	Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
3010	Salaries (Full Time)	\$ 54,804	44,588	57,962	48,605	54,245
3020	Salaries (Part Time)	3,765	5,825	7,300	6,726	10,920
3030	Salaries (Overtime)	557	4	953	800	864
3100	Hospital/Life Insurance	12,857	14,017	14,224	7,784	12,648
	<b>Total</b>	\$ 71,983	64,434	80,439	63,915	78,677
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ -	-	-	-	-
3240	Membership Dues	25	25	3,025	3,025	3,025
3250	Professional Development	-	-	-	-	-
3280	Clothing & Personal Expense	711	259	300	613	300
3300	Vehicle Expense (Gas)	-	-	-	-	-
3310	Maint: Bldgs, Streets & Grounds	30,871	49,886	64,900	55,000	48,850
3320	Maint: Vehicles & Motor Equip.	4,200	3,181	4,700	3,500	4,000
3330	Small Tools	644	261	600	350	500
3370	Janitorial Supplies	11,839	12,238	13,000	11,000	14,000
3440	Miscellaneous	-	-	-	-	-
3510	Equipment	2,903	5,224	1,625	5,000	1,345
3520	Furniture	-	-	-	163	-
	<b>Total</b>	\$ 51,193	71,074	88,150	78,651	72,020
	<b>Contractual Services</b>					
3620	Engineering Services	\$ -	-	-	-	-
3710	Legal Advertising	42	120	-	-	-
3770	Electricity & Gas	6,628	6,633	7,200	6,300	7,000
3780	Telephone	171	162	180	165	168
3850	Equipment Leasing	-	-	-	-	-
3860	Other Contractual Services	172,998	180,045	246,330	207,150	243,300
	<b>Total</b>	\$ 179,839	186,960	253,710	213,615	250,468
	<b>Total Operating Expense</b>	\$ 303,015	322,468	422,299	356,181	401,165
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ 34,463	48,844	31,000	41,798	15,500
4040	Machinery & Equipment	10,300	61,042	2,400	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total Capital</b>	\$ 44,763	109,886	33,400	41,798	15,500
	<b>Other Financing Uses</b>					
5000	Transfer - Out					
	A. Trf. to Escrow for Muni. Facility	\$ -	-	-	-	-
	<b>Total</b>	\$ -	-	-	-	-
	<b>Total Appropriations</b>	\$ 347,778	432,354	455,699	397,979	416,665



# VILLAGE OF MOKENA CAPITAL EQUIPMENT FORM

<b>TOTAL</b>	<u>\$2,400</u>	<u>\$-0-</u>
<b>REQUESTS APPROVED</b>	\$2,400	\$-0-

# ***Cable TV Commission Fiscal Year 21***



## **Summary of Basic Functions**

The Mokena Cable TV Commission is comprised of a General Manager and an Assistant General Manager who are responsible for management and placement of media productions on Cable Access Channel 6 and streaming video on the Village's website.

The Village Board has established a goal of utilizing the Cable Access Channel and the Village's website to communicate various aspects of the public policy decision-making process to the residents of Mokena. Through utilization of local Cable Access Channel 6 and the Village's website, various educational videos are displayed throughout the course of the year. Additionally, all regular Mokena Village Board meetings are "aired" live and on tape delay on Cable Access Channel 6, and are available live and on an "on demand" basis on the Village's website.

## **STATUS OF GOALS FOR FY 20**

1. Continue to tape community events. (C/100%)
2. Coordinate and update Village Board introductory segments. (C/100%)
3. Replace two cameras in Board room. (C/100%)
4. Research ways to improve signal capabilities. (A)

## **SIGNIFICANT GOALS FOR FY 21**

1. Continue to tape community events.
2. Coordinate and update Village Board introductory segments.
3. Replace aging equipment in control room (DVD recorder, mixers, and camcorder)

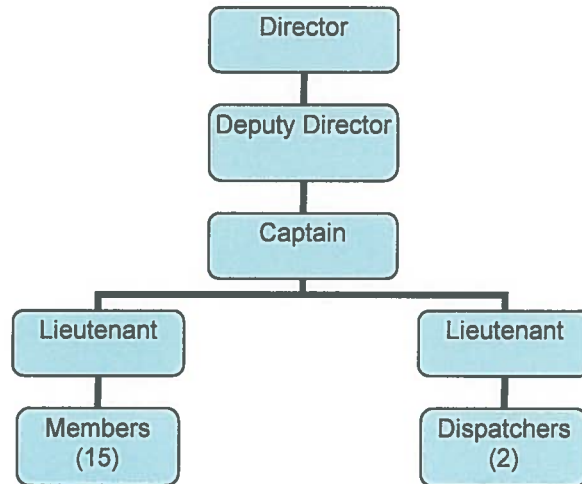
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DEPARTMENT Cable Access Channel 6VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM[illegible]

51

TOTAL	\$4,310	\$6,013
REQUESTS APPROVED	\$4,310	\$6,013

# *Emergency Services and Disaster Agency Fiscal Year 21*



## **SUMMARY OF BASIC FUNCTION**

The Emergency Services & Disaster Agency (ESDA) is a public safety agency charged with a two-fold mission: 1) coordination and provision of activities related to disaster mitigation, preparedness, response, and recovery; and 2) provision of both unique and supplemental emergency services which are provided on both a scheduled and on-call basis, as requested for emergencies, disasters, and community functions.

Disaster-related activities include a variety of functions such as development and maintenance of a single, comprehensive emergency operations plan; development and maintenance of community warning systems; providing a fixed emergency operations center and mobile command center for facilitating the direction of emergency operations; alerting key officials and notifying the public of impending emergencies; encouraging disaster mitigation efforts; and promoting and fostering efforts to prepare for disasters.

Emergency services functions include activities such as providing mobile and portable lighting and power, search and rescue services, traffic direction, supplemental security and patrol functions, crowd control, emergency communications, severe weather monitoring, and other specialized functions as needed.

### **SUMMARY OF AGENCY ORGANIZATION**

ESDA is headed by a salaried, part-time Director appointed by the Village President. A part-time Deputy Director assists the Director as needed. The Director and all personnel work on an on-call basis for emergencies and community events. Administrative tasks, training, maintenance activities, and other support activities are conducted by the Director and other personnel on an as available basis.

ESDA personnel are recruited, selected and assigned to various supervisory positions, specialized positions or general membership positions by the Director. Because of the all-volunteer nature of the agency, staffing fluctuates periodically. General responsibilities of the various positions are outlined below:

- **Director** - The Director is responsible for the overall organization, administration, training and operation of the agency.
- **Deputy Director** - The Deputy Director assists the Director in the execution of his duties, and serves as the acting Director in the event of the Director's temporary absence.
- **Captain** - The Captain is the senior line officer responsible for supervising agency field activities.
- **Lieutenant (2 Positions)** - The Lieutenant is a junior line officer responsible for supervising agency field activities.
- **Member (15 Positions)** - The Member is responsible for providing field service. Members that have attained a minimum of six years of service are awarded the senior membership designation of Corporal. In addition, one or more Members may be appointed to the senior membership designation of Sergeant for the purpose of providing additional supervisory personnel for field activities.
- **Dispatcher (2 Positions)** - The Dispatcher is a Member that is assigned specifically and solely to providing dispatching services in support of agency field activities.

### **STATUS OF GOALS FOR FY 20**

1. Continue to work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community. (C/U 67%)
2. Maintain ongoing FEMA and IEMA on-line training courses for all members. (Ongoing)

3. Continue with public safety patrols of the parks and schools within the Village. **(Ongoing)**
4. Continue to provide support for community events. **(Ongoing)**
5. Continue to review emergency preparedness initiatives for Village customers. **(Ongoing)**
6. Increase membership by 2 members. **(C/100%)**
7. Continue cross training program with surrounding EMA departments. **(Ongoing)**

**SIGNIFICANT GOALS FOR FY 21**

1. Continue to work with the National Weather Service to designate the Village of Mokena as a Storm Ready Community.
2. Maintain ongoing FEMA and IEMA on-line training courses for all members.
3. Continue with public safety patrols of the parks and schools within the Village.
4. Continue to provide support for community events.
5. Continue to review emergency preparedness initiatives for Village customers.
6. Continue cross training program with surrounding EMA departments.
7. Increase membership by 3 members.
8. Obtain new Ham Radio for the EOC.
9. Complete storm-ready plan for the Village.

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

# ***TOURISM FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

Village Ordinance No. 1293 entitles the Village to assess a 5% "Hotel and Motel Accommodation Tax" applicable to all hotel and motel room rentals within the Village's corporate limits. The Village has historically received tax collections from the Super 8 Motel. In Fiscal Year 21, the Village anticipates it will also begin to receive tax collections from the new Holiday Inn Express.

In accordance with Ordinance No. 1293, proceeds resulting from the imposition of this tax are credited to the Tourism Fund. The proceeds attributable to the Tourism Fund are used for the promotion of tourism, beautification, and business enhancement activities within the Village of Mokena.



[illegible]

[illegible]

[illegible]



[illegible]

## Summary

65

[illegible]

# ***IMRF/FICA/MC FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

#### **Illinois Municipal Retirement Fund:**

The Illinois Municipal Retirement Fund (IMRF) was created by Illinois law under Article 7 of the Illinois Pension Code (Illinois Compiled Statutes, Ch. 40, 5/7-101 to 5/7-222). Since 1941, the Illinois Municipal Retirement Fund has provided employees of local governments and school districts in Illinois with a sound and efficient system for the payment of retirement, disability, and death benefits. The Village of Mokena began participation in IMRF on January 1, 1972.

On April 14, 2010, the governor signed Senate Bill 1946 (Public Act 96-0889). This new law created a second tier of IMRF benefits for members who were first enrolled in IMRF's Regular Plan on or after January 1, 2011. This new law did not affect current IMRF members participating in IMRF or in a reciprocal system prior to the effective date of this legislation. These members remain in Tier 1.

The retirement plan IMRF offers is a defined benefit plan. In a defined benefit plan, the amount of the retirement benefit is based on a member's final salary and his/her years of service. Under Tier 1, an IMRF employee must complete eight years of service to be vested. Under Tier 2, an IMRF employee must complete ten years of service to be vested. The employee contributes 4.5% of their salary to IMRF. The Village's contribution rate changes annually based on actuarial assumptions and is funded through the property tax levy. The rate for July 2020 through December 2020 is 13.90% and the rate for January 2021 through June 2021 is 14.56%.

#### **Social Security and Medicare:**

Social Security and Medicare taxes are calculated using the employee's gross salary. The gross wage is not reduced for IMRF or Police Pension contributions. In Fiscal 2021, the rate for Social Security is 6.2% and is paid by both the employee and employer on wages up to the wage base, which changes annually. The rate for Medicare is 1.45% and is paid by both the employee and Village on the entire gross salary.

[illegible]

[illegible]

# ***POLICE PENSION FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

Section 5/3-101, Chapter 40 of the Illinois Compiled Statutes requires that an incorporated municipality with more than 5,000 residents establish a Police Pension Fund for its full-time sworn police personnel. Pursuant to the 1990 Census, the Village of Mokena exceeded the minimum of 5,000 residents required for enactment of the Pension Fund. Therefore, the Village Board of Trustees adopted an Ordinance creating the necessary budget and financial means to manage the Pension Fund for the Village's full-time police officers.

The Pension Board consists of five members. Two are appointed by the Village President for two year terms; and two members are elected by the active police officers from the full-time sworn staff for a two year term. The fifth member of the Pension Board is elected for a two year term from amongst the retired, disabled or widowed fund beneficiaries if applicable. The Village Finance Director acts as an Ex-Officio member of the Board.

On December 30, 2010, the governor signed Senate Bill 3538 (Public Act 096-1495). This new law created a second tier of pension benefits for public safety employees hired on or after January 1, 2011. This law did not affect members currently receiving retirement benefits in the police pension fund. Under Tier 1, a police pension member may retire at age 50. Under Tier 2, a police pension member may retire at age 55.

The Police Pension Board is responsible for maintaining and managing retirement assets accumulated from financial contributions by both active police officers and the Village of Mokena. Active police officers contribute 9.91% of their salary to the Police Pension Fund. The Village's contribution to the Police Pension Fund is made through the property tax levy, which equates to approximately 14.65% as a percentage of expected payroll for the full-time sworn police personnel and the amortization of the unfunded accrued liability.

[illegible]



VILLAGE OF MOKENA						
Fiscal 2021 Budget: Police Pension Fund						
Revenue [09]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
200	<b>Taxes</b>					
2010	Property Tax	\$ 787,258	749,901	788,337	771,595	854,916
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 397,693	489,673	490,000	458,000	450,000
2911	Short Term Capital Gain	24,661	47,118	20,000	11,392	16,000
2912	Long Term Capital Gain	390,667	305,635	200,000	163,500	160,000
2913	Realized Gain from Annuity	-	-	-	-	-
2916	Invest. Inc. - Market Fluctuations	406,038	529,945	250,000	150,000	250,000
2940	Interfund Revenue - (From)					
	A. General fund - Police Dept.	-	-	-	-	-
2970	Miscellaneous Income	13	-	-	226	-
2980	Member Contributions	253,116	272,824	295,837	291,620	306,597
	<b>Total</b>	\$ 1,472,188	1,645,195	1,255,837	1,074,738	1,182,597
	<b>Revenue Grand Total</b>	\$ 2,259,446	2,395,096	2,044,174	1,846,333	2,037,513
	<b>Opening Fund Balance</b>	\$ 19,600,474	21,073,579	22,366,188	22,676,490	23,720,306
	<b>Total Available for Spending</b>	\$ 21,859,920	23,468,675	24,410,362	24,522,823	25,757,819
Appropriations [09-123]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	<b>Personal Services</b>					
3020	Salaries (Part Time)	\$ -	-	-	-	-
3080	Pension Payment	640,351	662,419	692,863	692,863	717,977
3081	Disability Payment	-	-	-	-	-
	<b>Total</b>	\$ 640,351	662,419	692,863	692,863	717,977
	<b>Commodities</b>					
3230	Conferences, Mtgs. & Seminars	\$ 2,471	3,864	6,150	1,750	6,150
3240	Membership Dues	795	795	900	795	900
3440	Miscellaneous	64,774	67,945	79,000	73,465	83,400
	<b>Total</b>	\$ 68,040	72,604	86,050	76,010	90,450
	<b>Contractual Services</b>					
3610	Accounting Services	\$ 16,872	17,983	17,665	16,935	18,128
3630	Legal Services	3,000	3,000	13,000	3,050	13,000
3750	Public Officials Ins./Bonding	3,138	3,138	3,500	3,138	3,500
3930	Pension Refunds	54,940	33,041	30,000	10,521	30,000
	<b>Total</b>	\$ 77,950	57,162	64,165	33,644	64,628
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 786,341	792,185	893,078	802,517	923,055

## Summary

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VILLAGE OF MOKENA						
Fiscal 2021 Budget: State Motor Fuel Tax Fund						
Revenue [11]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
240	<b>Intergovernmental Rev. - State</b>					
2430	Motor Fuel Tax Allotment	\$ 512,439	541,976	524,732	761,717	723,264
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 14,856	28,560	28,700	21,000	3,800
2940	Interfund Revenue	-	-	-	-	-
2970	Miscellaneous Revenue	-	2,325	-	-	-
	<b>Total</b>	\$ 14,856	30,885	28,700	21,000	3,800
	<b>Revenue Grand Total</b>	\$ 527,295	572,861	553,432	782,717	727,064
	<b>Opening Fund Balance</b>	\$ 1,045,146	1,181,741	1,175,805	1,203,609	1,482,342
	<b>Total Available for Spending</b>	\$ 1,572,441	1,754,602	1,729,237	1,986,326	2,209,406
Appropriations [11-125]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	<b>Personal Services</b>					
3030	Salaries (Overtime)	\$ 96,440	101,967	108,800	56,728	104,740
	<b>Commodities</b>					
3310	Maint: Bldgs, Streets & Grounds	\$ 32,587	21,569	32,000	21,500	33,949
3380	Salt	139,527	251,980	304,000	304,202	378,000
3440	Miscellaneous	90	-	-	-	-
	<b>Total</b>	\$ 172,204	273,549	336,000	325,702	411,949
	<b>Contractual Services</b>					
3620	Engineering Services	\$ -	-	-	-	-
3860	Other Contractual Services	122,056	150,701	137,961	121,554	137,717
3970	Tree Removal/Replacement	-	-	-	-	-
	<b>Total</b>	\$ 122,056	150,701	137,961	121,554	137,717
	<b>Capital Outlay</b>					
4010	Improvements - Streets & Alleys	\$ -	24,776	-	-	-
4020	Improvements - Other	-	-	-	-	-
	<b>Total</b>	\$ -	24,776	-	-	-
	<b>Total Appropriations</b>	\$ 390,700	550,993	582,761	503,984	654,406

# ***REFUSE FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

Residential refuse pick-up is contracted through Nu-Way Disposal Service. Approximately 7,133 customers currently receive service on a weekly basis with over 370,916 pickups annually by NuWay Disposal. Residents are invoiced monthly on their water and sewer bill to fully fund these services and submit a combined payment to the Village for the above-mentioned services.

This year's budget includes provision for the continued operation of a Curb Side Recycling Program (including a monthly rate of \$.50 for electronics disposal), yearly senior discounts of approximately \$28, and free leaf and branch pickup.



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## WATER OPERATING FUND BUDGET SUMMARY

### REVENUE

Current FY 20

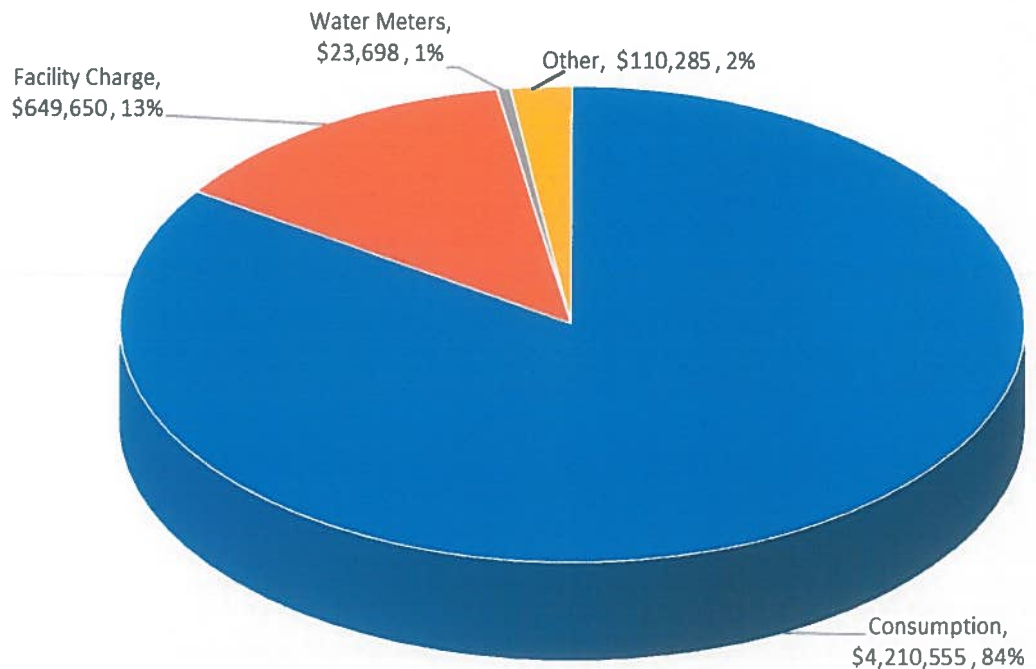
Estimated FY 20 revenues are anticipated to be under budget by approximately (\$187K). This is primarily due to a reduction in water consumption.

Proposed FY 21

FY 21 revenues are budgeted to decrease below FY 20 levels by approximately (\$226K). This is associated with a projected reduction in water consumption.

Total water revenues for FY 21 are budgeted at \$4,994,188. Illustrated by the chart found below, one will be able to see the breakdown of revenues for the entire Water Fund by major category.

### TOTAL REVENUES





## EXPENDITURES

### Current FY 20

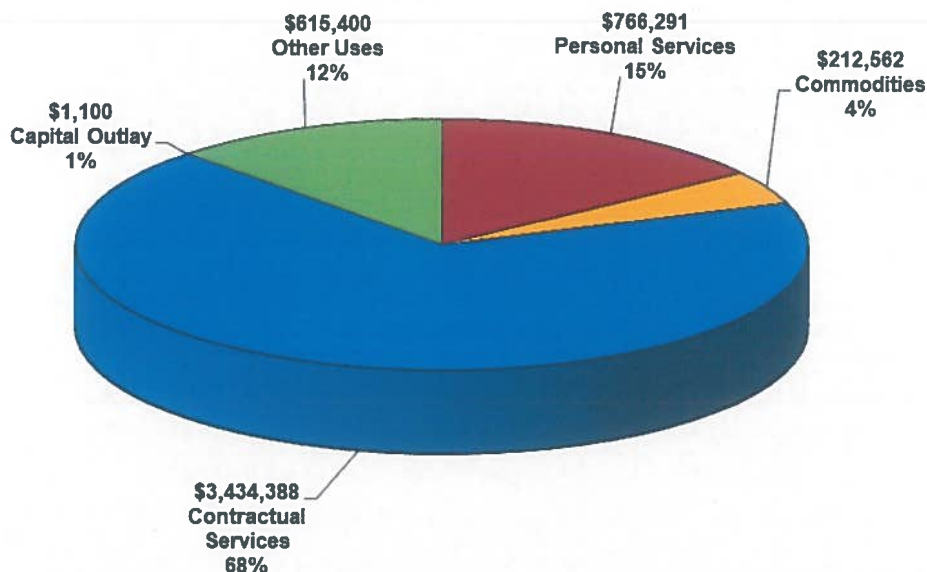
Estimated FY 20 expenditures are anticipated to be approximately (\$439K) less than budgeted. This is mainly attributable to an increase in other contractual services (which includes water main breaks) \$80K being offset by decreases in lake water costs (\$286K), water meter replacements (\$31k), engineering services (\$30K), health insurance (\$24K), telephone (\$23K), electricity & gas (\$10K), and the contingency line item not being utilized (\$100K).

### Proposed FY 21

FY 21 water operating fund expenditures are proposed to decrease below FY 20 levels by approximately (\$300K). This is mainly attributable to an increase in transfers for the regional water system improvements of \$480K being offset by decreases in lake water costs of (\$119K), engineering services (\$38K), bond principal & interest payments (\$366K), contractual payments (\$122K), capital (\$43K), and personal services (\$63K).

Total water expenses are budgeted at \$5,029,741. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures of the Water Fund by major category.

### TOTAL EXPENSES



## FUND BALANCE

### Current FY 20

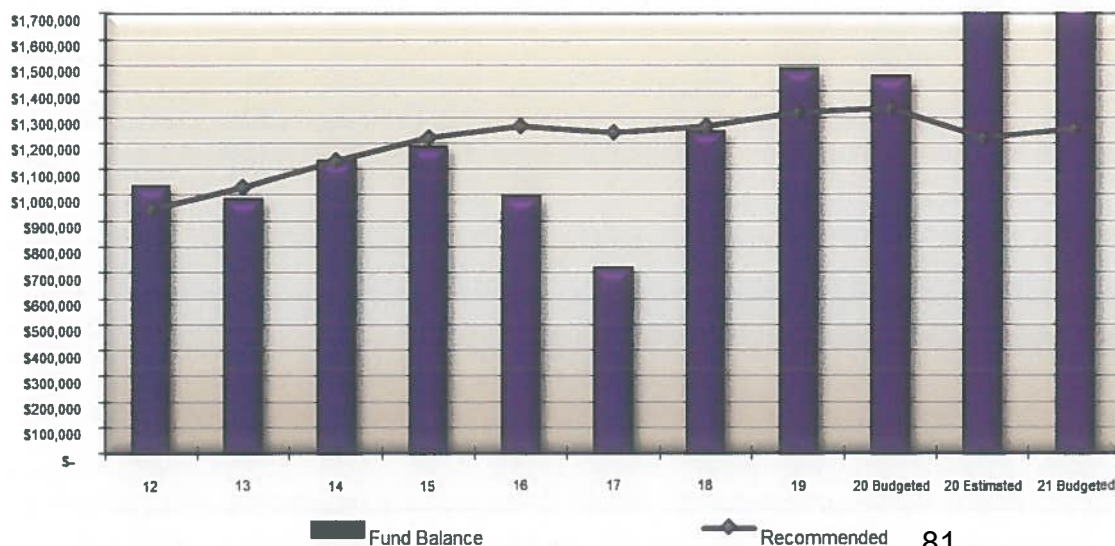
You will note the FY 20 Water Operating Fund estimated ending fund balance to be approximately \$1.777M. This is above the budgeted FY 20 balance by approximately \$317K. The rationale for this higher than projected year end cash position is as follows:

The beginning FY 20 fund balance was \$65K more than budgeted, the FY 20 revenues are anticipated to be (\$187K) below budget and FY 20 expenditures are forecasted to be below budget levels by approximately \$439K.

### Proposed FY 21

Below you will note the cash position of the Water Enterprise Fund for the last several budget cycles along with Proposed FY 21 levels. The proposed FY 21 year end balance is \$1.741M (or 35%) which is \$484K above the Board's operating guideline of maintaining 25% of annual expenditures in each major fund. Since the transition to Lake Michigan water in FY 03, the Village Board has maintained a steady approach to fund balance levels in the water fund. This approach has enabled the Village Board to analyze unforeseen events and make solid policy decisions regarding rates and other operational aspects. This fund was beginning to show signs of structural weakness in FY 16. During the FY 18 budget process, the Village Board agreed to transfer \$400K from the General Fund, along with a rate adjustment of \$.28/1,000 gallons to stabilize the fund. In FY 19, there was a rate adjustment of \$.09/1,000 gallons and a year end transfer of \$325K from the General Fund. In FY 20, there was a rate adjustment of \$.15/1,000 gallons and in FY 21 there is an anticipated rate increase of \$.11/1,000 gallons, which includes a pass-through of increases from the City of Chicago, Oak Lawn and Tinley Park. We will need to continue evaluating our operating cost components for potential rate adjustments from the City of Chicago and future lake water debt.

**Water Fund Balance Comparison**  
FY 12-21 Budgets



**SIGNIFICANT GOALS FOR FY 20**

1. Complete Village-wide water main leak survey in spring. **(C-100%)**
2. Complete final phase of Radio Read meter installations by replacing 1350 touchpads with V-4 radio reader meters. **(C/U %)**
3. Complete SCADA Improvements at East (Bonness) and West (Hickory Creek) Water Towers. **(D)**
4. Abandon Watermain Bryant & Midland. **(C-100%)**
5. Pull and Repair Well #5 Shaft. **(C-100%)**
6. Continue water main valve assessment program where 1/4 of valves in distribution system will be tested and exercised (year 2 of 4). **(D)**
7. Continue meter testing for large meters 1-1/2" and above for both residential and commercial sprinkler meters. **(D)**

**SIGNIFICANT GOALS FOR FY 21**

1. Complete Village-wide water main leak survey in spring.
2. Conduct SCADA Improvements for water system and water towers.
3. Continue water main valve assessment program where 1/4 of valves in distribution system will be tested and exercised (year 2 of 4).
4. Complete design engineering for new water main extension on Alta Vista Way in Marilyn Estates.

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VILLAGE OF MOKENA						
Fiscal 2021 Budget: Water Department						
Appropriations [16-130]						
		Actual	Actual	Budgeted	Estimated	Board App.
	Contractual Services	Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
3610	Accounting Services	\$ 2,464	2,538	2,612	2,574	2,723
3620	Engineering Services	24,670	42,535	61,700	31,655	23,500
3630	Legal Services	334	-	3,000	3,000	3,000
3640	Physical Exams	126	40	600	150	300
3690	Computer Program./Maint.	22,543	35,638	27,850	24,000	36,225
3710	Legal Advertising	-	-	100	1,238	500
3750	Public Officials Ins./Bonding	-	114	-	-	-
3770	Electricity & Gas	78,035	79,481	84,500	75,000	80,000
3780	Telephone	32,247	29,955	40,844	18,125	13,992
3790	Comm./Office Machine Maint.	874	882	900	782	815
3840	Interfund Service Charge	80,335	80,335	80,335	80,335	80,335
3850	Leased Equipment	644	720	732	731	700
3860	Other Contractual Services	184,853	269,500	155,252	235,000	154,028
3870	Auto Mileage & Expense Reimb.	235	55	272	20	49
3890	Bond Principal	335,000	350,000	360,000	360,000	-
3900	Bond Interest	30,294	18,725	6,300	6,300	-
3910	Utility Deposit Refunds	-	-	100	-	100
3950	Contractual Payments	272,756	273,590	283,881	272,135	161,720
3960	Lake Water Costs	3,015,725	3,035,349	2,995,410	2,709,421	2,876,401
	<b>Total</b>	\$ 4,081,135	4,219,457	4,104,388	3,820,466	3,434,388
	<b>Total Operating Expenses</b>	\$ 5,107,435	5,341,678	5,150,497	4,818,639	4,413,241
	<b>Capital Outlay</b>					
4020	Improvements - Other	\$ -	-	-	-	-
4030	Improvements - Facilities	7,892	11,378	-	-	-
4040	Machinery & Equipment	8,679	19,229	9,200	9,431	1,100
4050	Improvements & Extensions	-	-	-	-	-
4080	Vehicle Acquisition	-	58,303	35,000	27,225	-
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ 16,571	88,910	44,200	36,656	1,100
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	100,000	-	100,000
5000	Transfer - Out					
	A. Trf. to Escrow for Joint System	35,000	35,000	35,000	35,000	35,000
	B. Trf. to Escrow for RWS	-	-	-	-	480,400
	<b>Total</b>	\$ 35,000	35,000	135,000	35,000	615,400
	<b>Total Appropriations</b>	\$ 5,159,006	5,465,588	5,329,697	4,890,295	5,029,741

DEPARTMENT

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FOR

[illegible]

<b>TOTAL</b>	<b>\$44,200</b>	<b>\$1,100</b>
<b>REQUESTS APPROVED</b>	<b>\$44,200</b>	<b>\$1,100</b>



## SEWER OPERATING FUND BUDGET SUMMARY

### REVENUES

Current FY 20

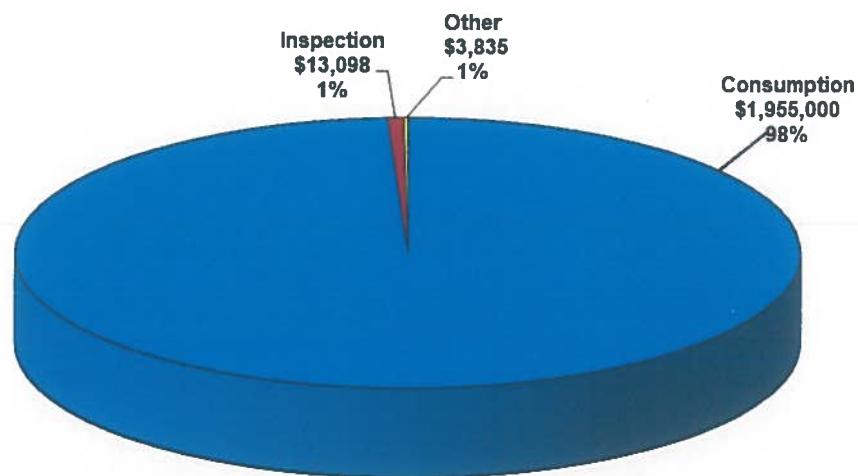
Estimated FY 20 revenues are anticipated to be less than budget by approximately (\$1K).

