

SPECIAL RULES MEETING/BUDGET OF THE BOARD OF TRUSTEES OF
VILLAGE OF PARK FOREST COOK AND WILL COUNTIES ILLINOIS

Village Hall

6:00 p.m.

May 14, 2019

PRESENT: Mayor Jon Vanderbilt; Trustees: Tiffani Graham, Theresa Settles, Joseph Woods, Candyce Herron (arrived at 6:05 p.m.)

ABSENT: Trustee Robert McCray

STAFF PRESENT: Village Manager Tom Mick; Director of Human Resources/Assistant to the Village Manager Denyse Carreras; Director of Communications/Assistant to the Village Manager Jason Miller; Finance Director Mark Pries; Assistant Director of Finance Sharon Floyd; Director of Public Works Roderick Ysaguirre; Assistant Director of Public Works and Village Engineer Nick Christie; Chief Water Plant Operator Dave Vavrek; Public Works Superintendent Brett Millsap

Recorder: Angela Thurston

Also Present: Residents: Chriselda Bell, May Kay Joens, Lance Jefferson

Mayor Vanderbilt called the meeting to order at 6:01 p.m. The roll was called.

Village Manager Mick gave a brief overview of upcoming meetings including the public hearing scheduled for June 3, 2019.

Director of Public Works Roderick Ysaguirre presented its proposed budget to the Board and explained to the new trustees all the departments and funds that are in Public Works. He discussed the PACE agreement with Rich Township and how the Village receives a PACE Grant subsidy in the amount of \$37,332.

On page 7-12, Mr. Ysaguirre talked about the funds budgeted for other maintenance, which includes streetlight knockdown repairs. There is also \$800,000 budgeted for Contractual Street Maintenance for local roads, and that the Village might receive a grant for a sidewalk on Rt. 30. While discussing the streetlight's Trustee Graham asked if the Village recovers any dollars spent to repair poles hit by drivers. Mr. Ysaguirre answered, yes the Village's insurance company will try to recover the money.

On page 13-1, the topic of Lot #1 (Route 30 Train Station Parking Lot) closure was discussed and it was noted that 50% of the people that used Lot #1 transitioned over to Lot #2 (Matteson Train Station Parking Lot).

On page 14-1, Mr. Ysaguirre briefly talked about the 10 year contract the Village has with Homewood Disposal, which expires in 2023. Mayor Vanderbilt asked if the rates have gone up. Finance Director Mark Pries noted that the Board passed on Ordinance effective January 1, 2019 that established new refuse rates.

Mr. Ysaguirre covered the water fund on pages 15-1 through 15-21. He stated the current rates have been approved through 2023. He also talked about the amount of water mains that have been installed aren't normal since the new main from Autumn Ridge to Agrati Inc. is almost complete. Mayor Vanderbilt asked how much it would cost to replace all 50 miles of water main. Mr. Ysaguirre answered it can be assumed to be around one million dollars per mile.

For the Vehicle Services Fund, Mr. Ysaguirre informed the board that they are looking to replace an International 6 wheeler #623, a chipper and modify utility truck #625 with cranes to pull pumps from lift stations.

Village Manager Tom Mick began the Administration/Finance section with a review of the Board goals and objectives. He reviewed the duties of the Manager and Personnel Department. Mr. Mick gave a brief update on Boards and Commissions.

Denyse Carreras reported that the Village has made good efforts in the hiring process and we do see about 10% turnover annually. She noted that the Health Wellness Task Force is very active and employees have made effort to keep insurance rates to a minimum, this year no increase to health insurance. Mayor Vanderbilt inquired about the IRMA deductible being \$100,000. Ms. Carreras explained the Village has had some catastrophic claims and worker comp claims. Mr. Mick added that even though our deductible is higher, over all costs are equal to if not less than years past.

Communications Director Jason Miller explained that the Park Forest app is fed from the Village website and provides direct communication to the residents. He talked about the Discover magazine and in it residents can view vacancies on boards and commissions. It also shows residents what the Village is doing with the tax dollars collected. Mr. Miller talked about Civic leadership, in the last 4 years, 60 residents have graduated from the program and 3 applications have already been received for 2019 fall Civic leadership.

Village Manager Mick reviewed the budget detail and mentioned the Village needs to look how it will proceed going forward with Race Equity And Leadership. He also pointed out the Village's relatively low costs in legal fees. He mentioned that Denyse Carreras's ability to navigate personnel services keeps the personnel legal fees at a minimum.

Finance Director Mark Pries explained the layout of the Finance Department for the new trustees. He wants to look into ways to cut bank fees the Village is being charged. Starting around September, the Board will start receiving monthly financial updates, rather than

quarterly. Mr. Pries would like research the production of a Popular Annual Financial Report (PAFR) to coincide with the annual audit.

In the last couple months, IT conducted a Village wide computer training. The Village also received a new phone system.

Mr. Pries reviewed the Bond Retirement Fund. He reported that there is very little debt service and he reviewed the history and analysis of debt service.

Mr. Pries provided the Board with an overview of the Police and Fire Pension Funds.

With no further discussion, Trustee Woods moved, Trustee Graham seconded that the meeting be adjourned. The motion was passed with a unanimous voice vote. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,
Angela Thurston, Recorder