

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

Village Hall

8:03 a.m.

February 25, 2017

Present: Mayor John Osteburg, Trustees: Mae Brandon (arrived 8:33 a.m.), JeRome Brown, Tiffani Graham, Georgia O'Neill (departed 11:41 a.m.), Theresa Settles
Absent: Trustee Robert McCray
Staff Present: Village Manager Tom Mick, Finance Director Mary Dankowski, Assistant Finance Director Sharon Floyd, Roderick Ysaguirre, Dave Vavrek, Nick Christie, Pete Green, Chris Manino, Paul Winfrey, Margaret Lewis, Bruce Ziegle, Tracy Natyshock, Sharon Bellino, Rob Gunther, Kevin Adams, Dave Kotwasinski, Hildy Kingma, Sandra Zoellner (departed 11:15 a.m.), Craig Kaufman, Larrie Kerestes, Geraldine DuPaty, Jerry Martin, Denyse Carreras (departed 12: 50 p.m.), Jason Miller
Guests: Jonathan Vanderbilt, Julie Furgason (arrived 10:05 a.m.); Chris Williams (arrived 10:40 a.m.); Georgette Gladstone (arrived 10:42 a.m.)

Mayor Osteburg called the meeting to order at 8:03 a.m. and the roll was called. Opening remarks were made by Mayor Osteburg and Village Manager Mick. Documents reviewed include "Strategic Planning February 25, 2017" and "Village of Park Forest, Illinois Five Year Capital Plan Fiscal Year 2017/2018".

STRATEGIC PLANNING (Director Dankowski):

- GENERAL FUND REVENUES (pages 1-4 to 1-5). The preliminary six month results show an 86% collection rate for property taxes. The transfer tax is at 134%, helping offset some other revenues. The laddered CDs are reaping benefits.
- GENERAL FUND EXPENDITURES (page 1-5) are overall tracking at 49%. DownTown is tracking slightly higher on the revenue side (58%). On the expenditure side, real estate taxes come in during second half of the year.
- CURRENT YEAR TRENDS (pages 2-10 and 2-11) shows a 22 year comparison chart. The top ten sales tax payers are listed on 2-15. Income tax declined in 2010 but started inching up until last year. The biggest decline is the telecommunication tax. Savings from IRMA were used for the computer enterprise system, salt done, and salary study. Health insurance costs, a national issue, have doubled since 2005. IMRF rates began to decrease in 2017. The Village is operating on a 3.3 month reserve. The more money invested in the police and ire pension, the better the investment return. Mr. Kerestes discussed vacant and foreclosed homes (page2-6) which are declining. Housing Authority numbers (pages 2-20) show port-ins are significantly high but have leveled off. Staff has reached out to all portable agencies. As of June 30, 2017 HAPF will write off old receivables that cannot be documented, requiring a \$50,000 transfer into the Housing Authority. Ms. Dankowski continued with the DownTown assessment (page 2-6). An extension to the TIF is being worked on. A decrease of the EAV impacts property tax rates and the rate for new businesses. Tax support for non-core services was discussed (Health Department, Aqua Center, Freedom Hall). Phase II of the CN Sound Mitigation program will sunset the end of December 2017. To date, \$1,157,825 has not been spent.

