

1 **MINUTES OF THE WORKSHOP WITH THE BOARD OF TRUSTEES OF**
2 **THE VILLAGE OF OLYMPIA FIELDS**
3 **Held on January 26, 2021**
4

5 The Workshop of the Village Board was held on Tuesday, January 26th, 2021. Due to the
6 COVID-19 pandemic, the workshop is being conducted remotely via teleconference. Village
7 President Sterling M. Burke called the workshop to order at 6:00 P.M. Village Administrator
8 Saenz took the roll call.
9

10 Present: Trustees – Watkins, Oliver, Pennington, Thomas, Finley and Matz
11 Village President, Sterling M. Burke
12 Village Administrator, Cynthia Saenz
13

14 Absent: Village Clerk, Drella Savage and Faith Stine, Court Reporter
15

16 **Also, Present:**
17

18 Stan King - Treasurer
19 Betty Zigras – Finance Director
20 Jim Landini – Public Works Director
21 Chief Scott Morgan – Police Chief
22 John McDonnell – Building Commissioner
23

24 Village President Burke stated that this is a workshop for informational purposes only, to make
25 sure the Board is up to speed on what the staff has discussed, in terms of what Capital Projects
26 are up for next year.
27

28 Village Administrator Saenz proceeded with the roll call: Trustee Watkins, here; Trustee Oliver,
29 here; Trustee Pennington, here; Trustee Thomas, here; Trustee Matz, here; Trustee Finley, here.
30 Also, on the call we have Finance Director, Betty Zigras, here; Public Works Director Jim
31 Landini, here; Building Commissioner John McDonnell, here; Chief of Police Scott Morgan,
32 here; Village President Burke, here. Also on the call is the Village Treasurer, Stan King, present;
33 and I am the Village Administrator, Cynthia Saenz.
34

35 Village President Burke stated that he knows that Stan had a meeting about a week and a half
36 ago, going through a review of the Capital Projects.
37

38 Ms. Zigras stated that we met with Administrative Staff, Directors, and Cindy, last week to
39 review the Capital Projects in the General Fund, Water Fund, and the Sewer Fund. In your
40 packet you have what we've added on from previous years. We are starting with the General
41 Fund. We have listed 16 projects. The first column describes the project name. The second
42 column is a description, and any comments. You will see in the fourth column is actual 2020
43 what we actually spent on Capital Projects. In the following column we have budgeted for 2021.
44 If you follow all the way down to the bottom, the last row of that column, you will see for 2021
45 we budgeted \$598,500.00 in projects. Due to COVID-19 and different restrictions, we project we
46 will only spend about \$44,000.00 in Capital Projects this year. The last five columns are Fiscal
47 Years 2022 to 2026 projected budget for Capital Projects.

1 **Suburban Woods Road Resurfacing** - Ms. Zigras stated that we will start with item Number 1,
2 row one, which was the Suburban Woods Road Resurfacing. That was a project we
3 accomplished in 2020. She just kept it there for historical reference so we can see what we spent
4 our money on with Capital Projects. That was accomplished last Fiscal Year.

5
6 **Road Resurfacing** - Ms. Zigras stated that Number 2 is Road Resurfacing. The continuation of a
7 road resurfacing program that Jim Landini identified last year and can speak of in more detail.
8 We have \$350,000.00 budgeted for Fiscal Year 2021. We project that we will not have any road
9 resurfacing this year. She believes it is due to COVID. She stated that Jim can speak on that.

10
11 Mr. Landini stated that everybody should have received his five-year Road and Swale Plan. He
12 believes he sent that out on Friday. We are not expected to spend anything this Fiscal Year. He
13 stated for the start of the year, COVID had a huge impact and delayed everything. And then now,
14 at this point in the year, we are on weather restriction of when the material would even be
15 available to start doing roads. You will see in Fiscal Year 2022, we put \$700,000.00 in there with
16 the hopes of doing the First Phase of the Road Program and the Second Phase combined in one
17 year. He believes that is feasible. He stated that as you see on the handout, to go in accordance
18 with the map, the map indicates from very poor roads to excellent roads. He stated that red being
19 the worst, pink, and orange.