Proposed FY 21

FY 21 revenues are budgeted to be less than FY 20 levels by approximately (\$50K). This is mainly attributable to a decrease in sewer billables (\$38K) and interest earnings (\$10K).

Total sewer revenues for FY 21 are budgeted at \$1,971,933. Illustrated by the Pie Chart found below, one will be able to see the breakdown of revenues for the entire enterprise by category.

### TOTAL REVENUES



### EXPENDITURES

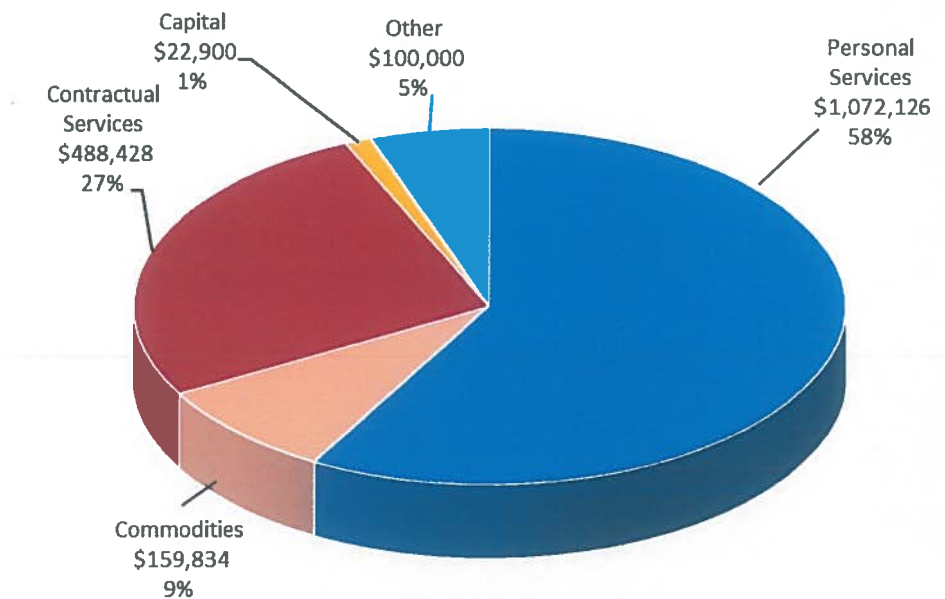
Current FY 20

Estimated FY 20 expenditures are anticipated to be \$110K above budget. This is mainly attributable to year-end transfers of \$150K to the Sewer System Capital Improvement Fund and \$150K to the Sewer Plant Replacement Fund being offset by savings in personal services (\$12K), commodities (\$18K), contractual services (\$52K), capital (\$9K), and the contingency line item not being utilized (\$100K).

Proposed FY 21 FY 21 sewer operating fund expenditures are proposed to decrease below FY 20 budget levels by approximately (\$110K). This is primarily due to decreases in personal services (\$61K), electricity and gas (\$20K), and capital outlay for the purchase of vehicles of (\$35K).

Total FY 21 sewer expenses are budgeted at \$1,843,288. Illustrated by the Pie Chart found below, one will be able to see the breakdown of expenditures by major category.

### TOTAL EXPENSES



## FUND BALANCE8

### Current FY 20

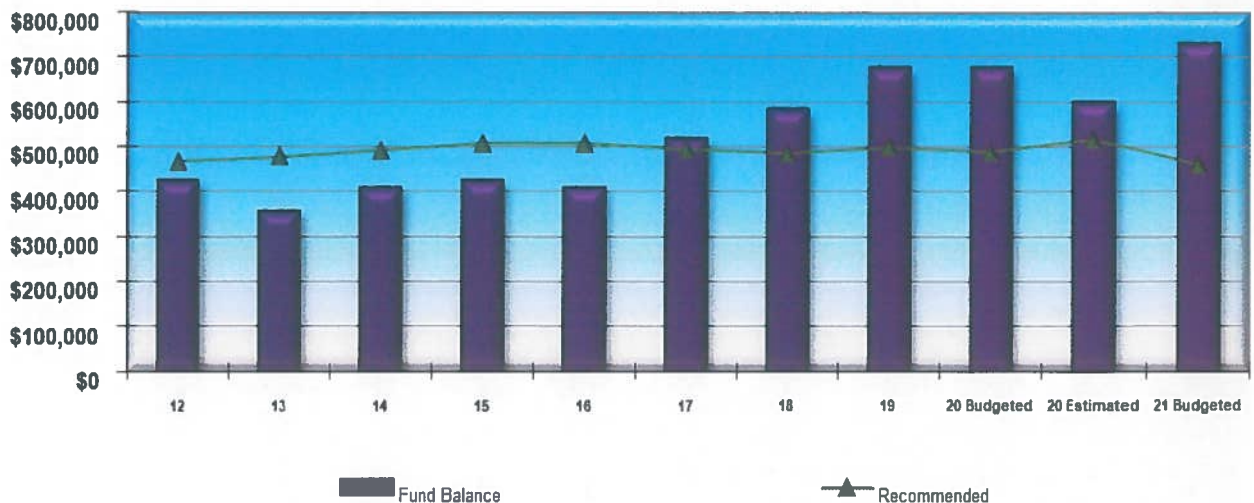
You will note the FY 20 Sewer Operating Fund estimated ending fund balance to be approximately \$599K. This is below the budgeted FY 20 balance by approximately (\$76K). The rationale for this lower than projected year end cash position is as follows:

The actual FY 19 Year End Fund Balance was approximately \$35K above anticipated. Additionally, FY 20 revenues are anticipated to be (\$1K) below budgeted and FY 20 expenditures are forecasted to be above budget levels by approximately (\$110K).

### Proposed FY 21

Below you will note the cash position of the Sewer Enterprise fund for the last several budget cycles along with proposed FY 21 levels. A rate adjustment of \$.15/1,000 gallons was implemented in both FY 16 and FY 17 to help soften the flattening consumption trends. The proposed FY 21 fund balance is \$727K or 39%, which is \$461K higher than the Board's operating guideline of maintaining 25% of the annual expenditures in each major fund. There is no rate adjustment being proposed for FY 21.

**Sewer Fund Balance Comparison  
FY 12-21**



**SIGNIFICANT GOALS FOR FY 20**

1. Replace transducers in Burr Oak & Foxborough Lift Stations. (A)
2. Complete SCADA Improvements at South Brightway & Burr Oak Lift Stations. (D)
3. Replace valves Forestview Lift Station. (C-100%)
4. Bid for contractor to reline manholes based on the ongoing capital inventory, inspection and repair program for infiltration (year 5). (C-100%)

**SIGNIFICANT GOALS FOR FY 21**

1. Replace transducers in Crystal Creek and East Basin Lift Stations.
2. Oversee construction for improvements at the wastewater treatment plant.
3. Bid for contractor to reline manholes based on the ongoing capital inventory, inspection and repair program for infiltration (final year).
4. Conduct SCADA improvements for lift stations throughout sanitary distribution system.
5. Assist consulting engineer with completion of EPA required phosphorus report.

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DEPARTMENT Sewer Dept.

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '20 DEPT. REQUEST	FY '20 BOARD APPROVED	FY '21 DEPT. REQUEST	FY '21 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Replace transducers- Burr Oak & Foxborough	\$ 3,000	\$ 3,000			Base	Replace worn transducers
4080	Skitsteer Loader (50%)	35,000	35,000			Base	Replace JCB
4040	Replace transducers- Crystal Creek & East Basin			\$3,000	\$3,000	Base	Replace worn transducers
4040	Replace air compressor Bldg #20			2,800	2,800	Base	Replace 20 year old compressor

<b>TOTAL</b>	\$38,000	\$5,800
<b>REQUESTS APPROVED</b>	\$38,000	\$5,800

# ***MUNICIPAL PARKING LOT FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

The Municipal Parking Lot Fund supports operations at several commuter parking facilities located in close proximity to Mokena's two Rock Island Metra line train stations. These facilities include the following:

- Downtown/Front Street parking areas (east of Wolf Road between Front and McGovney Streets): Approximately 169 daily parking spaces
- McGovney Street gravel lot: Approximately 131 reserved monthly parking spaces and 35 daily spaces
- Metra/Hickory Creek lot (located east of LaGrange Road, north of 191<sup>st</sup> Street): approximately 1,144 daily parking spaces
- Willowcrest lot (located one block north of Front Street, just west of Wolf Road): 101 daily parking spaces
- Village Hall lot (located on Division Street between Carpenter and Third Streets): 52 daily parking spaces

All of these facilities provide commuters access to the LaSalle Street station in the Chicago Loop via the Rock Island Metra line.

Parking revenues are derived from daily and monthly fees charged for each parking space, with revenues used to operate and maintain the parking facilities.

The McGovney Street gravel lot's 131 leased spaces are authorized through June 30, 2021, with any vacant/open spaces made available to interested commuters on a first-come, first-served basis.

### **STATUS OF GOALS FOR FY 20**

1. Reseal and restripe Front Street Metra Lot. (C/100%)
2. Replace 2 mast arm poles at Hickory Creek Lot. (C/100%)

### **SIGNIFICANT GOALS FOR FY 21**

1. Maintain Metra parking lots and Hickory Creek station.

[illegible]



VILLAGE OF MOKENA						
Fiscal 2021 Budget: Municipal Parking Lot Fund						
Appropriations [17-132]						
		Actual	Actual	Budgeted	Estimated	Board App.
	Personal Services	Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
3010	Salaries (Full Time)	\$ 45,993	35,471	48,541	52,532	42,483
3020	Salaries (Part Time)	29,998	37,324	45,198	38,715	44,014
3030	Salaries (Overtime)	936	389	1,051	963	1,037
3040	Unemployment Contribution	174	185	260	258	257
3050	FICA Contribution	4,681	4,470	5,877	5,717	5,427
3051	Medicare Contribution	1,094	1,045	1,375	1,337	1,269
3060	Workmen's Compensation	5,011	4,977	5,251	5,222	5,987
3070	IMRF Contribution	11,177	9,775	12,598	11,936	11,566
3100	Hospital/Life Insurance	11,695	12,731	12,969	11,341	13,694
	<b>Total</b>	\$ 110,759	106,367	133,120	128,021	125,734
	<b>Commodities</b>					
3280	Clothing & Personal Expenses	\$ 384	909	1,467	1,900	1,467
3310	Maint: Bldgs., Sts., & Grnds.	14,258	170	6,500	700	3,500
3340	Traffic & Street Sign Material	4,637	3,220	1,200	270	875
3440	Miscellaneous	-	-	-	-	-
	<b>Total</b>	\$ 19,279	4,299	9,167	2,870	5,842
	<b>Contractual Services</b>					
3610	Accounting Services	\$ 290	299	308	303	321
3620	Engineering Services	-	-	-	-	-
3710	Legal Advertising	-	-	150	216	150
3760	Street Lighting - Energy Charge	6,003	4,313	6,300	4,500	5,000
3780	Telephone	747	758	780	521	480
3840	Interfund Service Charge	75,324	75,324	75,324	75,324	75,324
3860	Other Contractual Services	55,999	46,345	56,732	33,000	50,345
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	4,500	4,500	11,500	4,500	5,500
	<b>Total</b>	\$ 142,863	131,539	151,094	118,364	137,120
	<b>Capital Outlay</b>					
4020	Improvements: Other	\$ 29,635	9,000	18,500	11,980	-
4040	Machinery & Equipment	-	-	42,630	-	-
4080	Vehicle Acquisitions	-	-	-	-	-
	<b>Total</b>	\$ 29,635	9,000	61,130	11,980	-
	<b>Other Financing Uses</b>					
5000	Transfer - Out	\$ 70,000	25,000	-	-	-
	<b>Total Appropriations</b>	\$ 372,536	276,205	354,511	261,235	268,696

DEPARTMENT Parking Lot

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '20 DEPT. REQUEST	FY '20 BOARD APPROVED	FY '21 DEPT. REQUEST	FY '21 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	(2) Security Cameras at Front St. Lot	\$ 7,775	\$ 7,775			Base	Upgrade existing security camera system
4040	(7) Security Cameras at Hickory Creek Lot	34,855	34,855			Base	Upgrade existing security camera system

<b>TOTAL</b>	<u>\$42,630</u>	<u>\$-0-</u>
<b>REQUESTS APPROVED</b>	<u>\$42,630</u>	<u>\$-0-</u>

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VILLAGE OF MOKENA						
Fiscal 2021 Budget: Sewer System Capital Improvement Fund						
Revenue [19]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
260	<b>Charges for Service</b>					
2650	Tap-On Fees	\$ 202,622	131,481	258,282	269,006	246,863
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 10,716	19,693	26,921	18,100	3,600
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	175,000	-	150,000	-
	<b>Total</b>	\$ 10,716	194,693	26,921	168,100	3,600
	<b>Revenue Grand Total</b>	\$ 213,338	326,174	285,203	437,106	250,463
	<b>Opening Fund Balance</b>	\$ 923,063	1,016,389	1,182,572	1,210,507	1,493,845
	<b>Total Available for Spending</b>	\$ 1,136,401	1,342,563	1,467,775	1,647,613	1,744,308
Appropriations [19-140]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 53,481	26,730	51,500	10,000	10,000
3630	Legal Services	-	377	-	-	-
3710	Legal Advertising	91	199	200	104	200
	<b>Total</b>	\$ 53,572	27,306	51,700	10,104	10,200
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	-	-	-	-
4040	Machinery & Equipment	8,175	-	59,000	38,750	164,000
4050	Improvements & Extensions	58,265	104,750	120,000	104,914	120,000
4080	Vehicle Acquisition	-	-	-	-	-
	<b>Total</b>	\$ 66,440	104,750	179,000	143,664	284,000
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. To Plant Expansion Fund	-	-	-	-	-
	<b>Total</b>	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ 120,012	132,056	280,709	153,768	344,200





[illegible]

VILLAGE OF MOKENA						
Fiscal 2021 Budget: Water System Capital Improvement Fund						
Revenue [20]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
260	<b>Charges for Service</b>					
2650	Tap-On Fees	\$ 616,552	394,441	258,282	295,632	246,863
290	<b>Other Revenue</b>					
2910	Interest Earnings	\$ 34,949	59,396	73,150	45,354	7,340
2917	Gain/Loss on Investments	522	-	-	2,431	-
2970	Miscellaneous Income	-	-	-	-	-
	<b>Total</b>	\$ 35,471	59,396	73,150	47,785	7,340
	<b>Revenue Grand Total</b>	\$ 652,023	453,837	331,432	343,417	254,203
	<b>Opening Fund Balance</b>	\$ 3,155,170	3,296,153	3,175,350	3,186,735	3,108,205
	<b>Total Available for Spending</b>	\$ 3,807,193	3,749,990	3,506,782	3,530,152	3,362,408
Appropriations [20-141]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	<b>Contractual Services</b>					
3620	Engineering Services	\$ 12,250	3,100	-	-	25,000
3630	Legal Services	-	-	-	-	-
3710	Legal Advertising	127	-	100	101	100
	<b>Total</b>	\$ 12,377	3,100	100	101	25,100
	<b>Capital Outlay</b>					
4040	Machinery & Equipment	\$ -	-	40,000	-	83,000
4050	Improvements & Extensions	246,663	308,155	270,750	271,846	246,000
4060	Land Acquisition	-	-	-	-	-
	<b>Total</b>	\$ 246,663	308,155	310,750	271,846	329,000
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
5000	Transfer - Out					
	A. Trf. to Escrow for Water Imp.	252,000	252,000	150,000	150,000	150,000
	B. Trf. to General Fund for Capital	-	-	-	-	-
	<b>Total</b>	\$ 252,000	252,000	200,000	150,000	200,000
	<b>Total Appropriations</b>	\$ 511,040	563,255	510,850	421,947	554,100

DEPARTMENT Water System Capital Improvement FundVILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM[illegible]

TOTAL

\$40,000

\$83,000

REQUESTS APPROVED

\$40,000

\$83,000

# ***SEWER PLANT REPLACEMENT FUND Fiscal Year 21***

This fund currently exists as a Depository for Encumbered Revenues utilized to repair/replace the existing Sewer Plant. The fund generates adequate revenue to offset anticipated annual expenses.

The fund currently has a balance of \$1.378M+/- with anticipated average annual replacement costs of approximately \$53.5K+/- per year over the next eight years.



Notable expenditures for FY 21 include the following:

- Plant Flow Meters (2) - \$18,000
- Raw Pump - \$18,000
- Explosion-proof Vent System Building #15 - \$11,000

[illegible]

[illegible]

VILLAGE OF MOKENA  
CAPITAL EQUIPMENT FORM

(LINE ITEM) PRIO.	ITEM	FY '20 DEPT. REQUEST	FY '20 BOARD APPROVED	FY '21 DEPT. REQUEST	FY '21 BOARD APPROVED	BASE/SUPP.	EXPLANATION
4040	Replace (2) Plant Flow Meters	\$15,000	\$15,000			Base	Replace aging equipment
4040	Replace (2) plant flow meters			\$18,000	\$18,000	Base	Replace aging equipment
4040	Replace raw pump			\$18,000	\$18,000	Base	Replace worn pump

TOTAL \$15,000\$36,000

REQUESTS APPROVED

\$15,000\$36,000



# ***SEWER PLANT EXPANSION FUND***

## ***Fiscal Year 21***

### **SUMMARY OF BASIC FUNCTION**

This fund was established and is intended to be utilized as an Escrow Fund to accumulate fiscal resources to offset future capital or land acquisition costs affiliated with Sewer Plant expansions. The Village Board authorized staff to annually transfer funds through Fiscal 2011 into this fund from the Sewer System Capital Improvement Fund. These transfers resulted in over \$5M being earmarked for the pending plant rehabilitation and/or expansion. The Village transferred \$4.197M in FY 19 after conducting numerous work sessions to come to an agreement on necessary upgrades to the wastewater treatment plant (WWTP). In November of 2019, a design engineering agreement for the proposed WWTP upgrades was approved by the Board. In the Spring of 2020, the proposed WWTP upgrades were bid, with a contract to be awarded in FY21.



[illegible]

VILLAGE OF MOKENA						
Fiscal 2021 Budget: Plant Expansion Fund						
Revenue [22]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
254	<b>Exaction Fees</b>					
2560	Contributions	\$ -	-	-	-	-
290	<b>Other Revenue</b>					
2900	Proceeds - Sale of Property	\$ -	-	-	-	-
2910	Interest Earnings	64,727	194,357	189,000	143,450	14,500
2917	Gain/Loss on Investments	7,474	-	-	34,970	-
2940	Interfund Revenue - (From)					
	A. Sewer Department	-	-	-	-	-
	B. Sewer System Capital Imp.	-	-	-	-	-
	C. Capital Imp., Repair & Replace.	-	4,197,000	-	-	-
	<b>Total</b>	\$ 72,201	4,391,357	189,000	178,420	14,500
	<b>Revenue Grand Total</b>	\$ 72,201	4,391,357	189,000	178,420	14,500
	<b>Opening Fund Balance</b>	\$ 5,314,672	5,386,873	9,341,453	9,349,534	9,321,817
	<b>Total Available for Spending</b>	\$ 5,386,873	9,778,230	9,530,453	9,527,954	9,336,317
Appropriations [22-143]						
		Actual	Actual	Budgeted	Estimated	Board App.
		Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	<b>Commodities</b>					
3440	Miscellaneous	\$ -	-	-	-	-
	<b>Contractual Services</b>					
3620	Engineering Services	\$ -	428,696	363,450	205,322	637,000
3630	Legal Services	-	-	-	-	-
3710	Legal Advertising	-	-	-	815	-
	<b>Total</b>	\$ -	428,696	363,450	206,137	637,000
	<b>Capital Outlay</b>					
4030	Improvements - Facilities	\$ -	-	2,601,000	-	6,746,500
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Total</b>	\$ -	-	2,601,000	-	6,746,500
	<b>Other Financing Uses</b>					
4280	Contingencies	\$ -	-	50,000	-	50,000
	<b>Total Appropriations</b>	\$ -	428,696	3,014,450	206,137	7,433,500

# ***CAPITAL IMPROVEMENT, REPAIR, AND REPLACEMENT FUND Fiscal Year 21***

## **SUMMARY OF BASIC FUNCTION**

This fund has been established as an escrow account for capital projects that are normally long-term in nature. Included in this fund are subcategories for municipal parking facilities, water improvements, municipal facilities, and general infrastructure such as roads, street lights, and sidewalks. Revenues are collected and deposited into this fund and then expended on specific infrastructure projects, debt service, and land acquisition.





Notable Expenditures for FY 21 are:

1	Provides funding for annual full-depth patching projects	\$84K
2	Provides funding for testing of High Density Mineral Bond (HA5)	\$49K
3	Provides funding for annual sidewalk and other concrete rehabilitation projects	\$95K
4	Provides funding for material testing of road projects	\$14K
5	Provides funding for structural street light repairs	\$25K
6	Provides funding for storm sewer repair (Hummingbird)	\$200K
7	Provides funding for the FY 20 road maintenance program *	\$1.08M
8	Provides funding for construction related services for the road maintenance program.	\$30K
9	Provides funding for LaGrange Road sidewalk	\$36K
10	Provides funding for LED lighting Phase II/III (Residential Street Lights and Parking Lots)	\$446.2K
11	Provides for bridge inspections	\$5K
12	Provides for engineering and R.O.W. for Phase II of the 80 <sup>th</sup> Avenue and 191 <sup>st</sup> Street Intersection	\$50K
13	Provides for principal and interest payments on debt service for road improvements	\$631.8K
14	Provides for lake water joint system maintenance contingent repair costs shared by Mokena and New Lenox	\$76.9K
15	Provides for contractual obligation to Oak Lawn for upstream improvements	\$382.9K

\* FY 21 Road Maintenance Program

**Grasmere**  
**Cambridge Dr.**  
**Lindsay Ln.**  
**Derby Ln.**  
**Stonehenge Ln.**  
**Trenton Way**  
**Bedford Ln.**  
**Kirkstone Way**  
**Royal Ct.**  
**Lancaster Dr.**

**TOTAL 2.82 Miles**

[illegible]

[illegible]

[illegible]



VILLAGE OF MOKENA						
Fiscal 2021 Budget: Capital Improvement, Repair & Replacement Fund						
Appropriations [23-144]						
		Actual	Actual	Budgeted	Estimated	Board App.
	Project Name	Fiscal '18	Fiscal '19	Fiscal '20	Fiscal '20	Fiscal '21
	Municipal Parking Facilities					
3620	Engineering Services	\$ -	-	-	-	-
3630	Legal Services	-	-	-	-	-
4010	Improvements - Streets & Alleys	-	-	-	-	-
4030	Improvements - Facilities	41,035	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
5000	Transfer - Out					
	A. Municipal Parking Lot	-	-	-	100,000	-
	<b>Subtotal</b>	\$ 41,035	-	-	100,000	-
	Water Improvements					
3620	Engineering Services	\$ -	-	-	-	-
3890	Bond Principal	-	-	-	-	-
3900	Bond Interest	-	-	-	-	-
3950	Contractual Payments	217,792	272,392	387,298	395,414	382,943
3961	Joint System Maintenance	9,107	7,878	150,000	167,500	76,855
4050	Improvements & Extensions	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
	<b>Subtotal</b>	\$ 226,899	280,270	537,298	562,914	459,798
	Municipal Facilities					
3620	Engineering Services	\$ -	-	-	-	-
4030	Improvements - Facilities	-	-	-	-	-
4040	Machinery & Equipment	-	-	-	-	-
4060	Land Acquisition	-	-	-	-	-
4100	Office Furniture	-	-	-	-	-
	<b>Subtotal</b>	\$ -	-	-	-	-
	General Infrastructure					
3620	Engineering Services	\$ 57,978	39,818	54,700	24,919	96,000
3860	Other Contractual Services	3,228	3,228	3,250	3,228	3,250
3890	Bond Principal	545,000	560,000	575,000	575,000	565,000
3900	Bond Interest	100,975	89,925	78,575	78,575	66,822
3901	Bond Issuance Costs	-	-	-	-	-
3950	Contractual Payments	-	-	-	-	-
4010	Improvements - Streets & Alleys	1,280,226	1,982,443	2,198,000	2,013,638	1,993,215
4030	Improvements - Facilities	-	-	-	-	-
4050	Improvements & Extensions	3,373	-	-	-	-
4060	Land Acquisition	-	-	15,600	-	25,000
4300	Payment to Escrow Agent	-	-	-	-	-
5000	Transfer - Out					
	A. Plant Expansion Fund	-	4,197,000	-	-	-
	<b>Subtotal</b>	\$ 1,990,780	6,872,414	2,925,125	2,695,360	2,749,287
	<b>Total Appropriations</b>	\$ 2,258,714	7,152,684	3,462,423	3,358,274	3,209,085

<b>FISCAL 2021 TRANSFERS</b>			
<b>Fund From</b>	<b>Fund To</b>	<b>Purpose</b>	<b>Amount</b>
Performance Bond	General	Transfer Interest Earnings	\$ 1,750
Refuse	General	Interfund Service Charge	44,989
Water	General	Interfund Service Charge	80,335
Water	Capital Improvement	Lake Water Joint System Costs	35,000
Water	Capital Improvement	Regional Water System Debt	480,400
Sewer	General	Interfund Service Charge	80,335
Parking Lot	General	Interfund Service Charge	75,324
Water System Capital	Capital Improvement	Water Improvements	150,000
<b>TOTALS</b>			<b>\$ 948,133</b>

**FISCAL YEAR 2020-21  
SALARY SCHEDULE**

	EMPLOYEE		CURRENT	7/1/2020	ESTIMATED
DEPT.	NAME	POSITION	SALARY	SALARY	SALARY
POLICE	VACCARO	CHIEF	\$ 138,996	\$ 138,996	\$ 138,996
	STUMPF	COMMANDER	\$ 128,973	\$ 128,973	\$ 128,973
	CARLSON	COMMANDER	\$ 122,211	\$ 122,211	\$ 129,453
	KELLER	SERGEANT	\$ 114,784	\$ 114,784	\$ 114,784
	WILLIFORD	SERGEANT	\$ 113,534	\$ 113,534	\$ 113,534
	LOUTHAN	SERGEANT	\$ 113,534	\$ 113,534	\$ 113,534
	MILLER	SERGEANT	\$ 100,964	\$ 100,964	\$ 111,644
	BALLANTINE	SERGEANT	\$ 100,964	\$ 100,964	\$ 100,964
	BOARDMAN	OFFICER	\$ 94,467	\$ 94,467	\$ 94,467
	STANGLEWICZ	OFFICER	\$ 94,467	\$ 94,467	\$ 94,467
	MCKENNA	OFFICER	\$ 93,070	\$ 93,070	\$ 93,070
	DEPOLO	OFFICER	\$ 93,070	\$ 93,070	\$ 93,070
	KOWALCZYK	OFFICER	\$ 91,695	\$ 93,070	\$ 93,070
	MALONE	OFFICER	\$ 91,695	\$ 91,695	\$ 92,858
	DAMPF	OFFICER	\$ 91,695	\$ 91,695	\$ 92,330
	GILLIAM	OFFICER	\$ 91,695	\$ 91,695	\$ 92,330
	MCVICKER	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	BONZANI	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	CHLEBEK	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	SELIN	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	MOSCATO	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	LANAGAN	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	CZARNECKI	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	PAYNE	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	HENSCHER	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	DONNAN	OFFICER	\$ 91,695	\$ 91,695	\$ 91,695
	KLAGE	OFFICER	\$ 71,816	\$ 71,816	\$ 73,651
	WYNN	OFFICER	\$ 67,841	\$ 67,841	\$ 71,204
	ANICICH	OFFICER	\$ 67,841	\$ 67,841	\$ 68,758
	BOLTON	OFFICER	\$ 67,841	\$ 67,841	\$ 68,758
	SEPOLIO	OFFICER	\$ 63,864	\$ 63,864	\$ 66,923
	PRICE	OFFICER	\$ 63,864	\$ 63,864	\$ 65,394
	MONTGOMERY	OFFICER	\$ 63,864	\$ 63,864	\$ 63,864
	WAXWEILER	SECRETARY	\$ 48,970	\$ 48,970	\$ 48,970
	LYONS	CUST. SER. REP.	\$ 52,092	\$ 52,092	\$ 52,092
	CONTEY	CUST. SER. REP.	\$ 41,888	\$ 41,888	\$ 41,888
ADM.	TOMASOSKI	ADMINISTRATOR	\$ 162,813	\$ 162,813	\$ 162,813
	ZOELLNER	ASST. VIL. ADMIN.	\$ 121,742	\$ 121,742	\$ 121,742
	DAMRON	FINANCE DIR.	\$ 136,484	\$ 136,484	\$ 136,484
	PYZNARSKI	ADM. ASSISTANT	\$ 58,401	\$ 58,401	\$ 58,401
	FOSTER	ACCTNG. ASST.	\$ 57,350	\$ 57,350	\$ 57,350
	EVANS	CUST. SER. REP.	\$ 46,795	\$ 46,795	\$ 46,795
	COOPER	CUST. SER. REP.	\$ 41,888	\$ 41,888	\$ 41,888
COMM. DEV.	HUSHER	CUST. SER. REP.	\$ 38,315	\$ 38,315	\$ 38,315
	ZORDAN	DEV. DIRECTOR	\$ 143,181	\$ 143,181	\$ 143,181
	ZISKA	BLD,PLN,ED SPEC	\$ 92,342	\$ 92,342	\$ 92,342
	YOCKEY	PLANNER	\$ 67,137	\$ 67,137	\$ 67,137
	MASSEY	CODE ENFORCE.	\$ 65,438	\$ 65,438	\$ 65,438
	SICKLES	CUST. SER. REP.	\$ 47,183	\$ 47,183	\$ 47,183
PUBLIC WORKS	NOVAK	CUST. SER. REP.	\$ 39,864	\$ 39,864	\$ 39,864
	TO BE HIRED	DIRECTOR	\$ 138,020	\$ 138,020	\$ 138,020
	DETLOFF	ASST. PW DIR.	\$ 127,807	\$ 127,807	\$ 127,807
	CORDOVA	WATER OPER II	\$ 86,787	\$ 86,787	\$ 89,262
	BUTLER	WW OPER. II	\$ 90,611	\$ 90,611	\$ 92,751
	MANNIS	WW PLANT MECH.	\$ 90,217	\$ 90,217	\$ 90,217
	ORR	WW AUXIL. OPER.	\$ 78,759	\$ 78,759	\$ 78,759
	PETROW, W.	WW AUXIL. OPER.	\$ 78,759	\$ 78,759	\$ 78,759
	GORAVICA	WW AUXIL. OPER.	\$ 80,009	\$ 80,009	\$ 80,009
	KOSCHETZ	WW AUXIL. OPER.	\$ 77,759	\$ 77,759	\$ 77,759
	HON	WW AUXIL. OPER.	\$ 69,088	\$ 69,088	\$ 71,002
	PETROW, R.	WW AUXIL. OPER.	\$ 77,759	\$ 77,759	\$ 77,759
	MURPHY	METER READER	\$ 60,746	\$ 60,746	\$ 61,708
	SKOLDS	STS, B&G SUPER	\$ 91,533	\$ 91,533	\$ 91,533
	CULLEN	AUTO MECHANIC	\$ 77,960	\$ 77,960	\$ 78,049
	DORNBOS	MAINT. WORKER II	\$ 71,641	\$ 71,641	\$ 71,889
	SMITH	MAINT. WORKER I	\$ 78,759	\$ 78,759	\$ 78,759

**FISCAL YEAR 2020-21  
SALARY SCHEDULE**

					ESTIMATED
	EMPLOYEE		CURRENT	7/1/2020	BUDGETED
DEPT.	NAME	POSITION	SALARY	SALARY	SALARY
PUBLIC	WILHELM	MAINT. WORKER I	\$ 67,345	\$ 67,345	\$ 67,345
WORKS	SWEENEY	MAINT. WORKER I	\$ 66,345	\$ 66,345	\$ 66,345
Contd.	LIEF	MAINT. WORKER I	\$ 57,229	\$ 57,229	\$ 58,088
	PUTTKAMER	MAINT. WORKER I	\$ 50,873	\$ 55,563	\$ 54,584
	BLOMMAERT	MAINT. WORKER I	\$ 55,563	\$ 55,563	\$ 56,460
	CHIANELLI	MAINT. WORKER I	\$ 55,563	\$ 55,563	\$ 56,396
	TO BE HIRED	MAINT. WORKER I	\$ -	\$ 55,563	\$ 55,563
	PELOQUIN	CIVIL ENGINEER	\$ 100,495	\$ 100,495	\$ 100,495
	FEI	CIVIL ENGINEER	\$ 93,938	\$ 93,938	\$ 93,938
	TURLAY-ILL	CUST. SER. REP.	\$ 38,315	\$ 38,315	\$ 38,315
			\$ 6,283,458	\$ 6,345,086	\$ 6,386,500
Part Time:					
Mayor		\$9,300/Year	(includes Liquor Commissioner)		
Village Clerk		\$4,800/Year			
Village Trustees		\$4,200/Year			
P & Z Chairman		\$35/Meeting			
P & Z Member		\$25/Meeting			
BOFPC Chairman		\$70/Meeting			
BOFPC Member		\$50/Meeting			
CATV 6 Manager		\$6,200/Year			
CATV 6 Asst. Manager		\$3,000/Year			
ESDA Coordinator		\$10,000/Year			
ESDA Deputy Coordinator		\$3,000/Year			
Part Time Hourly Rates:		7/1/2020			
Duffin - Building Inspector		\$33.33			
Karpola - Crossing Guard		\$20.88			
Oehmen - Crossing Guard		\$20.88			
Andrade Mendez - CSO		\$15.63			
Gabler - CSO		\$15.63			
Mercado - CSO		\$15.63			
ESDA Volunteers - Special					
Events		\$12.50			

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, January 27, 2020**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 8:27 p.m.

