

1 **MINUTES OF THE VILLAGE OF OLYMPIA FIELDS**  
2 **MEETING OF THE BOARD OF TRUSTEES**  
3 **Held on January 19, 2022**  
4

5 Prior to the Board Meeting, an Executive Session was held from 6:00 P.M. to 7:00 P.M remotely  
6 via teleconference. Due to the COVID-19 pandemic, this Board Meeting is being conducted  
7 remotely via teleconference. The Regular Meeting of the Board of Trustees was held on  
8 Wednesday, January 19<sup>th</sup>, 2022. The meeting was called to order by Village President Sterling  
9 M. Burke at 7:00 P.M.

10  
11 Present: Trustees – Watkins, Oliver, Pennington (Joined at 7:06 P.M.) Finley, Blackwell, and  
12 White  
13 Village President Sterling M. Burke  
14 Village Clerk, Stephanie Mills  
15

16 Absent: None.  
17

18 Village President Burke stated that he will begin with reading the Declaration. Beginning in  
19 March 2020, the Governor of Illinois issued a series of State-wide Disaster Declarations related  
20 to public health concerns. Those declarations remained in effect June 28<sup>th</sup>, 2021. As the head of  
21 this body, I have determined that a full, in-person meeting, or a meeting otherwise conducted in  
22 accordance with the Open Meetings Act is neither practical nor prudent because of the disaster.  
23 All of the members of the Board and the Department Heads are physically not here. They are on  
24 a conference line. Alternate arrangements have been made to allow the public to contemporarily  
25 hear all discussions and Roll Call Vote via conference call. The call-in numbers are available on  
26 the agenda. Notice of these arrangements have been given in accordance with the Open Meetings  
27 Act. The public may address this body consistent with the rules previously adopted and recorded,  
28 and adopted by the Village President’s order.  
29

30 The amendment to the Open Meetings Act during the disaster declaration requires that we allow  
31 the public to observe the meeting. It does not require the public to be given an opportunity to  
32 participate in the meeting. However, it is our policy to give the public the opportunity to present  
33 comments to the Board. With that in mind, the public was given the opportunity to submit  
34 comments by email. As of 4:35 P.M. we did not have any comments.  
35

36 All votes will be conducted by Roll Call. The meeting is being recorded. And a verbatim record  
37 of this meeting shall be made and maintained in accordance with the Open Meetings Act.  
38

39 I am physically present in our regular meeting room in the Village of Olympia Fields. Now, let’s  
40 get started with the meeting.  
41

42 Village Clerk Stephanie Mills proceeded with roll call. Present were: Village President Burke,  
43 here. Trustee Blackwell, here; Trustee Pennington, no response; Trustee White, here; I did hear  
44 Trustees Finley, Watkins, and Oliver introduce themselves as they joined the call. I only have  
45 Trustee Pennington as not in attendance. Trustee Blackwell stated I would say for the record, still  
46 call their names. Village Clerk Mills stated I did. Trustee Blackwell, Trustee Finley, Trustee  
47 Watkins, Trustee Oliver, Trustee White. Trustee Pennington did not say here. Village President

1 Burke stated he was on our Executive Session call. Maybe he got lost in the shuffle. He should  
2 be joining us.

3  
4 Also, in addition, Directors in attendance: Betty Zigras Finance Director; John McDonnell  
5 Building Commissioner; Acting Chief Derrick Blasingame; Jim Landini Public Works Director;  
6 and our Court Reporter Faith Stine. Others in attendance are: Lawrence Kravets from  
7 Concentric Integration; Mary Smith from Baecore Group; and Jerry Potke from Core & Main.

8  
9 **APPROVAL OF MINUTES:**

10  
11 **Motion by Trustee Oliver, Second by Trustee Watkins to Dispense with the Reading of the**  
12 **Minutes of the December 15<sup>th</sup>, 2021 Board Meeting; and Approve the Minutes of the**  
13 **December 15<sup>th</sup>, 2021, Board Meeting as Presented.**

14 **Roll Call:                   Ayes (5-0)   Motion Carried.**

15  
16 **BILLS FOR APPROVAL:**

17  
18 **January Bills for Approval - \$972,036.17** - Village President Burke stated that next on the  
19 agenda is the January Bills for Approval in the amount of \$972,036.17.

20 **Motion by Trustee Finley, Second by Trustee Oliver to Approve the Payment of Bills for**  
21 **January 2022, in the Total Amount of \$972,036.17.**

22 **Roll Call:                   Ayes (5-0)   Motion Carried.**

23  
24 **ADMINISTRATION REPORTS:**

25  
26 **REPORT OF THE VILLAGE PRESIDENT:**

27  
28 **IT Support Contract with Concentric – Lawrence Kravets, CISSP, GICSP – Village**  
29 **President Burke stated that Lawrence Kravets is a Principal in Concentric. Several meetings**  
30 **back, we had some discussions about updating and upgrading our IT infrastructure. We had a**  
31 **resignation from our previous IT support. (Trustee Pennington joined the Meeting at 7:06**  
32 **P.M.)**

33  
34 Village President Burke stated I think that we were all very concerned. There was a list of issues  
35 that were cropping up on almost a daily basis. I had an opportunity to meet Larry because of his  
36 relationship with Homewood and a few other towns. And because they are an extended arm of  
37 Baxter & Woodman, they came well recommended. We have been going back and forth talking  
38 about replacing our previous IT support, and having an organization that can not only put us in a  
39 position to support the day-to-day operations, but also improve our overall infrastructure to the  
40 extent that it will be the basis of our future web-based, Cloud-based, ERP System. I have asked  
41 Larry to give us a quick overview of what he and his team had found, as well as what their  
42 recommendations are. We hope to be able to pass an approval to have them move forward as our  
43 support services for the Village.

44  
45 Mr. Kravets stated that it would have been nice to be able to present in person, but I completely  
46 understand. Just a quick overview. He stated because of our relationship with Homewood, we  
47 were brought in to do kind of a cursory review of your IT infrastructure. This was near the end of

1 October. We kind of found that many things weren't really implemented using what we consider  
2 industry standard best practices.

3  
4 Concentric Integration/Baxter & Woodman, we only serve local governments and municipal  
5 agencies. We have seen a lot of local government offices and are very familiar with them.  
6 Usually, they are not unique in nature. Some of the things that we found were lack of  
7 documentation, which included when things were purchased, how things are run, licensing,  
8 whether or not things were legally licensed. We found some things that should be licensed and  
9 maybe they were just missed. He stated not really done to best practices. We found a lot of what  
10 we consider wrong operating system types. There are different versions of Windows. He stated  
11 that most organizations, 99.9% will run something called "Windows Professional Edition." Back  
12 in the day, it was Windows 7 or XP. Windows 10 Professional or Enterprise is what we see local  
13 governments, municipal agencies run for their desktop operating system, whether it's on  
14 computers or laptops. We found a lot of older computers. He stated not really a cohesive  
15 environment. Things were maybe not as well put together.

16  
17 Usually, when people log onto computers that's controlled by the network, means people can  
18 change their passwords. They can change things based on a certain set of criteria. That wasn't  
19 done at all. In fact, what we consider not a best practice is to have a Master Password  
20 Spreadsheet List. We have that. We knew everybody's password that was saved along the way.  
21 The network wasn't setup with best practices. I don't want to be over critical. They are 20-years  
22 old, at least. There are some old and outdated what we consider critical server hardware. The  
23 main Village server and Police Department servers, they were nearing 10-years old. We consider  
24 that beyond its useful life. You want to start replacing stuff in the five to six-year range, just  
25 because it is hard to get parts. Because of the nature of the way things were implemented over  
26 the years, it is complicated to support. Long term, you don't want to be in that position. You  
27 want to see that your overall support costs go down. It's my job to kind of work myself out of a  
28 support job and help you with things to serve the community better. It just becomes a little bit  
29 arduous to support.

30  
31 One of the things that I have noticed, just because I live and breathe this every day, is  
32 cybersecurity and not being able to get Cyber Liability Insurance. That protects you if you ever  
33 need to call in someone because of a ransomware style event. I am working with a lot of  
34 communities now. We are filling out these questionnaires almost daily. If you are not doing these  
35 things, the insurance underwriters won't insure you for that. If you do have an issue, you are  
36 stuck paying out of pocket to try to figure out a solution. Just like any insurance, you don't want  
37 to ever use that. Those are kind of the facts. You want to be able to check the boxes and get that.  
38 It's insurance. Just the lack of cohesiveness for the environment that's out there. You can't  
39 implement those best practices like what we consider multifactor authentication to get into some  
40 sensitive areas, you are just not able to do that.

41  
42 We put together an approach in the proposal. I've talked with Stoney quite a bit. The underlying  
43 theme here is to put the Village on a stable, and ultimately supportable platform to build now and  
44 in the future. This project, and some of the additional items here will really help you with a  
45 smooth transition into that new Enterprise Resource Planning System, or ERP. It's really about  
46 building a foundation. We know you have an immediate need for IT support. Your users need  
47 assistance for using IT for their job function, maintaining the systems and networks. We put

1 together some additional scope items. We looked at it as optional, but I really don't think they  
2 would be optional for long. You need to build that foundation. Instead of the Village running its  
3 own email server which comes with a lot of what I would say, cybersecurity baggage, it has to be  
4 protected. It's inside the network. All those things. Simplify those services with Microsoft Office  
5 365 platform. Almost every community is moving that way. You move your email services into  
6 the Cloud run by Microsoft. You get this consistent version of Microsoft Office to run your  
7 business on all the computers there, and on tablets, and phones, and things like that.

8  
9 We also said you really need to upgrade/replace existing computer hardware when it's  
10 appropriate. We put together a list. Most of what we said, the existing computers that people are  
11 using, are either a little bit too old, or not suitable for upgrading that to work in a business  
12 environment. They really haven't been implemented according to industry best practices. You  
13 are going to spend a lot of money on an ERP System or a considerable amount of money. You  
14 want the best adoption by the staff to have success. One of those things is good computers for  
15 people to use. Even though there is a move to the Cloud, we do recommend a new file server to  
16 run some of the critical internal services. Those are things that need to be stored on the network.  
17 What we say specifically are: Police information, Juvenile Records, other sensitive information,  
18 payroll, HR stuff. You may not want to move that into the Cloud right away. It was the Support  
19 Contract with the additional three things that really would set the framework for long-term  
20 support. We put together an approach in the proposal. I will be more than happy to answer any  
21 questions now, or through email.

22  
23 Village President Burke stated I spent probably 40-years of my adult life in the IT business.  
24 Everything that Larry talked about so far, things that we had already discussed is cyber exposure  
25 that we have. The new implementation that you are going to hear about a little bit later on from  
26 Baecore and Betty, we have to be in a position to have a good robust infrastructure in order to do  
27 what we need to do. We need to have the ability to have someone 24/7 be able to remotely get  
28 into any of our computers and address them. Larry skipped over a little bit quicker than what I  
29 would have thought, the security thing. We had a list of everybody's passwords on one big  
30 spreadsheet. If anybody got a hold of that spreadsheet, they can get into everybody's PC. That's  
31 a no, no.

32  
33 If you look at getting onto any online systems, they have two factor authentication. The  
34 individual is responsible for maintaining your own password. There are all kinds of ways in  
35 which you could back it up, where you can go and get access to it. The way we were running, it  
36 was a big Master Sheet with everyone's password on it. That's just wrong. Mr. Kravets stated  
37 less than ideal. Village President Burke stated we did not have the ability to be able to get into  
38 people's systems remotely and fix them. During the time we have been negotiating and  
39 discussing this, Larry and his team came out and got us up and running. They were able to fix  
40 some things remotely for us that we did not have that capability before. We were down over the  
41 New Year's weekend. Everyone is probably aware of Y2000. We had a Y2022 bug in our  
42 software on the email system. We were out for two or three days. Nobody could figure out what  
43 was going on. They fixed that for us very quickly. I called the hotline and talked to Larry. He  
44 said, "Oh, we just fixed it." I can say that I am very comfortable recommending these guys.

