

**VILLAGE OF PARK FOREST
COOK AND WILL COUNTIES, ILLINOIS
STRATEGIC PLANNING MINUTES**

Village Hall

9:00 a.m.

February 16, 2019

Present: Mayor John Osteburg, Trustees: Mae Brandon, Tiffani Graham, Theresa Settles, Jon Vanderbilt
Absent: Trustees Robert McCray, Georgia O'Neill
Staff Present: Village Manager Tom Mick, Finance Director Mark Pries, Sharon Floyd, Roderick Ysaguirre, Chris Mannino, Tracy Natyshok, Rob Gunther, Hildy Kingma, Craig Kaufman, Larrie Kerestes, Denyse Carreras, Jason Miller
Public: Joe Woods, Candyce Herron (9:30 – 10:30)

Mayor Osteburg called the meeting to order at 9:00 a.m. and the roll was called. Opening remarks were made by Mayor Osteburg. Documents reviewed include "Strategic Planning February 16, 2019" and "Village of Park Forest, Illinois Five Year Capital Plan Fiscal Year 2019/2020". Mr. Mick explained the materials did not include departmental reports inasmuch as there was a recent audit review and the board goals have reached the end of their 5 year mark.

STRATEGIC PLANNING

Six Month Financial Results (Director Pries):

- GENERAL FUND REVENUES (pages 1-1 narrative; pages 1-4 schedule). The preliminary six month results show a decrease in collections, to date we are at 41% in collected taxes. This seems to be a trend in Cook County according to SSMMA DeLaurentiis in response to Mr. Pries' inquiry.
- GENERAL FUND EXPENDITURES (page 1-2) are overall tracking at 46%. Real estate taxes come in during second half of the year.
- CURRENT YEAR TRENDS
- The top ten sales tax payers are listed on 2-14. State will reduce income tax by 5% this year compared to 10% last year. Income tax revenues are tracking \$117,957 higher. Utility tax, expenditure trends, IRMA costs, Health Insurance, IMRF numbers were reviewed. Unassigned General Fund Balance 6/30/18 is \$6,703,714 representing a 3.2 month reserve.
- BUDGET AMENDMENTS pages 3- 1 and 3-2 were then detailed and included budgeted items not spent but assigned to the fund balance from the prior fiscal year.

CAPITAL PLAN - Five Year Capital Plan FY 19/20

- DPW (Director Roderick Ysaguirre) – Contractual street maintenance is a priority as well as sidewalk maintenance. Other top projects are Invest in Cook Forest Blvd Improvement; Rt. 30 Construction, DPW garage common space updates, Computer System Upgrades and Tree Removal are funded projects for 2019/2020 budget year. Mr. Ysaguirre discussed projects under Motor Fuel Tax, Vehicle Services, Water Fund, Sewer Fund, and Municipal Parking Fund. Detail on General Fund projects can be found on pages 8-16 under the Public Works tab.
- RECREATION AND PARKS (Director Rob Gunther) - Mr. Gunther turned the Board's attention to standard items in their capital plan. While the wish list is long, it is prioritized so as grant funds may become available, the department can readily respond. Mr. Gunther further discussed various projects and answered questions as they arose. Detail on General

Fund projects can be found on pages 6 – 20 under Recreation & Parks Tab and pages 4-11 under the Building & Grounds tab.

- POLICE DEPARTMENT (Chief Chris Mannino): Portable Radio Replacement is an item that needs attention. If funding becomes available they may be able to implement a 5 year project earlier than anticipated. The Chief discussed other projects and how they are working to fund projects through donations, etc. Detail on General Fund projects can be found on pages 2 & 3 under the Police tab.
- FIRE DEPARTMENT (Chief Tracy Natyshok): Fire station maintenance, furnishings and PPE are an ongoing and priority. Detail on General Fund projects can be found on pages 2-4 under the Fire tab.
- DOWNTOWN (Director Hildy Kingma) – Ms. Kingma indicated the items are mostly reoccurring. Detail on General Fund projects can be found on pages 3 – 8 under the DownTown tab.
- OTHER CAPITAL PROJECTS detail on these projects can be found on pages 3-12 under the Other Capital Projects tab. Ms. Kingma highlighted some areas involving Economic Development and Sustainability initiatives. A “private benefit” traffic signal is needed at Lincoln Highway and Indiana Street. Recreation & Parks (Mr. Gunther): discussed several items regarding Somonauk Park and the Village Green expansion.

Mr. Mick discussed miscellaneous initiatives. Board goals are now 5 years old. After the new board is seated post the April 2019 election, it is anticipated that a strategic planning process, to establish new goals, will unfold. Mayor Ostenburg stated that staff does their job exceedingly well and is to be commended for their service and performance.

Trustee Graham moved to adjourn; second by Trustee Brandon. The meeting adjourned at 12:25 a.m.

Respectfully submitted,
Denyse Carreras