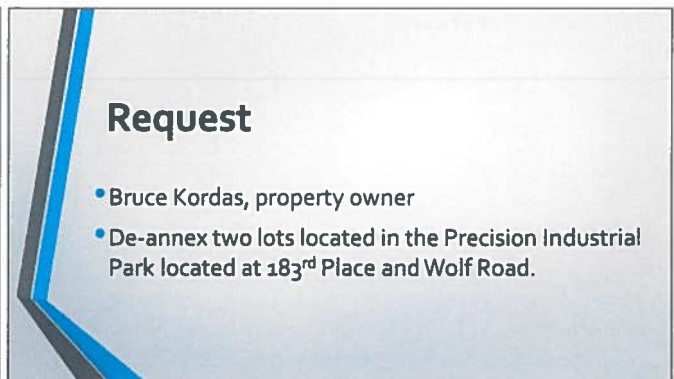
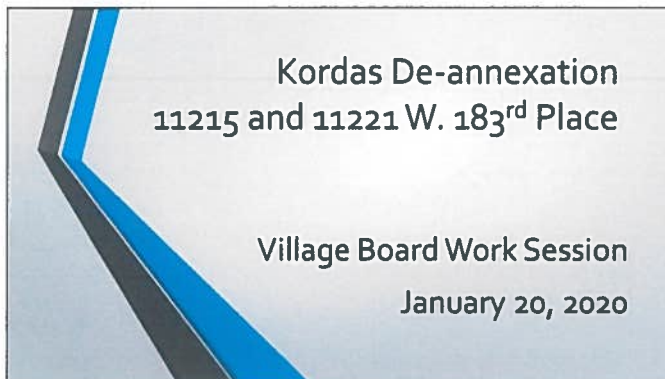
**ROLL CALL**

Joseph E. Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joe Siwinski

Also present were: Deputy Clerk Judi Frieling; Village Administrator John Tomasoski; Assistant Village Administrator Kirk Zoellner; Finance Director Barb Damron; Police Chief Steve Vaccaro; Community/Development Director Alan Zordan; Assistant Public Works Director Mark Detloff; Civil Engineers Dan Peloquin and Brian Fei and Village Attorney Carl Buck.

**De-Annexation of 11215 and 11221 W. 183<sup>rd</sup> Place**

Economic and Community Development Director Alan Zordan presented this item.



### PRECISION INDUSTRIAL PARK HISTORY

- In 2004, Mokena de-annexed the property now developed as the Midwest Animal Hospital.
- In 2005, Mokena de-annexed the properties to the west of the subject lots which included a vacant industrial lot and a detention pond.
- In 2019, the petitioner closed his business, Kordas Trucking, and put the properties on the market.

### Discussion

- The petitioner wishes to sell the property and wishes to de-annex from the Village of Mokena pursuant to the Boundary Agreement. De-annexing these last two lots will finalize the removal of the Precision Industrial Park from Mokena's corporate limits.



### Draft De-Annexation Ordinance

- **Section 1: Disconnection:** The Subject Properties described on Exhibit "A" and as depicted on Exhibit "B" is hereby disconnected from the Village of Mokena pursuant to Section 7-1-24 of the Illinois Municipal Code (65 ILCS 5/7-1-24).
- **Section 2: Village Boundaries:** That the Village limits of the said Village of Mokena be and same are hereby contracted to exclude the property described in Exhibit "A."

### Village Board

- Should the disconnection ordinance be placed on the consent agenda of a future Village Board meeting?

Kordas De-annexation  
11215 and 11221 W. 183<sup>rd</sup> Place

Village Board Work Session  
January 20, 2020

Discussion: The consensus of the Board was in favor of the disconnection ordinance and directed staff to put it on the consent agenda for the next Board meeting.

### FY 21 Budget

Village Staff presented this item.



## FY 2021 Budget

### Forecast

## MOKENA ROADWAY IMPROVEMENTS

Budget Work Session  
 JANUARY 27<sup>th</sup> 2020

## FY20 Maintenance Highlights

1. Resurfaced 4.1 miles of roads in The Avenues and Grasmere.
2. Crack Sealed 6.2 miles of roads using fiber entrained crack sealer.
3. Completed Phase I of the LED Street Lighting conversion program.
4. New product Mastic One was used on Wolf Road for various repairs.

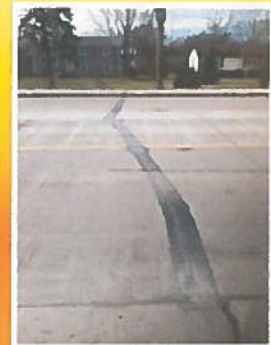
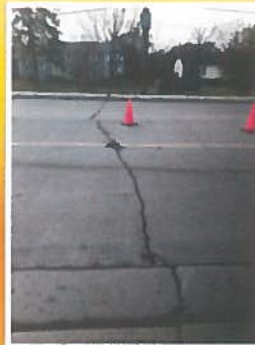
## NEW PROCESS THAT WAS USED IN 2020



### MASTIC ONE

Mastic One was used to repair potholes and multiple cracks on Wolf Road. Its performance will be monitored to determine how successful the product will be in preserving our roadways.

## MASTIC ONE – WOLF ROAD



## FY21 MFT



## FY 21 MFT Expenditures

• Snow Plowing Overtime	\$116k
• Salt	\$342k
• Liquid Chloride	\$36k
• Patching Materials	\$7k
• Street Light Parts	\$27k
• Crack Sealing	\$50k
• Signal Maintenance	\$47k
• IDOT Signal Maintenance	\$4k
• Roadway Striping	\$40k
<b>Total</b>	<b>\$669k</b>

## FY 21 CRACK SEALING PROGRAM

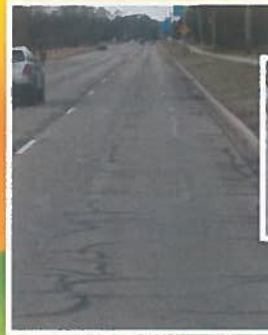
- FY18 Street Maintenance Program will be sealed along with some touch up quantity where needed.
- Continue using fiber entrained crack sealing process. Product is being monitored and performing well.



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## Fiber Crack Sealing

LaPorte Road



Subdivision Street

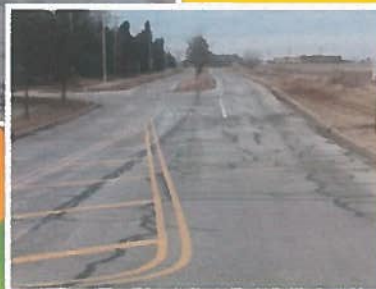


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## Fiber Crack Sealing

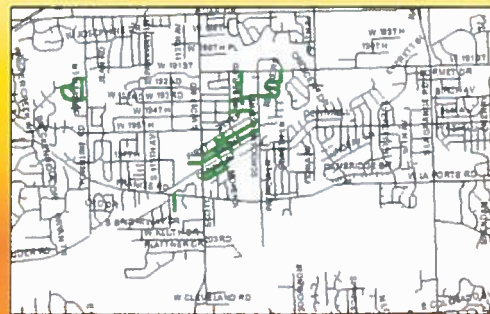


104<sup>th</sup> Avenue



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## FY 21 Crack Sealing Program



FY 18 Street Maintenance Program  
4.7 MILES AT A COST OF \$50,000

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## FY21 Infrastructure Maintenance Projects



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## FY 21 Infrastructure Maintenance Expenditures

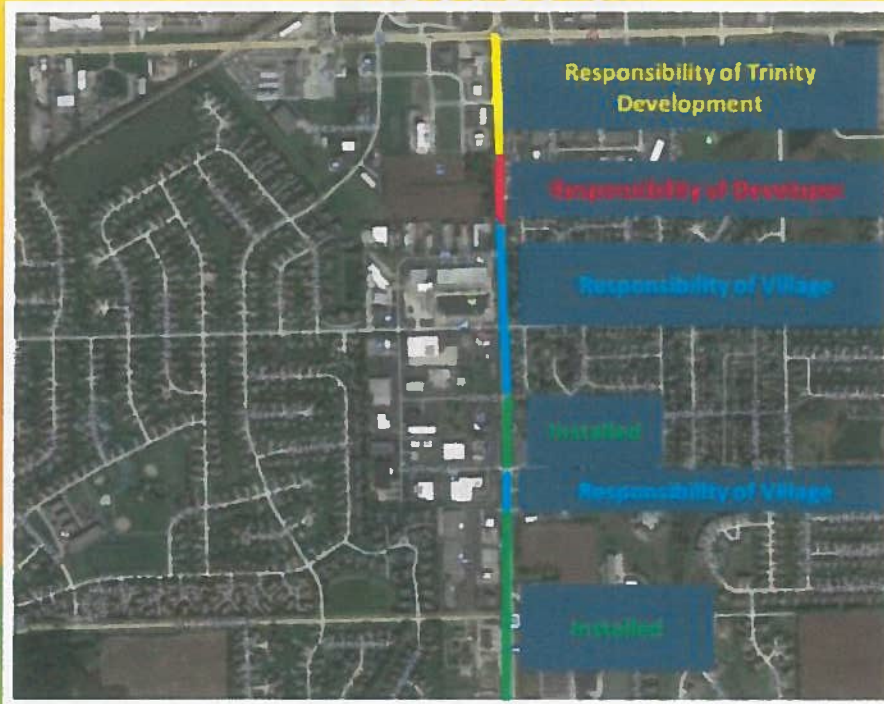
• Sidewalks and Curb Program	\$80k
• (HA5) High Density Mineral Bond (\$49k FY20)	\$124k
• Full Depth Asphalt Patching	\$84k
• Wolf Road PCC Pavement Patching	\$80k
• Curb Shot-Crete	\$7.5k
• Mudjacking (Sidewalks/Curbs)	\$7.5k
• Structural Street Light Repair	\$25k
• Material Testing	\$14k
• CRS for Infrastructure Projects	\$43k
• Bridge Inspections	\$5k
• Storm Sewer Repair (\$168k Hummingbird / FY20 Carryover)	\$200k
• Special Project (Kluth streambank) **	\$15k
• LaGrange Road Sidewalk Engineering	\$36k
• Total	\$721k

\*\* Recommend applying for a  
WA County Stormwater Committee Grant

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## Previous Sidewalk Completion Discussion



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### LaGrange Road Existing Sidewalk

Existing 5' & 7' Wide Sidewalk



Existing 10' Wide Sidewalk



Existing sidewalk along western R.O.W. has inconsistent widths and multiple gaps. Some parts are within the R.O.W. and some are on private property.

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### LaGrange Road Sidewalk Completion

- Project will require surveying, engineering, and permitting through the Illinois Department of Transportation (IDOT).
- Eligible for grant funds through the Will County Governmental League Surface Transportation Program (STP).
- Staff recommends starting engineering for project to complete a ten foot wide multi-use path for Village and existing portions along west side of LaGrange Road from LaPorte Road to Georgio Development.
- Staff recommends applying for grant funding now to target construction in FY22.

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### STP-L Funding

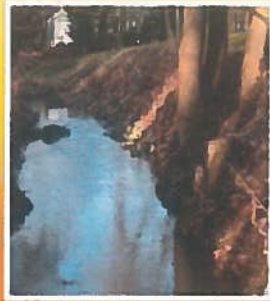
- STP Local – Will County Governmental League (WCGL) is allocating \$7 million +/- on an annual basis in FY21 – FY25 for transportation related projects.
- Matching is 80% Federal / 20% Local.
- Eligible routes must be a federally designated arterial or collector roadway.
- Funding is allocated after evaluation under new ranking matrix, but annual "active management" is applied.
- Current call for projects is open until March 6<sup>th</sup>.
- 191<sup>st</sup> Street resurfacing would also be eligible project to apply for funding for FY22.

### Special Project

- Stream erosion and bank stabilization on Mokena-Kluth Open Space Lot
- Will Stormwater Committee Grant eligible (50/50)



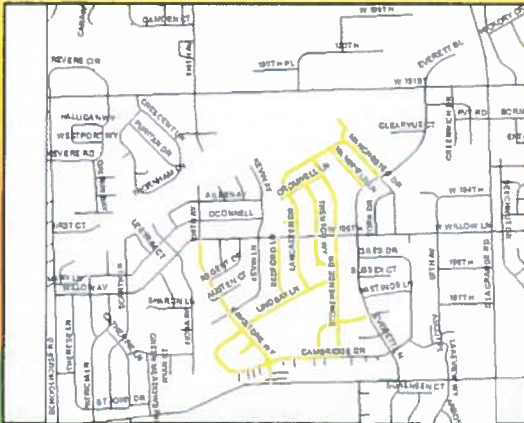
### Special Project



### FY21 Street Maintenance Program



### FY 21 Road Maintenance Map



### FY 2021 ROAD MAINTENANCE PROGRAM

Cambridge Dr.  
 Lindsay Ln.  
 Derby Ln.  
 Stonehenge Dr.  
 Trenton Way  
 Lancaster Dr.  
 Becket Ct.  
 Brompton Ct.

#### Grasmere

Cromwell Ln.  
 Cromwell Ct.  
 Mansfield Ln.  
 Manchester Dr.  
 Bedford Ln.  
 Kirkstone Way  
 Royal Ct.

TOTAL OF 4.46 MILES AT A COST OF \$1,722,528

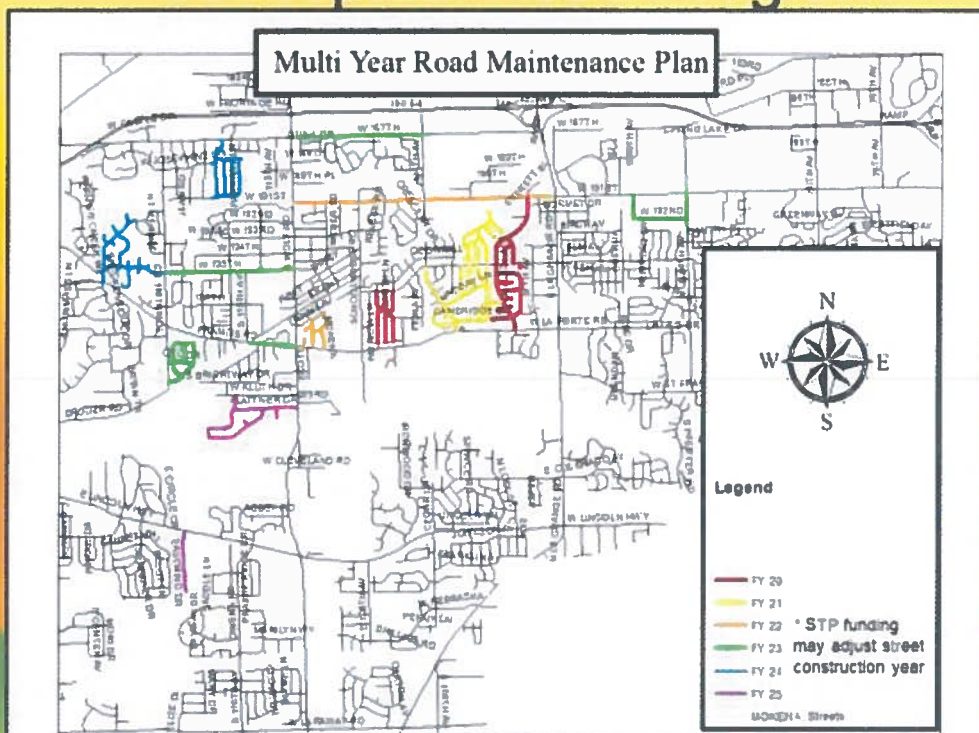


## Grasmere



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## Conceptual Road Program



## Regional Road Projects Update

- 80<sup>th</sup> Avenue – Will County Department of Highways, I-80 Bridge – IDOT, 191<sup>st</sup> Street Intersection – Tinley Park & Mokena
- Phase 2 design nearing completion, Right-Of-Way (ROW) acquisition preparation will be starting
- Targeted for April 2021 letting with all portions (bridge, road, and intersection) under one IDOT let contract. Construction targeted to start in 2021 and likely go into 2023.
- Mokena's portion is a small part of the overall +/- \$40M project.
- Village of Mokena Responsibilities only apply to portions of the intersection work—awaiting updates from 2010 original estimates
  - 25% of Design Engineering for intersection (+/- \$15k)
  - 25% ROW Acquisition Costs intersection (+/- \$15.6k)

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## 80<sup>th</sup> Ave Project Progress

- Will County Dept. of Highways (WCDH) has requested a resolution of continued support for the project as they move into ROW acquisition.
- WCDH inquired as to if the Village had or would acquire open space/detention area in 80<sup>th</sup> Ave Industrial Park from tax sale so that an inter-agency ROW transfer could occur.
- Owner status and options are being investigated and researched.

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## FY 20 LED Street Light Program Summary

- Phase I – 281 Street Lights Completed on 191<sup>st</sup> Street, Wolf Road, and LaPorte Road
- Received our incentive rebate of \$39,850



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## Remaining LED Street Light Program

### Phase II – FY21 – Collector Streets

- Townline Road, Schoolhouse Road, 195<sup>th</sup> Street, Willow Road, and 187<sup>th</sup> Street
- 169 Street Lights at a projected cost of \$68,000
- Estimated ComEd rebate of \$10,400

### Phase III – FY22 – Residential Streets and Parking Lots

- 1,000 Street Lights at a projected cost of \$378,000
- Estimated ComEd rebate of \$77,000

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## FY21 Staff Recommendations

- Combine Phase II and Phase III which will complete 100% of Village owned lights at a cost of +/- \$446k with an estimated ComEd rebate of \$87k
- Takes advantage of the current \$0.70 per watt rebate incentive
- The higher volume of work should result in a lower bid price per unit

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## FY 20 - Front Street Paver Installation – Phase II Mokena St. to Division St.



- Pavers
- Concrete
- Tree Removal

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## FY 20 - Front Street Paver Installation – Phase II Mokena St. to Division St.



- Pavers
- Concrete
- Tree Removal

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## FY 20 - Front Street Paver Installation – Phase II Division Street Node



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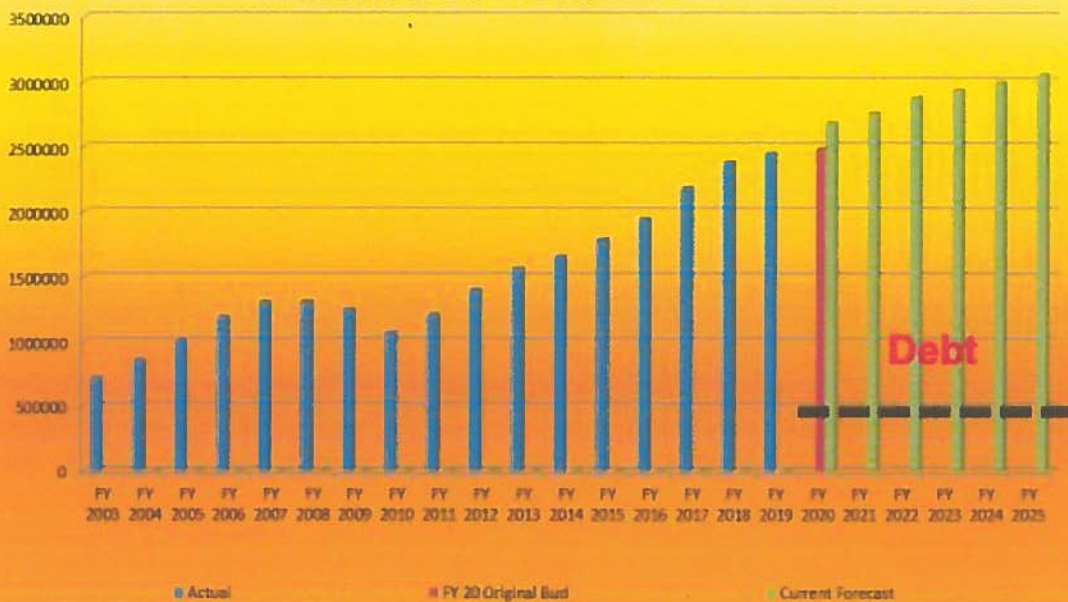
### FY 20 - Front Street Paver Installation – Phase II Mokena St. to Division St.



#### Tentative Project Timeline

- Advertise – Week of 1/27
- Pre-Bid Walkthrough – Week of 2/10
- Bid Opening – Week of 2/24
- Project Completion – Early June 2020

## Non Home Rule Sales Tax Revenue And Debt Status





## General Infrastructure Fund Balances

	2020	2021	2022	2023	2024	2025
*Beginning Fund Balance	7,071,496	7,218,188	6,620,597	6,414,516	6,377,993	6,462,592
Revenue	2,873,222	2,977,287	3,002,400	3,058,057	3,117,114	3,180,744
Expenditures	2,726,530	3,574,878	3,208,480	3,094,579	3,032,515	2,749,595
Ending Fund Balance	7,218,188	6,620,597	6,414,516	6,377,993	6,462,592	6,893,741

\*Beginning Balance for FY '20 includes FY '19 Year End Transfer from the General Fund for \$3 Million.

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### General Infrastructure Fund Balance

- FY 2013 through 2019
  - ✓ General Fund contributed \$10,630,000 to the General Infrastructure Fund for Improvements
- Average debt payment of \$650,000 will be paid off in FY 2025.

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## Senate Bill 1939

- Passed by the Illinois General Assembly on June 2, 2019
- Additional tax of \$0.19 per gallon of gas for a total of \$0.38 per gallon of gas

	July '19	Aug. '19	Sep. '19	Oct. '19	Nov. '19	Dec. '19	Jan. '20	Estimated Feb. - June '20	Total
MFT Allotment	\$37,549	\$46,934	\$37,266	\$42,861	\$39,876	\$45,597	\$60,423	\$204,065	\$514,570
MFT TRF*	0	0	30,257	30,482	27,420	30,181	28,710	138,886	\$285,936

\*TRF - Transportation Renewal Fund

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## MFT Revenue Allocation Comparison

	19 Cent Gas Tax Current	19 Cent Gas Tax Increase
State	45.60%	48.00%
Mass Transit	0%	20.00%
Municipalities	26.71%	15.71%
Counties > 1 million	9.11%	5.36%
Counties < 1 million	9.94%	5.85%
Road Districts	8.64%	5.08%
<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>

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<b>MFT Plan</b>						
	2020	2021	2022	2023	2024	2025
Beginning Fund Balance	\$1,203,609	\$1,507,397	\$1,375,055	\$1,291,721	\$1,163,554	\$1,070,305
Revenue:						
MFT Allotment*	\$807,506	\$514,732	\$519,079	\$525,078	\$530,329	\$535,632
Interest Earnings	\$20,150	\$21,450	\$19,850	\$18,250	\$16,600	\$14,900
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$827,656	\$536,182	\$539,729	\$543,328	\$546,929	\$550,532
Total Available For Spending	\$2,031,265	\$2,043,579	\$1,914,784	\$1,835,049	\$1,710,483	\$1,620,837
Operating Expenses:						
Personal Services	\$70,000	\$115,901	\$119,378	\$122,959	\$126,648	\$130,448
Commodities	\$344,231	\$411,849	\$399,991	\$401,730	\$403,522	\$405,367
Contractual Services	\$109,837	\$140,874	\$103,694	\$148,805	\$110,008	\$153,306
Total Operating Expenses	\$523,868	\$668,524	\$623,063	\$671,494	\$640,178	\$689,123
Capital Projects:						
Improvements - Streets & Alleys	\$0	\$0	\$0	\$0	\$0	\$0
Improvements - Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$523,868	\$668,524	\$623,063	\$671,494	\$640,178	\$689,123
Ending Fund Balance	\$1,507,397	\$1,375,055	\$1,291,721	\$1,163,554	\$1,070,305	\$931,714

\*FY 21 - FY 25 does not include revenue for the MFT Transportation Renewal Fund tax.

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### FY21 Staff Recommendations

- Continue with our annual infrastructure maintenance programs including the proposed FY21 resurfacing
- Begin engineering for the LaGrange Road sidewalk extension
- Apply for STP-L grant funds for both the 191<sup>st</sup> Street Resurfacing and LaGrange Rd. Sidewalk construction projects for FY22
- Combine Phase II and Phase III of the LED Street Lighting Conversion Program
- Complete Phase II of the Front Street Paver Installation

### Questions/Comments



### Discussion:

Trustee Budzyn asked about the creek erosion problem located on the Kluth open space lot north of the Kluth and Old Castle Drive intersection.

Dan Peloquin explained that some trees in this area have died and that erosion is a concern. He suggested that rock or other material in combination with vegetation be added to the bank to prevent erosion.

Trustee Budzyn stated that he was not concerned with aesthetics and that he did not want to spend a lot of money to make one resident happy. He studied Google Earth and believes that the streambed has not changed in years. He also believes that the neighbors driveway may be encroaching on Village property. He asked that we minimize cost with this project.

Trustee Budzyn inquired about cost estimates for the pavers on Front Street

Brian Fei reported that the estimated cost would be approximately half the previous bid or around \$60,000 with another approximate \$5,000 for concrete work.

Trustee Engler noted that resident feedback was that the new street lights look good and wanted to see the program extended.

Trustee Richmond noted that the crack filling on LaPorte Road generated some negative feedback but that the crack filling concept was good for extending road life for the whole of our road system.

Dan Peloquin stated that the cracks were worse than anticipated. Staff thinks it is a good process but LaPorte was not a good road for applying the process. Staff would not recommend that timing or filling to that degree again.

Trustee Budzyn asked if we could get the mastic one material in a grey color to better match the color of the pavement.

Brian Fei responded another gray product existed but was more expensive.

Trustee Budzyn inquired as to the Village practice for placing cold patch and expressed discontent regarding cold patch being placed in some but not all potholes on streets in the Old Castle area. Staff stated that crews generally try to patch in a systematic manner for geographic areas, but cold patch is not suited for all street conditions and often a temporary precursor to hot mix patching.

Mayor Fleischer inquired as to who owns the street lights in town. It was noted that some belong to the Village and some to Commonwealth Edison. Mayor Fleischer stated that the Village should own all of them so that they might be rented out for future advances in technology and infrastructure.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 9:15 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, February 17, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Joseph E. Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joe Siwinski

Also present were: Clerk Melissa Martini; Village Administrator John Tomaszski; Assistant Village Administrator Kirk Zoellner; Chief Steve Vaccaro; Public Works Director Lou Tiberi; Civil Engineer Dan Peloquin; Community/Economic Development Director Alan Zordan; and Village Attorney Carl Buck.

**Jeff Graefen**

Director of Economic and Community Development Alan Zordan presented this item.


### Special Use Permit for a Planned Unit Development

8100 W. 188<sup>th</sup> Street

Village Board Work Session  
February 17, 2020


#### Introduction:

Jeff Graefen, on behalf of Atlas Bobcat, is requesting a Special Use Permit for a Planned Unit Development for the property located at 8100 W. 188<sup>th</sup> Street.