45  
46 We were spending almost twice what they were asking for support services in our previous  
47 setup. Our total spending on average for hardware and software, and support services, is

1 somewhere in the neighborhood of \$75,000.00 a year. What is being proposed is an aggregate  
2 amount of roughly \$76,000.00. He stated \$26,000.00 is the Annual Support Fee once we get  
3 everything up and running and working like it should be. Mr. Kravets stated correct. Village  
4 President Burke stated there is roughly \$50,000.00 in hardware and software upgrades that we  
5 need to put in place in order to have the robust infrastructure that Larry spoke about. The  
6 \$26,000.00 is an annual fee. The \$50,000.00 is a one-time charge that we may have to increment  
7 or add to a little bit at a time. We are going to have brand new licenses on all the software. We  
8 will have warranties on these boxes that we don't have today. It kind of takes us out of the dark  
9 ages.

10

11 Mr. Kravets stated and documentation, which I think is key. I am going to sit down with  
12 whatever ERP platform you select. They are going to have some documentation just to make  
13 sure how this is going to roll out for people. It's going to simplify that for you.

14

15 Village President Burke stated from a financial standpoint, the net net, the first year is  
16 approximately what we are spending today overall. After the first year, it drops down to almost a  
17 third to a half of what we have been spending. I hope you will see that this is a very good  
18 proposition. Concentric is a world-class organization that I think will help us do what we need to  
19 do going forward.

20

21 Mr. Kravets stated we run a 24/7, 365 organization. We provide after hours support. If there is a  
22 3:00 A.M. call for a police department IT issue, we respond within 15-minutes. We don't fix the  
23 problem in 15-minutes because sometimes the problem is a little bit bigger. We have a  
24 guaranteed response, call back, within 15-minutes. We run a Call Center that calls our on-call  
25 staff to address any kind of support issues. We only do local government municipal work,  
26 whether its Finance Systems, Police Department, SCADA Systems, those kinds of things. We  
27 are the one stop shop there. That makes us a little bit unique.

28

29 Village President Burke stated you are going to hear from Mr. Landini a little bit later talking  
30 about the new tower that we are going to put up so that we can read water meters remotely. You  
31 probably heard about SCADA being in our overall Capital Project Plan. Concentric and Baxter  
32 & Woodman work with, and support these kinds of applications in addition to the ERP stuff that  
33 we are talking about. He stated knowing where everything is, we want to get to the point that we  
34 have asset tags and know what every box is. We need to understand exactly where our backups  
35 are. Right now, it is very vague about our backups, who is supporting, and where we physically  
36 have all the backups. All of that is going to get eradicated and fixed with this new IT services  
37 group that we are dealing with.

38

39 Trustee Watkins thanked Mr. Kravets for his presentation. You mentioned not putting everything  
40 in the Cloud, are you doing a type of hybrid system where a portion is in the Cloud, some is in-  
41 house? Can you elaborate on that for me?

42

43 Mr. Kravets stated yes, I can talk about that a bit. What we plan on doing is moving immediately  
44 all email services into the Cloud. Your Microsoft Exchange Email Server that fits in that  
45 computer room there, we are going to migrate that platform to the Cloud. Coming along with  
46 those licenses are also One Drive Licenses if you'd like that. That's shared storage. We haven't  
47 sat down enough to say if that's a good fit yet for like collaboration. Immediately, the local email

1 server will get migrated out. The Microsoft 365 platform, you do have the Cloud-based version  
2 of the Office Suite, in addition to the one you can install locally. We are not moving the existing  
3 MSI Application and some of the PDFs. Some of it is not just right yet for moving there. That  
4 would be like running a marathon to go from what you had into this really complex environment  
5 when we are moving everything to the Cloud. I would suggest stepping into it. Most  
6 organizations are stepping into it first with moving email services and that kind of stuff there.

7  
8 Trustee Watkins stated since you are talking baby steps, it's a long time to eventually move  
9 everything to the Cloud. Mr. Kravets stated potentially, if that's the right fit. He doesn't know if  
10 everything is the right fit yet. Police Department information is a little bit unique because of the  
11 sensitivity of it. The lack of access to it presents some challenges. As we start to move more file  
12 data, that is maybe phase 1B. If email is 1A we can move some of the file data up there. We are  
13 going to look at moving backups up there too. Keep a copy in-house, and then up into the Cloud.

14  
15 Village President Burke stated included in the \$76,070.00 is a new server where there is some  
16 consolidation of multiple servers that are physically in the building. This will be a hybrid like  
17 environment. When we move into the new ERP System, a lot of the applications will be up on  
18 the Cloud, but there are still some things that they do on a day-to-day basis where they do file  
19 sharing. In the Cloud you have files. If you use Microsoft, you have a setup where you can have  
20 your own virtual storage. We may have some virtual storage up in the Cloud and there may be  
21 some physically on our server.

22  
23 Mr. Kravets stated I think you will have a little bit of a hybrid approach. Because we will be able  
24 to move the email system into the Cloud, along with that is some really good Cloud-based  
25 security that Microsoft provides as part of the platform. First thing is the email filtering anti-  
26 spam, anti-malware, all that good stuff. We are also going to do antivirus in Cloud management.  
27 The other thing is the multifactor authentication. We will have to have some discussions. You  
28 won't be able to get Cyber Liability Insurance without it. All email services need to have  
29 multifactor authentication. That means, someone will have some sort of authenticator on their  
30 phone, text message, phone call, instead of just using their name and password.

31  
32 Trustee Watkins stated by having a business with an in-house server, I think it has been over 10,  
33 15-years now since we had our in-house server, upgraded and trying to stay updated on the ever-  
34 changing world of technology it ended up costing so much with that in-house server. That's the  
35 reason why I brought up that question.

36  
37 Mr. Kravets stated I agree. I think some businesses are prime for it. We see the local government  
38 a little step behind because some of the applications aren't as Cloud aware. Your current ERP  
39 System is MSI. He stated to call MSI a full ERP System is a little bit of a stretch. It's a little bit  
40 unique. It runs on old software called "COBOL," which is still supported a little bit. MSI does a  
41 good job. I wouldn't move that into the Cloud right now. The end user experience would be  
42 really rough. Trustee Watkins stated all right.

43  
44 Trustee Blackwell stated thanks for the presentation. The outdated hardware, I think you  
45 indicated that the hardware was past 10-years old. Mr. Kravets stated yes. Trustee Blackwell  
46 stated in your bid that you presented to the President, and I know you guys have discussed in

1 detail many, many things regarding this. Is the upgrade hardware, computers, that are necessary  
2 for the employees particularly, is that included in this bid, or is that additional?

3

4 Mr. Kravets stated that is included here. We took a look at everybody's computer and said, "Are  
5 these the right computers to really do the job?" The staff is doing a great job with what they have  
6 now. We said who needs a computer that has the correct operating system and all those things? I  
7 worked with Dell. I don't have a particular affinity towards any particular vendor, whether it's  
8 HP, Lenovo, Dell. We find Dell a little bit easier to work with. I asked for special pricing and  
9 they were able to get us special pricing based on a server and desktop computers. Stoney and I  
10 looked at desktop computers and displays as well.

11

12 Trustee Blackwell inquired so far as a go to person once all of this is setup and established, and  
13 we have issues say with the iPad trying to sign on, or email issues, who will we be contacting? Is  
14 there going to be a specific individual, or a general number, or how does that work?

15

16 Mr. Kravets stated we have a support number. We also have an online ticketing system. We will  
17 give you the Project Manager for the support contract from our office. You will have three  
18 methods of contacting someone. Right now, we are kind of doing it ad hoc. I am taking some  
19 calls. One of the guys on my team, Ron is. Another guy, Doug, is taking a call. We'd like to have  
20 a regular workflow that we would build out of that based on how you'd want to respond.  
21 Network down, emergency, pick up the phone and you call our 24/7, 365 hotline. They will get  
22 somebody right away for you. And then we will have a dedicated kind of support person that will  
23 check in over time and manage the project, and make sure issues are getting addressed, those  
24 kinds of things.

25

26 Trustee Blackwell stated just to take some of the fear and trepidation out of ransomware issues  
27 where organizations and municipalities as well, have been raided and held ransom, what specific  
28 cybersecurity mechanisms would be in place? I know, through Microsoft, you said they have  
29 their own internal preventative measures for that. What vulnerability would we have for our  
30 server so far as ransomware issues? How will we be protected?

31

32 Mr. Kravets stated nothing is ever 100% full proof. He stated what our approach has been is,  
33 routine patch management. When Microsoft releases these updates, we review them to make sure  
34 that they don't break stuff, so to speak. We apply those patches. We're doing antivirus. We're  
35 replacing whatever antivirus platform you have now with a product called "Bitdefender."  
36 There's a plug-in that we are going to be implementing as well called "End Point Detection  
37 Response," or EDR. EDR is antivirus on steroids. There is advanced analytics in there that says,  
38 "Hey, I know what this computer normally does. This is really out of the ordinary. I'm going to  
39 put a stop to it immediately." When you're a cyber insurance underwriter, that's one of the things  
40 on the list. You have to have EDR. The other thing is, the way that most people compromise  
41 organizations is through email account takeover. Let's say I send a phishing email to Stoney. He  
42 clicks on something and he doesn't tell anybody. I compromise his credentials, or even worse  
43 steal that password list. Then I send messages. I get someone to click something. I plant  
44 ransomware. If I can prevent account takeovers, that's really going to help. If I can get into  
45 putting in strong passwords and all those things. Nothing is ever 100% full proof. If I can do the  
46 things that are what we consider best practices, it is going to put you in a much better position  
47 than you are today. You are not doing what I consider some of the basics.

1 Trustee Blackwell stated yeah, because we just have some very basic things. I know we are quite  
2 vulnerable now. All these things help. Thanks. Mr. Kravets stated I am knocking on wood here.

3  
4 Trustee Watkins stated you mentioned updates. How are you going to get those updates and that  
5 information to not only President Burke but the entire Board? Mr. Kravets inquired are you  
6 talking about the project status updates? Trustee Watkins stated any updates. Mr. Kravets stated  
7 or are you talking about Window Patches and stuff like that? Trustee Watkins stated any updates.  
8 Mr. Kravets stated Windows Patching we will do based on a scheduled maintenance interval.  
9 When we kickoff the project we will sit down with the Department Heads and say, "Hey, we  
10 need to pick a day on the particular month to apply what we call "Windows Updates." That  
11 means the computer will be unavailable. The work stations we can do overnight. We will have to  
12 coordinate the Police Department stuff. The server itself, we coordinate that as well. We usually  
13 pick a date and time when we can do that. When there is an emergency out of band updates,  
14 Microsoft releases an update out of their normal "Patch Tuesday," which is the first Tuesday of  
15 the month, we will pick up the phone and say we need to do some emergency maintenance to  
16 apply that.

17  
18 Communicating about the project itself, how we are doing, the support tickets, those kinds of  
19 things, we use a Support Ticketing System. We will do an export out of that, which will coincide  
20 with the labor hours spent against the job and those kinds of things. Trustee Watkins stated thank  
21 you.

22  
23 Mr. Kravets stated we are able to trend some of that. If someone has a three-year old computer  
24 and they call in for the same issue like six or seven times, I'm not going to say let's continue to  
25 throw good money at a bad problem. Maybe it's time for a replacement. I'm not saying we  
26 replace all three-year old machines. It's one of those things that we can start to do some trending  
27 to understand what the long-term issues are, what people are experiencing.

28  
29 Village President Burke stated there are some processes and procedures is part of what you were  
30 hinting at. Little things that we have allowed to happen that we are not going to allow anymore.  
31 Let me give you a quick example, our copiers. Usually, with high-speed copiers and printers you  
32 have someone that usually comes around and they look at the meter to see how much the  
33 machine is running. We had a request from the copier people that something happened and the  
34 server that we have didn't allow them to use their software to get into our copier so they could  
35 remotely look at the meter and see how much we were using the copiers and the printer. I said,  
36 "How do we know who is at the other end on this particular day that they are doing that and they  
37 are not planting in our server a piece of software that could eventually get into our other  
38 computers? Larry and his team are going to be making sure we get walled off from those kinds  
39 of things. Like he said, from the best practice standpoint, nothing is 100%. At the same time, we  
40 want to move in the right direction that we are covering as many bases as possible. When it  
41 comes down to cyber insurance, they will ask. Have you done, A, B, C, and D? If we can't tell  
42 them that we have done that, then we are out of luck on it.