20
21 Mr. Landini stated that what he has planned for this upcoming Fiscal Year would be to eliminate
22 all the worst sections of road in the Village. He stated all of the red that you see there. That
23 would be approximately three miles of road, give or take, with adjoining swales for storm water
24 drainage to be incorporated in that at the same time when we resurface those roads. We will be
25 handling storm water issues along with our road issues at the same time. Any questions?

26
27 Village President Burke stated Jim, what you are planning on doing with these roads is to double
28 up on what you are planning to do. You are going to take what we would have done last year and
29 next year, and doing the whole thing as one great big project. Correct?

30
31 Mr. Landini stated correct. He believes there is an advantage to that as well. He stated that with
32 the money rolling over, the funds should be there. He stated and being that it is larger scale and
33 everything is mobilized, it should cutdown on the costs for getting those two years completed in
34 one year. Mr. Landini believes that can all be completed by the second quarter of Fiscal Year
35 2022, around October at the latest.

36
37 Trustee Matz inquired so the potholes that are out here, will you be doing some of that work?
38 Mr. Landini stated yeah, absolutely. He stated potholes and minor road repair, those are in his
39 actual Operating Budget for Public Works. That's something that we'll continue to do. But
40 where you see the most potholes, those are also on the worst roads. The majority of those will get
41 taken care of with this program in Fiscal Year 2022.

42
43 Trustee Pennington inquired the \$350,000.00 that you project in the out years, starting with
44 2023, you show \$350,000.00, does that figure anticipate any increased costs in those out years,
45 or is that just the regular projected figure for that particular year or years? Mr. Landini stated
46 yeah, it's just the regular projected figure. The price of asphalt kind of goes with the price of oil.
47 It can go in line with those projections, but right now these are rough estimates. More based off

1 of the work that we did in the Suburban Woods Subdivision. That was over a mile of road with a
2 lot of swale regrading, and that came out to \$369,000.00. A lot of these areas are not as complex
3 as that subdivision. He kind of based it off of that project alone. It is going to be the same type of
4 work for these sections.

5
6 **Village Hall Roof Repairs** - Ms. Zigras stated moving on to Number 3 of the projects, is Village
7 Hall Roof Repairs. We have \$60,000.00 budgeted for Fiscal Year 2021. We don't project to be
8 spending that this year. We are pushing it off to 2022. She inquired whether or not John
9 McDonnell had anything to comment on that.

10
11 Mr. McDonnell stated general, small repairs comes out of his General Maintenance Budget for
12 the Village Hall building. The \$60,000.00 was to do a larger portion of the roof this year, which
13 we didn't get to due to COVID. The roof has been pretty sound all this summer long through
14 COVID. We just realized one leak over last night's snow, but a very small leak. It will be
15 repaired out of his General Budget under the Village Hall. The \$60,000.00 is to do a larger
16 portion of the roof, which will finish recovering what's left of the roof that has not been covered
17 or readied, since we've been spending a little bit of money each year on the roof for the past 10-
18 years.

19
20 Trustee Thomas inquired so we aren't going to do any capital improvements work this summer.
21 Is that what she is understanding? Mr. McDonnell stated to the roof, correct.

22
23 Trustee Thomas inquired the ones that we are moving to 2022, is that because we are not going
24 to do any capital improvements this summer. Mr. Landini stated no, Fiscal Year 2022 which
25 would start May 1st.

26
27 Trustee Watkins inquired of Mr. McDonnell whether or not we have looked at any solar roofing
28 or any green initiatives. Mr. McDonnell stated no, we have not. It wouldn't be a wise thing to put
29 any solar on the Village Hall roof, just for the simple fact there are three layers of roofing up
30 there. It's the type of roof that is prone to leak, because a third portion of it is completely flat and
31 prone to leakage. It would be an ongoing expense and cost for the Village to continue to make
32 repairs only when we have to remove solar panels.

33
34 Trustee Watkins stated that she thinks she was more so solar roofs and not panels to get off the
35 grid totally. Mr. McDonnell stated solar panels would be a solar roof.

36
37 Village President Burke inquired approximately how much of our electric bill will we get from
38 Commonwealth Edison and others versus money that we ordinarily spend for solar. There is a
39 certain amount of electricity that we get that we don't have to pay for. If you don't have the right
40 kind of roof, you cannot put solar capability on it to get off the grid. He asked John to explain to
41 the Board, what percent of our electric bill is actual bill versus money, that we would be able to
42 get on savings from a solar project.