#### Discussion:

- The petitioner is seeking to make several modifications to the subject property with the intent of leasing it to Atlas Bobcat.
- The proposed modifications include:
  - Construct a 4,000 sq./ft. building addition
  - Pave the fenced in gravel yard
  - Modify the existing pole sign
  - Reduction in masonry building materials




2019 Picture

#### History:

- The 80<sup>th</sup> Avenue Business Park was annexed in 1976, and many of the existing businesses operated with outdoor storage yards prior to being annexed into the Village.
- On September 23, 2019, the Village Board conceptually reviewed this request and generally supported the request.
- On January 16, 2020, the Planning Commission held a public hearing. The Planning Commission unanimously recommended approving the SUP.


#### Future Land Use Map:



Comprehensive Plan

- Office
- Light Industrial / Business Park
- Light Industrial
- Medium Industrial
- Heavy Industrial
- Public - Recreation
- Open Space / Conservation

#### Current Zoning Map:




Current Zoning Map

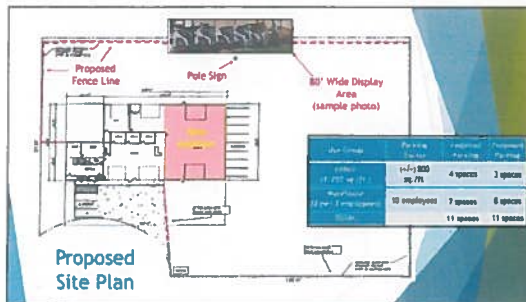
- Office
- Light Industrial / Business Park
- Light Industrial
- Medium Industrial
- Heavy Industrial
- Public - Recreation
- Open Space / Conservation

#### Existing vs. Proposed:

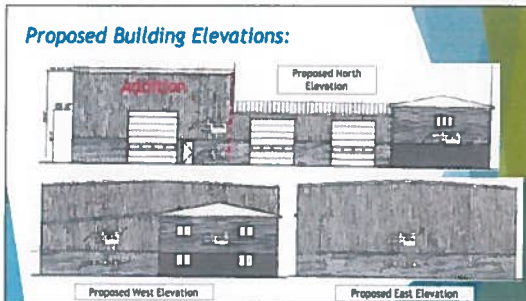
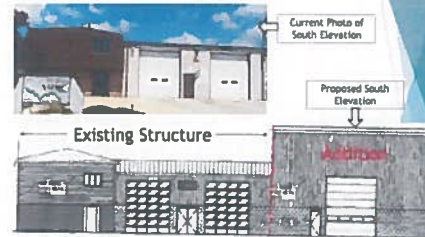
- The existing building is roughly 6,400 sq./ft. in size with a mix of office and warehouse space.
- The proposed addition will add roughly 4,000 sq./ft. of warehouse space.
- Existing gravel yard will be entirely paved.



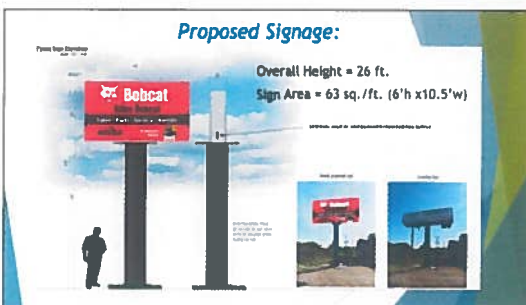
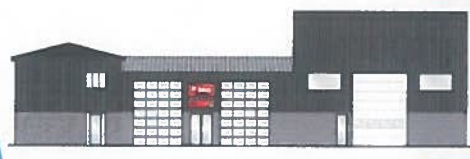




#### Proposed Building Elevations:



#### Color Rendering



#### SUP/PUD Request:

- In order to accomplish the proposed improvements, a Special Use Permit for a Planned Unit Development will be required to address the following:
  - A reduction in the amount of masonry materials utilized on the exterior facade of the building.
  - Outdoor storage of compact contractor rental equipment, including bobcats and loaders.
  - Utilization of the existing non-conforming pole sign.
  - Relief from certain landscaping requirements.

#### Draft SUP

- Owner shall develop the site in general conformance with the site development plan attached hereto as Exhibit "A".
- Owner agrees that no items shall be stored on the property outside of the enclosed storage area.
- Village agrees to waive landscape requirements related to the foundation landscaping and perimeter lot landscaping, while Owner agrees to add plantings on 188th Street in general conformance with the landscape plan attached hereto as Exhibit "B".

- Owner agrees to install a black vinyl-coated chain-link fence, with "winged" privacy slats that provide 90% coverage around the outdoor storage yard, with the exception of an 80' wide display area along Interstate 80. Said fence slats shall be installed in accordance with the attached Exhibit "C".
- Village agrees to allow the use of the 26' tall non-conforming pole sign as shown on the sign plan attached hereto as Exhibit "D".
- Village agrees to allow the Owners to utilize non-masonry building materials as shown on the building elevations attached hereto as Exhibit "E".

#### VILLAGE BOARD

- Provide feedback on the terms of the SUP

#### Discussion:

Trustee Budzyn inquired as to the inspection of the sign pole, the use of LED lighting, and stated that he was not in favor of the reuse of the existing non-conforming pole sign.

Trustee Metanias asked that the electrical wiring on the sign be inspected.

Mayor Fleischer requested that the applicant be required to add privacy slats in the east side of the outdoor storage area in the future should the dense vegetation be removed. He also stated that if the pole sign is damaged in the future that it not be replaced without the approval of the Village Board.

The consensus of the Board was in favor of the proposal and to allow the existing sign to be reused. Staff will make revisions to the SUP language and advance this project on to the Site Plan and Architectural Review Committee.

#### **FY 21 Fleet Schedule**

Public Works Director Lou Tiberi presented the FY 21 fleet schedule.

**Village Board Work Session  
February 17, 2020**

## **Vehicles & Equipment**

### **Fleet Management Approach**

Public	Public Works	Other
<ul style="list-style-type: none"><li>• Patrol Units: 4 years +</li><li>• Other vehicles: 10 years +</li></ul>	<ul style="list-style-type: none"><li>• 2-3 ton trucks: 12 years +</li><li>• 2 ton trucks: 10 years +</li><li>• Pick ups: 10 years +</li></ul>	<ul style="list-style-type: none"><li>• Vehicles: 10-12 years +</li><li>• Heavy Equipment: 12-20 years +</li></ul>

Village Fleet is economical, efficiently, lower 2 ton capacity, multi-use and maintenance.

**Service Types-By Definition**

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

## FY 21 Fleet Management - Police

Vehicle No.	Scheduled to be replaced	Vehicle Description	Miles	Cost	Service Type	Notes
M502	2021	2017 Ford Explorer Patrol	54,000 Miles 80,000 Hrs. 200,000 MI/Hrs	\$47,500		Replaced with Ford Explorer Interceptor Fares to Police Detective M10
M504	2021	2017 Ford Explorer Patrol	54,000 Miles 104,000 Hrs. 260,000 MI/Hrs	\$47,500		Replaced with Ford Explorer Interceptor Goes to FSOA 284
M509	2021	2017 Ford Explorer Patrol	58,000 Miles 80,000 Hrs. 215,000 MI/Hrs	\$47,500		Replaced with Ford Explorer Interceptor Fares to Police CSO
Costs include set up for police vehicles			TOTAL	\$142,500		

### Symbol Definition



EMERGENCY- Risk to safety, health or welfare





PRIORITY SERVICE - Not quite emergencies, but must be handled quickly



INTERNAL PROGRAM MAINT./ADMINISTRATIVE - Customer service, internal programming, administrative

## FY 21 Fleet Management – Adm./DPW

Vehicle No.	Scheduled to be replaced	Vehicle Description	Miles	Cost	Service Type	Notes
Admin A2	2017	2015 Chevy Impala Administrative Vehicle	110,000 Miles 5800 Hrs 140,000 MI	\$29,000		Auction
Street S11	2019	2009 2.5 - Ton Plow & Spreader	25,000 Miles 2300 Hrs 52,500 MI/Hrs	\$151,500		Mani Rents 2009 Snowplow Truck \$15,000 Trade In

### Symbol Definition



EMERGENCY- Risk to safety, health or welfare



PRIORITY SERVICE - Not quite emergencies, but must be handled quickly



INTERNAL PROGRAM MAINT./ADMINISTRATIVE - Customer service, internal programming, administrative



Proposed FY 21 - Fleet Management Program				
Vehicle/Equipment	Original (FY) Replacement Schedule	Normal Fund Source	Service Type	Proposed
Replace M02 SUV – Outfitted	2021	General		\$47,500
Replace M04 SUV – Outfitted	2021	General		\$47,500
Replace M09 SUV – Outfitted	2021	General		\$47,500
Replace S11 – 2.5 Ton Dump with Plow & Spreader	2019	General		\$151,500
Replace A2 – Chevy Impala	2017	General		\$29,000
TOTAL		*Includes Police Set up Costs		\$323,000

Symbol	Definition
	EMERGENCY - Risk to safety, health or welfare
	PRIORITY SERVICE – Not quite emergencies, but must be handled quickly
	INTERNAL PROGRAM MAINT/ADMINISTRATIVE – Customer service, internal programming, administrative



Discussion: Trustee Budzyn inquired why four vehicles listed “new 2020 budget” in the mileage section of the fleet list. DPW Director Tiberi indicated all three vehicles were recently purchased. The consensus of the Board was in favor of the fleet management proposal for this year’s budget.

#### Staff Updates

Administrator John Tomasoski informed the Board that the Chamber of Commerce wants to utilize our Village logo for t-shirts related to a fund raiser. There was no objection to this request.

Administrator Tomasoski noted that this year’s golf outing will be moved to the Mistwood Golf Course because the Joliet Country Club recently closed.

Assistant Village Administrator, Kirk Zoellner, reported that late last month the Village’s application for a Comprehensive Plan Grant had progressed to the next round in CMAP’s evaluation process.

Economic and Community Development Director, Alan Zordan, reported on a proposed expansion of Goddard School. This expansion was anticipated in the original Special Use approval in 2017. He noted that he and architect, Chuck Smith, met with neighboring resident, Mr. Bill Wendt, to inform him of the proposal. This project will likely come to the SPARC committee sometime this spring.

Police Chief Steve Vaccaro reported on crime prevention efforts, Police academy spots for new hires and the neighborhood watch structure.

Mayor Fliescher noted that he worked with the Illinois Municipal League and State Representative Anthony DeLuca to file a bill that would prohibit recreational marijuana sales within a 1 ½ miles radius of contiguous unincorporated territory surrounding the corporate limits of a municipality that has prohibited the operation of adult-use cannabis dispensing organizations within the municipality.

**Executive Session**

Trustee Siwinski made a motion to enter into executive session to discuss the setting of a price for sale or lease of property owned by the public body pursuant to 5 ILCS 120/2 (c) (6). Trustee Engler seconded.

AYES: (6) Engler, Siwinski, Hersted, Richmond, Budzyn, Metanias

NAYS: (0)

Absent: (0)

Motion carried

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:14 p.m.



**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, April 20, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Joseph E. Budzyn (via telephone)  
Debbie Engler (via telephone)  
Jillian Hersted (via telephone)  
George Metanias (via telephone)  
Jim Richmond (via telephone)  
Joe Siwinski (via telephone)

Absent:

Also present were: Clerk Melissa Martini via telephone; Village Administrator John Tomasoski and Finance Director Barb Damron were both in person.

**Fiscal Year 2021 Budget**

Village Administrator John Tomasoski and Finance Director Barb Damron presented the Fiscal Year 2021 Budget Discussion presentation.

**Village of Mokena**  
**FY 21 Budget Discussion**  
**April 20, 2020**

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**Budget Process Overview**

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- \*Historical Process
  - ✓ January – June Budget Work Sessions
  - ✓ June – Public Hearing and Adoption
- \*Budget FY 21 Process – **Pre** COVID-19
  - ✓ January 17, 2020 – Roads Presentation
  - ✓ February 17, 2020 – Fleet Presentation
- \*Budget FY 21 Process – **Post** COVID-19
  - Need to restart process due to COVID-19
  - Revise projections based on unknown conditions



## Village of Mokena – Traditional Budget Principles

- Conservative fiscal practices focusing on revenue and expenditure detail along with fund balances
- Past focus on Capital Investment
  - ✓ Our infrastructure has been well maintained
  - ✓ Our fleet and heavy equipment are in good shape allowing deferred replacement schedules
- Our budgeting system has been refined over the years and provides a logical framework for decision making
- The economic development successes of the past several years should help to soften the impact of COVID-19
- Continue to maintain strong fund balances in the major funds

## FY 21 Budget – Uncertainties

- Uncertainties Moving Forward
  - ✓ How long will this continue?
  - ✓ What will the economic impact be?
  - ✓ What are the long-term effects?
  - ✓ What will State and Federal Governments do?
  - ✓ What Budget reductions will be necessary?

## FY 20 Estimated Year-End

Revenue Type	Budgeted FY 20	COVID-19 Revised FY 20
Sales Tax	\$6,069,268	\$6,288,545
Local Use Tax	\$664,989	\$610,503
State Income Tax	\$1,000,021	\$1,750,000
Property Tax (Corporate)	\$439,535	\$441,344
Building Permits	\$84,000	\$382,657
Amusement Tax	\$193,500	\$242,500
Video Gaming	\$275,000	\$321,647
OTB	\$85,000	\$59,249

- Village will end FY 20 with a surplus of approximately +/- **\$2.75M - \$3M**

## FY 21 Budget – General Fund Revenues

### ■ Sales Tax

- ✓ Small and mid-sized bars and restaurants have been provided a 2-month delay in paying sales tax to State. Those payments will be spread over 4 months (May – August)
- ✓ Recommend budgeting 50% for 3 months and 75% for 9 months

### ■ Local Use Tax

- ✓ Village will see impact of COVID-19 in the June payment from the State
- ✓ Recommend budgeting 75%

### ■ Income Tax

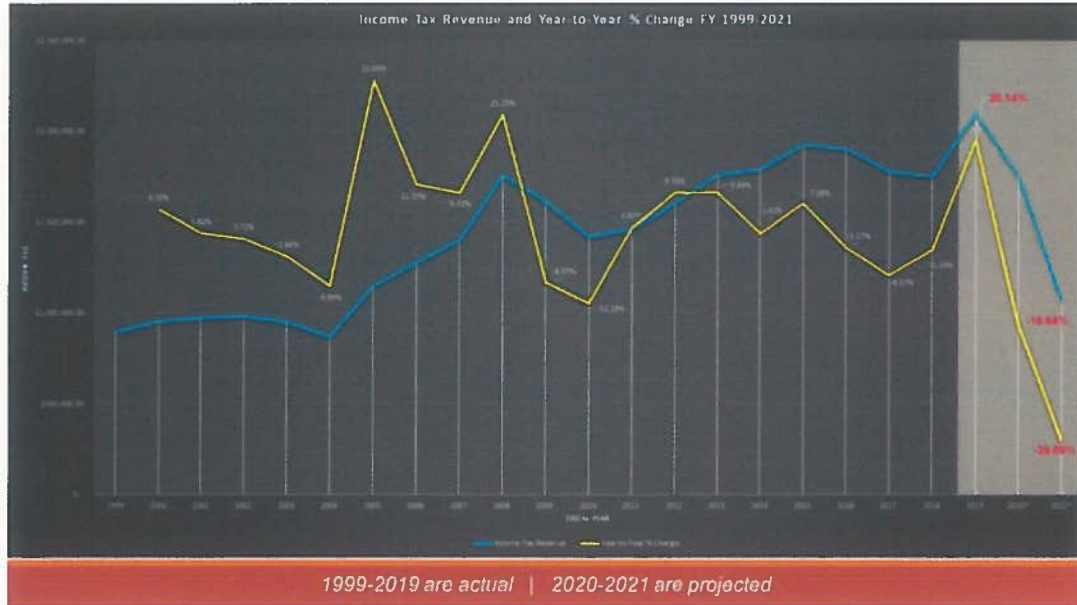
- ✓ State income tax filing and payment extension pushed back 3 months to July 15
- ✓ Will see first impact in the May income tax payments from the State
- ✓ Recommend continuing the practice of budgeting 50% of state income tax



1999-2019 are actual | 2020-2021 are projected



1999-2019 are actual | 2020-2021 are projected



## Budget FY 21 – General Fund Revenues

- **Property Tax**
  - ✓ Recommend the 2020 tax levy covers pensions, retirement costs and special purpose levies with the corporate levy being reduced as needed
- **Amusement Tax**
  - ✓ Recommend budgeting 25%
- **Video Gaming**
  - ✓ Recommend budgeting 33.33%
- **OTB**
  - ✓ Recommend budgeting 25%
- **Interest**
  - ✓ Fed funds rate currently 0% -.25%
  - ✓ Banking agreement with Old Plank Trail Bank has a floor of .50% built into it for a one-year period which ends 11/30/20 and then is negotiable

## What Does This Mean?

Revenue Type	Proposed FY 21	COVID-19 Estimated FY 21	Difference	
Sales Tax	\$6,670,939	\$4,556,455	\$(2,114,484)	Sales Tax 50% for 3 months and 75% for 9 months
Local Use Tax	\$720,828	\$540,621	\$(180,207)	Local Use Tax 75%
State Income Tax	\$1,066,012	\$1,066,012	\$0	State Income Tax kept at 50%
Property Tax (Corporate)	\$364,590	\$364,590	\$0	
Building Permits	\$63,200	\$96,500	\$36,300	Altorfer permit included in estimated FY 21
Amusement Tax	\$301,000	\$75,250	\$(225,750)	Amusement Tax 25%
Video Gaming	\$300,000	\$100,000	\$(200,000)	Video Gaming 33.33%
OTB	\$80,000	\$20,000	\$(60,000)	OTB 25%
<b>Total Difference</b>			<b>\$(2,744,141)</b>	

## Budget FY 21 – Enterprise Funds Revenue

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- **Utility Fees**

- ✓ Recommend increasing water rate for pass through fees only – 11 cents/1,000 gallons
- ✓ Recommend no increase to sewer rate

- **Refuse Fees**

- ✓ Recommend contractual increase only of 3%
- ✓ Recommend extending electronic recycling program

- **Parking Fees**

- ✓ Recommend budgeting 25%

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## FY 21 Budget – Next Steps

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- April 27, 2020 Work Session
  - Continue FY-21 Budget analysis and review
  - Wastewater Treatment Plant – discuss costs following April 21, 2020 bid opening
- Continue to meet with Department Heads to review and revise expenditures for proposed FY 21 budget

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## Conclusion

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- The budget process that the Village has historically followed will need to be modified.
- The considerations presented tonight represent the best modeling and/or forecasting based on available data.
- Concluding the budget process and approving the budget on schedule using a conservative approach is a high priority.



## Questions and Comments

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### Discussion:

The Board generally agreed with staff's revenue projections for Fiscal Year 2021, however, Trustee Siwinski, Trustee Richmond and Trustee Budzyn were not sure if they were conservative enough. Trustee Budzyn was concerned with income tax revenues for Fiscal Year 2021 due to Governor Pritzker's proposed graduated income tax and asked for verification of when it would be effective if approved. Trustee Hersted advised everyone that if approved, the new income tax is currently set to go into effect on January 1, 2021. Village Administrator Tomasoski acknowledged that due to COVID-19, there is a significant amount of uncertainty moving forward. Therefore, he anticipated the necessity to review the Village's finances on a monthly basis with the Board until the economy stabilizes. The Board concurred with this process.

### Staff Updates

Mayor Fleischer highlighted Director of Economic and Community Development Alan Zordan's report to illustrate to the Board all the development currently taking place in the Village.

Trustee Budzyn asked for additional clarification on the 80<sup>th</sup> Avenue Industrial Park's removal of their signage in relation to Will County's upcoming project based off the update in Public Work Director Lou Tiberi's Staff Report. Village Administrator Tomasoski indicated he would provide additional information to the Board.

Trustee Budzyn indicated the Certificate of Appointment for Mr. Ryan Montgomery may need to be reissued.

Trustee Budzyn asked for clarification regarding tap-on fees in the March monthly Treasurer's report. Finance Director Barb Damron explained the revenues from tap-on fees are split 50/50 for water and sewer.

Trustee Budzyn asked how many trees staff intended to plant in parkways this spring and at what cost based off Assistant Village Administrator Kirk Zoellner's Staff Report. Village Administrator Tomasoski stated that this information would be provided to the Board.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 7:25 p.m.



**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, April 27, 2020**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 7:52 p.m.

**ROLL CALL**

Joseph E. Budzyn (via telephone)  
Debbie Engler (via telephone)  
Jillian Hersted (via telephone)  
George Metanias (via telephone)  
Jim Richmond (via telephone)  
Joe Siwinski (via telephone)

Absent:

Also present were: Clerk Melissa Martini via telephone; Village Administrator John Tomasoski, Finance Director Barb Damron, Director of Public Works Lou Tiberi, Assistant Director of Public Works Mark Detloff, Village Engineer Brian Fei and Village Engineer Dan Peloquin were present in person.

**Wastewater Treatment Plant Upgrades**

Village Administrator John Tomasoski presented a PowerPoint on the Wastewater Treatment Plant Upgrades.

## WASTEWATER TREATMENT PLANT UPGRADES



April 27, 2020  
Work Session

## APRIL 21, 2020 BID RESULTS

1. Williams Brothers Construction  
\$9,280,000.00
2. Whittaker Construction & Excavating, Inc.  
\$9,336,750.00
3. Vissering Construction Company  
\$9,667,000.00
4. Allan Mack & Sons, Inc.  
\$9,900,000.00
5. IHC Construction Companies, I.L.C.  
\$9,975,000.00
6. Thieneman Construction, Inc.  
\$10,235,000.00
7. Joseph J. Henderson & Son, Inc.  
\$10,520,000.00



## BID FIGURES

• Engineer's Opinion of Cost:	
<b>\$9,705,000</b> (4 <sup>th</sup> quarter - 2019)	
• Actual Low Bid (4/21/2020)	\$9,280,000
Additional Costs:	
Design Services	\$548,500
Bidding Services	\$35,000
Construction Services	\$870,000
Soil Testing	\$20,000
Bidding Insurance	\$30,000
ComEd Relocation	\$25,000
(Contingency)	\$392,000
<b>TOTAL:</b>	<b>\$11,200,500</b>

### ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)

- ▶ Village considered possible IEPA Loan as a part of COVID-19 Budget review
- ▶ Pursuant to IEPA guidelines:
  - Loan cannot be applied for under current bid specifications
  - Project plan would need to be submitted to IEPA for consideration in 2021
  - IEPA process would increase costs due to loan requirements
- ▶ Based on timing, cost, and operational status of the plant, IEPA loan is not feasible

### COMED INDUSTRIAL PROGRAM

- ▶ Village staff has worked with ComEd and their service provider to complete a comprehensive study of potential energy savings of the WWTP.
- ▶ Incentive is \$0.21/kWh saved.
- ▶ Energy savings is through new treatment equipment, and more efficient "smart equipment."
- ▶ As flow varies throughout the day, the equipment will ramp up and slow down to meet the treatment need and save energy.
- ▶ Preliminary calculations show a potential incentive rebate between \$90,000-\$110,000 based on \$0.21/kWh saved.
- ▶ Report is scheduled to be finalized in May 2020.

## ADDITIONAL FUNDING SOURCES



### Funding in Capital Bill

- ▶ Status unknown due to COVID-19
  - \$500,000 – State Representative Margo McDermid
  - \$250,000 – State Senator Michael Hastings
- ▶ Continue to pursue any additional opportunities

## NEXT STEPS

- Review bids
- Award bid and execute contract
- Review and execute construction engineering contract
- 120 day time limit to award bid and execute contract under bid documents (contractor holds price)
- Begin project

## DISCUSSIONS AND REVIEW WITH THE BOARD

### Discussion:

Village Administrator John Tomasoski advised the Board that he and Finance Director Barb Damron will be meeting with Old Plank Trail, who currently has the Village's banking services, to determine options and costs for the Village if the Board wanted to pursue a loan for all or some of the cost of the Wastewater Treatment Plant (WWTP) upgrades. He informed the Board that this information would be shared after it was obtained. He also recommended that the low bid for the WWTP upgrades be placed on an agenda for formal approval at either the end of May or June to allow for some additional time to seek any funding opportunities due to COVID-19.

Trustee Siwinski indicated that he would like to consider a loan for the WWTP upgrades as it could serve as an insurance policy. Trustee Metanias stated that he would only consider a loan with zero or a half percent interest rate since the Village had already saved up the funding for the project.

Trustee Budzyn asked for clarification regarding the Illinois Environmental Protection Agency (IEPA) loan process. He wanted to know if what was being referenced was all loan funding or if there were grants involved as well.

Village Administrator Tomasoski responded that the IEPA funding was all low interest loans, however, Village staff was continuing to research any grant opportunities that might be available at the federal or state level.

Trustee Budzyn asked if someone could describe where the new parts of the WWTP would be located and what current buildings and/or structures would remain based off the map from the first PowerPoint slide. Village Engineer Dan Peloquin reviewed where all the new structures for the upgrades would be located and what current buildings and structures would remain.

Trustee Budzyn inquired if it was anticipated that the Creekview subdivision would smell an odor from the WWTP after the upgrades. Village Engineer Peloquin indicated there should be no material change due to the upgrades.

The Board generally concurred with the proposed process to award the low bid for the WWTP upgrades.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:16 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 11, 2020**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 7:49 p.m.

**ROLL CALL**

Joseph E. Budzyn (via telephone)  
Debbie Engler (via telephone)  
Jillian Hersted (via telephone)  
George Metanias (via telephone)  
Jim Richmond (via telephone)  
Joe Siwinski (via telephone)

Absent:

Also present were: Clerk Melissa Martini via telephone; Village Administrator John Tomaszoski and Village Attorney Carl Buck were present in person.

**Public Hearing – Chandler Services**

Economic and Community Development Director Alan Zordan, Village Engineer Dan Peloquin and Building & Planning Director Matt Ziska entered the Board Room.

Trustee Siwinski made a motion to re-convene the Public Hearing to consider the Special use Permit pursuant to Village of Mokena Ordinance Number 2015-O-009 at 7:56 p.m. Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

Discussion:

Village Attorney Carl Buck reviewed the current status of the proposed amendment to the Special Use Permit for Chandler Services.

On January 20, 2020 the Village Board conceptually reviewed a request from the subject property owner, David Chandler, to amend the Special Use Permit (SUP) for Chandler Services, LLC. Under the proposed amendment, the petitioner would establish the area south of the creek as a storm water detention facility in lieu of the gravel storage yard that was approved under the 2015 Special Use Permit for Chandler Services. The Board conceptually supported the petitioner's amendment request and directed Staff to forward the proposal on to the Planning Commission for a formal public hearing. On February 20, 2020, the Planning Commission conducted its public hearing and unanimously recommended Village Board approval. Since that time, Staff has worked with Legal Counsel to draft the terms of the proposed SUP amendment for the Board's review and consideration.

Attorney Buck referenced the following terms of the proposed amendment to the SUP:

- Owner agrees to install a berm with six (6), six-foot tall blue spruce evergreen trees along the southern portion of the property in accordance with the attached Exhibits "A" and "B".
- Owner agrees to submit to the Village a Construction Escrow funded in the amount of \$337,757.53, in a format acceptable to the Village, for the purpose of payment of construction and development costs pertaining to the property improvements depicted on the attached exhibits prior to Village approval of this Ordinance. The construction escrow agreement shall provide that all draw requests by Owner shall be approved in advance by the Village.

- Owner agrees to complete all property improvements to the satisfaction of the Village by no later than September 1, 2020.

Trustee Budzyn stated that he was not comfortable with the smaller berm with six trees that is currently being proposed. He felt there should be additional screening for residents that live behind the business and suggested a second berm with evergreens at the north side of the creek and south of the southern facing bay doors to create additional screening in line with the original plan. Trustee Richmond agreed with Trustee Budzyn's comments. Mr. Jim Ashack, attorney for Chandler Services, agreed to this request and location. Mayor Fleischer and Trustee Siwinski both stated they wanted to see what the screening would look like and requested verification that it would not impact the current engineering design. Mr. Ashack informed the Board he would work with his engineer to provide a drawing for the additional screening for the Board's review and have his engineer advise him of any engineering concerns this may cause.

Trustee Engler made a motion to recess the Public Hearing to May 26, 2020 concerning Mokena Ordinance Number 2015-O-009 at 8:09 p.m. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried


Village Engineer Dan Peloquin and Building & Planning Director Matt Ziska left the Board Room.

#### **FY 21 Budget**

Finance Director Barb Damron and Assistant Village Administrator Kirk Zoellner entered the Board Room.

Village Administrator John Tomaszoski presented a PowerPoint on the FY 21 Budget.