43  
44 Trustee Watkins stated thanks. She stated not to put Trustee White on the spot. I know this is his  
45 expertise. I know at one point you had him and I looking into IT support. Trustee White, did you  
46 want to add anything to this?

47



1 Trustee White stated yes. I wanted to give everybody else a chance to comment and ask  
2 questions. Thank you, Larry, and your guys for being a support to us. Unfortunately, there isn't  
3 much that you mentioned that surprises me. I know I'm preaching to the choir with this  
4 comment. Cybersecurity risk is among the top three depending on who you ask, and what  
5 business risk to any organization these days. You mentioned some of the things that you guys  
6 have planned. There's a couple of additional things that I have not heard mentioned. I am going  
7 to assume it is going to be up for discussion. Will you guys, or have you guys put together a  
8 comprehensive cybersecurity plan for us in terms of specific recommendations? I heard a lot  
9 spoken about the hardware and the software. But the cybersecurity element in unto itself is an  
10 area why those factors play into the cyber risk profile. Personally, I'd like to see a very  
11 comprehensive proposal, or a list of recommendations for it.

12

13 Mr. Kravets stated yeah, we would do something like that. It's part of our base scope of services.  
14 Are we going to put together a full cybersecurity audit with penetration testing and vulnerability?  
15 No. We can do that. We would probably do that outside of here. Part of the ongoing  
16 management, that's our kind of base services, that's part of our recommendation. We'll start to  
17 see some things that don't necessarily, for lack of a better word, pass the smell test from a  
18 cybersecurity perspective. We'll put that in. You should be budgeting for this in the following  
19 budget year. We didn't want to jump in and say you need to rip everything out and start doing  
20 things completely different. We thought we can attack some of the things that are quick wins to  
21 put you in a much better position. As we continue to build the foundation, make continuous  
22 recommendations. Some of the things we'll probably do that we didn't put in here, is multifactor  
23 authentication for network devices, which is completely boring to everybody else besides you  
24 and me talking about this. For anyone needing to make configuration changes, we'll take a look  
25 at how we can implement that. That's not a materials cost as much as it is a labor cost. That's on  
26 us. We'll make cybersecurity improvements based on best practices as we go along, like  
27 leveraging the missed cybersecurity framework as we implement the Village's Updated Active  
28 Directory. As we start to give people their own user names, and passwords, and all that stuff,  
29 we'll be applying what we call "Cybersecurity Best Practices." We didn't list those out as key  
30 things. Those are the things we do as part of our Standard Operating Procedures. Concentric  
31 Integration does a huge percentage of critical infrastructure for water and waste water SCADA.  
32 We have just adopted that for everything we do. It's kind of in our blood, so to speak.

33

34 Trustee White stated I am glad to hear that you guys are going to parallel our efforts within this  
35 framework, which is generally considered baseline cybersecurity mitigation organization. Mr.  
36 Kravets stated 100%. Trustee White stated another area of concern that I've had are in point  
37 testing and validation. Each of us has tablets. We're not accessing the network through a VP or  
38 anything like that. Ultimately, I would like to see us have a zero-trust setup for the Village. I am  
39 glad you guys are onboard. I'm looking forward to seeing the progress that we make. From my  
40 personal standpoint, we can't move fast enough because these risks are out there right now  
41 continuously. I think it is just a matter of time. I'd like to see us in the best security posture  
42 sooner than later.

43

44 Mr. Kravets stated you don't want to be in the news. No news is good news. Trustee White  
45 stated unfortunately, a lot of things happen to organizations and somehow, they manage to keep  
46 them out of the news for obvious reasons. I'm sure you guys have identified that our risk is  
47 rather high right now. Thank you, guys for coming onboard. Looking forward to working and

1 supporting you. I am very grateful that you guys are here. Mr. Kravets stated thanks. Appreciate  
2 that.  
3

4 Trustee Finley inquired in your efforts to upgrade us and keep us at optimum operation, do you  
5 anticipate that we might be able to retire some of our hardware, like our laptops or our iPads, and  
6 be able to donate them after they are wiped and all of the security issues are attended to?  
7

8 Mr. Kravets stated the short answer is maybe. I use to work for a large financial services  
9 institution. By the time they are ready to be donated, they are less than ideal for people that need  
10 to use them. Asset wise, you have to figure out a way to get them off the books so if they do  
11 wind up in a landfill, they don't trace that back. We can figure out a way. If you feel like there is  
12 an organization that wants to use them and you can donate it, that would be great. Sometimes  
13 organizations don't always want equipment that is kind of end of life. It's tough. You think we  
14 just replaced all these computers. They are only five-years old. Sometimes when they are a little  
15 bit too old, they are just not usable.  
16

17 Trustee White stated I have seven tablets that I can't use because they are that old. Mr. Kravets  
18 stated we do have a recycler that we use that will maybe pay you for the asset with the minimal  
19 amount. You have to get a Certification of Destruction so it doesn't wind up in a landfill or in  
20 someone's hand, or something like that where they find data with the Village on there. You have  
21 to do all that stuff.  
22

23 Trustee Finley stated I appreciate the insight on the difficulty of moving the equipment. What  
24 might not be optimum to us might be useful. There are children who are facing having to go to  
25 hybrid school. Not everybody has a computer at home. I think with a little effort we can look and  
26 see what the need is, and see whether or not we actually do have something that might be useful  
27 that we are comfortable with sharing. Mr. Kravets stated absolutely. Trustee Finley stated we can  
28 make a decision on it. But at least it is something to be considered. Mr. Kravets stated I would  
29 agree.  
30

31 Village President Burke stated Larry and I have had discussions about this very subject. The  
32 disposal is a lot of boxes around the Village of Olympia Fields right now. In our discussion, that  
33 is the responsibility of the Village to do that. Larry, as he indicated, can help us with some of  
34 that. What people don't seem to realize is nothing is ever deleted off a hard drive. You just delete  
35 the pointer to where the information is. Someone has to go through and clean all of those data  
36 carrying devices up. The Village has to make a determination about who and what we do with it,  
37 whether we recycle them or give them to somebody. At the moment, this is a \$26,000.00 contract  
38 that we are talking about. It is infinitely better than what we were doing. The way you eat an  
39 elephant is one bite at a time. What Concentric has put in front of us is roughly \$26,000.00 on an  
40 annual maintenance charge, and then the other \$50,000.00 is three pieces of that. It's various  
41 things that will upgrade our infrastructure and put us in the 21<sup>st</sup> century.  
42

43 I want to move on. We have a few other things to do. We have to talk about the new ERP System  
44 and some projects with Mr. Landini. Thank you, Larry for doing this. I know we have been  
45 going back and forth, back and forth for several months on this. I appreciate all the work you  
46 have done to keep us up and running. I want to formalize this thing.

1 **Motion by Trustee Watkins, Second by Trustee Oliver to Approve the Concentric**  
2 **Integration Contract for IT Services Hardware and Software in the Amount Not to Exceed**  
3 **\$76,070.00.**

4 (At 7:53 P.M. Everyone Was Locked Out of the Meeting by AT&T).

5  
6 (At 8:10 P.M. Everyone Except the Village Clerk Joined the Call Again).

7  
8 Village President Burke stated it looks like it was a glitch. Nobody touched anything. It was a  
9 glitch at AT&T. We are back up and running. We were calling the roll to vote on the Concentric  
10 contract. Since we don't have our clerk on the line, she got lost like everybody else did. I am  
11 going to go around and call the roll for the contract.

12 **Roll Call: Ayes (6-0) Motion Carried.**

13  
14 Faith, you are keeping track from now on out. Okay? Ms. Stine stated yes, sir. Village President  
15 Burke stated you have it in your system. It is being recorded, plus we have Faith doing the actual  
16 documenting.

17  
18 **Motion to Approve Settlement Agreement (Recovery & Rehabilitation, et al. v. Village**  
19 **Of Olympia Fields)** – Village President Burke stated the next item on the list is a Motion to  
20 Approve the Settlement Agreement for Recovery & Rehabilitation with the Village of Olympia  
21 Fields and the RoseHeart Group.

22 **Motion by Trustee Blackwell, Second by Trustee Oliver to Approve the Settlement**  
23 **Agreement for Recovery & Rehabilitation with the Village of Olympia Fields and the**  
24 **RoseHeart Group.**

25 **Roll Call: Ayes (6-0) Motion Carried.**

26  
27 **DEPARTMENT HEAD REPORTS:**

28  
29 **Betty Zigras – Director of Finance**

30  
31 **Baecore Group Presentation – Mary Smith** – Village President Burke stated next on the  
32 agenda, is Department Head Reports. Betty, do you want to give us an update on the Baecore  
33 Group Presentation, and where we are with the ERP Evaluation?

34  
35 Ms. Zigras stated back in August of 2021, the Board approved the engagement of the Baecore  
36 Group to assist the Village with the issuance of the RFP and the ERP vendor selection, so we can  
37 replace the Village's print software system MSI. In addition, Baecore was to assist in selecting  
38 the Police Department's scheduling software, as well as Time and Attendance Software for the  
39 remaining Village employees. The RFP was released on October 8<sup>th</sup>. The proposals were due  
40 back to me on November 5<sup>th</sup>. We had three vendors who submitted an RFP. We selected two  
41 vendors for demonstrations. Those two vendors were BS&A and Tyler Incode.

42  
43 After we decided to go with those demonstrations, The Village Staff and Baecore Staff sat in on  
44 extensive, multi-day demonstrations from the ERP vendors along with PD Scheduling and Time  
45 and Attendance. We totaled about 50-hours of demonstrations in a month and a half. At each  
46 demonstration, Baecore had developed scorecards where the staff evaluated various criteria.  
47 From there, Baecore compiled the results of the Village Staff's scorecard and obtained feedback

1 from the Directors, and recommended BS&A as the ERP solution. This process was documented  
2 by Baecore and was shared with the Board in a memo from Baecore. It was sent out to the Board  
3 earlier today via email.

4  
5 The next steps in this project are to complete the negotiations on the contract, the terms, and put  
6 in place a Project Manager to assist the Village with the project implementation. I would like to  
7 introduce Mary Smith from Baecore for a presentation to the Board.

8  
9 Ms. Mary Smith stated I am going to go over the presentation that you should have received. The  
10 first slide starts with the status. This talks a little bit about what was already done. It really recaps  
11 what Betty already said from the point of us putting out an RFP and receiving responses back.  
12 And then evaluating not only the ERP vendors, but some of the specialty vendors that had  
13 solutions to offer the municipality but were not part of that larger ERP solution. We did identify  
14 the vendors for this project. Those decisions were made with a combination of the staff providing  
15 feedback, the tallying of the scorecard, and the demonstrations being structured in such a way  
16 that it addressed the criteria that was identified during the assessment that Baecore initially did.  
17 And from there, the direction that we are going to be recommending that we had is to move  
18 forward with the items on the right-hand side explaining where we are going. It is everything  
19 from the Payroll Integrations and Advanced Scheduling. The reason we have those at the top is  
20 because those two-work hand in glove together and establish some efficiencies for the staff right  
21 off the bat. Then we would move towards the ERP Implementation addressing Finance, Utility  
22 Billing, Business Licenses, Community Development, Permit, Planning and Code Enforcement,  
23 and ensuring that we have Document Management.

24  
25 If you turn to the next page, I'd like to recommend that the first step that we take to move  
26 forward would be an engagement with Baecore Group to provide you with contract negotiations  
27 for the software solutions, as well as for the Project Management Services. When I say,  
28 "Contract negotiations," by no means are we your attorney. We would work with your attorney  
29 to dot the i's and cross the t's on the contract. What we are looking for from our perspective, is to  
30 ensure that we have all the standard components in these contracts, scopes of work, statements of  
31 work, timelines that all these contracts are going to work together so the project doesn't take too  
32 long, and at the same time it's not all stacked up on top of each other.

