

MINUTES OF THE WORKSHOP MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
HELD ON THURSDAY, AUGUST 22, 2013

GOALS AND OBJECTIVES

CALL TO ORDER

President Roth called the Workshop to order at 6:45 p.m.

ROLL CALL

Trustee William Harper	Present	Trustee Mary Thon	Present
Trustee Guy Patterson	Present	Trustee William Carlson	Present
Trustee Michael Baumer	Present	Trustee James Cecille	Absent
President Billie D. Roth	Present		

All those answering “present” were physically present at the meeting.

Also present was Village Manager Gary O’Rourke; Village Clerk Kittie Kopitke; Village Attorney Tom Bastian; Community Development Director John Peterson; Finance Director Mary Johnson, Senior Accountant Josh Peacock and IT Coordinator Victor Ambroziak; Fire Chief Chris Clark and Assistant Fire Chief Mike Baker; Planning/Human Resources Director Sharon Caddigan; Police Chief Jim Keegan and Deputy Police Chief Jim Gremo; Public Works Director Matt Mann. Facilitators from Executive Service Corps – Jim Young, John Mayer, Tom Reed and Don Schwartz.

PLEDGE OF ALLEGIANCE

The Village Board is meeting for a Workshop with staff to discuss the 2013 Goals and Objectives, and plan for the 2014 Goals and Objectives.

Mr. Young offered ESC’s reflections on the past year’s successes as well as leadership styles observed in the Village Board and staff. Significant milestone accomplishments for 2008 through present were stated and commented upon, and a consistent concern from Board and staff is for the continuing economic struggles at all government levels as well as for the residents.

Finance Director Mary Johnson stated that overall, the Village has seen some improvements, including increased real estate transfer activity, but noted the sales prices are much lower than in the past with many of the property transfers coming from foreclosures and/or short sales. The General Fund has performed well in 2013 as all village departments have held their costs in check. Additionally, the “second tier” wage plans in place in almost all areas has provided payroll savings, as well as use of part-time employees where possible. Mild winters have reduced the overtime in Public Works, and also noted reduced sick time use in the Fire Department resulting in less need for overtime.

Ms. Johnson generally discussed the Equipment Replacement Fund (ERF) and Facilities/Equipment Replacement Fund (FERF) and the reduced funding for the past several years.

Water and Sewer Funds and overall costs were discussed. It was noted that the current W&S Fund balance includes a transfer of \$2.2 million from the General Fund several years ago, and that water meter replacement was paid from FERF. Ms. Johnson noted that the City of Chicago surcharge will continue rising 15% per year; this cost is passed directly through to all water users.

The Motor Fuel Tax (MFT) Fund was also discussed and noted that IML has predicted a decrease in the per capita funding for 2014. MFT funds are directly used in the road program and this decrease could mean additional funding needed to maintain current road program funding levels.

The Board and staff took a short break from 7:48 p.m. to 7:55 p.m.

Mr. Young reviewed possible 2014 Goals and Objectives for the Board's consideration as follows:

- Utilization of potential surplus funds
- Funding the road program, ERF and FERF
- Plans for Fire Station #31 (Park Avenue)
- Strategic Water/Sewer plans
- Staffing concerns
- Technology investments
- Economic Development revitalization
- Residential property concerns
- Energy aggregation
- Emerald Ash borer (EAB) strategies

Fire Chief Chris Clark provided a presentation regarding current fire department/station structure and potential changes for the future which included personnel, equipment and response times. He noted the significant turmoil within the department structure caused by three top fire officers retiring and one off duty due to prolonged illness as well as six firefighters lost to duty disabilities between 2009 and 2010. He noted the need to use the available manpower to properly staff two fire stations. In the interim, the command structure has been rebuilt, vacant positions filled, and the department is now at pre-2009 staffing levels. Overall the department has reduced sick time use (new contract provision/incentives), eliminated the fire inspector position and implemented the 7G program using off-duty personnel to do inspections, training, education activities, etc. at a lower wage rate. Chief Clark provided a review of the current response times, compared the response times using two and three stations for response, and reviewed the current equipment and usage at all stations.

The Board and staff took a short break from 9 p.m. to 9:07 p.m.

Public Works Director Matt Mann provided an overview of the Water and Sewer Fund structure and reviewed that water and sanitary sewer costs are borne by the Water/Sewer Fund and storm sewer costs are billed through the road program or, if needed, the general fund. He noted that over the past several years, that has been more sanitary sewer relining and repairs needed due to the aging infrastructure. He also noted that many of the corrugated metal pipe storm sewers/lines are reaching the end of their useful life and will need to be addressed.

Mr. Mann discussed a proactive approach involving televising the sewer systems to find critical needs and repair issues. He also suggested a computerized model of the water system (has not been done in more than 15 years) that would provide various levels of valuable information for Public Works as well as useful information for the Community Development and Fire Departments. He stated a similar computerized model may be considered for the sanitary sewers as well, but that this particular model is done in sections.

Mr. Mann provided the Board with a review of five years of annual expenses for the water, sanitary sewer and storm sewer funds.

Mr. Mann reviewed the Road Program and the merits of reconstruction, resurfacing, crack filling, etc., as well as tree maintenance and replacement. The Road Program funding has been at a \$2.2 million level for approximately the past five years; the Village received an additional \$1 million in state funds this year for a total of \$3.5 million for 2013 allowing additional resurfacing of a number of streets. Mr. Mann stated that generally, road resurfacing has cost approximately \$500,000 per mile of roadway; this allowed for five miles of roadway for an approximate cost of \$2.5 million in 2013. He anticipates for 2016, some of the wider streets will be resurfaced at an estimated cost of \$3 million for approximately 5 miles of roadway. The overall goal to provide good, consistent maintenance is 6 miles of roadway resurfaced each year.

Village Manager Gary O'Rourke reviewed the ERF and FERF structures with the Board and stated that currently the ERF is 40% funded and the FERF is 44% funded. The goal for funding these accounts is 50%. The village is in a very enviable position to have the ability to pay cash as needed for major equipment replacement and facilities maintenance as a result of these funds having been established. Many of the items have been deferred for a number of years to get through the economic downturn. Thankfully, no major facility issues have arisen that need immediate attention.

The workshop adjourned at 9:56 p.m.

Village President Billie D. Roth

Village Clerk Kittie L. Kopitke

Approved this 5th day of September 2013.