### **Fiscal Year 21 Budget Work Session**



May 11, 2020

### **Tonight's Review**

- Electronic Recycling
- Refuse Fund
- Special Tax Allocation Fund (TIF Fund)
- Water & Sewer Operating Funds
- Miscellaneous Topics
  1. Fireworks
  2. Parkway Trees



## 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	58
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-June	135	164	4	8	3	0	47
2019 July-Sep	116	138	7	3	0	0	20
2019 Oct-Dec	149	203	7	2	0	0	29
2020 Jan-Mar	128	169	0	2	0	0	18
2020 April	41	55	0	0	0	0	8
<b>TOTAL</b>	<b>2928</b>	<b>3017</b>	<b>54</b>	<b>234</b>	<b>9</b>	<b>19</b>	<b>697</b>

## Refuse: 370,916 Pickups

**\$1.578M**

**FY 21 Revenue**

- **+\$51.8K**
- **+3.39%**

**\$1.575M**

**FY 21 Expenses**

- **+\$53.3K**
- **+3.50%**

**\$194.5K**

**FY 21 FUND  
BALANCE**





## Special Tax Allocation Fund (TIF)

**\$59K**

### **FY 21 Revenue**

- **+\$6.9K**
- **+13.19%**

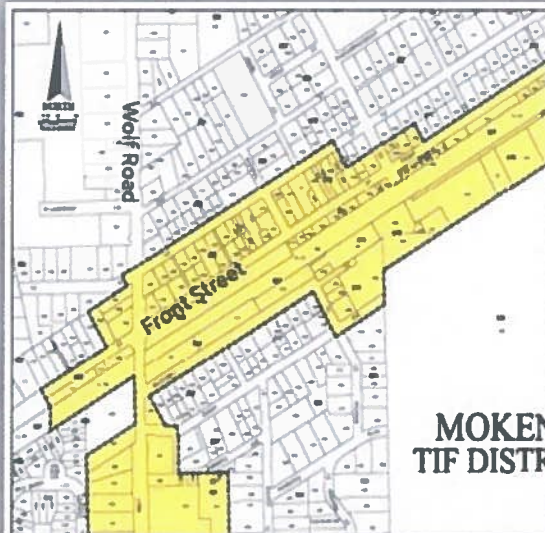
**\$28.3K**

### **FY 21 Expenses**

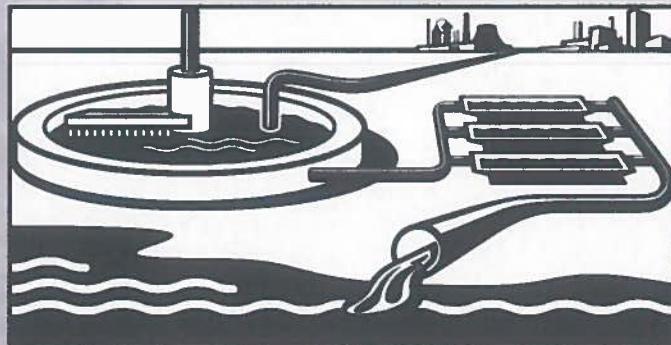
- **+\$9.1K**
- **+47.40%**

**\$293.5K**

### **FY 21 FUND BALANCE**



## Water and Sewer Operating Funds

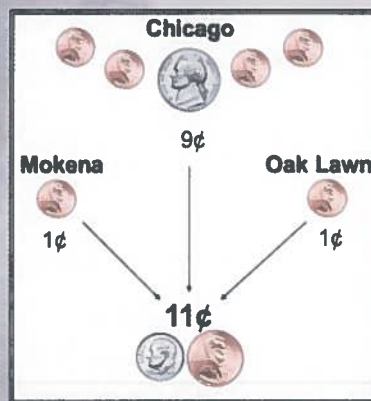




## Rate Components

Costs/1000	Current	July 1, 2020	Change
1) Lake Water	\$3.98	\$4.07	+\$0.09
2) Delivery	\$0.46	\$0.47	+\$0.01
3) Local	\$3.18	\$3.19	+\$0.01
<b>TOTAL</b>	<b>\$7.62+/-</b>	<b>\$7.73+/-</b>	<b>+/-\$.11</b>

## FY 21 Water/Sewer Rate Variables



### Water Rates

- Chicago rate increase June 1, 2020 – 2.45% or \$.09/1,000
- Delivery component increase – \$.01/1,000
- Local component increase – \$.01/1,000
- Total proposed rate increase of \$.11/1,000 for FY 21

### Sewer Rates

- No proposed increase in FY 21

## Water Operating Fund Summary

### FY 20 Revenue Summary

Budgeted = \$5.220M  
Expected = \$5.034M  
\$186K under budget

### FY 20 Expense Summary

Budgeted = \$5.329M  
Expected = \$4.815M  
\$514K under budget  
Net Positive Result +\$522K

### FY 20 Current Year Fund Balance

FY 19 fund balance +\$95K  
Net positive operating results = +\$522K  
Budgeted = \$1.459M (27%)  
Estimated = \$1.852M (38%)

### FY 21 Revenue Summary

Budgeted = \$4.994M  
\$226K under FY 20  
-4.33%

### FY 21 Expense Summary

Budgeted = \$5.040M  
\$289K under FY 20  
-5.43%

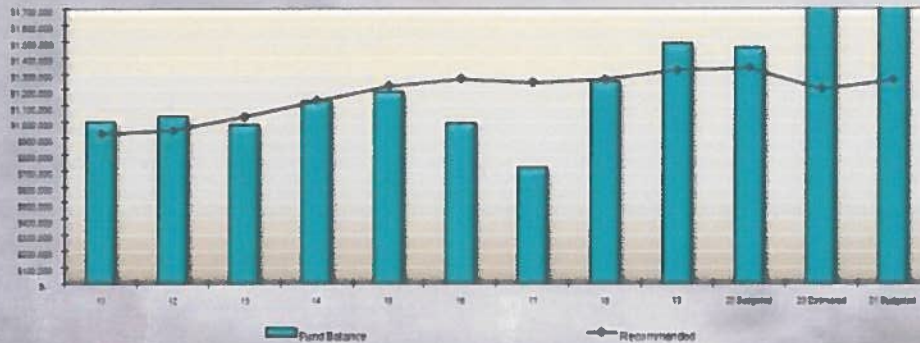
### FY 21 Fund Balance

FY 20 = \$1.852M = (38%)  
FY 21 = \$1.806M = (36%)  
Decrease of (\$46K)

## Water Operating Fund

### OVERALL FUND CONDITION

- FY 20 Budgeted fund balance \$1.459M with estimated fund balance of \$1.852M or 38%
- FY 21 Fund balance to decrease by (\$46K) to \$1.806M or 36% which is above the target level of 25%
- Water costs equal 57% of budget



## Sewer Operating Fund

### FY 20 Revenue Summary

Budgeted = \$2.022M  
Expected = \$2.021M  
-\$1K under budget

### FY 20 Expense Summary

Budgeted = \$1.953M  
Expected = \$2.063M  
\$109K over budget  
Net Result -\$110K

### FY 20 Current Year Fund Balance

FY 19 fund balance +\$35K  
Net operating results = -\$75K  
Budgeted = \$675K (35%)  
Estimated = \$599K (29%)

### FY 21 Revenue Summary

- Budgeted = \$1.975M
- -\$47K under FY 20
- -2.31%

### FY 21 Expense Summary

- Budgeted = \$1.859M
- -\$94K under FY 20
- -4.82%

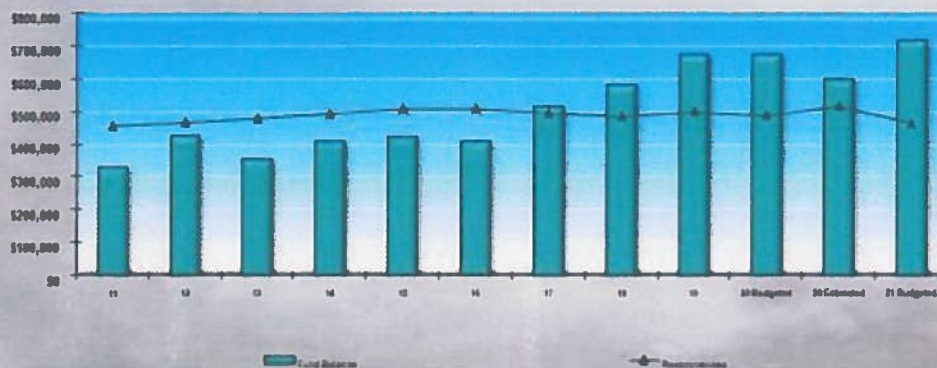
### FY 21 Fund Balance Summary

- FY 20 = \$599K (29%)
- FY 21 = \$715K (36%)
- Increase by \$116K

## Sewer Operating Fund

### OVERALL FUND CONDITION

- FY 20 Budgeted fund balance \$675K with estimated fund balance of \$599K or 29%
- Includes \$150,000 transfer to Sewer Plant Replacement Fund
- Includes \$150,000 transfer to Sewer System Capital Improvement Fund
- FY 21 Fund balance to increase by \$116K to \$715K or 38% which is above the target level of 25%
- No proposed rate adjustment for FY 21



## Parkway Trees

- Recommend to replace 30 trees this spring (FY 20) - \$8,250
- Budget for 35 trees in FY 21 (Fall and/or Spring) - \$9,625
- Replacements for dead and/or storm destroyed trees
- Conservative numbers
- Driven directly by resident requests with field verification by staff

## 4<sup>th</sup> of July Fireworks

- Decision must be made by May 31 on whether or not to cancel show
- If decision is made to cancel, 50% of show cost (\$11,200) will need to be paid to Melrose in June
- Money will be held as 50% down payment on next year's (2021) show
- Staff has negotiated a contract amendment allowing the \$11,200 to be refunded to Village if Melrose is unable to deliver show in 2021
- Staff, Chamber and Cindy Gamboa have discussed possibility of a scaled down, virtual version of the 4<sup>th</sup> of July Parade
- Issue will need to be revisited later this month

## Summary

1. Continue with the current electronics recycling program?
2. Prepare ordinance for water rate increase to \$7.73 at the June 22<sup>nd</sup> Board meeting?
3. Proceed with year-end transfers?
  - Sewer Operating to Sewer System Capital - \$150,000
  - Sewer Operating to Sewer Plant Replacement - \$150,000
4. Replace 30 trees in FY 20 and 35 trees in FY 21?
5. Fireworks/4<sup>th</sup> of July Parade?

Discussion:

The Board concurred with staff's recommendations to:

- Prepare an ordinance for a water rate increase to \$7.73 at the June 22, 2020 Board Meeting; and
- Proceed with year-end transfers from Sewer Operating to Sewer System Capital for \$150,000 and from Sewer Operating to Sewer Plant Replacement for \$150,000.

The Board agreed to continue with the 4<sup>th</sup> of July fireworks display and determine where the public would be able to view them as we get closer to the event.

The Board requested additional information about the proposed "virtual version" of the 4<sup>th</sup> of July parade before a decision could be made.

### Staff Report

Mayor Fleischer provided the Board with an update regarding a meeting he attended today with five other local mayors discussing the possibility of opening up the Village before it is

scheduled to under the Governor's Restore Illinois plan. The Board discussed their frustration with the exclusion of local elected officials such as the Mayor and Village Board, Will County Board, and the Illinois Representatives/Senators in this process. The Board requested that the Village Administrator and Village Attorney research all options for the Village to consider and report back to the Board.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 9:51 p.m.



**BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, May 18, 2020**

**CALL TO ORDER**

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

**ROLL CALL**

Joseph E. Budzyn (via telephone)  
Debbie Engler (via telephone)  
Jillian Hersted (via telephone)  
George Metanias (via telephone)  
Jim Richmond (via telephone)  
Joe Siwinski (via telephone)

Absent:

Also present were: Clerk Melissa Martini via telephone; Village Administrator John Tomasoski and Village Attorney Carl Buck were present in person.

**FY 21 Budget**

Finance Director Barb Damron, Assistant Director of Public Works Mark Detloff, Village Engineer Dan Peloquin and Village Engineer Brian Fei entered the Board Room.

Village Administrator John Tomasoski presented a PowerPoint on the FY 21 Budget.



**FY 21 Budget Discussion**

May 18, 2020

### Tonight's Topics



1. Water System Capital
2. Lake Water Debt
3. Sewer System Capital
4. WWTP Repair & Replacement Fund
5. WWTP Funding Update
6. Roads/General Infrastructure
7. Fleet Update



### Water System Capital Improvements

- **Revenue Assumptions:**
  - Annual increase of 1.5% built into fee structure for Fiscal 2021 through Fiscal 2024
    - Connection fee = FY 21 - \$6,085    FY 22 - \$6,176  
FY 23 - \$6,269    FY 24 - \$6,363  
FY 25 - \$6,363
  - Fiscal 2021 = 38-1" and 1-2" connections (\$247K)
  - Fiscal 2022-2025 = 30-1" connections (\$185K-\$191K)



## Water System Capital Projects

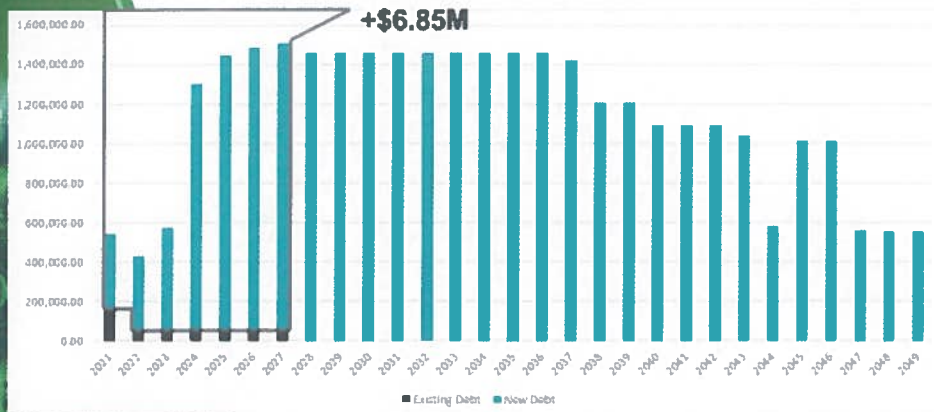
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
East Tower Painting				\$825,000		
Engineering				\$22,000		
Well #5 Shaft Replacement	\$39,821					
Valve Replacement (2)	\$30,400	\$26,000	\$27,000	\$28,000	\$29,000	\$30,000
Village Wide Leak Survey	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Abandon Bryant & Midland Main	\$17,000					
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)		\$200,000				
Engineering		\$25,000				
Radio Read Program	\$162,000					
SCADA Improvements		\$83,000	\$83,000			
187th Tank Refurbish & Paint			\$190,000			
Brick Repair 191st Pumphouse	\$2,625					
Estimated Construction Costs/Leak Survey	\$271,846	\$329,000	\$320,000	\$873,000	\$704,000	\$50,000
Engineering	\$0	\$25,000	\$0	\$70,625		\$0
Total Costs	\$271,846	\$354,000	\$320,000	\$943,625	\$704,000	\$50,000

## Water System Capital Improvements

	2020	2021	2022	2023	2024	2025
Beginning Fund Balance	\$3,186,735	\$3,108,205	\$2,808,308	\$2,536,953	\$1,641,646	\$985,338
Revenue:						
Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Tap-on Fees	\$295,632	\$246,863	\$185,295	\$188,070	\$190,890	\$180,890
Interest Earnings	\$45,354	\$7,340	\$13,350	\$10,450	\$6,600	\$4,950
Gain/Loss on Investments	\$2,431	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$343,417	\$254,203	\$198,645	\$198,520	\$197,490	\$185,840
Total Available For Spending	\$3,530,152	\$3,362,408	\$3,006,953	\$2,735,473	\$1,839,338	\$1,181,178
Operating Expenses:						
Contractual Services	\$101	\$25,100	\$0	\$70,625	\$0	\$0
Capital Outlay	\$271,846	\$329,000	\$320,000	\$873,000	\$704,000	\$50,000
Other Financing Uses	\$150,000	\$200,000	\$150,000	\$150,000	\$150,000	\$150,000
Total Expenses	\$421,947	\$554,100	\$470,000	\$1,093,625	\$854,000	\$200,000
Ending Fund Balance	\$3,108,205	\$2,808,308	\$2,536,953	\$1,641,646	\$985,338	\$981,178



## Lake Water Debt

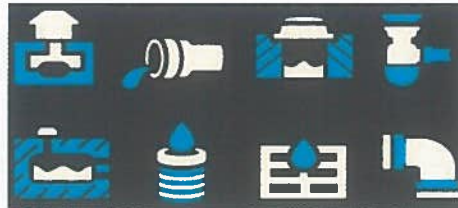


- As planned, beginning in FY 2021 the facility charge is being used to pay new debt
- No impact on water rates for new debt through FY 2027
- Continue to recommend using the portion of the ½% sales tax used to pay the Transportation Bonds (\$650K) for the Oak Lawn debt beginning in FY 2026
- If funding from former Transportation Bonds is allocated for this purpose, the Village Board's goal of keeping the debt from being added to the water rates could be accomplished

## Sewer System Capital Improvements

### Revenue Assumptions:

- Annual increase of 1.5% built into fee structure for Fiscal 2021 through Fiscal 2024
  - Connection fee = FY 21 - \$6,085    FY 22 - \$6,176  
FY 23 - \$6,269    FY 24 - \$6,363  
FY 25 - \$6,363
- Fiscal 2021 = 38-1" and 1-2" connections (\$247K)
- Fiscal 2022-2025 = 30-1" connections (\$185K-\$191K)



## Sewer System Capital Projects

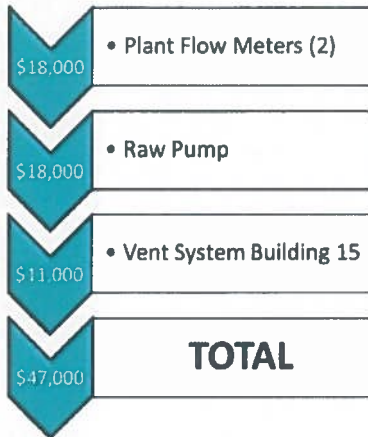
	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
*Reline and Repair Manholes	\$104,914	\$120,000				
Engineering Phosphorus Report (Carry-Over)	\$10,000	\$10,000				
Lift Station Valves Forestview (Carry-Over)	\$8,750					
**Televise, Clean & Reline Sanitary Sewers			\$132,000			
Lift Station Pumps	\$20,000	\$21,000	\$22,000	\$23,000	\$24,000	\$25,000
SCADA Improvements Lift Stations	\$10,000	\$143,000	\$143,000			
Construction Costs/ Testing	\$143,664	\$284,000	\$297,000	\$23,000	\$24,000	\$25,000
Engineering	\$10,000	\$10,000	\$0	\$0	\$0	\$0
Total Costs	\$153,664	\$294,000	\$297,000	\$23,000	\$24,000	\$25,000

## Sewer System Capital Improvements

	2020	2021	2022	2023	2024	2025
Beginning Fund Balance	\$1,210,507	\$1,493,845	\$1,400,108	\$1,295,123	\$1,467,093	\$1,641,733
Revenue:						
Tap-on Fees	\$269,006	\$246,863	\$185,295	\$188,070	\$190,890	\$190,890
Interest Earnings	\$18,100	\$3,600	\$6,720	\$6,900	\$7,750	\$8,650
Transfer From Sewer Dept	\$150,000	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$437,106	\$250,463	\$192,015	\$194,970	\$198,640	\$199,540
Total Available For Spending	\$1,647,613	\$1,744,308	\$1,592,123	\$1,490,093	\$1,665,733	\$1,841,273
Operating Expenses:						
Contractual Services	\$10,104	\$10,200	\$0	\$0	\$0	\$0
Capital Outlay	\$143,664	\$284,000	\$297,000	\$23,000	\$24,000	\$25,000
Other Financing Uses	\$0	\$50,000	\$0	\$0	\$0	\$0
Total Expenses	\$153,768	\$344,200	\$297,000	\$23,000	\$24,000	\$25,000
Ending Fund Balance	\$1,493,845	\$1,400,108	\$1,295,123	\$1,467,093	\$1,641,733	\$1,816,273

## WWTP Repair and Replacement Fund

- Plant repair fund is separate and has a projected balance of \$1.38M+/- at the end of FY 20
- Projected average annual expenditures over next 8 years- \$53.5K+/-
- This fund has performed as designed over past decade (plus)



## MULTI-YEAR REPLACEMENT PLAN

	ESTIMATE FY 21
PLANT FLOW METERS (2)	\$18,000
RAW PUMP	\$18,000
EXPLOSION PROOF VENT SYSTEM (BUILDING 15)	\$11,000
	\$47,000
	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	\$10,000
	\$32,000
	ESTIMATE FY 26
RAS PUMP	\$45,000
RAS PUMP	\$45,000
	\$90,000
	ESTIMATE FY 27
RAW PUMP	\$28,000
ROOF BUILDING 05	\$24,000
	\$48,000
	ESTIMATE FY 28
HVAC BLDG 05S	\$12,000
DIGESTOR BLOWER	\$11,000
RUBBER ROOF BLDG #00	\$17,000
	\$40,000
TOTAL	\$372,500
15% CONTINGENCY	\$55,875
GRAND TOTAL	\$428,375
AVERAGE OVER 8 YEARS	\$53,547

### WWTP Repair and Replacement Fund Balance Projections – FY 21

	2020	2021	2022	2023	2024	2025	2026	2027	2028
Beginning Fund Balance	1,234,686	1,377,883	1,284,233	1,243,533	1,221,683	1,187,183	1,161,033	1,076,633	1,033,883
Revenue:									
Interest	19,300	3,350	6,300	6,150	6,000	5,850	5,600	5,250	5,100
Gain/Loss On Investments	9,817	-	-	-	-	-	-	-	-
Trf. From Sewer Dept.	150,000	-	-	-	-	-	-	-	-
Total Revenue	179,117	3,350	6,300	6,150	6,000	5,850	5,600	5,250	5,100
Total Available for Spending	1,413,803	1,381,233	1,290,533	1,249,683	1,227,683	1,193,033	1,166,633	1,081,883	1,038,983
Expenditures:									
Improvements - Facilities	14,480	11,000	28,000	-	-	10,000	-	24,000	17,000
Machinery & Equipment	21,440	36,000	19,000	28,000	40,500	22,000	90,000	24,000	23,000
Contingency	-	50,000	-	-	-	-	-	-	-
Total Expenditures	35,920	97,000	47,000	28,000	40,500	32,000	90,000	48,000	40,000
Ending Fund Balance	1,377,883	1,284,233	1,243,533	1,221,683	1,187,183	1,161,033	1,076,633	1,033,883	998,983

### WWTP Funding Update

- Staff has spoken with a representative from Old Plank Trail Community Bank to research the Village's options for financing alternatives for the WWTP
- Verified the Village would be eligible for a loan, which would require a legal opinion from a law firm stating the transaction is Bank Qualified and Tax Exempt
- At the end of April, the interest rate was 2.8%, but will fluctuate based on the market
- Securing financing would take approximately 30-45 days



## \$25 Million Fast-Track Grants

- State is expediting existing funds from the Rebuild Illinois fund due to COVID-19
- Funds will be allocated to shovel-ready projects for local public infrastructure projects meeting strict requirements
- Grant awards will range from \$550k - \$5M
- Applications must be submitted by June 15, 2020
- Only projects that can demonstrate the ability to break ground within 90 days of receiving a Notice of State Award Finalist (NOSAF) will be eligible for grants
- This grant is tailored towards communities in financial need, however Staff is currently reviewing our options

## FY21 Infrastructure Maintenance Projects Post COVID-19



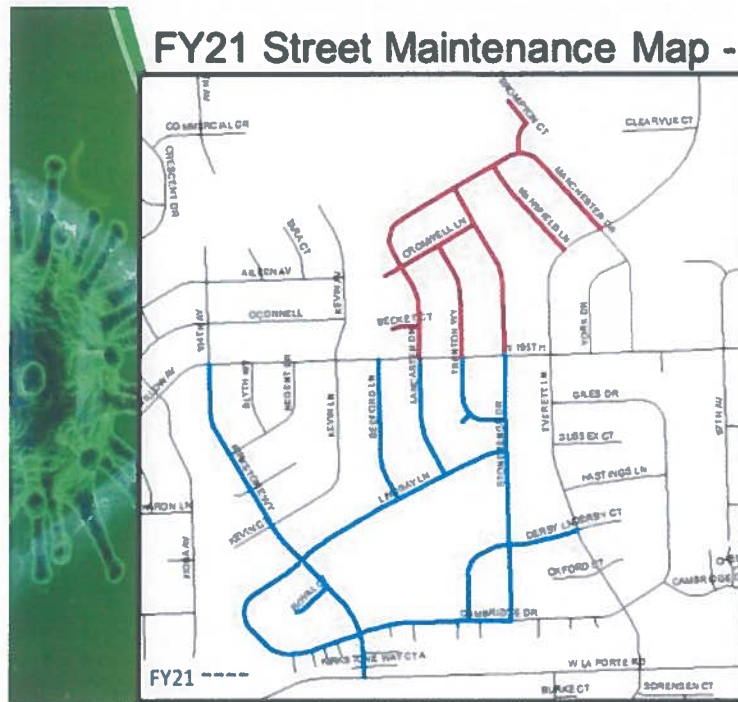
Originally Presented at the Village Board  
Work Session  
January 27, 2020

## FY 21 Infrastructure Maintenance Expenditures

	Jan	May
• Sidewalks and Curb Program	\$80k	\$80k
• (HA5) High Density Mineral Bond (\$49k FY20)	\$124k	\$49k
• Full Depth Asphalt Patching	\$84k	\$84k
• Wolf Road PCC Pavement Patching	\$80k	\$0k
• Curb Shot-Crete	\$7.5k	\$7.5k
• Mudjacking (Sidewalks/Curbs)	\$7.5k	\$7.5k
• Structural Street Light Repair	\$25k	\$25k
• Material Testing	\$14k	\$14k
• CRS for Infrastructure Projects	\$43k	\$30k
• Bridge Inspections	\$5k	\$5k
• Storm Sewer Repair (\$169k Hummingbird / FY20 Carryover)	\$200k	\$200k
• Special Project (Kluth streambank)	\$15k	\$0k
• LaGrange Road Sidewalk Engineering	\$36k	\$36k
• Total	\$721k	\$538k

+/- \$183k ↓

## FY21 Street Maintenance Map - Revised



## FY 2021 ROAD MAINTENANCE PROGRAM

### Grasmere

Cambridge Dr.  
Lindsay Ln.  
Derby Ln.  
Stonehenge Dr.  
Trenton Way

Bedford Ln.  
Kirkstone Way  
Royal Ct.  
Lancaster Dr.

Jan. – Total of 4.46 miles at a cost of +/- \$1,722,528  
May – Total of 2.82 miles at a cost of +/- \$1,080,000

**+/- \$642,528↓**

## RECENT ROAD MAINTENANCE ASPHALT PRICING

	<u>Bid Opening</u>	<u>Contractor</u>	<u>Polymer Leveling Binder N50 (\$/ton)</u>	<u>Polymer Leveling Binder Qty</u>	<u>Surface Course N50 (\$/ton)</u>	<u>Surface Course Qty</u>	<u>Project Type</u>
<b>Mokena</b>	TBD	TBD	\$77.25	2,256	\$72.10	6,011	Roadway
<b>Lockport</b>	12/19/2019	Austin Tyler	\$70.00	50	\$67.00	2,846	WM & Road
<b>Lockport</b>	12/19/2019	Austin Tyler	N/A	N/A	\$66.00	3,300	WM
<b>Tinley Park</b>	2/27/2020	Gallagher Asphalt	N/A	N/A	\$83.00	12,822	Roadway
<b>Orland Park</b>	3/5/2020	Austin Tyler	\$84.00	880	\$67.00	13,640	Roadway
<b>Lockport</b>	3/12/2020	PT Ferro	N/A	N/A	\$65.00	2,967	Roadway
<b>Romeoville</b>	4/7/2020	Orange Crush	N/A	N/A	\$56.00	8,000	Roadway
<b>Crest Hill</b>	4/15/2020	PT Ferro	N/A	N/A	\$67.00	863	Roadway

## LED Street Light Program

### Phase II – FY21 – Collector Streets

- Townline Road, Schoolhouse Road, 195<sup>th</sup> Street, Willow Road, and 187<sup>th</sup> Street
- 169 Street Lights at a projected cost of \$68,000
- Estimated ComEd rebate of \$10,400

### Phase III – FY22 – Residential Streets and Parking Lots

- 1,000 Street Lights at a projected cost of \$378,000
- Estimated ComEd rebate of \$77,000

### ComEd Update

- Staff has completed a review of ComEd's inventory
- ComEd owns 286 street lights within Village boundary
- ComEd will begin upgrading street lights to Smart LED in 2020





## Rebuild Illinois Bond Funds

- Funds are from the 2019 Rebuild Illinois capital plan and will be awarded on the regular MFT formula
- Funds are grants made from bond proceeds that must be used for capital projects
- Eligible projects must be bondable capital improvements with a useful life of greater than or equal to 13 years
- Sanitary sewer and watermain projects are not eligible
- Grants will be awarded in six disbursements across three years
- Funds must be used by July 1, 2025
- Mokena is scheduled to receive \$1.3M over three years
- Staff is currently researching parameters of the program



## FY21 Infrastructure Staff Recommendations

The following recommendations are being made for budget purposes. Decisions to spend funds will continue to be made on a monthly basis based on financial analysis.

- Continue with our annual MFT Program with no reductions
- Continue with our annual infrastructure maintenance program with a reduction of +/- \$183k
- Continue with our annual road maintenance program with a reduction of +/- \$643k
- Continue with the Phase II and Phase III LED Street Lighting Conversion Program but will take a "wait and see" approach based on economic recovery
  - Project will be bid out and costs analyzed
  - Staff will monitor the current rebate incentive to see if it is offered next year and at what rate






## VEHICLES & EQUIPMENT UPDATE Post COVID-19

Originally Presented at the Village  
Board Work Session  
February 17, 2020

## Proposed FY 21 - Fleet Management Program

Vehicle/Equipment	Original (FY) Replacement Schedule	Normal Fund Source	Service Type	Proposed
Replace M02 SUV – Outfitted	2021	General		\$47,500
Replace M04 SUV – Outfitted	2021	General		\$47,500
Replace M09 SUV – Outfitted	2021	General		\$47,500
Replace ST1 - 2.5 Ton Dump with Plow & Spreader	2019	General		\$151,500
Replace A2 – Chevy Impala	2017	General		\$29,000
TOTAL		*Includes Police Set up Costs		\$323,000

Symbol	Definition
	EMERGENCY- Risk to safety, health or welfare
	PRIORITY SERVICE – Not quite emergencies, but must be handled quickly
	INTERNAL PROGRAM MAINT./ADMINISTRATIVE - Customer service, internal programming, administrative

The following recommendations are being made for budget purposes. Decisions to spend funds will continue to be made on a monthly basis based on financial analysis.

### Questions/Comments



#### Discussion:

Trustee Metanias asked if the Village applies for a fast-track grant, would the Village know if we would receive it? Village Administrator John Tomasoski indicated that this grant program was just announced, therefore staff intends to learn more information later this week during a webinar from the Illinois Department of Commerce and Economic Opportunity.

Trustee Richmond asked if any of the Village's other water towers will need to be painted in the next five years besides the east tower? Assistant Director of Public Works Mark Detloff answered no. Trustee Richmond asked if the new proposed SCADA equipment would allow staff to review from their cell phones. Village Engineer Dan Peloquin indicated the capability would be available with the new proposed equipment.

The consensus of the Board was to move forward with staff recommendations for:

- Water system capital projects
- Lake water debt
- Sewer system capital projects
- WWTP Repair and Replacement Fund
- Continue with our annual MFT program with no reductions
- Continue with our annual infrastructure maintenance program with a reduction of +/- \$183K
- Continue with our annual road maintenance program with a reduction of +/- \$643K
- Continue with the Phase II and Phase III LED Street Lighting Conversion Program, but will take a “wait and see” approach based on economic recovery
  - Project will be bid out and costs analyzed
  - Staff will monitor the current rebate incentive to see if it’s offered next year and at what rate

#### **Staff Reports**

Assistant Village Administrator Kirk Zoellner, Economic and Community Development Director Alan Zordan, and Police Chief Steven Vaccaro entered the Board Room.

Discussion:

#### **Goddard School**

Economic and Community Development Director Alan Zordan discussed his memo to the Board clarifying a staff memo relative to the Goddard School Site Plan and Architectural Review Committee review. He further notified the Board of the separate application for a fence variation to be presented to the Zoning Board of Appeals. The Board discussed parking and landscaping related to this project, as well as the timing of the fence variation application. The Board directed staff to move forward with placing this item on the Consent Agenda for the May 26 Village Board meeting.

#### **Temporary Signage**

Economic and Community Development Director Alan Zordan further reported on staff’s recent approval of several temporary promotional sign permits at no cost to local businesses in support of their efforts to attract customers. The Board was in favor of staff continuing this practice during the Governor’s partial shutdown of local businesses.