33  
34 The next step that we would recommend as far as implementation, would be the two steps of the  
35 Paylocity Tools to be expanded and implementing in time. The Paylocity Tools are going to be  
36 focused on those that integrate with the payroll processes and the HR processes. In Time will  
37 work with scheduling for PD, and subsequently flow the time that's scheduled and actually  
38 worked back into the payroll process eliminating the significant manual effort that is managed by  
39 staff currently.

40  
41 The final slide entitled, "Next Steps," after that we would be looking to move forward with the  
42 ERP and records storage negotiation. Finalize the ERP Contract by March/April so that we  
43 would be in a position in July to kickoff the ERP implementation. By that time, we would have  
44 finalized the first phase, being the Paylocity pieces and the In Time pieces should be near  
45 finished. The entire project would wrap up in Q1 of 2023, towards the end of Q1 at the latest,  
46 maybe early Q2.

47

1 Trustee White inquired with regard to the final list of vendors, can you share with us that list  
2 right now, or are you guys working to get to a short list?

3

4 Ms. Smith stated did I understand that you are asking to understand how we arrived at the short  
5 list? Trustee White inquired have you identified who the final list of vendors are for  
6 consideration, and who are they? Ms. Smith stated yes. The final vendor for the ERP solution is  
7 BS&A. The final vendor for the Payroll/HR is your existing vendor Paylocity. The final vendor  
8 for the Advanced Scheduling and Payroll Integration and PD would be In Time. The final vendor  
9 for the Records Management Document Management, there are two primary vendors. There is  
10 one in particular. We are just waiting to ensure that with the new tools that they both have that  
11 they are able to integrate with the ERP vendor you selected. Otherwise, we will need to drop  
12 back and move to our Option B.

13

14 Trustee White inquired is this part of your normal process for selecting vendors, or negotiating a  
15 contract to get any said vendors to stipulate on Service Level Agreements? Ms. Smith stated yes.  
16 They will give a lot of Standard Service Level Agreements. It is standard that we try to tighten  
17 them up a bit. In today's climate, technology firms and support firms are very tightly staffed, if I  
18 can say, short staffed, and therefore I would anticipate very little movement in any aggressive  
19 terms because of their lack of ability to meet it with shorthandedness. We just want to be honest.  
20 Trustee White stated trust me, I understand.

21

22 Trustee Finley inquired whether any of those finalists are MBE's or M/WBE's? Ms. Smith stated  
23 I do not believe so. I can confirm.

24

25 Trustee Blackwell stated you indicated that by February of 2023 all of this will be in line or  
26 online, and everything should be pretty much in place with the vendors. Is that accurate? Ms.  
27 Smith stated by the end of March 2023, early April 2023. That is our goal. Trustee Blackwell  
28 inquired we will have four or five vendors that will be servicing our computer needs, or IT needs  
29 at that point. Ms. Smith stated yes. They would be servicing your technology solutions. There  
30 may be some additional vendors that provide things like merchant services and some online  
31 connectivity.

32

33 Trustee Blackwell inquired are you guys finished at that point, or are you on standby, or still  
34 active with us, or what? Ms. Smith stated at that point, we would be finished with you for this  
35 contract. There are a few other things that we've recommended you take a look at. Should you  
36 decide to move forward with that, and you select us, we would be proud to help you. Trustee  
37 Blackwell stated thanks.

38

39 Trustee Watkins inquired how many responses did we get to that RFP? Ms. Smith stated the RFP  
40 specifically received three responses for the ERP. But we had as many as eight other vendors  
41 that were considered for what I would reference as specialty product. A good example of that  
42 would be In Time, who is going to provide the services for the PD Advanced Scheduling with  
43 the Payroll Integration. That is not an ERP vendor. They specialize in public safety scheduling.  
44 There were a number of those vendors. There were a couple other vendors that did Time and  
45 Attendance. Another couple vendors that did Scheduling. A couple of vendors that did some  
46 other Community Development Services. All total, there were more vendors, but only three ERP  
47 Solution.

1 Trustee Watkins stated and we had some type of needs analysis or something that we went by to  
2 select the finalists? Ms. Smith stated yes. The first thing that we had done is during the  
3 assessment we used that information to create the RFP. We also used that information to create a  
4 demo script that the vendors then demonstrated from. That demonstration script also served as a  
5 scorecard by which staff gave written feedback and a scoring table for them to give us  
6 information which we then compiled that information, based on the features and the  
7 functionalities of each of the vendors. After that scoring, and the written feedback that we got,  
8 that is how we came to the selection.

9

10 Trustee Watkins stated just to reiterate what Trustee Finley indicated, did we do a search for  
11 M/WBE's? I think as a Board we were looking for at least a few people to apply that meet those  
12 guidelines. Ms. Smith stated I can tell you; I keep searching for such opportunities and have not  
13 been successful. I did not search differently this time because we were having some difficulty  
14 when we're looking at the size of the municipality in getting responses. I had to go out and  
15 actually solicit vendors. Betty helped me with the ERP vendors to solicit them and express our  
16 desire to have people respond. She stated with Covid and a small municipality, it was in some  
17 areas difficult to get responses because of the potential business and the amount of work effort  
18 that it requires to respond to an RFP. That didn't directly answer your question. I think it helps  
19 you understand the difficulty in identifying vendors.

20

21 Trustee Watkins inquired are we open to extending that process, or still looking? Ms. Smith  
22 stated in my opinion, you are not still looking. If I'm told I'm wrong, I am here to serve you.

23

24 Trustee White inquired would it be possible that you could share the scorecard with the Board?  
25 Ms. Smith stated the scorecard compilation is in that document that you received today. There's  
26 some graphing and charting that sums up a lot of the areas that we looked at. Trustee White  
27 stated I will follow-up with staff because I'm missing it.

28

29 Ms. Zigras stated I sent it later this afternoon around 3 o'clock to the Board. Trustee White stated  
30 okay. I was looking in the packet. Thank you.

31

32 Ms. Smith stated on the second page there are some charts that show things. Wherever we could  
33 get consistent comparison. As Betty mentioned, there were quite a number of hours of  
34 demonstration. Sometimes staff was not able to attend an entire session, or attended a portion of  
35 one and not the other. When you are comparing the demonstrations, that left us with some  
36 challenges. So, we charted everything that we had like comparison. Where we weren't able to  
37 give you like comparisons, we did give you written input.

38

39 Trustee White stated I want to direct this to all of the members of the Board. I will let you all  
40 know that within this space specifically, there are not a lot of minority, women owned business  
41 enterprises. What I can do is reach out to some of my industry contacts to see if there might be  
42 any that would kind of meet the threshold that we are looking for. I just wanted to kind of put  
43 that out there. In this space specifically, there are a lot of challenges with regards to vendors at  
44 this level. I will see what I can do to help identify any potential vendors. Just know that we are a  
45 little bit further along in the process, and getting those RFPs shelled out for a project of this size  
46 takes quite a bit of a commitment from any business.

47

1 Trustee Finley stated of course I agree, and I understand, and appreciate what has been done so  
2 far as to put us in a good space, but things are changing and growing. We'll have to look a little  
3 harder in order to achieve all of our values and goals. There are incubators with people in  
4 businesses and in whose names, you don't know yet. We can find those spaces where they are  
5 growing, and see what we can do to bring them closer when appropriate, to the opportunities that  
6 we will be offering in our future.

7  
8 Village President Burke inquired does everybody understand that we hired Baecore to put  
9 together a process to identify best of class software and put together the necessary RFP to put out  
10 in a very fair manner? Here's the thing that the Village was looking for in the space that was  
11 discussed. These businesses that they looked at, these software developers that they looked at,  
12 were businesses that have demonstrated that they are world-class when it comes down to the  
13 kind of software that's run inside a municipality. All of them are businesses that have been  
14 around for a long time. Whether or not they have moved from being server based as Trustee  
15 Watkins said earlier, that's obsolete to being Cloud-based. They looked at the existing software  
16 vendors. Vendors that we have. They looked at some of the ones that were in the space, but had  
17 made the investment to move up to and make it be current technology. What we hired Mary and  
18 Baecore to do, is to help organize the whole RFP process. We all voted on having her do this.  
19 The staff has spent the last three months going through, interviewing, and looking at demos of all  
20 of these companies that she put together. What they came up with was a fit for software that  
21 would support what the Village needs to go forward. As a result of that, we are where we are  
22 right now. We are getting ready to take the next step. The next step is to implement these pieces  
23 of software, these systems that the staff went through and identified would be the best to fit into  
24 what we are trying to do in the Village of Olympia Fields.

25  
26 What we asked Mary to do, is to just to give the Board an update on what has already transpired.  
27 Where we are. Who was chosen. I talked to Betty this morning and asked if she could just  
28 provide a summary. She got that from Mary and here is what we chose, and here is what the  
29 process was. Where we are today, the software has been basically chosen by our staff of what  
30 they think is needed to implement. There's a contract that I am going to propose for Mary to  
31 make the next step. That is to go through and negotiate software and support to get these  
32 software packages up and running as quick as possible. It's a \$60,000.00 contract to be the  
33 Project Manager to make sure that what was chosen by the staff gets implemented in a timely  
34 manner, because we don't have anybody on staff to do the Project Management. It's just like  
35 having a Project Manager with Baxter & Woodman doing engineering work. Mary is the  
36 contract expert with all of these products that are out there. The actual final pricing of how much  
37 the software is going to cost, how can we get the best discount. In most cases, the software that  
38 has been chosen, they have people in-house that are going to be some of the contact experts that  
39 will help our people transition into how to use their software. They are the in-house experts.  
40 Mary's job is to take and negotiate with the software providers how best to get this up and  
41 running.

42 **Motion by Trustee Oliver, Second by Trustee Pennington to Authorize the Village**  
43 **President to Approve a One-Year Consulting Contract with Baecore Group to Not Exceed**  
44 **\$60,000.00 to Serve as Project Manager on the ongoing Implementation of these**  
45 **Applications that the Village Staff has Chosen.**

46 **Roll Call:                      Ayes (6-0)                      Motion Carried.**

47

1 Village President Burke stated what I did hear, is that Mary said this is going to flow into March  
2 of next year. We will come back and look at this the first of next year. Right now, this particular  
3 vote was to give her a contract. This is not an extension of the present contract. This is an  
4 opportunity to layout what are all the pieces and put that in a contractual contract. That's what  
5 we will work out, Betty, and she, and I. You just gave me the approval to work with Betty and  
6 Mary to get that done. The actual pricing on all of this, I think it is going to be somewhere in the  
7 neighborhood of a couple hundred thousand dollars. It may be a little bit more than that. What  
8 we are paying Mary to do, is not only to negotiate the price for us to get all of this stuff done, and  
9 make sure it's integrated, but also to get it done as quickly as possible. And what we talked about  
10 earlier with Concentric, we had to lay down a foundation from an infrastructure standpoint for all  
11 these new applications to run on with minimum disruption. We don't want to get into something  
12 new working on using systems, and hardware, and networks that were archaic. Between what  
13 Larry Kravets presented and what Mary presented, sometime in the next 18-months, we should  
14 be up and running with the latest state of the art hardware and software. I think this is a great  
15 thing for the Village of Olympia Fields. Trustee Blackwell stated hear, hear.

16

17 **Resolution #2022-01** – A Resolution Authorizing Execution of a Promissory Note and  
18 Approving the Seventh Distribution of Tax Increment Funds (Lincoln-Western TIF District/Wal-  
19 Mart Economic Incentive Agreement) – Ms. Zigras stated Resolution #2022-01 is the Resolution  
20 Authorizing Payment of the Seventh Distribution of the Tax Increment Funding for the Lincoln  
21 and Western TIF District. It is the Wal-Mart Economic Incentive Agreement.

22

23 As you know, the Agreement is to reimburse Wal-Mart with 90% of their property taxes. This is  
24 the second installment for the 2020 tax year, which was payable in 2021. The amount of their  
25 property tax that Wal-Mart paid the Village was \$510,348.00. We are reimbursing them 90%.  
26 We are reimbursing them \$459,313.95.