43
44 Mr. McDonnell stated that he doesn't know because there are some utilities that the Village does
45 not get charged for. There's a certain percentage of heat, and he believes a certain percentage of
46 electricity that we don't pay any bills for, for Village Hall. Is that correct, Betty? He's not too
47 sure about the utility bills that we pay.

1 Village Administrator Saenz stated that is correct. We have agreements with Nicor and with
2 ComEd. She doesn't know what the thresholds are. We'd have to go into the files and look that
3 up. As far as electricity goes, she is not sure if we have ever hit that plateau. She knows for Nicor
4 we normally pay a few bills, maybe in March and April.

5
6 Ms. Zigras stated that is correct. The last two months of the Fiscal Year. Trustee Matz stated that
7 is her understanding too, that non-generating income buildings in the Village are not assessed a
8 fee for the electricity and heat.

9
10 Village Administrator Saenz stated so definitely, if we make the change to solar roofing, that
11 would be an additional expense she would think. As John said, that's not something that we've
12 ever looked into. She is not really sure what that actual cost would be for us.

13
14 Village President Burke stated that there have been several organizations or outfits who have
15 come to the Village asking about being able to put in solar. They have done several studies. In
16 the final analysis, when you go and look at it, it has not been something that is warranted or
17 caused us to make a change. He sees the electric bills. He has to sign every one of these bills. He
18 goes through every bill; every check and he ask questions. The power usage and heating is
19 minimal. We probably have more requirements out at the pumping station and some places like
20 that. The lighting that we pay for in the Village, for the most part people have gas lights or lights
21 in front of their homes. The street lights that you see, are street lights that are around the outside
22 that the State and the County pay for. So, our electric consumption is minimal. It would be hard
23 to justify putting in solar. We would spend more money than we would actually benefit.

24
25 Mr. McDonnell stated that we met with the gentleman that wanted to sell us solar systems. When
26 he found out that we don't pay much in an electric bill, he kind of ran away. So did the people
27 that wanted to change all of our light fixtures in the Village Hall. They wanted to change them
28 from all florescent lighting to all LED lighting. We had three companies come through. Two of
29 the companies never bothered to contact us back because once they found out that we weren't
30 paying any ComEd bill, then they just went away. The other people said, "Well, we'll put the
31 lights in for you for \$65,000.00 - if you want to do that." We decided not to do that.

32
33 **Village Hall Replacement of Canopies** – Ms. Zigras stated next is number 4, which is the
34 Village Hall Replacement of Canopies. That was a \$19,430.00 project that was completed in
35 Fiscal Year 2020. Trustee Thomas stated thank you, John. They look very nice.

36
37 **Financial Software for the Village** – Ms. Zigras stated that number 5 is the Replacement of the
38 Financial Software for the Village. The General Ledger, Utility billing, the entire system. We put
39 a placeholder in the budget of \$100,000.00 for 2021. We did discuss this at the Board Meeting
40 last week. We did not spend any funds in 2021. In Fiscal Year 2022, she can't foresee being able
41 to complete the project from start to finish, implementation. Fiscal Year 2022 she did throw in as
42 a placeholder \$150,000.00. She made that adjustment after reaching out to our neighboring
43 Villages that recently underwent a conversion. She discussed with them how long their
44 implementation took, and what their process was. She just received an email from Flossmoor
45 who said the beginning of the RFP implementation was about 24-months. That was with a
46 consultant. She stated with a consultant to assist them with the RFP process, and with contracts,
47 and with negotiations with the vendors.

1 Ms. Zigras stated that she foresees this project. She knows that we have an initiative to do a six-
2 month RFP, and to find a system within those six-months. As excited as she is about undertaking
3 such a project and being part of such a project, she doesn't want any of the other responsibilities
4 that she or any of the other departments have such as budgeting, audits, running our department
5 to slip. She added an additional \$50,000.00 in case we need to call in a consultant to assist us
6 with this endeavor.