#### **Former Therafin Site**

Assistant Village Administrator Kirk Zoellner reminded the Board that leases for the Therafin commuter parking lot were set to expire June 30, 2020. He recommended the Board extend the leases for another year, to June 30, 2021. The Board concurred with this recommendation. In addition, due to the COVID-19 pandemic and Governor Pritzker’s “stay at home” order, those existing leaseholders who paid for the 2<sup>nd</sup> quarter of 2020 will receive two months of credits that will be applied to July and August, 2020, should they choose to renew their leases. Should Governor Pritzker’s “stay at home” order be extended through the month of June, these leaseholders will additionally receive credit for another month, which will then be applied to September, 2020. Leaseholders that have not paid for the 2<sup>nd</sup> quarter of 2020 will have until the end of June, 2020, to pay for the 3<sup>rd</sup> quarter. Those that have not paid by the end of June will forfeit their space.

#### **Holiday Inn Express**

Village Administrator John Tomaszoski informed the Board that the current building permit extension for Holiday Inn Express will expire on June 1, 2020. Staff will provide paperwork to the owners for another permit extension to December 1, 2020 for \$49,465.01.

**July 4<sup>th</sup> Parade**

Police Chief Steve Vaccaro, Assistant Village Administrator Kirk Zoellner, and Village Administrator John Tomasoski provided the Board with an update on a potential stationary July 4<sup>th</sup> "parade" on Wolf Road. The Board discussed the pros and cons of this concept and a July 4<sup>th</sup> parade in general in consideration of the Governor's current executive order.

**Social Media**

Mayor Fleischer informed the Board that he felt it was time to create a "content only" Village Facebook page, with no comments to be received/posted (similar to Channel 6 and the Village website).

Trustee Engler, Trustee Richmond, Trustee Budzyn, and Trustee Hersted all concurred with the Mayor.

Trustee Siwinski and Trustee Metanias felt a Village Facebook page would be difficult to properly manage, and would only duplicate what is already available on the Village website.

Mayor Fleischer asked Village staff to research and recommend the best ways to properly manage and operate a Village Facebook page and report back to the Board.

Assistant Village Administrator Kirk Zoellner, Economic and Community Development Director Alan Zordan, Finance Director Barbara Damron, Assistant Director of Public Works Mark Detloff, Village Engineer Dan Peloquin, Village Engineer Brian Fei, and Police Chief Steven Vaccaro left the Board Room.

**Executive Session**

Trustee Engler made a motion to move to enter into closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property pursuant to 5 ILCS 120/2(c)(8). Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

Discussion:

Trustee Engler made a motion to return to the scheduled work session at 8:19 p.m. Trustee Richmond seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:20 p.m.

**BOARD OF TRUSTEES WORK SESSION**  
**11244 Willowcrest Lane, Mokena, Illinois 60448**  
**Monday, June 8, 2020**

**CALL TO ORDER**

Mayor Fleischer called the Board of Trustees work session to order at 7:29 p.m.

**ROLL CALL**

Joseph E. Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joe Siwinski

Absent:

Also present were: Clerk Melissa Martini; Village Administrator John Tomaskoski; Assistant Village Administrator Kirk Zoellner; Chief of Police Steve Vaccaro; Assistant Public Works Director Mark Detloff; Street/Building & Grounds Superintendent Rob Skolds; Staff Engineers Dan Peloquin and Brian Fei; Community & Economic Development Director Alan Zordan; and Village Attorney Carl Buck.

**Public Hearing – Chandler Services**

Trustee Engler made a motion to re-convene the Public Hearing to consider the Special Use Permit pursuant to Village of Mokena Ordinance Number 2015-O-009. Trustee Richmond seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Discussion: Village Attorney Carl Buck informed the Board that since the proposed amendment to the Special Use Permit for Chandler Services was approved during tonight's Village Board Meeting, staff recommends the public hearing be recessed after the construction deadline to ensure completion.

Trustee Siwinski made a motion to recess the Public Hearing to September 27, 2020 concerning Mokena Ordinance 2015-O-009. Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

**FY 21 Budget**

Village Administrator John Tomasoski presented a PowerPoint on the FY 21 Budget.

## **FY 21 Preliminary Budget Overview**



**June 8, 2020 Work Session**

## **June 8, 2020 Work Session**

- Review General Fund
  - Current year status
  - Proposed FY 21 Budget
  - Overall Financial Health
  - Review FY 20 Surplus
- Waste Water Treatment Plant Update
- Overview of Capital Improvement Fund Balances
- Proposed FY 20 Budget Amendments

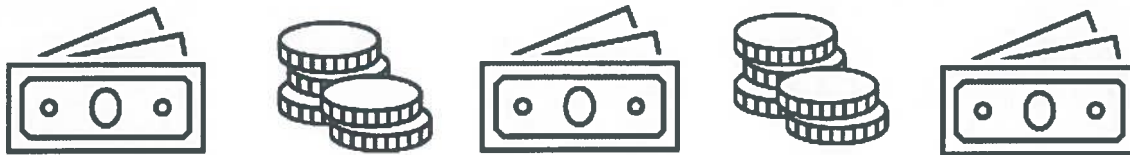


- Preliminary Draft
  - Overall Budget
  - Status .....
  - ✓ Budget Categories
  - ✓ Operating and capital fund balances
  - ✓ Annual transfers
- Automated License Plate Recognition (ALPR) Cameras Update
- Questions or Comments



## FY 20 (Current Year)

	<u>Budgeted</u>	<u>Anticipated</u>	<u>Positive Difference</u>
FY 20 Revenues	\$ 11,293,298	\$ 12,818,574	\$ 1,525,276
FY 20 Expenditures	\$ 10,498,588	\$ 10,046,986	\$ 451,602
Ending FY 19			\$ 341,595
FY 20 Net Positive Operating Results			<b>+/- \$ 2,318,473</b>



## General Fund Revenue Summary

Revenues	Actual Fiscal '18	Actual Fiscal '19	Budgeted Fiscal '20	Estimated Fiscal '20	Dept. Req. Fiscal '21	Amount of Change	% of Change
Taxes	\$ 9,880,657	10,147,043	9,125,710	10,418,553	7,375,646	(1,750,064)	-19.18%
Licenses	725,335	713,753	711,705	701,420	660,575	(51,130)	-7.18%
Permits	219,577	224,312	147,400	449,672	151,500	4,100	2.78%
Intergovernmental Revenue - State	11,060	-	-	-	-	-	N/A
Intergovernmental Revenue - Local	280,983	280,983	280,983	280,983	280,983	-	0.00%
Exaction Fees	81	-	18,935	10,820	-	(18,935)	-100.00%
Fines	134,124	113,288	127,500	96,000	83,000	(44,500)	-34.90%
Other Revenue	848,041	1,032,366	881,065	861,126	510,397	(370,668)	-42.07%
<b>Total Revenue</b>	<b>\$12,099,858</b>	<b>12,511,745</b>	<b>11,293,298</b>	<b>12,818,574</b>	<b>9,082,101</b>	<b>(2,231,197)</b>	<b>-19.76%</b>

- Tax Revenue down by -\$1.75M or -19.18%
- Sales tax -\$1.64M or -24.31%
- Income Tax +\$66K or +6.60% (includes budgeting for only 50% of LGDF)
- Amusement Tax -\$108K or -55.61%
- Miscellaneous Income -\$271,277 or -63.64% (includes video gaming & OTB)
- Total Revenues -\$2.23M or -19.76%



## Revenue Projections - Post COVID-19

Revenue Type	Proposed FY 21	COVID-19 Estimated FY 21	Difference	
Sales Tax	\$6,670,939	\$4,556,455	\$(2,114,484)	Sales Tax 50% for 3 months and 75% for 9 months
Local Use Tax	\$720,828	\$540,621	\$(180,207)	Local Use Tax 75%
State Income Tax	\$1,066,012	\$1,066,012	\$0	State Income Tax kept at 50%
Property Tax (Corporate)	\$364,590	\$364,590	\$0	
Building Permits	\$63,200	\$96,500	\$36,300	Altorfer permit included in estimated FY 21
Amusement Tax	\$301,000	\$75,250	\$(225,750)	Amusement Tax 25%
Video Gaming	\$300,000	\$100,000	\$(200,000)	Video Gaming 33.33%
OTB	\$80,000	\$20,000	\$(60,000)	OTB 25%
<b>Total Difference</b>			<b>\$(2,744,141)</b>	

## General Fund Expenditure Summary

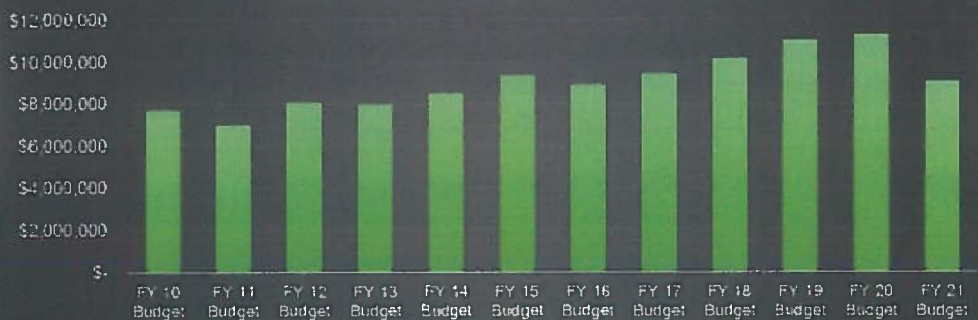
Appropriations	Actual Fiscal '18	Actual Fiscal '19	Budgeted Fiscal '20	Estimated Fiscal '20	Dept. Req. Fiscal '21	Amount of Change	% of Change
Legislative	\$ 122,093	103,787	107,324	100,626	101,625	(5,699)	-5.31%
Administrative	2,036,579	2,505,227	2,559,382	2,393,531	2,223,911	(335,471)	-13.11%
Fire & Police Commission	11,658	16,240	32,730	4,928	31,155	(1,575)	-4.81%
Police Department	4,380,772	4,535,610	4,863,483	4,836,941	5,177,262	313,779	6.45%
Community Development	668,210	664,574	767,390	697,889	731,295	(36,095)	-4.70%
Village Clerk	6,661	7,361	11,905	9,530	10,080	(1,825)	-15.33%
Street Department	4,502,208	4,516,205	1,614,677	1,541,969	1,567,674	(47,003)	-2.91%
Buildings & Grounds Department	347,778	432,354	455,699	397,979	416,665	(39,034)	-8.57%
Cable TV Commission	13,103	14,270	15,842	13,431	15,963	121	0.76%
E.S.D.A. Department	49,062	57,484	70,156	50,162	68,531	(1,625)	-2.32%
<b>Total Appropriations</b>	<b>\$12,138,124</b>	<b>12,853,112</b>	<b>10,498,588</b>	<b>10,046,986</b>	<b>10,344,161</b>	<b>(154,427)</b>	<b>-1.47%</b>

General Fund Delayed Costs	\$ Amount
Vehicles	\$323,000
ALPR Cameras	\$208,000
DPW Director Position (General Fund Portion)	\$47,890
Maintenance Worker I Position (General Fund Portion)	\$51,452
<b>Total</b>	<b>\$630,342</b>

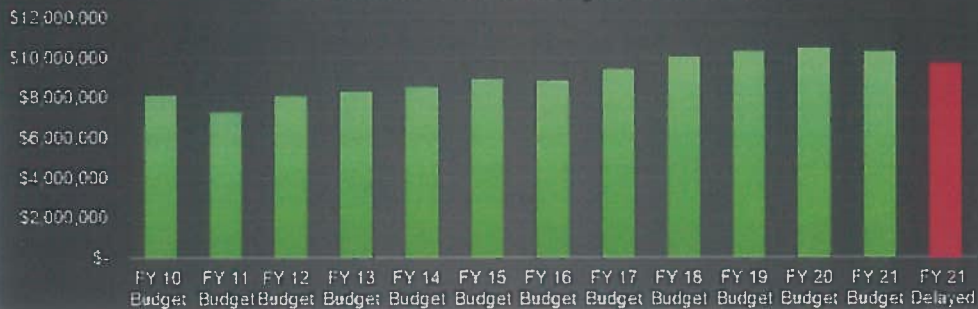
- Please note there are no signage/façade grants budgeted in FY 21 (\$55,000) and did not budget for sit in sleigh for Front Street/Mckenna node.



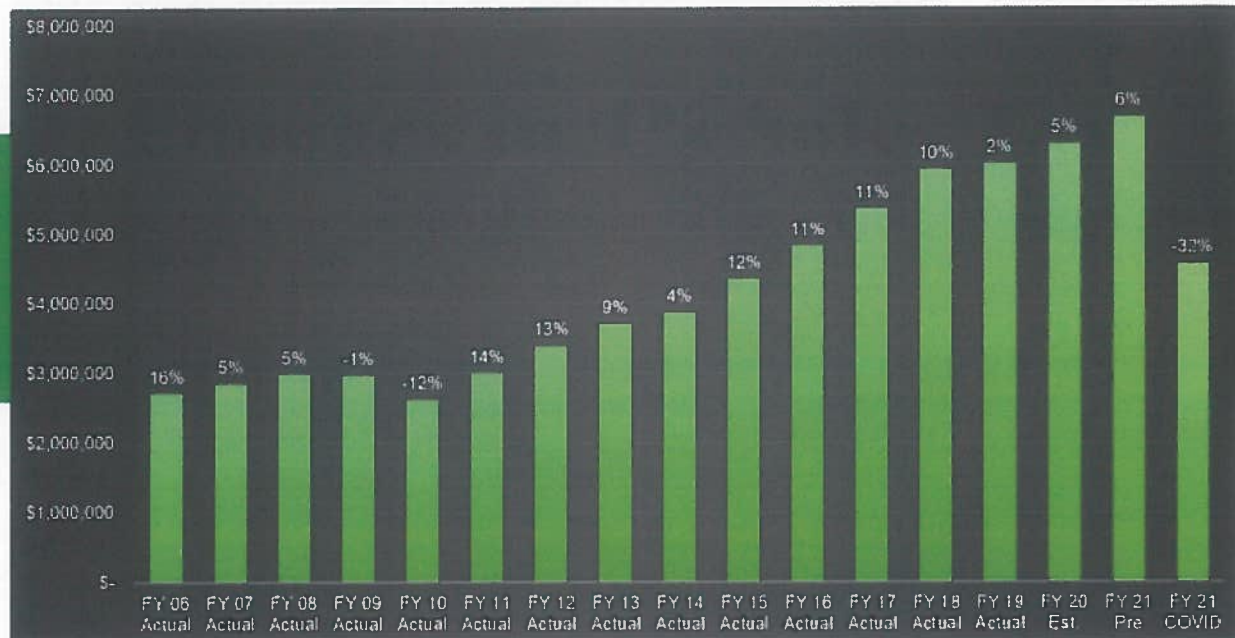
### General Fund Revenues



### General Fund Expenditures

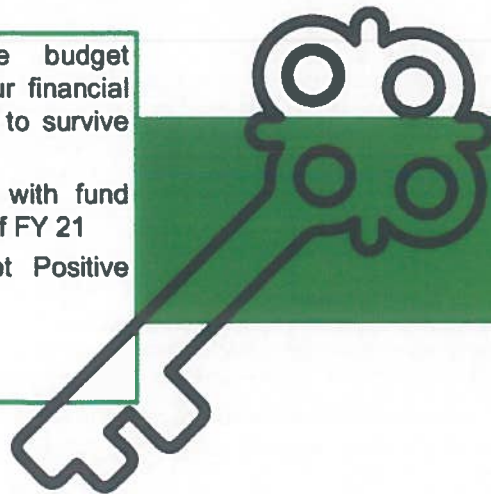


## Changes in 1% Sales Tax



## Key General Fund Points

1. Board's historical conservative budget practices provide control over our financial destiny and allows us the ability to survive changes we have no control over
2. Positioned to be risk protected with fund balance at \$4.68M (45%) at end of FY 21
3. Eighth consecutive year of Net Positive Operating Results of.....
  - ✓ \$2.32M in FY 20
  - ✓ \$16.78M in eight years!





## Waste Water Treatment Plant Update

- Will need to transfer +/- \$1.3M from \$3M FY 19 General Fund surplus if no additional funding is obtained (\$11.2M)
- Currently in the process of applying for grant funding and awaiting status of earmarked monies in Capital Bill
- Per bidding documents, low bid for WWTP upgrades will need to be awarded by August 4, 2020



## FY 21 Proposed Infrastructure Project Schedule

<u>Program</u>	<u>Bid Date</u>	<u>Bid Opening</u>	<u>Anticipated Contract Award</u>
Crack Sealing - MFT	6/5/2020	6/24/2020	7/13/2020
Asphalt Patching	6/5/2020	6/24/2020	7/13/2020
Sidewalk/C&G	6/5/2020	6/24/2020	7/13/2020
Road Rehabilitation	6/5/2020	6/24/2020	7/13/2020
Roadway Striping - MFT	6/26/2020	7/22/2020	8/10/2020
Hummingbird Storm Sewer	7/17/2020	8/12/2020	8/24/2020
Sanitary Sewer Rehabilitation	8/1/2020	8/19/2020	9/14/2020

FUND BALANCES IN ESCROW ACCOUNTS				
Accounts	Begin FY '20	Begin FY '21	Ending FY '21	Purpose
Municipal Parking Facilities (Restricted)	338,534	243,709	244,319	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) (1) Regional Water System (2) Joint System	(1) Res. 2,374,077 (2) Res. 392,481 2,766,558	2,162,563 261,641 2,424,204	2,415,770 220,386 2,636,156	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)	209,359	243,059	243,659	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)	7,071,496	7,146,536	6,371,274	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	\$10,385,947	\$10,057,508	\$9,495,408	

\*Includes the FY 19 year end transfer of \$3M from the General Fund

### Summary FISCAL 2020 Budget Amendments

Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
IMRF/SS/MC Contribution Fund	\$722,399	\$729,347 +\$6,948	Additional Costs/Fund Balance

# Proposed Budget Summary

	Fund Name	Opening Fund Balance	Revenue	Expenses	Ending Fund Balance
01	General	\$ 5,959,320	\$ 8,052,101	\$10,344,161	\$ 4,677,260
02	Audit	22,522	5,960	6,827	22,655
04	Performance Bond	871,077	151,750	301,750	721,077
05	Tourism	154,052	26,650	12,843	167,859
06	Special Tax Allocation	262,740	99,636	28,946	292,830
07	School Crossing Guard	56,630	28,633	26,671	58,592
08	IMRF/FICA/MC Contribution	507,034	762,541	771,671	497,904
09	Police Pension	21,720,306	2,037,513	923,055	24,834,764
11	Motor Fuel Tax	1,482,342	727,864	634,406	1,555,000
13	Refuse	191,450	1,578,273	1,573,282	194,523
16	Water & Sewer	2,373,543	6,966,121	6,873,029	2,466,635
17	Municipal Parking Lot	250,400	87,873	268,696	68,777
19	Sewer System Capital Improv.	1,453,845	250,463	344,200	1,400,108
20	Water System Capital Improv.	3,188,205	254,203	554,100	2,888,308
21	Sewer Plant Replacement	1,374,868	3,350	97,000	1,281,218
22	Plant Expansion	9,321,817	14,500	7,433,500	1,902,817
23	Capital Improvement, Repair and Replacement	10,057,500	2,846,985	3,201,085	\$ 9,695,400
	<b>Totals</b>	<b>\$ 61,209,737</b>	<b>\$ 24,662,218</b>	<b>\$33,424,342</b>	<b>\$ 52,447,613</b>

## Budget Summary By Category

	FY 20 Budget	FY 21 Budget	\$ Inc/(Dec).	% Change
<b>REVENUES</b>				
Taxes	\$13,807,411	\$11,674,210	(\$2,133,201)	(15.45%)
Fines	\$127,500	\$83,000	(\$44,500)	(34.90%)
License/Permits	\$859,105	\$812,075	(\$47,030)	(5.47%)
Service Charge	\$9,539,908	\$9,095,740	(\$444,168)	(4.66%)
Grants/Trans.	\$280,983	\$280,983	\$0	0%
Development	\$337,785	\$695,400	\$357,615	105.87%
Other	\$2,985,217	\$2,020,810	(\$964,407)	(32.31%)
<b>TOTAL</b>	<b>\$27,937,909</b>	<b>\$24,662,618</b>	<b>(\$3,275,291)</b>	<b>(11.72%)</b>
<b>EXPENSES</b>				
Personal Serv.	\$10,189,829	\$10,327,385	\$137,556	1.35%
Commodities	\$1,670,017	\$1,648,171	(\$21,846)	(1.31%)
Contract Serv.	\$10,949,594	\$10,191,908	(\$757,686)	(6.92%)
Capital Outlay	\$6,000,025	\$10,039,728	\$4,039,703	67.33%
Other/Trans	\$799,900	\$1,217,150	\$417,250	52.16%
<b>TOTAL</b>	<b>\$29,609,365</b>	<b>\$33,424,342</b>	<b>\$3,814,977</b>	<b>12.88%</b>



### OPERATING FUND BALANCES

Fund	Begin FY '20	Begin FY '21	Ending FY '21	Recommended Amount	Variance	Actual %
General	\$3,187,732	\$5,959,320	\$4,677,260	\$3,413,573	\$1,263,687	45%
Water	1,633,264	1,776,704	1,741,151	1,257,435	483,716	35%
Sewer	640,791	598,839	727,484	460,822	266,662	39%
Parking Lot	160,388	250,400	68,777	67,174	1,603	25%

### CAPITAL RESERVE FUND BALANCE

Fund	Begin FY '19	Begin FY '20	Ending FY '20
Water System Capital	\$3,186,735	\$3,108,205	\$2,808,308
Sewer System Capital	1,210,507	1,493,845	1,400,308
Sewer Plant Replacement	1,234,686	1,374,866	1,281,216
Sewer Plant Expansion	9,349,534	9,321,817	1,902,817
Capital Imp., Repair, Replacement	10,385,947	10,057,508	9,495,408
<b>Totals</b>	<b>\$25,367,409</b>	<b>\$25,356,241</b>	<b>\$16,888,057</b>
			<b>-\$8.468M</b>

### FISCAL 2020 TRANSFERS

Fund From	Fund To	Purpose	Budgeted	Proposed
Performance Bond	General	Transfer Interest Earnings	\$ 14,900	11,600
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
Sewer	General	Interfund Service Charge	80,335	80,335
Sewer	Sewer System Capital	Transfer for Sewer Capital Imp.	0	150,000
Sewer	Sewer Plant Replacement	Transfer for Plant Replacement	0	150,000
Parking Lot	General	Interfund Service Charge	75,324	75,234
Water System Capital	Capital Improvement	Water Improvements	150,000	150,000
Capital Improvement	Parking Lot	Transfer for Parking Lot Operating	0	100,000
<b>TOTALS</b>			<b>\$ 480,883</b>	<b>\$ 877,493</b>

\* The difference in proposed transfers compared to budgeted transfers is \$396,610.

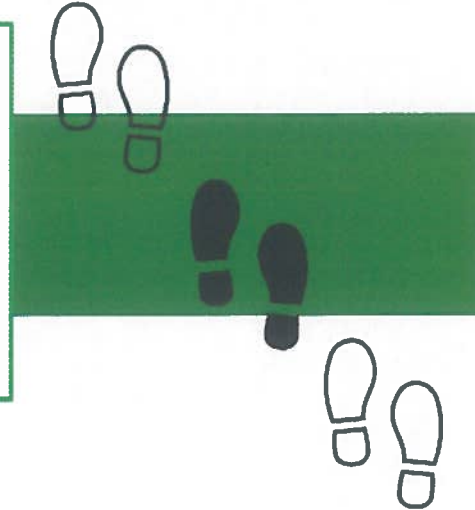
### FISCAL 2021 TRANSFERS

Fund From	Fund To	Purpose	Amount
Performance Bond	General	Transfer Interest Earnings	\$ 14,900
Refuse	General	Interfund Service Charge	44,989
Water	General	Interfund Service Charge	80,335
Water	Capital Improvement	Lake Water Joint System Costs	35,000
Water	Capital Improvement	Regional Water System Debt	480,400
Sewer	General	Interfund Service Charge	80,335
Parking Lot	General	Interfund Service Charge	75,324
Water System Capital	Capital Improvement	Water Improvements	150,000
<b>TOTALS</b>			<b>\$ 948,133</b>



## Looking Ahead – Next Steps

- +/- \$2.32M surplus to remain in General Fund for FY 21
- \$100K transfer to Parking Lot Operating Fund
- Approval of FY 20 budget amendments
- Budget adoption – June 22, 2020
- Approval of FY 21 water rate adjustment
  - \$0.11/1,000 gallons
- Approval of electronic recycling amendment

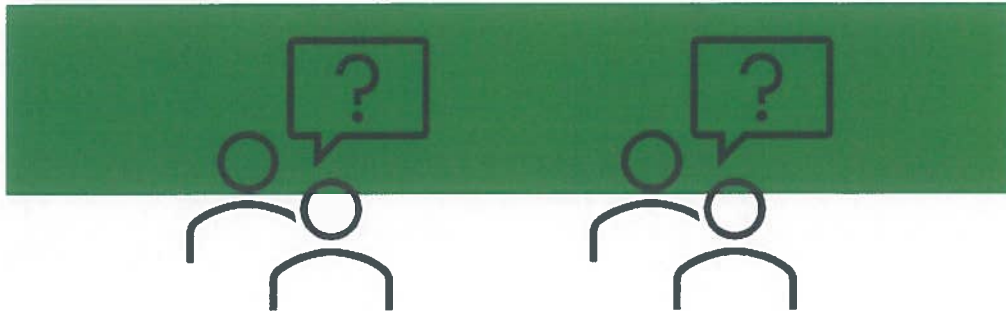


## Automated License Plate Reader (ALPR) Camera Update

- February 2020 –
  - ALPR project began as requested by the Village Board.
  - Mayors, Managers and Chiefs met with an ALPR vendor.
  - An ALPR system would be owned by the Village of Mokena.
  - We would bear Financial responsibility for repairs, maintenance and software upgrades.
- Due to program and system complexity:
  - Consultants were contacted to assist with the ALPR project.
- Due to the COVID-19 pandemic, this project was put on hold mid-March.
- Mid-May
  - Presentations with consultants were scheduled.

- May 27<sup>th</sup> –
  - Mokena and Frankfort attended a Zoom presentation with Flock Safety.
  - Leased system with no equipment, infrastructure or software costs.
  - Performs comparably to the owned ALPR systems.
  - Lease periods are from 1-5 years with no cost increases.
  - All maintenance, upgrades and updates are covered by Flock Safety.
  - \$350 per occurrence for damage repair.
- June 1<sup>st</sup> –
  - Presentations were postponed, to be rescheduled.

## Questions, Comments, Clarifications



Discussion: Trustee Siwinski asked if the Village would own the Automated License Plate Reader (ALPR) cameras after the lease period. Chief of Police Steve Vaccaro that we would not.

Trustee Metanias and Trustee Engler thanked Village staff and the Board for their hard work.

Trustee Budzyn commented that he would have liked additional time to review the draft budget.

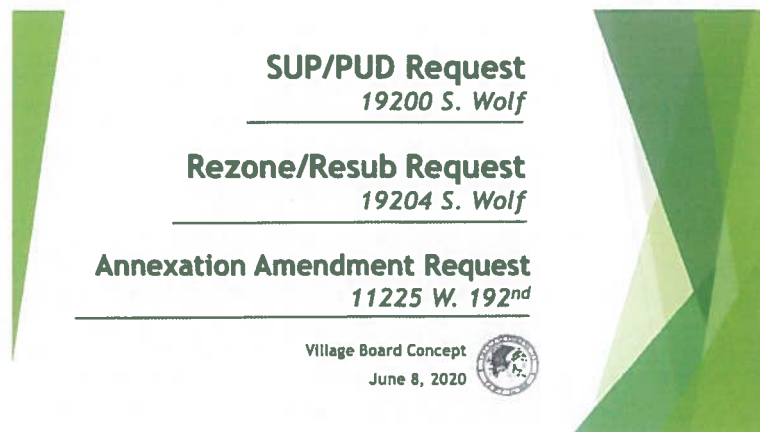
### **Gamboa Citgo Service Station, 11225 192<sup>nd</sup> Street**

**SUP/PUD Request - 19200 S. Wolf Road**

**Resubdivision and Rezone Request -19204 S. Wolf Road**

**Annexation Agreement Amendment – 11225 W. 192<sup>nd</sup> Street**

Building & Planning Director Matt Ziska presented this item.

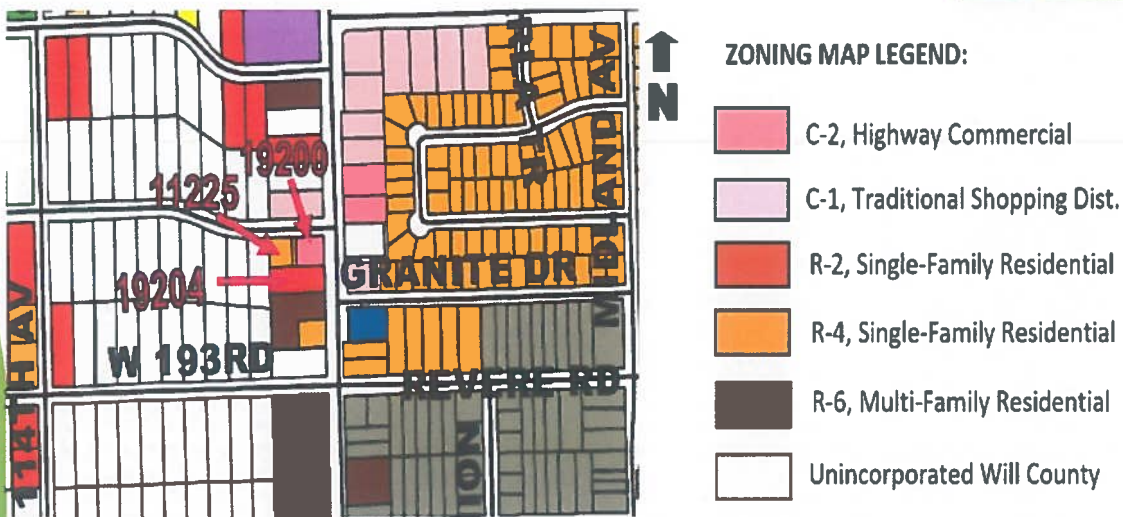


## Introduction:

- ▶ Bob Gamboa, owner of all three subject properties, has submitted a request for a SUP/PUD in order to construct a 500 sq./ft. building addition along the south side of the former Gamboa's Citgo Station located at 19200 S. Wolf Road.