27

28 Village President Burke stated what this is all about, this is our obligation to repay the original  
29 TIF Agreement that was worked out years ago to repay through the TIF with tax rebates. That's  
30 what this is all about. No new expenses or obligations. This is just fulfilling our obligation to  
31 Wal-Mart for the loan that they made to us.

32

33 Trustee Blackwell inquired is this in perpetuity? Ms. Zigras stated no, the amount of the  
34 Economic Incentive Agreement is \$6,900,000.00. At some point, we will have reimbursed them  
35 their principal amount plus the interest. Based on my calculation, we should be done sometime in  
36 2030. Trustee Blackwell stated and then the TIF ends, right? Ms. Zigras stated no. The TIF  
37 doesn't end, but we keep the increment. We keep everything. We don't have to reimburse them.  
38 The TIF is for 23-years.

39

40 Trustee White inquired do you know what the typical depreciation period is on capital buildings?  
41 Ms. Zigras stated our capital buildings, we do have it in our fixed assets. I want to say it might be  
42 30-years. Trustee White inquired it wouldn't be too unreasonable to expect that that building  
43 where Wal-Mart is, might have a similar time period? Ms. Zigras stated we started in 2017, and  
44 by 2030 we should have it paid off. That's 13-years.

45



1 **Motion by Trustee Pennington, Second by Trustee Blackwell to Approve Resolution No.**  
2 **2022-01 – Authorizing the Seventh Distribution of the Tax Increment Funds (Lincoln-**  
3 **Western TIF District/Wal-Mart Economic Incentive Agreement).**

4 **Roll Call:                   Ayes (6-0)                   Motion Carried.**

5  
6 **John McDonnell – Building Commissioner**

7  
8 **Update – Paramivr Singh, Development – Gas Station with Convenience Store at 3780**  
9 **Lincoln Highway –**

10 Mr. McDonnell stated I have a little update for the new gas station, which  
11 will be a Shell Station. Shell Gas Station has given the owner of the property the okay to build it  
12 as a Shell Station. A good thing that Shell did for us is they were only earmarking to have four  
13 pumps at that location. Shell wants them to squeeze in six. That means that they should be  
14 servicing more cars, so they should be selling more gas at that location.

15 He has had a couple of setbacks. One of them was with Shell approving their final renderings of  
16 how the pumps were going to be located in association with the building. The canopy that goes  
17 over the pumps. They have gone through about 30 different renderings for Shell. Now, they have  
18 the final rendering. Mr. McDonnell will be at a meeting with the Village President, and most  
19 likely the Village Engineer, just to go through their rendering, and the location of their gas tanks,  
20 and the location of the pumps in relationship to Lincoln Highway and Governors Highway.

21  
22 Another setback he has also had are in-ground, fiberglass tanks. The company that they actually  
23 had deposits put down for tanks, cancelled their order and said they could not fulfill their order.  
24 They had to go out to other tank companies and get bids. Now, they believe they have another  
25 company that they've signed with that is going to be able to build the tanks for them. We should  
26 know a little bit more. He is talking a groundbreaking in May or June when they start renovating  
27 the store. The tanks are going to take a little bit longer to get in. Usually, what happens with a  
28 gas station is all the underground work is done with the tanks first. They are actually going to be  
29 doing it backwards. The actual tanks going in the ground, are going to be last because of the  
30 delivery time of them, the material for them to get those tanks made. They are still looking at a  
31 May or June start of construction. He thinks they are pretty much going to stick to that.

32  
33 Trustee White stated that location looks like it could pose some interesting traffic problems. Has  
34 there been any thoughts in terms of any modifications in that area? If I recall, off the top of my  
35 head, the Lincoln Highway Lane that will be at the entrance, is a right turn lane? Mr. McDonnell  
36 stated there hasn't been any changes to traffic lanes on Lincoln Highway or Governors Highway.  
37 There is no change in the plan. That's why Shell corporate was holding back their design,  
38 because they didn't like their design because they thought it would cause traffic problems. The  
39 way it was described to me is, Shell corporate has their own engineering department that studies  
40 traffic flow for their own service stations that are owned by Shell. Shell franchises, and they also  
41 own their own stations. He has been using Shell a lot for his stations, because he has been able to  
42 use their actual programs that Shell has put together themselves, that shows what the traffic  
43 counts are in that area, what the traffic counts are on Governors Highway and what they are on  
44 Lincoln Highway. They have all that data put into a system that allows them to see how the  
45 traffic will flow at the pump where the customer is getting the gas. If it is difficult for them to get  
46 in and out, they are not going to stop there to get gas. Yes, there has been a lot of thought process

1 put into that. It was put into by Shell. Now, they have an actual rendering that has been approved  
2 by Shell for us to take a look at. Now, it's our chance to take a look at it.

3  
4 Trustee White stated if I am looking at this right, it looks like the front of the store is facing  
5 southwest diagonally towards the BP? Mr. McDonnell stated the station already exists, yes.

6  
7 **Update – Veterinary Centers of America** – Mr. McDonnell stated VCA is purchasing this  
8 property from the owners. The owners are K4K, LLC. That's who owns this property now. I  
9 talked to their attorney today. They wanted to know where we were at with the subdivision plat. I  
10 advised them that we had already approved their proposed subdivision plat and that was ready to  
11 go. They are now the owners of the property. They have to record that plat. They have to sign-off  
12 on it. The sale needs to go through, and then they have us sign-off on it, and then we get the  
13 Final Plat. That process is already moving forward. It's very promising.

14  
15 The only thing that we are waiting on now are the attorneys from VCA, Veterinary Centers of  
16 America, and CVS Pharmacy. There has to be an easement on the CVS property for their sewer  
17 line connection. That is the only thing we are waiting on. Currently, their architect for MeritCorp  
18 that is handling the VCA construction and architecture, they are working on plans to submit to  
19 the Village for footing and foundation permit only. That has to come when they get approval  
20 from the MWRD first. They are working on those drawings. The project is moving forward.  
21 Their ideal time to start the project would be spring.

#### 22 23 **James Landini – Public Works Director**

24  
25 **Approval for the Purchase and Installation of the Sensus FlexNet AMI System** – Mr.  
26 Landini stated what I have before you, I am looking for approval for the purchase and  
27 installation of the Sensus FlexNet AMI System. Before I get into what the benefits are to the  
28 Village Staff, and most importantly the residents, I do have Jerry Potke on line. He is from Core  
29 & Main to explain what the system is, and to answer any questions you guys may have.

30  
31 Mr. Potke stated I am the Meter Systems Manager with Core & Main. We basically represent or  
32 distribute the Sensus product line which you currently use in your system. Sensus Meters and  
33 SmartPoints are what we call "SmartPoints Radial Boxes." The Village had asked us to come  
34 forward and asked if we could perform what we call a "Propagation Study," to determine how  
35 much infrastructure you would need to go ahead and read your meters in town through a fixed  
36 network, a fixed point. We've determined that your north tower, all we need is one antenna and  
37 we can read the entire Village with one antenna. You currently have our Legacy Reading System  
38 today. You read everything. It is either hand-held or drive by system. The last six, seven-years  
39 you have been updating our Legacy Radios to a SmartPoint, which is setup to read walk by,  
40 drive by, and now, when you add an antenna to the mix, we can go ahead and pick them up  
41 without revisiting the locations. The SmartPoint reading through a fixed antenna which would be  
42 one in town. Now you are going to have the ability to migrate the rest of the system using your  
43 existing meters with the hand-held, walk by, drive by mode. At any time, you change over to  
44 what we call our "SmartPoint," that will automatically be read through the fixed network system.  
45 Jim and his gang are going to work through fully updating the remaining services that you have  
46 in town.

47

1 Instead of sending the people in the water department out to obtain the meter reads, all the meter  
2 reading will come into you directly. You will be able to have the ability to be a little bit more  
3 proactive in looking at alerts, leaks, and all that kind of stuff. How the system will work, is all  
4 the SmartPoints will provide you with 24-hour packets of reading. Essentially, you are getting  
5 24-hourly reads a day. You will have full, two-way continuity with all your water meters in  
6 town. So, you are now going to have the ability to do Demand Reads, where if somebody comes  
7 in and they want to pay a water bill, somebody at the window can type in the ID of the  
8 SmartPoint or the address, and they can go ahead out and hang it and get a final read. We have  
9 equipment that we will be able to input out in the Village that will have the ability to shut  
10 people's water off if you lost control of somebody's ability to, if you have bad b-boxes,  
11 something doesn't work, we have the ability now to control water through water meters that have  
12 built in water valves.

13  
14 It will be able to give you a pretty concise operation. You can actually start seeing what's going  
15 on in your system almost down to an hourly basis. Once we get the whole system converted over  
16 completely, you will have the ability to time with any meters that you got. With your incoming  
17 meters that you purchase your water from, you will have the ability to determine how much you  
18 are actually using within the system and almost time it within the hour. It is going to help the  
19 water department with water loss and that kind of stuff. It's going to give you the ability to jump  
20 on problems, any situations, alarms, alerts, to let you guys know if you got high bills, meters that  
21 aren't working, or haven't been moved in, or if anyone is tampering with the meter. You will  
22 have a lot more capabilities to be much proactive with your system moving forward.

23  
24 What it basically is going to come down to is we already did a "Prop Study." We determined that  
25 we only need one antenna. We would have our antenna installers come out. They would climb  
26 your tower. And we would draw up what we call a "Statement of Work." The Statement of Work  
27 basically will indicate where we are mounting the antenna, how we are running our cabling,  
28 where we are going to mount what we call our "Tower Gateway Bay Station," which is the brain  
29 box, so to speak. So, you are going to have an antenna. You are going to have coax cable coming  
30 down from your water tower. It is going to be mounted into a box. It is roughly about the size of  
31 a dorm room or a refrigerator. That will be where all your electronic components will be stored.  
32 You will setup what we call a "Backhaul," where we have to retrieve that data, we have to bring  
33 it out there. We are going to take all that data, and we are going to host it in a center down in  
34 Raleigh, North Carolina. It will be IT addressable through the internet. You will have all  
35 security. You will be encrypted, all that kind of stuff. You will have the ability for us to maintain  
36 your data. You will pay us an annual hosting fee, which I presented to Jim and his people  
37 already. That will take care of any upgrades to the system. It will take care of all your hosting  
38 costs and all that kind of stuff moving forward.

39  
40 Once we go get the go ahead from the Statement of Work from our installation company, we will  
41 come out and perform the installation. It will take approximately a day to do it to get the install  
42 done. In the meantime, in the background we will work. We will set up what we call your  
43 "Regional Network Interface," which is that hosting, that Cloud-based hosting. We will set that  
44 up and integrate that with your water billing system. Currently, right now, you interface with our  
45 software now. You will interface with our analytic for our fixed network program. That should  
46 not be too much of an issue. We will work with you and we will setup the interface between the

1 reads coming in, and when you get ready to transfer all that data over into billing. We will help  
2 you with all of that.  
3

4 If you do approve this work, if you give us the go ahead right now, it is going to take us about 12  
5 to 16-weeks right now to get the equipment. The reason why it is taking so long, is as everybody  
6 knows with these Covid issues, and chip shortages, electrical components, supply chain issues,  
7 we are getting some of that hurt right now on getting some of our equipment. It is typically a four  
8 to six-week leap. It has been extended because of the situation that is affecting the whole  
9 country.  
10

11 In the meantime, we can at least establish your hosting site. We can work with your billing  
12 software company to setup all your interfaces. We can work all that in the background. We can  
13 get the Statement of Work completed from our installation company. We can do some things  
14 while we are waiting for the equipment. Once the equipment gets here, we will come in and  
15 install it. Then you guys have to provide the electric to the unit and the Backhaul. We'll discuss  
16 that with your IT Department. I have not been out to the location and neither have any of my  
17 people yet. If you currently interface with that particular water tower, you have an existing t-line  
18 or a fiberoptic line, or something like that, we might be able to use a switch or a Cat bypass six  
19 line. If you don't communicate with it, then we can maybe set you up with a wireless modem.  
20 We can set you up with a Backhaul that way and we can work with your IT Department to  
21 handle that.  
22

23 Jim, I know that's the two-minute, high-level version. I'm probably throwing out a lot of  
24 acronyms that people don't understand. If there are any questions, I will be more than happy to  
25 help Jim out in answering them, and figure out what your concerns are.  
26

27 Mr. Landini stated no, I think that was perfect. A couple other things that I just want to touch on  
28 before questions. Jerry alluded to some of the advantages of doing this. We will no longer need  
29 to use four laborers, and take four days to read the water meters. We're not going to be held  
30 subject to emergencies or weather for reading meters. This will allow us to have a consistent date  
31 on the reading. It will give us the ability to switch from a bi-monthly reading to a monthly  
32 reading. The big advantage of that is the monitoring of residential properties so we can help them  
33 discover leaks in their system, and help them save money on their water and be able to catch  
34 things much sooner. He stated if there are any questions from the Board, we would be happy to  
35 answer them.  
36

37 Trustee Pennington inquired where will this unit be housed? I heard you say water towers, which  
38 one of the water towers? We have several here in the Village.  
39

40 Mr. Landini stated it will be our west tower. That is the one behind St. James Hospital off  
41 Vollmer Road. That one has the least amount of interference at the top of the tower. Our east  
42 tower has a significant amount of cellular equipment up at the top. It's pretty clear at the top of  
43 the west tower.  
44

45 Mr. Potke stated I don't know what you call these towers. I am looking at the Prop Study here. It  
46 said "North Tower." Mr. Landini stated it is the same one. We call them east and west, but that is  
47 the north tower in town. Mr. Potke stated I just wanted to clarify that just so everybody knew.