- **BUDGET AMENDMENTS** (page 3-1). The Recreation and Parks Morton Arboretum Grant is actually \$12,781 and was erroneously listed twice (also as \$10,000). Staff continues to do a good job seeking grants. A budget amendment will be presented to the Board asking to approve moving \$186,000 into the police pension fund and \$114,000 to the fire pension to improve funding balance. Two items will be added: \$50,000 to support the Housing Authority for write offs, and \$44,000 for the contractual agreement at the Aqua Center (which will partially be offset by part-time salaries). PEG fees regarding local vs. state franchise agreements were discussed. Clear legal guidance is needed regarding the pluses and minuses of each type of agreement. If AT&T and Comcast both fall under the state agreement, it may be time to reconsider the purpose of the Cable Commission **BREAK 10:00 a.m.-10:05a.m.**
- **ECONOMIC DEVELOPMENT** (page 4-1) Ms. Bellino stated DownTown leasing is currently at 74%. Ms. Kingma has received a grant to reimburse the land bank. The next demolitions will be at 473 Lakewood, and 23/25 Sauk Trail. At the Sauk Trail site, there will be four vacant lots that could be rezoned for commercial or multi-family development. Grant funds will also be used for the exterior rehab on three homes. District 227 will reach out to the trades to see if they will provide volunteer training. Mayor Ostenburg inquired if there was a way to build into demo plans a way to prevent vacant properties from being used for parking. By the end of the year Village will own 78 parcels. On March 25 a gardening festival will be held in conjunction with the library. Ms. Zoellner authored legislation that has value state-wide. The Village has received two letters from a developer for Steak 'N Shake (3200 Lincoln Highway) and Illini Apartments. A pre-annexation agreement with Continental Midland is being negotiated; the public hearing is Monday evening. Ms. Kingma is hopeful of having the UDO passed this year. Economic Development is working with DPW on eight mid-block cut-throughs (dependent upon available budget). The plan should be submitted to the county by end of the month. Community Relations events include Black History Month, Block Club event, Resident Appreciation Month, and Safe Halloween.
- **DPW FINANCIAL UPDATE** (page 5-1) Mr. Ysaguirre stated the state amendment making sure all revenues gathered will go back into roads passed, but legislature is working on writing rules. MFT allotments are down (chart on 2-17). The mild winter required a smaller salt purchase. The unit price per ton was reduced. The Lincoln Highway project was reviewed. It is anticipated the Indianwood project will begin in the spring. Sewer Fund projects are listed beginning on page 5-7. There were 165 water main breaks in 2016; there have been 21 breaks since January 1, 2017. Hydrant flushing will begin on May 1. The water main replacement plan is outlined on page 5-12. The Village no longer maintains the two-inch water mains in multi-family areas.
- **RECREATION AND PARKS** (page 6-1) Mr. Gunther presented the proposed design for Murphy Park featuring a natural playground. Locust trees harvested from the golf course as part of the Clean Up Day on May 20 will be used to create play equipment. The Village Green project will be rebid. Paving of the parking lots at Village Hall, the Tennis and Health Club, and the Aqua Center is planned for spring. Mr. Adams reported on the Rec Center and Teen Zone program. The Aqua Center continues with a resident/non-resident rate structure with a current promotion for early registration. **BREAK 11:41a.m.-11:54a.m.**

CAPITAL PLAN

- **ADMINISTRATION** (Mr. Kaufman): The Village will go to bid in the fall for a VOIP phone system with a spring implementation. Every department utilizes the ERP system.

- HEALTH DEPARTMENT (Ms. Lewis): The Health Department iPads will be replaced with Surface Pros. The Health Department is working on obtaining equipment that can be used in the field as opposed to clients needing to come into the building which will help with marketing the department.
- DEPARTMENT OF PUBLIC WORKS (Mr. Ysaguirre): Capital improvements in order of their priority are listed on pages 8-16.
- RECREATION AND PARKS / BUILDINGS AND GROUNDS (Mr. Gunther): The Aqua Center has a multi-year plan for the replacement of pumps and deck chairs. A designer will be consulted to address making the Rec Center ADA compliant.
- POLICE DEPARTMENT (Chief Green): The Police Department will follow IT's recommendation for computers. Chief Green noted that IT Administrator Craig Kaufman is a great guy.
- FIRE DEPARTMENT (Chief Ziegler): The Fire Department continues to work on grants for SCBAs. A new engine will go into service next week.
- DOWNTOWN (Ms. Bellino): Roadrunner Trucking and OAI and Maker's Lab will be applying for sign grants.
- OTHER CAPITAL PROJECTS - Economic Developments (Ms. Kingma): Costs associated with demolished homes and acquiring abandoned properties. A traffic signal is needed at Lincoln Highway and Illinois street. Sustainability projects are being investigated. Current projects include a shred fest, LED light replacements, and the rain barrel program.
- RECREATION AND PARKS (Mr. Gunther): The park life cycle plan was reviewed.

Mr. Mick directed the Board to page 8-1 of the Six Month Update. Staff continues to monitor accomplishments toward reaching the Board Goals. Mayor Ostenburg stated that staff does their job exceedingly well and is to be commended for their service and performance. What the staff does now will benefit residents down the road. On behalf of the elected officials, he thanked the staff.

Trustee Brown moved to adjourn; second by Trustee Graham. The meeting adjourned at 1:07 p.m.

Respectfully submitted,
Dolores DuBois, Recorder