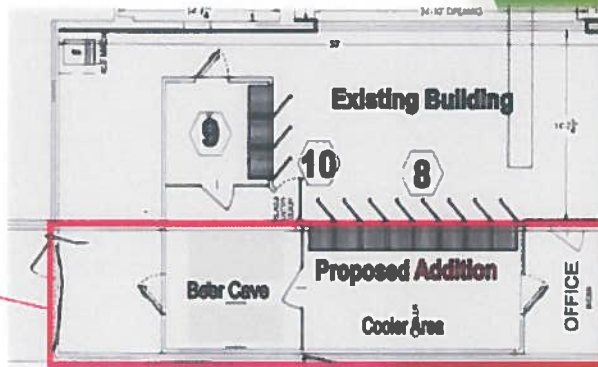


## Zoning Overview:



## SUP/PUD Request: 19200 S. Wolf Road

- ▶ The proposed building addition will be roughly 500 sq./ft. in size to provide for 300 sq./ft. of additional accessory retail space.




### ***Engineering Constraints:***

- ▶ There is an existing drainage ditch that runs along the south side of the proposed addition.
- ▶ Staff recommends that the petitioner conduct an area-wide and site-specific hydraulic study prior to advancing to the Planning Commission.





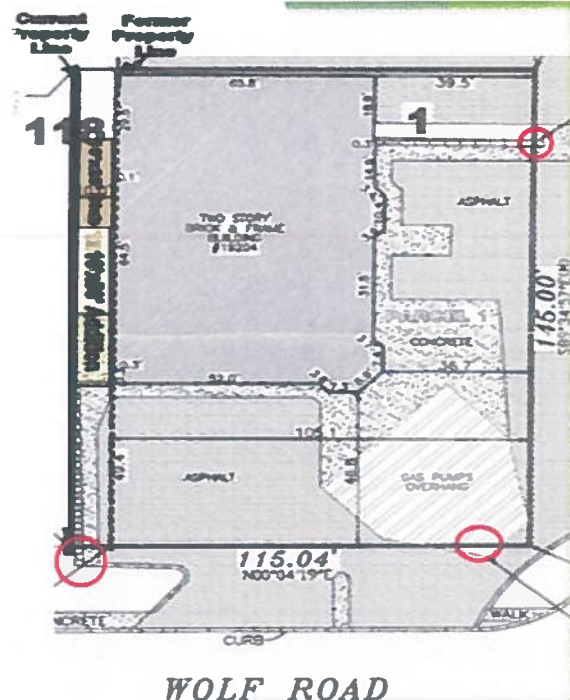
### ***Parking Constraints:***

<i>Use Group</i>	<i>Parking Ratio</i>	<i>Parking Details</i>	<i>Spaces Required</i>
<b>Fueling Stations w/ Accessory Retail</b>	2 spaces per pump, plus 1 space/200 sq/ft of accessory retail	6 pumps, plus 2,300 sq/ft of total accessory retail	24 spaces
<b>Retail Establishment</b>	1 space/250 sq./ft.	4,000 sq./ft.	16 spaces
<b>Office (1<sup>st</sup> &amp; 2<sup>nd</sup> FL)</b>	1 space/250 sq./ft.	900 sq./ft.	4 spaces
		<b><i>Parking Required</i></b>	<b><i>44 spaces</i></b>
		<b><i>Parking Provided</i></b>	<b><i>14 spaces</i></b>
		<b><i>Parking Deficiency</i></b>	<b><i>30 Spaces</i></b>



### ***Non-conforming Features:***

- ***Foundation and Perimeter Lot Landscape Requirements***
- ***Maximum Floor Area Ratio (F.A.R) in C-2 Zoning District***
- ***Continued Utilization of Existing Encroachments***
- ***Minimum Parking Requirements***



## Rezone/Resub Request: 19204 S. Wolf Road

- In order to comply with the 10' minimum side yard setback requirement, the petitioner has agreed to deed a 10'(w) x145'(d) segment from 19204 S. Wolf to the gas station property at 19200 S. Wolf.



## Rezone/Resub Request: 19204 S. Wolf Road

- Should the land transfer occur, the residential lot at 19204 S. Wolf Road will no longer comply with the minimum development standards of the R-2 Zoning District.

Development Standards	Districts						
	Current Zoning				Proposed Zoning		
	E-1	R-1	R-2	R-3	R-4	R-5	R-6
Min. Lot Size	2.5 acres	40,000 sq. ft.	20,000 sq. ft.	15,000 sq. ft.	12,500 sq. ft. <sup>(a)</sup>	7,500 sq. ft.	6,250 sq. ft. <sup>(a)</sup> per D/U
Min. Lot Frontage <sup>(b)</sup>	200 ft.	120 ft.	100 ft.	100 ft.	90 ft. <sup>(b)</sup>	60 ft.	90 ft. for 2 unit bldgs. & 120 ft. for 4 unit bldgs.
<b>Yards</b>							
Front	50 ft.	40 ft.	35 ft.	35 ft.	30 ft.	30 ft.	30 ft.
Side	20 ft. or 10% of lot frontage <sup>(c)</sup>	12 ft. or 10% of lot frontage <sup>(c)</sup>	10 ft. or 10% of lot frontage <sup>(c)</sup>	10 ft. or 10% of lot frontage <sup>(c)</sup>	10 ft. or 10% of lot frontage <sup>(c)</sup>	5 ft. or 10% of lot frontage <sup>(c)</sup>	15 ft.
Rear	40 ft.	40 ft.	40 ft.	30 ft.	30 ft.	25 ft.	40 ft.

## Annexation Amendment: 11225 W. 192<sup>nd</sup> St.

- ▶ In 2010, the petitioner was required to Annex the subject property in order to receive building permit approval to construct a building addition on the west side of the gas station at 19200 S. Wolf.
- ▶ Stipulations of Annexation approval included:
  - *abandon the existing well and septic system*
  - *extend Village water/sewer main across full frontage*
  - *tap on to Village water/sanitary system*



## Soft Cost Relief:

- ▶ The petitioner is also seeking Village Board approval to have all soft costs related to the aforementioned zoning entitlements waived, in addition to all building permit soft costs.

• Conceptual Engineering Review Fee = \$300	(\$0 Hard / \$300 Soft)
• Lot Re-Subdivision = \$1,600	(\$600 Hard / \$1,000 Soft)
• Public Hearing Fee = \$800	(\$400 Hard / \$400 Soft)
• Special Use Permit Fee = \$800	(\$300 Hard / \$500 Soft)
• Rezoning Request = \$600	(\$300 Hard / \$300 Soft)
• Site Plan/Architectural Review Committee = \$200	(\$0 Hard / \$200 Soft)
• Legal Fee = \$1,000	(\$500 Hard / \$500 Soft)

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**TOTAL HARD COSTS (EST.) = \$2,100**

**TOTAL SOFT COSTS (EST.) = \$3,200\***

*\*Excludes building permit soft costs*



### Village Board Direction:

1. Is the Board comfortable with the proposed addition at 19200 S. Wolf?
2. Should the petitioner be required to submit a site-specific *and* area-wide hydraulic study prior to advancing this proposal on to the Planning Commission?
3. Is the Board comfortable with providing a 10-year time extension to complete the water and sanitary extension/tap on at 11225 W. 192<sup>nd</sup> Street?
4. Is the Board willing to grant the petitioner relief from all soft costs related to the zoning entitlement and building permit processes?
5. Should the proposed Rezone and Resubdivision request for 19204 S. Wolf Road advance to the Planning Commission for a public hearing?
6. Should the proposed SUP/PUD request for 19200 S. Wolf Road advance to the Planning Commission for a public hearing?

### Discussion:

Upon review of the proposed request(s) and conceptual development plans, the consensus of the Board was receptive to the proposed building addition at 19200 S. Wolf and rezone/resubdivision request at 19204 S. Wolf Road, but felt that a site-specific and area-wide hydraulic study needed to be conducted prior to advancing this proposal on to the Planning Commission for a formal public hearing.

In regards to the petitioner's request for soft cost relief, the Board stated that they were open to providing certain soft cost relief, but asked to revisit this request at a later date once the engineering study has been conducted. The Board also indicated that they did not feel comfortable with the petitioner's request for a 10-year time extension on the water and sanitary extensions and tap-on work that was stipulated under the Annexation Agreement for 11225 W. 192<sup>nd</sup> Street. It was determined that further discussion on this item would be needed.

During discussion, Trustee Metanias cited concerns with the number of parking spaces that would be provided, and inquired about the Village's parking requirements and how they compared to other gas stations within the Village. In response, Building and Planning Director Matt Ziska stated that the property at 19200 S. Wolf has a higher parking ratio requirement than a standard gas station because the building is shared with Napa Auto Parts, which has the same parking requirements as a retail establishment. In closing, Mayor Fleischer requested that the Planning Commission examine the proposed parking situation closely should this project advance.

### Staff Updates

There were no Staff Updates this evening.

There being no further business to bring before the Mayor and Board of Trustees, Mayor Fleischer adjourned the work session at 8:34 p.m.

**MEETING OF THE BOARD OF TRUSTEES REGULAR SESSION**  
**Mokena Elementary School, 11244 Willowcrest Lane, Mokena, Illinois 60448**

Session #012

June 22, 2020

**CALL TO ORDER**

Mayor Fleischer called the Regular Session of the Board of Trustees to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

The Board of Trustees recited the Pledge of Allegiance.

**ROLL CALL/ESTABLISHMENT OF QUORUM**

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

Joseph Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joe Siwinski

Also present were: Clerk Melissa Martini; Village Administrator John Tomasko; Finance Director Barb Damron; Assistant Village Administrator Kirk Zoellner; Chief of Police Steven Vaccaro; Interim Director of Public Works Mark Detloff; Staff Engineers Dan Peloquin and Brian Fei; Community and Economic Development Director Alan Zordan; Building and Planning Director Matt Ziska and Village Attorney Carl Buck.

**DISCOVER MOKENA**

Cindy Gamboa from the Mokena Chamber of Commerce announced that the Chamber will be conducting a Fourth of July decorating contest. Residents and businesses are encouraged to decorate the outside of their homes and businesses. Interested parties can register on the Mokena Chamber of Commerce website at [www.mokena.com](http://www.mokena.com) by July 1. Addresses will be announced the morning of July 3. Judging will start at noon on July 3 and go through 5 p.m. on July 4. Winners will be announced on the Mokena Chamber of Commerce web page, the Mokena Chamber of Commerce Facebook page and the evening of the fireworks.

Cindy Gamboa discussed disappointment with cancellation of the Fourth of July parade. She thanked the Mayor, Village Board and Chief of Police for their support in trying to accommodate alternative parade options, which ultimately were not workable with current regulations.

Melissa Fedora from the Mokena Chamber of Commerce further discussed the Fourth of July decorating contest and mentioned how it is a great way to get involved with your community while still maintaining social distancing practices. She announced the Mokena Chamber of Commerce will be hosting its first ever Garden Walk on Saturday, July 18, which will include eight residential homes in Mokena. Tickets are currently on sale for \$18 at [www.mokena.com](http://www.mokena.com) and will be \$20 the day of the event. The event will run from 11 a.m. to 4 p.m. and will also include a map, light refreshments and various vendors. Melissa Fedora thanked Laurie Fleischer for her assistance with the event and for providing the idea for the Garden Walk.

Trustee Richmond asked what the date of Garden Walk event was.

Melissa Fedora responded that it is scheduled for Saturday, July 18 from 11 a.m. to 4:00 p.m. and there will be eight residential gardens.

Trustee Siwinski asked if there was a theme for the Fourth of July decorating event.

Melissa Fedora replied that there is no theme.

Trustee Engler asked if the eight residential gardens are all within walking distance of each other.

Melissa Fedora responded that the eight residential gardens will need to be driven to. She asked local businesses to reach out to discuss their participation in the event.

#### **PUBLIC COMMENT**

Mayor Fleischer informed those wishing to speak at Public Comment that they were encouraged to call (708) 342-4812 and calls would be taken one at a time. If the line is busy, please wait and call back.

Resident Jean Bingham of 18921 Wedgewood Court in the Whisper Creek North subdivision commented that residents in the subdivision are noticing stop signs are not being obeyed. The homeowner's association has discussed the issue with residents and posted to their Facebook page, and requested residents to please watch for children, watch their speed and completely stop at all stop signs. Ms. Bingham asked how to request a flashing light on the stop sign at Whisper Creek Way and Hillcrest Drive, just north of the bridge, to bring attention and a visual reminder to people driving in the subdivision. She also suggested a sign on Whisper Creek Drive northbound on the bridge announcing an upcoming stop sign would be helpful. She asked what the procedure is to request signs for "Children at Play" throughout the neighborhood. She mentioned continued ATV and motor bike nuisances to the east of the Whisper Creek North subdivision traveling to the vacant lots west of the subdivision. She stated that she informed the police of her concern and asked if there was more that she could do.

Mayor Fleischer thanked Ms. Bingham for her comments.

Mayor Fleischer reminded those wishing to speak at Public Comment that they were encouraged to call (708) 342-4812.

Mayor Fleischer closed public comments.

#### **CONSENT AGENDA**

Village Administrator John Tomaszoski presented three (3) items on the Consent Agenda for Board approval. These items are strictly administrative in nature.

- a. Motion to adopt Resolution No. 2020-R-008, a Resolution pertaining to the Maintenance of Streets and Highways by a Municipality under the Illinois Highway Code, and to authorize the Village President and the Village Clerk to execute same.
- b. Motion to approve Ordinance No. 2020-O-007, an ordinance authorizing the amendment of an agreement with Homewood Disposal Service, Inc. DBA NuWay Disposal Service.
- c. Motion to approve minutes from the June 8, 2020 Board Meeting and Work Session.

Trustee Engler made a motion to approve Consent Agenda items 6 (a), (b) and (c) as depicted in the June 18, 2020 Request for Board Action prepared by the Village Administrator. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

#### **FINANCE REPORT**

Finance Director Barb Damron presented the second accounts payable list for June totaling \$232,554.00.

Trustee Engler made a motion to approve the monthly accounts payable in the amount of \$232,554.00. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

**PRESENTATIONS/APPOINTMENTS/PROCLAMATIONS**

Mayor Fleischer presented the following appointments for Fiscal Year 2021. He highlighted the addition of Mr. Terry Germany to the Planning Commission and as an alternate to the Zoning Board of Appeals. Mayor Fleischer also highlighted the addition of Ms. Tiffany Thompson to the Economic Development Commission.

Mayor ProTem  
Joseph Siwinski

Village Administrator  
John Tomasoski

Assistant Village Administrator  
Kirk Zoellner

Legal Counsel  
Rathbun, Cservenyak & Kozol, LLC

Finance Director  
Barb Damron

Chief of Police  
Steven Vaccaro

Economic/Community Development Director  
Alan Zordan

Public Works Director  
Vacant

Emergency Services Director (ESDA)  
Greg McElyea

General Manager Cable Commission  
Tim Franson

Assistant General Manager Cable Commission  
Brett Sands

Cable Commission  
Trustee Engler

**PLANNING COMMISSION MEMBERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Joseph Cirelli	7-1-19	3 yrs.	6-30-22
Rob Dauphinais	7-1-19	3 yrs.	6-30-22
Martin Bourke	7-1-19	3 yrs.	6-30-22
Tom Garvey	7-1-20	3 yrs.	6-30-23
Mark Seliga	7-1-20	3 yrs.	6-30-23
Doug Heathcock (Chair)	7-1-20	3 yrs.	6-30-23
Jim Perry	7-1-18	3 yrs.	6-30-21
Susie Stringham	7-1-20	3 yrs.	6-30-21
Terry Germany	7-1-20	3 yrs.	6-30-21

**ZONING BOARD OF APPEALS MEMBERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Martin Bourke	7-1-17	4 yrs.	6-30-21
Jim Perry	7-1-17	4 yrs.	6-30-21
Rob Dauphinais	7-1-17	4 yr.	6-30-21
Joe Cirelli	7-1-19	4 yrs.	6-30-23
Mark Seliga	7-1-19	4 yrs.	6-30-23
Tom Garvey	7-1-19	4 yrs.	6-30-23

Doug Heathcock (Chair)	7-1-19	6 yrs.	6-30-25
Susie Stringham (Alternate)	7-1-20	4 yrs.	6-30-24
Terry Germany (Alternate)	7-1-20	4 yrs.	6-30-24

#### **ECONOMIC DEVELOPMENT COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Joseph Schley	7-1-20	1 yr.	6-30-21
Robert Feldman	7-1-20	1 yr.	6-30-21
Tiffany Thompson	7-1-20	1 yr.	6-30-21
Andrea Ramirez-Justin	7-1-20	1 yr.	6-30-21
Lee Kaz (Chair)	7-1-20	1 yr.	6-30-21
Frank Lacny	7-1-20	1 yr.	6-30-21
Ed Jancauskas	7-1-20	1 yr.	6-30-21
Kirk Zoellner, Staff Liaison	7-1-20	1 yr.	6-30-21
Alan Zordan, Staff Liaison	7-1-20	1 yr.	6-30-21

#### **COMMUNITY AFFAIRS COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Dee Block	7-1-20	1 yr.	6-30-21
Debbie Engler (Chair)	7-1-20	1 yr.	6-30-21
Marietta Glass	7-1-20	1 yr.	6-30-21
Colleen Patrick-Lenart	7-1-20	1 yr.	6-30-21
Michael Cooper	7-1-20	1 yr.	6-30-21
Kirk Zoellner, Staff Liaison	7-1-20	1 yr.	6-30-21

#### **ELECTRICAL COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
George Metanias (Chairman)	7-1-20	1 yr.	6-30-21
Chuck Keslin	7-1-20	1 yr.	6-30-21
Mike Hullinger	7-1-20	1 yr.	6-30-21
Vacancy (Electrical Supply Rep)		1 yr.	
Jim Smola	7-1-20	1 yr.	6-30-21
Alan Zordan	7-1-20	1 yr.	6-30-21
Matt Ziska	7-1-20	1 yr.	6-30-21

#### **LARAWAY COMMUNICATIONS CENTER**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Trustee Joseph E. Budzyn	7-1-20	1 yr.	6-30-21

#### **LOCAL ADJUDICATION OFFICERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Lyman Tieman	7-1-20	1 yr.	6-30-21
Tim Ehlers (Alternate)	7-1-20	1 yr.	6-30-21
Vacant		1 yr.	

#### **BOARD OF FIRE AND POLICE COMMISSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Ronald Brannan	7-01-20	3 yrs.	6-30-23
Chris Surdel	7-01-19	3 yrs.	6-30-22
Michael J. Moran	7-01-18	3 yrs.	6-30-21

#### **POLICE PENSION**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Lee Kaz	7-1-19	2 yrs.	6-30-21
Scott Peters	7-1-20	2 yrs.	6-30-22

**SITE PLAN/ARCHITECTURAL REVIEW COMMITTEES**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Doug Heathcock (P & Z Rep.)	7-1-20	1 yr.	6-30-21
Rob Dauphinais (P & Z Rep.)	7-1-20	1 yr.	6-30-21
Jim Perry (P & Z Alternate)	7-1-20	1 yr.	6-30-21
David Dobson (Engineer)	7-1-20	1 yr.	6-30-21
Glen Smutny (Architect)	7-1-20	1 yr.	6-30-21
Chris Krestel (Architect)	7-1-20	1 yr.	6-30-21
Lang Beiswanger (Landscape Arch.)	7-1-20	1 yr.	6-30-21
Lt. Mark Sickles (Mokena Fire Dist.)	7-1-20	1 yr.	6-30-21
Dennis Merz (Frankfort Fire Dist)	7-1-20	1 yr.	6-30-21
Chief Bob Wilson (Alternate)	7-1-20	1 yr.	6-30-21
Joe Cirelli (Alternate)	7-1-20	1 yr.	6-30-21
Trustee Engler (Board Liaison)	7-1-20	1 yr.	6-30-21
Matt Ziska, Staff Liaison	7-1-20	1 yr.	6-30-21
Kim Yockey, Staff Liaison	7-1-20	1 yr.	6-30-21
Alan Zordan, Staff Liaison	7-1-20	1 yr.	6-30-21

**WILL COUNTY GOVERNMENTAL LEAGUE**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-20	1 yr.	6-30-21
John Tomasoski	7-1-20	1 yr.	6-30-21
Trustee Joe Siwinski (Alternate)	7-1-20	1 yr.	6-30-21
Kirk Zoellner (Alternate)	7-1-20	1 yr.	6-30-21

**CHICAGO SOUTHLAND CONVENTION AND VISITORS BUREAU**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Frank A. Fleischer	7-1-20	1 yr.	6-30-21
Kirk Zoellner (Alternate)	7-1-20	1 yr.	6-30-21

**CHICAGO SOUTHLAND CHAMBER OF COMMERCE**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-20	1 yr.	6-30-21
Kirk Zoellner (Alternate)	7-1-20	1 yr.	6-30-21

**SOUTH SUBURBAN MAYORS/MANAGERS**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Mayor Frank Fleischer	7-1-20	1 yr.	6-30-21
Trustee Joe Siwinski (Alternate)	7-1-20	1 yr.	6-30-21
John Tomasoski	7-1-20	1 yr.	6-30-21
Kirk Zoellner (Alternate)	7-1-20	1 yr.	6-30-21

**SOUTHWEST AGENCY FOR RISK MANAGEMENT (SWARM)**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Kirk Zoellner	7-1-20	1 yr.	6-30-21
John Tomasoski	7-1-20	1 yr.	6-30-21

**SOUTHWEST AGENCY FOR HEALTH MANAGEMENT (SWAHM)**

<b>Name</b>	<b>Date of Appt.</b>	<b>Term</b>	<b>Expiration</b>
Barb Damron, Finance Director	7-1-20	1 yr.	6-30-21
John Tomasoski	7-1-20	1 yr.	6-30-21



Trustee Engler made a motion to approve the proposed FY 20/21 appointments as denoted in the June 18, 2020 request for Board Action submitted by Village President Frank Fleischer. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

#### PUBLIC HEARINGS

##### Proposed FY 21 Budget

Trustee Engler made a motion to enter into a Public Hearing to discuss the proposed Village of Mokena FY 21 budget. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Village Administrator John Tomasoski presented to the Board and to the public a PowerPoint presentation regarding the Fiscal Year 2021 Budget.

**VILLAGE OF MOKENA**  
**FY 21 BUDGET PUBLIC HEARING**  
June 22, 2020

**Building a Budget Pre-COVID-19**

- Fall of 2019
  - Staff begins preliminary work
- January 27, 2020
  - MFT Fund
  - General Infrastructure
  - Road Rehabilitation
- February 24, 2020
  - Fleet Replacement Program
- March 2020
  - COVID-19 impacts Village operations

**Building a Budget Post COVID-19**

**• April 20, 2020**

- Budget Process Overview
- Principles
- Revenue Forecasts
- Expended Reductions

**• April 27, 2020**

- Wastewater Treatment Plant Upgrades

**• May 11, 2020**

- Electronic Recycling
- Refuse Fund
- Special Tax Allocation Fund (TIF Fund)
- Water and Sewer Operating Funds
- Miscellaneous Topics
  1. Fireworks
  2. Parkway Trees

**Building a Budget Post COVID-19**

**• May 18, 2020**

- Water System Capital
- Lake Water Debt
- Sewer System Capital
- WWTP Repair and Replacement Fund
- WWTP Funding Update
- Roads/General Infrastructure
- Fleet Update

**• June 8, 2020**

- General Fund Review
- Wastewater Treatment Plant Update
- Overview of Capital Improvement Fund Balances
- Proposed FY 20 Budget Amendments
- Preliminary Draft
- Automated License Plate Recognition (ALPR) Camera Update

**• June 22, 2020**

- Public Hearing
- Adoption of FY 21 Budget

Timeline icons: 1. Clock, 2. Clock with 1/4 full, 3. Clock with 1/2 full, 4. Clock with 3/4 full, 5. Clock with full circle.

## Village of Mokena Traditional Budget Principles

- Conservative fiscal practices focusing on revenue and expenditure detail along with fund balances
- Past focus on Capital Investment
  - ✓ Our infrastructure has been well maintained
  - ✓ Our fleet and heavy equipment are in good shape allowing deferred replacement schedules
- Our budgeting system has been refined over the years and provides a logical framework for decision making
- The economic development successes of the past several years should help to soften the impact of COVID-19
- Continue to maintain strong fund balances in the major funds

## FY 21 Budget Uncertainties

### Uncertainties Moving Forward

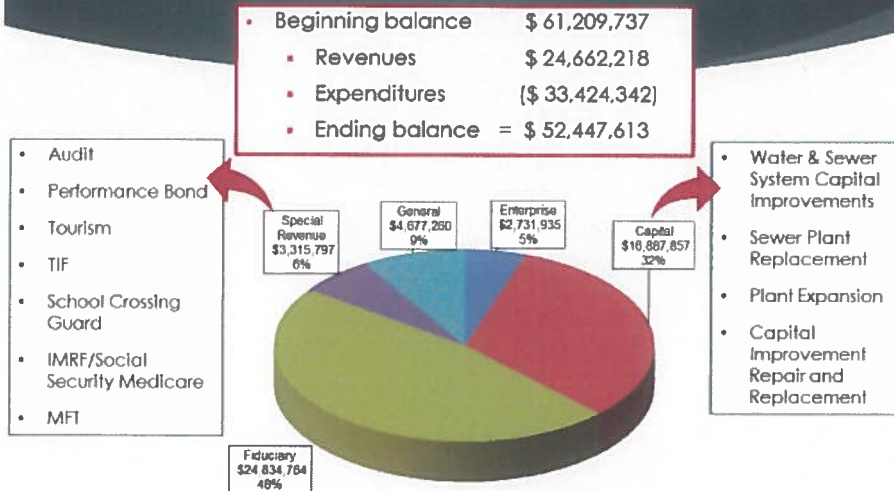
- How long will this continue?
- What will the economic impact be?
- What are the long-term effects?
- What will State and Federal Governments do?
- What Budget reductions will be necessary?



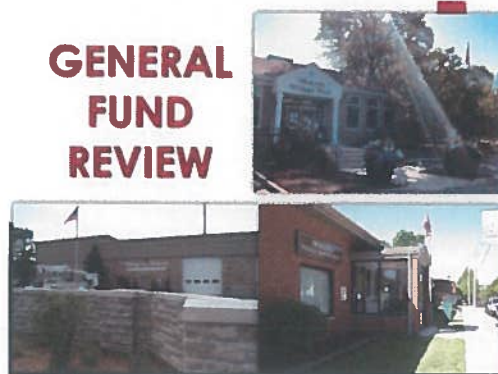
## FY 21 Proposed Budget Summary

	<b>Fund Name</b>	<b>Opening Fund Balance</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Ending Fund Balance</b>
01	General	\$ 5,959,320	\$ 9,062,101	\$10,344,161	\$ 4,677,260
02	Audit	22,522	5,960	6,027	22,455
04	Performance Bond	871,077	151,750	301,750	721,077
05	Tourism	154,092	26,650	12,843	167,899
06	Special Tax Allocation	262,740	59,036	28,946	292,830
07	School Crossing Guard	56,650	28,633	26,671	58,612
08	IMRF/FICA/MC Contribution	507,054	762,541	771,671	497,924
09	Police Pension	23,720,306	2,037,513	923,055	24,834,764
11	Motor Fuel Tax	1,482,342	727,064	654,406	1,555,000
15	Refuse	191,450	1,578,275	1,575,202	194,523
16	Water & Sewer	2,325,543	6,966,121	6,873,029	2,468,635
17	Municipal Parking Lot	250,400	87,073	268,696	68,777
19	Sewer System Capital Improv.	1,493,845	250,463	344,200	1,400,108
20	Water System Capital Improv.	3,108,205	254,203	554,100	2,808,308
21	Sewer Plant Replacement	1,374,866	3,350	97,000	1,281,216
22	Plant Expansion	9,321,817	14,500	7,433,500	1,902,817
23	Capital Improvement, Repair and Replacement	10,057,508	2,646,985	3,209,085	9,495,408
	<b>Totals</b>	<b>\$ 61,209,737</b>	<b>\$ 24,662,218</b>	<b>\$33,424,342</b>	<b>\$ 52,447,613</b>

## FY 21 Budget Fund Balance Categorical Comparison



### GENERAL FUND REVIEW



## FY 20 (Current Year)

	<u>Budgeted</u>	<u>Anticipated</u>	<u>Positive Difference</u>
FY 20 Revenues	\$ 11,293,298	\$ 12,818,574	\$ 1,525,276
FY 20 Expenditures	\$ 10,498,588	\$ 10,046,986	\$ 451,602
Ending FY 19			\$ 341,595
<b>FY 20 Net Positive Operating Results</b>			<b>+/- \$2,318,473</b>



## General Fund Revenue Summary

Revenues	Actual Fiscal '18	Actual Fiscal '19	Budgeted Fiscal '20	Estimated Fiscal '20	Dept. Req. Fiscal '21	Amount of Change	% of Change
Taxes	\$ 9,880,657	10,147,043	9,125,710	10,418,553	7,375,646	(1,750,044)	-19.18%
Licenses	725,335	713,753	711,705	701,420	660,575	(51,130)	-7.18%
Permits	219,577	224,312	147,400	449,672	151,500	4,100	2.78%
Intergovernmental Revenue - State	11,060	-	-	-	-	-	N/A
Intergovernmental Revenue - Local	280,983	280,983	280,983	280,983	280,983	-	0.00%
Exaction Fees	81	-	18,935	10,820	-	(18,935)	-100.00%
Fines	134,124	113,288	127,500	96,000	83,000	(44,500)	-34.90%
Other Revenue	848,041	1,032,366	881,065	861,126	510,397	(370,668)	-42.07%
<b>Total Revenue</b>	<b>\$12,099,858</b>	<b>12,511,745</b>	<b>11,293,298</b>	<b>12,818,574</b>	<b>9,062,101</b>	<b>(2,231,197)</b>	<b>-19.76%</b>

- Tax Revenue down by -\$1.75M or -19.18%
- Sales tax -\$1.64M or -24.31%
- Income Tax +\$66K or +6.60% (includes budgeting for only 50% of LGDF)
- Amusement Tax -\$108K or -55.61%
- Miscellaneous Income -\$271,277 or -63.64% (includes video gaming & OTB)
- Total Revenues -\$2.23M or -19.76%