1 Trustee Pennington stated I was reviewing Core & Main's budget pricing. It looks like this is a  
2 multiyear contract as it relates to maintenance. Mr. Landini stated we will have the annual  
3 hosting fee, which is \$15,271.00. That is the only reoccurring. Everything else on that budget  
4 pricing list is one time for installation of everything and then the training of the system.  
5

6 Mr. Potke stated there is an extended warranty after year one. We probably have over 100  
7 antennas in the area. The maintenance on them have been very minimal. We can either install  
8 these boxes inside or outside. They are in an enclosure box. We do have an extended warranty on  
9 those. About 85% of my customers do purchase that. That's the Annual Infrastructure  
10 Maintenance Agreement to come in after year two. That would be totally optional. I think I have  
11 provided Jim already with what that covers. If not, we can offer that to you. You would opt into  
12 that if you wanted to do it after year one. That would be the only other annual maintenance. They  
13 are pretty good. I've had units out now for almost 15-years starting out in Joliet. The  
14 maintenance on these have been relatively minimal. There is an extended warranty there. That's  
15 what that Annual Infrastructure Maintenance Agreement would be.  
16

17 Trustee Pennington inquired are any of the neighboring municipalities, Villages, cities, around  
18 Olympia Fields clients of yours? Mr. Potke stated yes. Trustee Pennington inquired could you  
19 identify them? Mr. Potke stated we deal with Frankfort, Minooka. We have about 40 of them in  
20 the area that we have current deployed systems in our deal here. We have 50 customers that are  
21 walk by, drive by. We have about 40 systems right now that are fully deployed in operation.  
22 Trustee Pennington stated thank you. That's most helpful.  
23

24 Trustee White inquired of Mr. Landini whether or not he has done any projections in terms of  
25 operational savings for the Village with this system? Mr. Landini stated as far as labor costs?  
26 Trustee White stated all costs. It looks like we are going to invest just over \$100,000.00 in this  
27 system. I'd hoped that we would have some understanding in terms of the value to the Village in  
28 terms of doing this.  
29

30 Mr. Landini stated I don't have it with me right now, a specific dollar amount. But what this will  
31 really help us do is get control of water loss in our system which ranges from year to year. If we  
32 can cut that down and keep it below 10%, you are talking anywhere from \$50,000.00 to  
33 \$60,000.00 a year. Right now, our most recent water loss was at around 12%. This will let us  
34 monitor our system as closely as possible, and discover these leaks in the system much sooner  
35 than we currently are.  
36

37 The other big value is to the residents. Currently, we are going 60, 65-days between reading  
38 meters in town, which means 60 to 65-days of a potential leak in the home of a resident that they  
39 are unaware of until we read those meters. If we can cut that down to monthly, and then setup  
40 alarm parameters with this system to let us know when something does go higher than normal in  
41 usage, we can almost attack those leaks for the residents in real time to where they can fix those  
42 and not be obligated to such high bills. To me, that's where the true value in this system is, is  
43 what it provides to the residents.  
44

45 Mr. Potke stated someone had asked the question of systems close to you. The systems that are  
46 fully deployed that are near and on the southside here would be like Joliet would be one.  
47 LaGrange, Homewood is fully deployed. Orland Park, Oak Forest, Calumet City, Tinley Park,

1 Chicago Ridge, Harvey, New Lenox, those are some that are closer to the southside. Trustee  
2 Pennington stated thank you. That's helpful.

3  
4 Trustee Finley stated I just want to add something really cool about this. This is a giant step in  
5 the evolution from being that mechanical Village that I talked about at one of the other meetings,  
6 to the automated Village. This is the investment. This is how it looks when you step in that  
7 direction. It is probably very much in the spirit of some of the other presentations we heard this  
8 evening about what innovation looks like and what it can do. I'm excited about what we are  
9 going to be able to do with this information for the Village and also for the Public Works  
10 Department itself. I'm hoping you can support this. Mr. Landini stated absolutely.

11 **Motion by Trustee Pennington, Second by Trustee Watkins to Approve the Purchase and**  
12 **Installation of the Sensus FlexNet AMI System, and Continue for Five-Years in an Amount**  
13 **Not to Exceed \$103,071.00.**

14 **Roll Call:                      Ayes (6-0)                      Motion Carried.**

15  
16 Village President Burke stated thank you very much, Jim, and your team. As Sandra said, this  
17 will be a great opportunity to put another step-in computerizing and increasing our overall  
18 efficiency across the board. So, this is a good deal.

19  
20 Village President Burke inquired of Mr. Landini if he wanted to give us an update on these  
21 watermain breaks.

22  
23 Mr. Landini stated before I do, thank you again, Jerry for your patience and being on the line.  
24 You are free to go. Mr. Potke stated thank you everyone. I appreciate it. If you need any other  
25 additional information please reach out to Jim and we will be more than happy to provide you if  
26 you need any additional information. Everybody have a good, safe night.

27  
28 **Update – Watermain Breaks** – Mr. Landini stated the next thing I have is an update on the  
29 watermain breaks that President Burke asked me to provide. Lately, we have been having what  
30 feels like a decent amount of watermain breaks. I went back and looked at how many we've had  
31 so far this Fiscal Year, and then the four years prior. This year we have had 26 watermain breaks.  
32 Last year we had 33. The year before 34. In 2018, 35. And 40 in 2017. We are on that same pace  
33 as normal. They definitely happen a lot more in the wintertime. This is the season for it.

34  
35 Then I looked at financially what these watermain breaks are costing us. This year is higher than  
36 the previous years. Currently, through November, we've spent about \$39,257.00 on watermain  
37 breaks. There are more bills coming on that. Part of the reason for the high amount is we've had  
38 some unique watermain breaks. Our biggest watermain in town on Lincoln Highway, that one  
39 broke and needed about 25-feet replaced. That was an expensive watermain break. We've had  
40 about six watermain breaks, which were relatively costly that I had to contract out because we  
41 don't have the equipment to work in those situations. These are watermain breaks that were  
42 under either ComEd lines, gas lines, fiberoptic lines, which need a special piece of equipment to  
43 not destroy those lines. It's called a Hydro Excavator. We had to contract those. We've had a  
44 couple breaks this year where they happened during snowstorms. The two that we had to plow  
45 for this year, we also had watermain breaks at those times. I had to have my guys out on the  
46 street. We've had situations where I've only had two guys here and a watermain break has come  
47 up, so I've had to contract. It has been challenging. In years past, just for reference, last year we

1 spent about \$35,702.00 on watermain breaks. The prior year, \$20,000.00. And the year before  
2 that about \$19,000.00. It does depend on year to year and the situation of the breaks. We've had  
3 a couple this past week that we have worked on that we have not contracted out. We are fully  
4 staffed now. I am even confident in the event of a snowstorm and a watermain break we can do  
5 both without contracting it out. We are in a good place. I did want to give an update on this so  
6 everybody is aware if you've been hearing about watermain breaks and these things are  
7 happening more than normal. I know it feels that way, but we are right on par with past history  
8 about how many watermain breaks we have had in town.

9  
10 Trustee White inquired of Mr. Landini what is the average age of our watermain? Mr. Landini  
11 stated that it differs from subdivision to subdivision. For example, Olympia Fields East,  
12 Graymoor, those areas are 1956 roughly when the main was laid there. We have main in town  
13 that's 30-years old, 25-years old, 90-years old. That's just one stretch. Knock on wood, that main  
14 has not broke since I've been here. The useful life of a watermain is around 75 to 80-years. We  
15 are getting critical on some parts. When we get into the Capital Projects Meetings and everything  
16 like that, I do have a plan for a progressive watermain replacement program ongoing. It is  
17 definitely something we need to pay attention to. Due to the size of our town, we don't have too  
18 many watermain breaks, that 30 to 40 range is actually not much, compared to other towns.  
19 Where I came from in South Holland, my final year there, we had 217. It's all relative. But we  
20 definitely have to start paying attention to the underground infrastructure. I do suspect from year  
21 to year we will start getting more as this infrastructure ages.

22  
23 Village President Burke stated the reason I asked Jim to give the Board an update on this, we are  
24 getting to the point in the next month or so to start talking about Capital Projects. Since I am  
25 around these guys all the time, I just had a sense that it seemed like we have an awful lot of  
26 watermain breaks. We hear about a lot of infrastructure problems. Other places I know, a couple  
27 of towns to the north of us had water pressure so low that the people were giving them bottled  
28 water. I didn't want something like that to happen with our town. We're investing in software  
29 and hardware to automate our day-to-day business processes. Water and sewer are a big piece of  
30 what "we," as the Village is suppose to be providing to the public. I asked Jim to go analyze  
31 where we are and how many of these we have actually had. What I wanted Jim to do is bring you  
32 guys up to speed on what these watermain breaks look like, how much it is costing, what the  
33 trends are, and to look at any way in which we can predict, based on what has been happening,  
34 what we might anticipate, what we may need to do to make sure that we don't get to the point  
35 where we have some catastrophic losses. Water is becoming the new gold. We don't want to start  
36 losing water all over the place and don't have a backup plan for it.

37  
38 I hope this was helpful, so you can have an idea about it, but at the same time we need to ask  
39 questions. I am talking to Jim quite a bit about how can we mitigate even what looks like a  
40 normal, is there anyway that we can reduce these going forward? That was the emphasis behind  
41 this. You all should be aware of this especially if people ask any of you, it seems like we are  
42 always digging up the street. Well, some of this is just normal day-to-day blocking and tackling.  
43 Some of it can be expensive. At least we have an idea of how this really looks in terms of how it  
44 impacts our budget, and water loss, and also fixing these particular breaks. Thanks a lot Jim, for  
45 the update.