## Revenue Assumptions

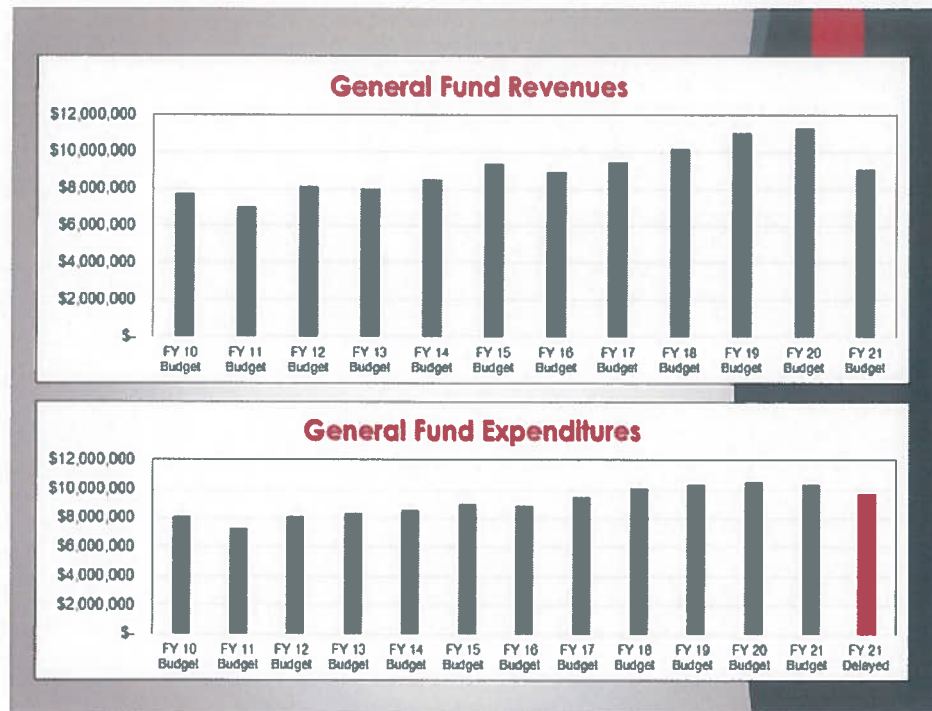
Revenue Type	Proposed FY 21	COVID-19 Estimated FY 21	Difference	
Sales Tax	\$6,670,939	\$4,556,455	\$(2,114,484)	Sales Tax 50% for 3 months and 75% for 9 months
Local Use Tax	\$720,828	\$540,621	\$(180,207)	Local Use Tax 75%
State Income Tax	\$1,066,012	\$1,066,012	\$0	State Income Tax kept at 50%
Property Tax (Corporate)	\$364,590	\$364,590	\$0	
Building Permits	\$63,200	\$96,500	\$33,300	Alt/for permit included in estimated FY 21
Amusement Tax	\$301,000	\$75,250	\$(225,750)	Amusement Tax 25%
Video Gaming	\$300,000	\$100,000	\$(200,000)	Video Gaming 33.33%
OTB	\$80,000	\$20,000	\$(60,000)	OTB 25%
<b>Total Difference</b>	<b>\$9,566,569</b>	<b>\$6,819,428</b>	<b>\$(2,747,141)</b>	

## General Fund Expenditure Summary

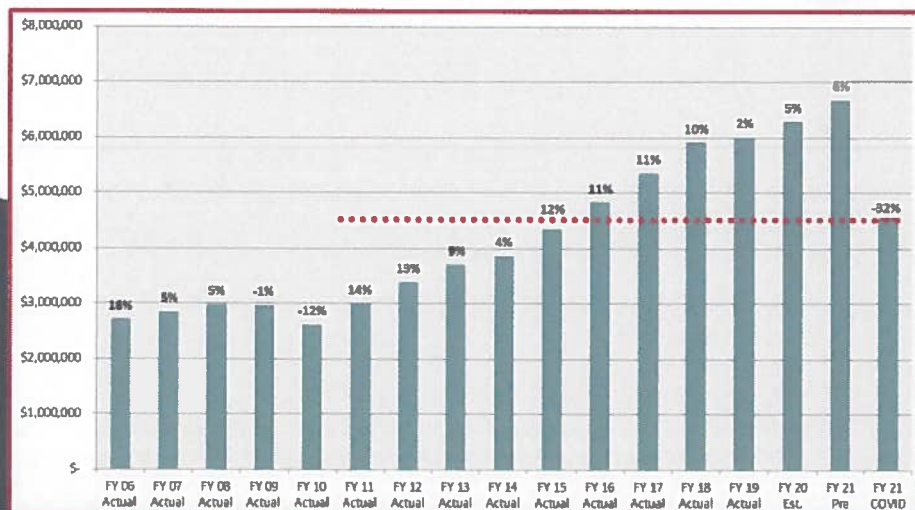
Appropriations	Actual Fiscal '18	Actual Fiscal '19	Budgeted Fiscal '20	Estimated Fiscal '20	Dept. Req. Fiscal '21	Amount of Change	% of Change
Legislative	\$ 122,093	103,787	107,324	100,626	101,625	(5,699)	-5.31%
Administrative	2,036,579	2,505,227	2,559,382	2,393,531	2,223,911	(335,471)	-13.11%
Fire & Police Commission	11,658	16,240	32,730	4,928	31,155	(1,575)	-4.81%
Police Department	4,380,772	4,535,610	4,863,483	4,836,941	5,177,262	313,779	6.45%
Community Development	668,210	664,574	767,390	697,889	731,295	(36,095)	-4.70%
Village Clerk	6,661	7,361	11,905	9,530	10,080	(1,825)	-15.33%
Street Department	4,502,208	4,516,205	1,614,677	1,541,969	1,567,674	(47,003)	-2.91%
Buildings & Grounds Department	347,778	432,354	455,699	397,979	416,665	(39,034)	-8.57%
Cable TV Commission	13,103	14,270	15,842	13,431	15,963	121	0.76%
E.S.D.A. Department	49,042	57,484	70,154	50,162	68,531	(1,625)	-2.32%
<b>Total Appropriations</b>	<b>\$12,138,124</b>	<b>12,853,112</b>	<b>10,498,588</b>	<b>10,046,986</b>	<b>10,344,161</b>	<b>(154,427)</b>	<b>-1.47%</b>

General Fund Delayed Costs	\$ Amount
Vehicles	\$323,000
Automated License Plate Reader (ALPR) Cameras	\$208,000
DPW Director Position (General Fund Portion)	\$47,890
Maintenance Worker I Position (General Fund Portion)	\$51,452
<b>Total</b>	<b>\$630,342</b>



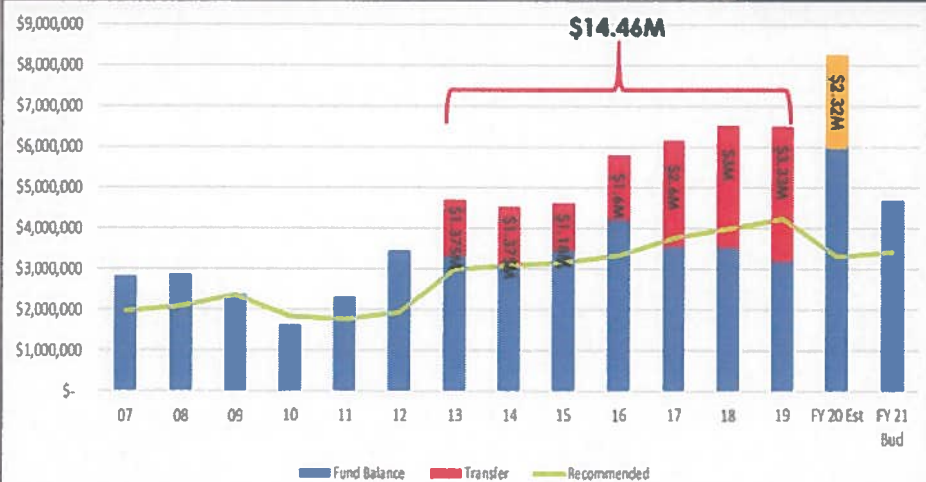


## Changes in 1% Sales Tax





## General Fund Balances and Operating Results



## New Development



## Key General Fund Points

- Board's historical conservative budget practices provide control over our financial destiny and allows us the ability to survive changes we have no control over
- Positioned to be risk protected with fund balance at \$4.68M (45%) at end of FY 21
- Eighth consecutive year of Net Positive Operating Results of.....
  - \$2.32M in FY 20
  - \$16.78M in eight years!

## Enterprise Funds

-  **Refuse**
-  **Parking Lot**
-  **Water**
-  **Sewer**

### Refuse: 370,916 Pickups



<b>\$1.578M</b>	<b>FY 21 Revenue</b>	<b>\$1.575M</b>	<b>FY 21 Expenses</b>
	+ \$51.8K		+ \$53.3K
	+ 3.31%		+ 3.50%

**\$194.5K** FY 21 FUND BALANCE

### Parking Lot: ±62,840 Customers



<b>\$87.1K</b>	<b>FY 21 Revenue</b>	<b>\$268.7K</b>	<b>FY 21 Expenses</b>
	- \$245.5K		- \$85.8K
	- 73.82%		- 24.21%

**\$88.8K** FY 21 FUND BALANCE

## Water Operating Fund Summary

### FY 20 Revenue Summary

- Budgeted = \$5.220M
- Expected = \$5.034M
- **\$186K** under budget

### FY 20 Expense Summary

- Budgeted = \$5.329M
- Expected = \$4.890M
- **\$439K** under budget
- Net Positive Result **+\$253K**

### FY 20 Current Year Fund Balance

- FY 19 fund balance **+65K**
- Net positive operating results = **+\$318K**
- Budgeted = \$1.459M (27%)
- Estimated = \$1.777M (36%)

### FY 21 Revenue Summary

- Budgeted = \$4.994M
- **\$226K** under FY 20
- -4.33%

### FY 21 Expense Summary

- Budgeted = \$5.030M
- **\$300K** under FY 20
- -5.63%

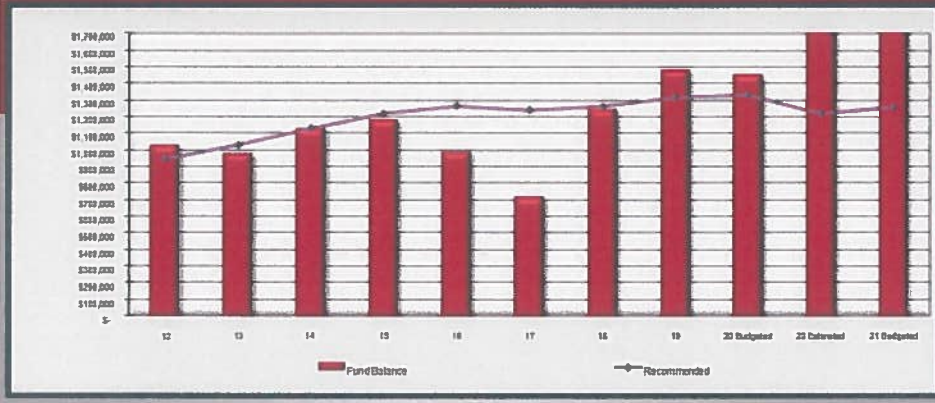
### FY 21 Fund Balance

- FY 20 = \$1.777M = (36%)
- FY 21 = \$1.741M = (35%)
- Decrease of **(\$36K)**

## Water Operating Fund

### OVERALL FUND CONDITION

- FY 20 Budgeted fund balance \$1.459M with estimated fund balance of \$1.777M or 36%
- FY 21 Fund balance to decrease by (\$36K) to \$1.741M or 35% which is above the target level of 25%
- Water costs equal 57% of budget



## Sewer Operating Fund Summary

### FY 20 Revenue Summary

- Budgeted = \$2.022M
- Expected = \$2.021M
- \$1K under budget

### FY 20 Expense Summary

- Budgeted = \$1.953M
- Expected = \$2.063M
- \$109K overbudget
- Net Result: \$110K

### FY 20 Current Year Fund Balance

- FY 19 fund balance \$35K
- Net operating results = -\$75K
- Budgeted = \$675K (35%)
- Estimated = \$599K (29%)

### FY 21 Revenue Summary

- Budgeted = \$1.972M
- -\$50K under FY 20
- -2.47%

### FY 21 Expense Summary

- Budgeted = \$1.843M
- -\$110K under FY 20
- -5.62%

### FY 21 Fund Balance Summary

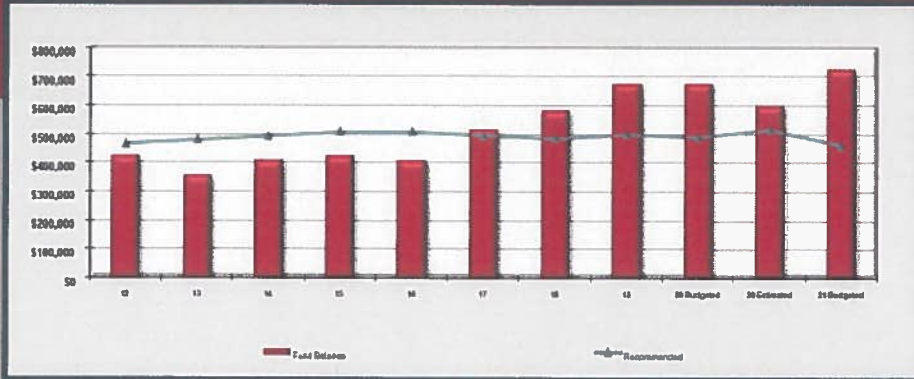
- FY 20 = \$599K (29%)
- FY 21 = \$728K (39%)
- Increase by \$129K



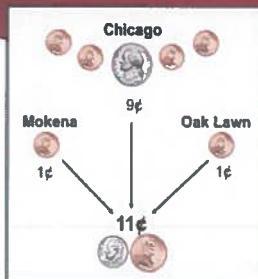
# Sewer Operating Fund

## OVERALL FUND CONDITION

- FY 20 Budgeted fund balance \$475K with estimated fund balance of \$599K or 29%
- Includes \$150,000 transfer to Sewer Plant Replacement Fund
- Includes \$150,000 transfer to Sewer System Capital Improvement Fund
- FY 21 Fund balance to increase by \$129K to \$728K or 39% which is above the target level of 25%
- No proposed rate adjustment for FY 21



## FY 21 Water/Sewer Rate Variables



### Water Rates

- Chicago rate increase June 1, 2020 - 2.45% or \$0.09/1,000
- Delivery component increase - \$0.01/1,000
- Local component increase - \$0.01/1,000
- Total proposed rate increase of \$0.11/1,000 for FY 21

### Sewer Rates

- No proposed increase in FY 21

## How do you effectively manage your water and sewer rates?

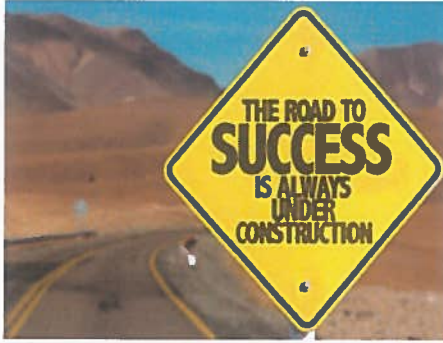
Plan and save funding for the Wastewater Treatment Plant upgrades and our portion of the long-term Lake Michigan water system improvements designed to serve our regional growth for the next 50+ years.




## OPERATING FUND BALANCES

Fund	Begin FY '20	Begin FY '21	Ending FY '21	Recommended Amount	Variance	Actual %
General	\$3,187,732	\$5,959,320	\$4,677,260	\$3,413,573	\$1,263,687	45%
Water	1,633,264	1,776,704	1,741,151	1,257,435	483,716	35%
Sewer	640,791	598,839	727,484	460,822	266,662	39%
Parking Lot	160,388	250,400	68,777	67,174	1,603	25%

General → Water → Sewer → Parking Lot




### LED Street Lights



**LED Street Light Conversion Program Phase II and III**

- @ 1,000 collector/residential street lights and parking lot lighting
- ComEd incentive rebate ± \$87,000
- Upon completion of the project, 100% of Village-owned street lighting will be LED



### Vehicles & Personnel





**Vehicles**



- Police
  - Replace 3 squads
- DPW
  - Replace truck w/plow and spreader
- Administrative
  - Replace 1 vehicle

**Personnel**

- Police
  - (1) additional officer

### Infrastructure Improvements

- ✓ \$±1,080,000 to resurface ±2.82 miles of local roads.
- ✓ \$±467 to repair curbs, sidewalks, streets, lights, etc.
- ✓ \$±41K pedestrian related upkeep and improvements


Trustee Metanias thanked Village Administrator John Tomasoski, Finance Director Barb Damron and Village staff for a great job on the budget presentation and for keeping the Village in a very good spot.

Trustee Engler thanked Village staff for a great job on the budget presentation and for their hard work.

Trustee Richmond thanked Chief of Police Steven Vaccaro for his initiative with the police department and for keeping the community safe. He also thanked Village Administrator John Tomasoski and Interim Director of Public Works Mark Detloff for giving the community safe, clean water and sewer systems.

Trustee Hersted thanked Village Administrator John Tomasoski and Finance Director Barb Damron for a great job on the budget presentation.

Trustee Budzyn thanked Village Administrator John Tomasoski, Finance Director Barb Damron and Village staff for a great job on the budget presentation.

Trustee Siwinski thanked the Mayor and Board for being flexible during this budget process, as well as their teamwork and valuable input to assemble a budget with cutbacks while still focusing on the Village's core services.

Mayor Fleischer commented that the Village Board over the years has always been fiscally responsible and that it has been a team effort. He thanked staff for their hard work and efforts.

Trustee Siwinski made a motion to close the Public Hearing and enter into Regular Session. Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Trustee Engler made a motion to approve Ordinance No. 2020-O-008 an ordinance adopting the Mokena Annual Budget for the Fiscal Year 2020/2021 and authorize the Village President and Village Clerk to execute the same. Trustee Metanias seconded.

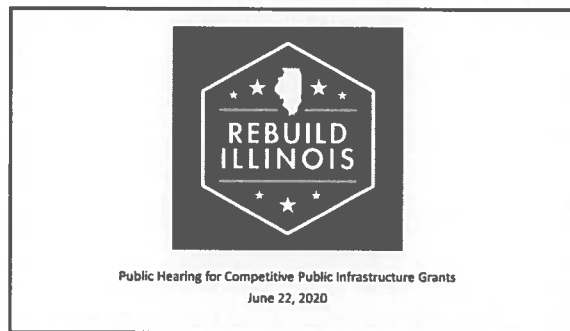
AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

**Department of Commerce & Economic Opportunity (DCEO) Rebuild Illinois Competitive Public Infrastructure Component Grants**

Trustee Siwinski made a motion to open the public hearing to consider the Rebuild Illinois Grant Applications for the Village of Mokena for the Alta Vista Way extension, maintenance and repainting of the East Water Tower, and Wastewater Treatment Plant Upgrades. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Staff Engineer Brian Fei presented to the Board and to the public a PowerPoint presentation regarding Department of Commerce & Economic Opportunity (DCEO) Rebuild Illinois Competitive Public Infrastructure Component Grants.



## Rebuild Illinois Grant Program Overview

- State has allocated \$25,000,000 in Rebuild Illinois Funds to the Public Infrastructure Component
- \$250,000 minimum grant award and a \$5,000,000 maximum
- Goal is to fund projects that can be completed in the next few years
- Eligible projects are water and sewer line extensions, flood and drainage, water tower maintenance, utility extensions and other public infrastructure improvements
- Review process is designed to ensure that funds are awarded to communities that demonstrate the need for financial assistance
- Grant deadline is June 30, 2020



### Alta Vista Way – Roadway/Watermain/Sanitary Improvements

Rebuild Illinois Funds - \$400,000  
Village Funds - \$100,000



### Maintenance/Repainting East Water Tower

Rebuild Illinois Funds - \$750,000  
Village Funds - \$100,000



### Maintenance/Repainting East Water Tower

Rebuild Illinois Funds - \$750,000  
Village Funds - \$100,000



## Wastewater Treatment Plant Upgrades

Rebuild Illinois Funds - \$5,000,000  
Village Funds - \$5,595,000



## Wastewater Treatment Plant Upgrades

Rebuild Illinois Funds - \$5,000,000  
Village Funds - \$5,595,000



1. Filter Replacement
  - Replace sand filters with Disc Filters
2. Headworks
  - Construct Headworks Building before Raw Pumps
  - Bar Screen and Grit Chamber
3. Bio-P
  - Phosphorus removal to 1.0 MG/L
  - Nitrogen Removal to 10 MG/L
4. Storage Building

### Questions/Comments



Trustee Metanias asked what the chances are in obtaining any of the mentioned grants.

Staff Engineer Brian Fei responded that this particular grant does not require a minimal score and that gives the Village a better chance at receiving it. He stated it is anticipated the Village will know within thirty to sixty days whether they will receive the grant.

Trustee Siwinski made a motion to close the Public Hearing and enter into Regular Session. Trustee Richmond seconded.

Trustee Engler made a motion to approve Resolution No. 2020-R-009 committing local funds in support of the Rebuild Illinois Grant Application of the Village of Mokena for the Alta Vista Way Extension project. Trustee Siwinski seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Trustee Engler made a motion to approve Motion to approve Resolution No. 2020-R-010 committing local funds in support of the Rebuild Illinois Grant Application of the Village of Mokena for the maintenance and repainting of the East Water Tower project. Trustee Siwinski seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

Trustee Engler made a motion to approve Resolution No. 2020-R-011 committing local funds in support of the Rebuild Illinois Grant Application of the Village of Mokena for the Wastewater Treatment Plant Upgrades project. Trustee Siwinski seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

**PRE-SCHEDULED PROPOSALS/PRESENTATIONS AND VISITORS**  
N/A

**OLD BUSINESS**

**Proposed FY 2020 Budget Amendments**

Finance Director Barb Damron presented an ordinance amending the Village's annual budget for the 2020 fiscal year, which ends June 30, 2020.

The proposed amendment is a statutory requirement as a result of one fund exceeding the aggregate appropriated amount due to additional costs. The Board previously concurred at its June 8 Work Session that this budget amendment was appropriate and serves the best interest of the Village.

Summary FISCAL 2020 Budget Amendments			
Fund Name	Budgeted Amount	Proposed Amendment	Reason/Funding Source
IMRF/SS/MC Contribution Fund	\$722,399	\$729,347 +\$6,948	Additional Costs/Fund Balance

Trustee Engler made a motion to approve Ordinance No. 2020-O-009 amending the Mokena Annual Budget for Fiscal Year 2019-2020 and to authorize the Village President and Village Clerk to execute the same. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

**FY 21 Municipal Water & Sewer Fees Ordinance**

Finance Director Barb Damron presented an ordinance amending the water rate. During the May 11, 2020 work session, the Water and Sewer Operating Funds were reviewed including the water rate adjustment for the pass through costs for Fiscal 2021.

As Village Administrator Tomasoski mentioned earlier in his budget presentation, there will be a water rate adjustment of \$.11/1,000 gallons of water which will increase the current rates from \$7.62/1,000 gallons to \$7.73/1,000 gallons effective July 1, 2020. Water customers will not see the increase until they receive their August bills. The monthly impact to the utility invoice for an average user of 8,000 gallons a month will be an additional \$0.88.

All other water and sewer rates will remain the same.

Trustee Engler made a motion to adopt Ordinance No. 2020-O-010, an ordinance pertaining to municipal water and sewer fees and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

**Post Issuance Tax Compliance Report (no action required)**

Finance Director Barb Damron discussed the Post Issuance Tax Compliance Report.

In 2012, Resolution Number 2012-R-006 was adopted. This resolution established a bond record-keeping policy which was needed as the Village proceeded with the refunding of its Series 2004 General Obligation Bonds. The policy provides direction for maintaining sufficient records that demonstrate the Village is in compliance with applicable federal tax rules and regulations.

It is the responsibility of the Compliance Officer (which is the Finance Director) to prepare an annual report based upon a review of the Village's contracts and records to determine whether the Tax Advantaged Obligations comply with applicable federal tax requirements. Upon completion of the report, it is to be submitted to the Village Board and entered into the official records of the Village.

Finance Director Barb Damron stated that the Village is in compliance.

**NEW BUSINESS**

**Automated License Plate Reader (ALPR) Recommendation**

Chief of Police Steven Vaccaro presented this item.

As presented during the June 15 Work Session, Village staff worked with Frankfort, New Lenox, Matteson and Orland Park for Automated License Plate Reader (ALPR) camera systems in each municipality.

Chief of Police Steven Vaccaro provided residents an overview of what an ALPR camera system is. Cameras would be installed in the gateways to Mokena that will read license plate numbers. The system interfaces with the National Crime Prevention Center.

The initial outlay for the Village of Mokena for a twelve camera ALPR system owned by the Village is estimated at approximately \$208,000. This estimate includes the cost of the system for \$168,000 and additional costs that would not be fulfilled by the vendor for \$40,000. Recurring costs would include repairs, software updates, cellular/internet subscriptions, service warranties and hardware updates which would be the responsibility of the Village. Cameras would need to be replaced in the future, at the Village's expense, to meet changes and requirements in technology. A Village-owned system would require the services of a consultant to assist with system configuration, a Request for Proposal (RFP) and vendor selection. This would come at an additional cost to the Village.

Chief of Police Steven Vaccaro stated Village staff also researched the option of leasing a system for which there is one vendor, Flock Safety. Flock Safety is a leased system with a one to five-year contract period. All equipment, software and hardware would be owned by Flock Safety. All updates, upgrades and maintenance would be provided by Flock Safety. The cost for the Flock Safety system is currently \$2,000/camera annually until June 30, 2020 at which time the cost will increase to \$2,500/camera.

There would be no installation costs if the Village committed prior to June 30, 2020. The Village would be responsible for a \$250 installation fee for each camera ordered after July 1, 2020. The Village would be responsible for damage repair/replacement due to vandalism or an act of God at a cost of \$350/camera. Flock Safety systems are equipped with battery back-up and solar capabilities. Flock Safety agreed to a 60-day trial period for the cameras that we agree to install. If we are dissatisfied, Flock Safety will remove the cameras at no cost to the Village. Installation time is typically six to eight weeks once permits and Memorandum of Understandings (MOUs) are in place. Flock Safety will train police department personnel to utilize the system which is included in the annual cost per camera.

Chief of Police Steven Vaccaro provided an overview of how the system will work. When a vehicle passes a camera location, the camera will read the license plate and input the information into the National Crime Information Center (NCIC) computer. Officers will receive an alert if the vehicle is shown as stolen. There would also be cell phone capabilities to alert officers on their cell phones.

Chief of Police Steven Vaccaro stated that whether owning or leasing, the vendor would be responsible for poles and electrical service. The Village would be responsible for pulling permits and obtaining MOUs from Will County or the Illinois Department of Transportation (IDOT) for work on their respective right of way. Flock Safety will walk us through this process.

Chief of Police Steven Vaccaro spoke with several local police chiefs through the research and evaluation process for ALPR systems to include the RFP process. They either have or are planning to contract with Flock Safety. Working with the Frankfort Police Department to avoid duplication of coverage, twelve location have been identified that would be most effective for ALPR installs.

Chief of Police Steven Vaccaro recommended that the lease contract with Flock Safety be five years. The basis for this recommendation is that Flock Safety upgrades the cameras during the lease period when equipment and software upgrades are available at no cost to the Village. Therefore, a five-year lease locks in the price for a longer period. There is also a termination provision in the lease-contract that allows the Village to terminate the service at any time by providing notice of termination and paying \$500/camera. Based on the termination date, any amount paid is pro-rated and refunded if such refund is owed by Flock Safety.

Staff is not recommending the RFP process, as they believe Flock Safety to be a sole source provider as the only lease-option for this type of service. Chief of Police Vaccaro stated it is staff's recommendation that Flock Safety would be the Village's best option and that the Village should commit to the trial period prior to June 30 in order to take advantage of the current pricing structure.

Trustee Engler made a motion to award the Automated License Plate Reader lease-contract to Flock Group, Inc. for \$24,000.00 per year for a contract period of five years, and to waive the bidding process for such lease contract pursuant to the Illinois Municipal Code, section 5/8-9-1. Trustee Siwinski seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski  
NAYS: (0)  
Absent: (0)  
Motion carried

#### **VILLAGE ADMINISTRATOR'S COMMENTS**

Village Administrator John Tomasoski requested Director of Economic and Community Development Alan Zordan present the Pending Development Schedule.

Director of Economic and Community Development Alan Zordan presented the Pending Development Schedule. He informed residents of new businesses that recently opened in Mokena. He also highlighted businesses serving cool treats for the summer. He encouraged residents to use the Business Directory on the Village website.

Village Administrator John Tomasoski presented a COVID-19 update.

Village Administrator John Tomasoski informed residents that Village Hall is open and available as a Temporary Cooling Center. He advised residents needing assistance to contact the Mokena Police Department's non-emergency number at (708) 479-3911.

#### **TRUSTEE'S COMMENTS**

Trustee Engler advised residents to stay safe and healthy and to shop Mokena.

Trustee Richmond thanked Chief Vaccaro and Village Administrator Tomasoski for bringing more technology to the Police Department and said he looks forward to future conversations regarding new technology and how to advance our safety and core services.

Trustee Hersted noted she thanked Village Administrator John Tomasoski, Finance Director Barb Damron during the budget presentation. She also thanked all Village staff for their hard work during the past few months.

Trustee Budzyn thanked Chief of Police Steven Vaccaro for researching the Automated License Plate Reader cameras and ensuring the safety of the community. He thanked Cindy Gamboa and Melissa Fedora from the Mokena Chamber of Commerce for coming up with creative alternatives in lieu of Mokena's annual Fourth of July parade. Trustee Budzyn commented it's been three and a half months since COVID-19 started and that the tunnel is starting to open up on Friday. He advised residents to get out and enjoy local businesses and restaurants and wished residents a safe and happy Fourth of July.

Trustee Siwinski advised residents to shop Mokena. He thanked the Mokena Chamber of Commerce and expressed his appreciation for everything they do within the community. He urged residents to support the Mokena Chamber of Commerce and participate the Fourth of July decorating event.

#### **CLERK'S COMMENTS**

Village Clerk Melissa Martini passed on Clerk's Comments.

#### **MAYOR'S COMMENTS**

Mayor Fleischer asked residents to continue to shop Mokena.

Mayor Fleischer commented about vehicles speeding and people not paying attention to stop signs all over town. He asked Chief of Police Steve Vaccaro if the speeding ticket counts are going up.

Chief of Police Vaccaro replied yes.

Mayor Fleischer commented on the growing number of children in the community and urged residents to please slow down and pay attention.

Mayor Fleischer expressed his disappointment in cancellation of the Fourth of July parade and advised residents that all parties involved tried very hard to make the parade happen. He stated that no one is at fault, but that Mokena has to abide by the Governor's Executive Order.

Mayor Fleischer stated he was proud of Mokena's police officers and that they are trained extremely well for the various situations they may encounter. He thanked the Mokena Police Department and Mokena Fire Department for the jobs that public servants do and said that he appreciates their service.

#### **EXECUTIVE SESSION**

Trustee Siwinski made a motion to enter Executive Session at 8:28 p.m. to discuss:

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting pursuant to 5 ILCS 120/2(c)(11); and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony



on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity pursuant to 5 ILCS 120/2(c)(1).

Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

**RECONVENE BOARD MEETING**

Trustee Richmond made a motion to close Executive Session and reconvene the Regular Meeting at 9:03 p.m. Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

**ADJOURNMENT**

Trustee Siwinski made a motion to adjourn the Regular Session at 9:06 p.m. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

Respectfully submitted,

\_\_\_\_\_  
Frank A. Fleischer, Village President

ATTEST:

\_\_\_\_\_  
Melissa Martini, Village Clerk