46  
47

1 **Derrick Blasingame – Acting Chief of Police –**  
2  
3 **Update – Police Department -** Village President Burke inquired of Acting Chief Blasingame if  
4 he wanted to give us an update on the Police Department and what you got going?  
5  
6 Acting Chief Blasingame stated the first thing I want to talk about is the three new hire cadets.  
7 They are in the Police Academy. They’ve completed their third week. All three of them are  
8 doing well and on course to graduate. The graduation will be April 8<sup>th</sup>. We anticipate after their  
9 graduation they should be fully trained, and on the street working on their own by June.  
10  
11 We also have Sergeant Mayden who is in Staff and Command at Northwestern University Staff  
12 and Command School. He has completed his first two-weeks. He is doing well. His graduation  
13 date will be May 6<sup>th</sup>.  
14  
15 **Cameras for Reading License Plates -** The other thing I need to talk about is the installation of  
16 the cameras for reading license plates. We have two of those cameras. They were supposed to go  
17 in this week. Now, they are talking about the end of next week. The ground was frozen which is  
18 why they didn’t get them in. The first camera that will be going in is the one at Crawford and  
19 Vollmer. The other one is at Vollmer and Western. We are getting a total of four cameras. The  
20 other two, we are still waiting on permits to come in. Once those permits come in, those cameras  
21 will be installed.  
22  
23 St. James Hospital has committed to installing two cameras on their property to monitor the  
24 traffic going in and out of their parking lot. Other than that, that’s pretty much where we are.  
25  
26 Village President Burke stated these cameras will allow the Village to see potential bad guys  
27 coming in and out of our town. If they pick up something like a car that’s stolen, or a car that has  
28 been carjacked, it is going to send that information to the police officers’ laptops in the cars.  
29 Wysteria has a couple of these cameras already. They can see anybody coming and going in their  
30 neighborhood. They did lose a car that was left open over there that was stolen. The camera  
31 system in the whole southern suburbs helped identify and find that car that was stolen much  
32 quicker than it ordinarily would have, because they could see that car and the way it was moving  
33 around in the southern suburbs. We want to get these cameras. We would like to get Wal-Mart to  
34 put a couple of cameras up over there. We wanted Walgreens to do the same thing. He stated to  
35 have a camera on each one of the corners will give us a lot more opportunity to track people who  
36 are not our residents that could hurt or do something that we do not want to have happen in our  
37 Village. We will have these cameras up in another month or so. Acting Chief Blasingame stated  
38 another month.  
39  
40 Trustee Pennington stated this is a great thing to have here in the Village. What is the cost of  
41 these cameras? Acting Chief Blasingame stated each camera costs \$2,500.00 a year. He stated to  
42 get the cameras installed initially, it was \$11,000.00. After that, the contract on the cameras will  
43 be \$10,000.00 a year. They maintain the cameras, fix them. Anything that goes wrong with the  
44 cameras, they take care of right away. Once we get the cameras installed, we don’t have to do  
45 any maintenance or anything with them. The company takes care of everything.  
46



1 Village President Burke stated in addition to that, they store all the data on their system. We  
2 don't keep the data. At the time of a problem, or if they see something that is something we  
3 should pay particular interest to, we have the ability through the annual system to be able to go  
4 back and look and see real time and historically what happened. Think of it as like a ring  
5 doorbell, but it is a ring doorbell for the whole town.

6  
7 Trustee Oliver stated one thing that I might add to what has already been said, is the  
8 Homeowners Association over in Wysteria has been looking for a camera system similar to this  
9 for years. Finally, this product came out and they jumped on it because of the cost associated  
10 with this. It is so much cheaper than what they had been reviewing all along. And because of the  
11 integration now with the Homeowners Association, with the cameras that the Village is now  
12 going to be putting out, it really provides a level of public safety in our whole Village. It's a  
13 great thing. It's probably going to be even better for the HOAs for their consideration. They've  
14 been looking at that as well. It won't be for everyone, but some HOAs it's going to be a pretty  
15 nice thing.

16  
17 **TRUSTEE LIAISON REPORTS:**

18  
19 **Planning & Zoning Commission/Human Resources – Trustee Blackwell**

20  
21 **Human Resources** – Trustee Blackwell stated that Mrs. Chambers and I have had some  
22 discussions and we've talked. The President has given us some tasks to follow-up on, some  
23 things we need to do. Part and parcel of this is further developing the Employee Handbook,  
24 setting some parameters on specific things for employees in the handbook. I'm sure that Mrs.  
25 Chambers wants to go through with the staff to figure out what everyone does, and get a full  
26 introduction. Our Committee will be meeting at least four times a year, and more as necessary.  
27 We have our work cut out for us since this Committee has been dormant for such an extended  
28 period of time.

29  
30 Village President Burke stated Betty is the focal point of getting some input from the rest of the  
31 staff on things that we need to kind of look at when it comes down to that HR Manual. If you  
32 also look at this Time and Attendance module that they are going to put in as one of the first step  
33 offs with the ERP System, you guys probably need to take a look at that to make sure that what  
34 is going to be in that module maps back to what we have in that HR Manual. Trustee Blackwell  
35 stated that he will work with Betty.

36  
37 Village President Burke stated Betty, if you can share with him what that looks like so they can  
38 at least, be in sync with what we are going to be doing from a software standpoint, and what this  
39 is going to allow us to do is to have documented all of the process and procedures, and the rules  
40 and regulations in that manual, which is like our Bible of how we should be running things  
41 around the Village. One of the good things about this new system that Betty and the Chief are  
42 telling me about why they want to get this up and running, is that as we bring in new employees  
43 and people leave, all of this stuff will be automated, down to getting badges, and getting tested.  
44 The new system is going to allow us to do that, instead of us having everybody doing this  
45 manually. We want to make sure that we are in sync on that with the HR Manual. Trustee  
46 Blackwell stated thank you. I appreciate that.

47

1 **Planning & Zoning Commission** – Trustee Blackwell stated there is nothing really new at this  
2 point insofar as the Planning Commission. John has covered everything that we dealt with last.  
3 The beat goes on. We’ll wait for the next Petition to come through.

4

5 **Public Works/Beautification – Trustee Finley**

6

7 **Public Works** – Trustee Finley stated that she doesn’t have much to say on Public Works. Jim  
8 stole all my thunder. She likes to give it to him when he can do that. The big system coming is  
9 excitement for everyone.

10

11 Trustee Finley stated Daryl is retiring after nine-years. He is our arborist. His last day is on  
12 February 4<sup>th</sup>. We are going to miss him. But at the same time, Jim is sending two staff members  
13 to get their Arborist Certification for training in the spring. We will be able to double our force in  
14 that space. If any of you had an opportunity to talk and work with Daryl, and seen the issues that  
15 he has helped people make decisions on you will know how important it is that we have been  
16 able to enjoy his counsel, and his values, and his insights on how we stay green here in the  
17 Village of Olympia Fields. I am presuming there is going to be some sort of gathering or  
18 ceremony around him. Jim, please let us know so that we can stand up, a man who helped us  
19 stand our trees and other greenery up so well.

20

21 **2021 Holiday Awards – Beautification Committee** - Trustee Finley stated that the First,  
22 Second, and Third Holiday Award Winners have been selected. The signs have gone up in their  
23 yards. People have congratulated them. And now that we’ve said Hello to Dr. King’s Birthday,  
24 some of those holiday decorations are finally coming down. It was cold and not so easy to get  
25 out and do what people would have normally done earlier in January.

26

27 Our Third Place Winner is Timothy Horace of 13 Strauss Lane which is in Vienna Woods. Our  
28 Second Place Winner is Doris Graves of 20500 Attica Road, which is in Arcadia. Our First Place  
29 Winner is Charlene and Melvin Woods of 601 Wysteria. The categories that we looked at for  
30 making those kinds of decisions on who placed where included: Standards like curb appeal,  
31 creativity, originality, use of color, overall theme, and coordination of the décor to the home. All  
32 of these winners did an outstanding job by everybody’s review in all of those areas. The First  
33 Place Winner will receive a \$100.00 Gift Certificate from Bizios. The Second Place Winner will  
34 receive a \$75.00 Gift Certificate from Bizios. The Third Place Winner will receive a \$50.00 Gift  
35 Certificate from Bizios.

36

37 **Public Safety/Police Pension – Trustee Oliver**

38

39 **Public Safety** – Trustee Oliver stated that the Public Safety Committee met on January 5<sup>th</sup>. We  
40 discussed the merits of moving forward with the workshop which we had been planning for a  
41 few months. We decided to reschedule at a date yet to be determined. This new strain of the  
42 Covid has been a very cumbersome impediment in our planning. And for the sake of Public  
43 Safety, we decided to reschedule for a later date.

44

45 That is the gist of our meeting, other than the fact which Acting Chief Blasingame spoke about  
46 earlier regarding these cameras. The HOAs seem to be very excited about the Village taking on

1 this mission to put cameras in the main arteries surrounding our Village. There are some HOAs  
2 that are excited about it because they can plug in and be part of this whole system.

3  
4 **Police Pension** – Trustee Oliver stated I have nothing to report tonight for the Police Pension.

5  
6 **Finance/Building Department – Trustee Pennington**

7  
8 **November 2021 Financial Statements** - Trustee Pennington stated tonight, I'll be reporting on  
9 the financial revenues and expenses for the Village of Olympia Fields for the seventh period  
10 ending November 30<sup>th</sup>, 2021. Trustee Pennington stated starting with the General Fund, General  
11 Fund revenues for this period exceeded Budget projections by \$101,898.00, or 3% above  
12 projection. Our budgeted revenue for this period was \$3,585,568.00. The Village realized actual  
13 revenues in the General Fund of \$3,687,466.00. Gains in Sales Tax Revenue, Real Estate Taxes,  
14 RedFlex Revenue, Wireless Revenue, Cable TV Revenue, and Video Gaming Tax Revenue,  
15 were contributing factors to this positive position.

16  
17 Trustee Pennington stated with respect to our General Fund Expenses, General Fund Expenses  
18 were also favorable to Budget projections by \$264,147.00, or 8% favorable to Plan Projections.  
19 Projected expenses for the period were \$3,472,740.00, while actual incurred expenses were  
20 \$3,208,593.00. When we compare total revenues to total expenses, we have an operating surplus  
21 in the amount of \$366,045.00 for the period. The overall impact to the General Fund is a surplus,  
22 \$366,045.00.

23  
24 Trustee Pennington stated that with respect to the Water Fund, water revenue was also favorable  
25 to Budget projections for this period. Water revenue in the aggregate, operating and non-  
26 operating revenues was budgeted at \$1,317,991.00, while actual realized revenue in the  
27 aggregate was \$1,491,936.00, a difference of \$173,946.00, or 12% favorable to revenue  
28 projections. Water Fund expenses for this period was not favorable to Budget projections. These  
29 expenses exceeded Budget by \$43,581.00, or 4% over Plan. Budgeted expenses for this period  
30 were \$1,085,959.00. The actual incurred expenses were \$1,129,541.00. However, when we  
31 compare total actual revenue to total actual expenses, we have an operating surplus in the amount  
32 of \$362,396.00 for the period. The overall impact to the Water Fund Budget is a surplus,  
33 \$130,364.00.

34  
35 Trustee Pennington stated that with respect to the Sewer Fund, Sewer Fund revenues, operating  
36 and non-operating revenues were 5% favorable to Budget Plan by \$49,874.00. Our revenue  
37 operating Budget for the period was \$935,900.00, while actual realized revenues came in at  
38 \$985,774.00. Sewer Fund expenses were favorable to Budget Plan by \$124,354.00, or 15% of  
39 Plan Projections. He stated that \$830,529.00 was budgeted for the period. The Village incurred  
40 \$706,175.00 in actual expenses. This resulted in an operating surplus in the Sewer Fund in the  
41 amount of \$279,599.00. The overall impact to the Sewer Fund Budget is a surplus, \$174,228.00  
42 for this period.

43  
44 **Report of Cash Balances** - Trustee Pennington stated that in the Board Packet is the report of  
45 cash balances for the Village of Olympia Fields. You will note that there has been some activity  
46 month over month with respect to our cash balances. For the most part, they are still consistent  
47 with what we have been experiencing in the past. We do show a slight decrease between October

1 31<sup>st</sup> and November 30<sup>th</sup>, 2021. That is due largely to the Graymoor Project that was a part of our  
2 Capital Projects Program that we paid out last month. As I stated, for all intents and purposes, the  
3 balances are consistent with what we have been experiencing in past periods.

4  
5 **Park District/Library Board – Trustee Watkins**

6  
7 **Library Board** – Trustee Watkins stated the Library Board has not met yet. We don't meet until  
8 next week.

9  
10 **Park District** – Trustee Watkins stated I would like to defer my Park District Report to Trustee  
11 White, because I know he worked with us last month on the Christmas event and did such a great  
12 job.

13  
14 Village President Burke stated yes, he did. He did a marvelous job.

15  
16 **Educational Commission/Community Relations Commission – Trustee White**

17  
18 **Community Relations Commission** – Trustee White stated I have a long list of people to thank.  
19 I want to especially give special consideration to my teammates, Mr. Carl Hill, Andrea Townson  
20 that helped out with getting the Christmas event put together, as well as our colleagues and  
21 friends over in the Park District. They helped us out quite a bit with regards to selecting a venue,  
22 getting the venue set up. A lot of work. I would like to give special kudos. I still have something  
23 special I want to do for a couple of members of Mr. Landini's group, Roxanne and Paul, I  
24 believe, that were out there in the cold with me and my father-in-law for much of the time trying  
25 to get the lights and everything set up. A big special thanks as well goes out to Chief Blasingame  
26 and our members of our wonderful police department, who not only showed up, but showed out  
27 with their wonderful performance. Next year, we just have to get the whole gang to dance. I tried  
28 my best, but they just wouldn't move.

29  
30 There is a lot about that event. There is one regret that I have. In hosting it, I was not in the  
31 position to see everything and with the lights shining in my face. I only had feedback from  
32 everyone which seemed like a lot of folks were happy with how things came together. I was  
33 really pleasantly surprised by our residents, neighbors, and friends, that showed up the day of  
34 and walked up and said, "How can I help?" I can't tell you how warm that made me feel to see  
35 people that just came up last minute and were there to offer a helping hand to get everything  
36 organized. Thanks to all of you guys for your help and in showing up as well.

37  
38 I hope that we have provided the Village and residents with a shared vision of what could be, and  
39 what should be in terms of a local community, and people being able to come together. All the  
40 students that we had at the event. We had folks coming from more than a couple of towns away  
41 to attend the event. I believe, we have something to build on moving forward. We are definitely  
42 going to look at trying to do something when the weather is a little bit warmer. We definitely  
43 want to try to aim for two major events per year.

44  
45 Right now, what I think we are looking to do is try to start getting plans for our warm weather  
46 event. Stay tuned for details on that. Hopefully, we'll have something a little more significant at

1 the next Board Meeting in terms of what it is exactly that we hope to do. Thanks to all of you  
2 guys for all of your help. I really appreciate the support as well.

3  
4 **Educational Commission** – Trustee White stated I want to touch a little bit on the Educational  
5 Commission. I am going to borrow a little bit of Trustee Pennington’s playbook with regards to  
6 the report. As a Commission right now, we really don’t have much to report. I think as it relates  
7 to education in Olympia Fields, there are some data points I would like to share. We are going to  
8 start with the standardized scores for Rich 227. This data comes out of the 2021 Illinois School  
9 Board Report Card. He stated for 2021, the State average for Math Proficiency Score is 63.3%.  
10 For Rich 227, the average Math Proficiency Score was 26%. A difference of 58.9%. For the  
11 English and Language Arts Proficiency Test, the State average was 26.3%. For Rich 227, it is  
12 11.1%. Negative 57.8%. Total spend per student for the State of Illinois on average was  
13 \$13,738.00. For Rich 227, the average amount spent per student was \$23,224.00. A difference of  
14 69%. At the site level, meaning at the school level how much was spent per student, State  
15 average was \$9,395.00. For Rich 227, at the school level, \$19,671.00. A difference of plus 109%  
16 over State average. In terms of the amounts of homeowner tax dollars spent on schools, the State  
17 average is 55.3%. For Rich 227, and the communities serving it, the average local tax bill  
18 contributed to schools by residents, 69.5%. A difference of 25.7% over State average.

19  
20 I think we all have thought there might be some problems. I think if there is anything that needs  
21 to be communicated of why these numbers are important, I’ll let you come up with your own  
22 adjective of our performance compared to just the State average. One, is the obvious failure  
23 that’s being provided for students at 227. What appears to be a woeful lack of fiscal discipline  
24 when it relates to taxpayer dollars. At this point, as the Liaison to the Educational Commission, I  
25 am a little bit frustrated. At this point, I am asking for input from you Mr. President, as well as  
26 all of the Board Members for ideas in terms of what we can do. If there is one metric that I  
27 definitely want to share with you guys in addition to the ones that I just shared with you, the  
28 National Realtors Association has done several studies over the years, looking at how the quality  
29 of schools within a specific area and zip code affects home property value. On average, an area  
30 that has high performances, the homes in that area when equated against other areas with the  
31 same type of homes, but there is average to below average performing schools, the home values  
32 in those areas based on the national averages are anywhere from 20 to 45% higher. I know that  
33 we have a lot of residents that either have kids that are grown, don’t have kids at all. If there is  
34 anything that I think symbolizes why every single homeowner in Olympia Fields should care  
35 about this. I will just say for the record, I think it is a travesty for Olympia Fields to be one of the  
36 most educated zip codes in the country, to have a school that sits in the middle of our Village  
37 with numbers like that is a travesty. Right now, I am looking for ideas from any which way to  
38 figure out how do we get these numbers, whatever we got to get to put education in our Village  
39 that reflects what I believe, the average resident’s educational value is. The average household  
40 here in Olympia Fields, you’ve got people with three, four, and five degrees in it. But we have a  
41 school up here with numbers like this.

42  
43 Trustee Watkins stated that a lot of those children don’t come from Olympia Fields. They’re  
44 coming from different areas. When you look at the numbers and the breakdown, I think maybe  
45 Kelvin can confirm this, it’s less than 200 if that, at Rich Central. We may want to look at  
46 literally annexing out of Rich Central into Homewood-Flossmoor area.

47

1 Trustee White stated well, for the record, the number is far less than 200. You are absolutely  
2 right in terms of the student population. At the end of the day, regardless of how many kids we  
3 have going there, the impact in terms of those of us that do live here, just in terms of the home  
4 values, and our ability to attract new families going forward, and what type of families we are  
5 going to attract going forward. Folks that share what seems to be our values on education are not  
6 going to be attracted by those numbers.

7  
8 Trustee Watkins stated that's why I was saying annexing out, going to Homewood-Flossmoor  
9 School District, because they are a Blue-Ribbon School. When I moved here from Michigan, and  
10 I lived in Ann Arbor, that was one of the things I looked for because I had a young child. The  
11 first thing I looked for was a school. Homewood-Flossmoor came up because it was close to  
12 work. That's how I ended up there before I came to Olympia Fields. If it is less than 200, maybe  
13 100, when you look at the cost per teacher, you are not looking at a lot. We can present a better  
14 case than we did 20-years ago when The Greens tried to do it. We are in a better position now to  
15 take action and pull it together and do that.

16  
17 Village President Burke inquired of Trustee White whether or not he still has the document that  
18 he shared with him a couple of years ago? Can you dig that up and get a copy to everybody on  
19 the Board? Trustee White stated okay. Village President Burke stated the document that I am  
20 talking about is something that Howard and I talked about several years ago. It had all the  
21 statistics of property values all over the metropolitan Chicago area. The direct correlation  
22 between high performing schools and property value. Every school it showed. You rattled off  
23 some numbers. Unfortunately, we are not all in the same room together. I know you have a  
24 passion for this just like you did for putting together that Christmas event that you guys did,  
25 which was a wonderful job. I think everybody should have an opportunity to look at that  
26 document. Maybe what we could do is at some upcoming meeting, we as a group can just sort of  
27 look at that and come up with two or three ideas from each one of us that we can put together to  
28 say this is something that we should be able to do about this. The data is there. What you rattled  
29 off was something that was already identified several years ago, but nobody has done anything  
30 about it. I think it has probably gotten worse.

31  
32 Trustee White stated it has definitely been a downward trend from what I can see. I know folks  
33 might want to say, "Well, you know, the last couple of years have been Covid." Well, the reality  
34 is, every school has dealt with Covid. That's kind of a moot point. I will definitely do that. I will  
35 share with the Board and everyone the data that I have. The Educational Commission as a whole,  
36 there is almost a feeling of helplessness. Especially as a body, there is only so much that the  
37 Commission can do. I just feel like at some point in time, we just got to stop complaining about  
38 something. I don't believe in just accepting something. I think when you are looking at this much  
39 failure existing, it is only a matter of time before this can have an effect on the Village's overall  
40 health, whether it's sooner or later.

41  
42 Village President Burke stated what you did not go through, there is another component to this.  
43 That is, the Board does not have a clue of the resources that the Village has put into some of  
44 these threats about fights and situations where we have had to hold shifts over from the midnight  
45 shift, bring people in early to go cover in the last two or three months, cover potential rumored  
46 activities that was going on at Rich at the school over there. We've had to have a lot of police

1 activity. Sometimes it's real. Sometimes it's just a lot of rumors. But you have to go. You never  
2 can tell when something is real and when something isn't.

3

4 There's an Ordinance that the police department is working on about trying to hold parents  
5 responsible, because what happens when there's a problem, a fight, or whatever, they wound up  
6 going to Markham and they just let them go. Whereas, with this Ordinance that the police  
7 department is looking at, we would fine the parents and hold them accountable. They have to go  
8 to Court here in Olympia Fields. You guys are going to see that sometime in the next month or  
9 two. We will have a discussion about that. Making sure people are aware of what's going on.  
10 We're not trying to bash the school. It's just that we are trying to figure out ways to improve  
11 these numbers because it has an impact on us. We can do all the most positive things in the world  
12 to take care of the Village of Olympia Fields, but when outsiders come in and do things that we  
13 have no control over, it hurts our reputation and damages us.

14

15 We are not going to solve it right now. As the Educational Commission Liaison, this is not a slap  
16 at any body. It's just that we have an unfortunate situation. It damages us overall. We have to do  
17 something about it. It is after 10 guys. This is a long, long meeting.

18

19 Once again, Howard, you did a wonderful job. The talk of the town. The talk of the area. The  
20 Police Department estimated that it was somewhere between 500 and 600 people that came in  
21 and out during that time. As you indicated, this was a great first-time event. It will only grow  
22 with time and get even bigger and better. Thanks again, Howard, and you and your whole team,  
23 and everybody that assisted in making this a success.

24

25 **MISCELLANOUS REPORTS:**

26

27 **Trustee Watkins Appointed to League of Women Voters Board of Directors** - Trustee  
28 Watkins stated I was appointed to the League of Women Voters, to their Board of Directors this  
29 week. Village President Burke stated congratulations. That is a great honor. Did they put out a  
30 Press Release or anything like that? Trustee Watkins stated they will. We have our first Board  
31 Meeting next week. Village President Burke stated make sure you get us something that we can  
32 put in the Newsletter and let the public know about that.

33

34 Village President Burke stated anything that you guys have that you want to put in the next  
35 Newsletter, Cook County is going to have some vaccinations going on next week. Actually, four  
36 times over at the Bradford Barn. We have over 66% of the people have been vaccinated. We  
37 want to make sure that everybody gets it. I was shocked when Desiree said that she knows 25  
38 people who got the virus over the holiday. The shot makes a difference. They really make a  
39 difference. The people that are getting this virus, they are not in the hospital. When you get  
40 25,000, 30,000 people a day more getting it, it is nothing to play with.

41

42 Anything that you guys have, please get it to Gladys as soon as possible so that we can get it into  
43 the Newsletter. Our goal is to try to publish something within a week after the Board Meeting.

44

45 **PUBLIC COMMENTS:**

46

47 Village President Burke stated that there were no Public Comments.

1 **RESIGNATIONS AND APPOINTMENTS:**

2

3 **Resignation – Naomi Amegashie from the Beautification Committee – Village President**  
4 **Burke stated there is one Resignation, Naomi Amegashie from the Beautification Committee.**

5 **Motion by Trustee Pennington, Second by Trustee Finley to Accept the Resignation of**  
6 **Naomi Amegashie from the Beautification Committee.**

7 **Voice Vote:           All Ayes                           Motion Carried.**

8

9 **ADJOURNMENT:**

10

11 **Motion by Trustee Pennington, Second by Trustee Watkins to Adjourn the Board Meeting**  
12 **at 10:10 P.M.**

13 **Voice Vote:           All Ayes                           Motion Carried.**

14

15 **Respectfully submitted by Faith Stine.**

16