7
8 Village Administrator Saenz stated that the other issue that she wanted to share with the Board
9 when it comes to this particular project is, when we discussed a new software conversion, we
10 wanted something that would integrate with all of our departments. Although Betty is
11 knowledgeable and has an idea of what her wants and needs are for the Finance Department, we
12 have to take a look at Jim's Public Works Department. We have to look at the Building
13 Department, Code Enforcement, the Police Department when it comes to the ticketing program.
14 We are going to need assistance to make sure that we can integrate all of these different
15 departments into one program that will give us the level of service and competency that we need.
16 We are still doing way too many manual things when it comes to our day-to-day, and having a
17 fully integrated system will alleviate some of that.

18
19 Village Administrator Saenz stated that the other issue is that Betty is a two-person department.
20 It's her and Cynthia. As she mentioned, it took Flossmoor two-years with a consultant. She
21 stated just thinking back when we did our first conversion from Quicken Books to what we have
22 now in 2001, it took about three-years for us to get the different departments on the accounting
23 software platform that we have now. And that doesn't include everyone. She thinks that the
24 \$150,000.00 that Betty has as a placeholder, that will be a start for us, but she can't see us
25 completing that task during that one Fiscal Year.

26
27 Trustee Matz inquired of Village Administrator Saenz so that \$150,000.00, and you talk about
28 getting a system that will integrate every department, and every department is talking to each
29 other, is that money inclusive of having a full-time IT person. We are getting to that point where
30 we need someone in-house to help assist and navigate.

31
32 Village Administrator Saenz stated no, those dollars do not include IT at all. That is just the
33 General Ledger Software Program. She stated not really General Ledger. She inquired of Betty,
34 BS&A what is their term for the software.

35
36 Ms. Zigras stated that they call it an "ERP." It's all application from permitting, to utility billing,
37 to when Jim has work orders processing. It includes everything. It's called an "Enterprise
38 Resource Planning System (ERP).
39

40 Trustee Thomas inquired is this going to be out of the box and then they will try to tweak it to fit
41 our needs. Will they be able to build what we need? She thinks it is great to have integration if
42 you are going to do this. She is wondering if \$150,000.00 is enough. She stated once you
43 implement it, there's a training piece that comes with that, and then the maintenance. Are we
44 going to include that? If we are going to do it, should we just budget it out? All of those
45 components of it are \$150,000.00 or not?
46

1 Ms. Zigras stated that she did get a preliminary quote from two of the vendors. They were
2 coming in close to \$100,000.00 which included training and implementation and all that. She
3 stated that Flossmoor paid \$35,000.00 for their consultant to assist them.
4

5 Ms. Zigras stated your question Trustee Thomas, is it out of the box? These are softwares that
6 are geared towards government, only work with government, and have been tried and tested.
7 Park Forest, Flossmoor, Richton Park, have all chosen one of these three vendors. Most
8 governments tend to work mostly the same way.
9

10 Trustee Thomas stated paying the fee for whoever installs it, or implements it to maintain it, is a
11 wiser decision because they know the software and the upgrades, and all that stuff. She is
12 assuming all that comes with the package that they quoted.
13

14 Ms. Zigras stated yes, that is all part of the package, the implementation, the training, and
15 consulting, their trainers and their customer service is part of the fee. The external fee would be a
16 non-biased, objective, outside consulting firm to help us put our requirements down, and ask
17 those questions that is specific to each department, what exactly do we need, and help us because
18 they have done this so many times, what about this, or Flossmoor did this, or this Village did
19 another thing that maybe we haven't thought about and a lightbulb goes up for us. They help us
20 with that RFP. They help us from putting the RFP together to getting a contract negotiated with
21 the vendor. That's their role of the outside consultant.
22

23 Trustee Thomas stated that she would say at the end of the day, this would-be money well spent.
24 She would suggest that once you start sitting down to put the RFP scope together, all of those
25 departments are together in the room as you are talking through processes and how they
26 interconnect with each other and you aren't missing any of those steps. The worst thing to do is
27 don't connect everyone in the room at the table and a step is missed. They can go back to do it
28 but then it costs more and it is more time consuming. So, if you outline your workflow for the
29 Village, for the departments, she thinks that would be great. Trustee Thomas stated that she
30 thinks this is a great thing to do.
31

32 Village Administrator Saenz stated that she agrees. She stated that Betty and I had this
33 conversation. All of the department heads would definitely have to be involved in this process
34 because they're the ones that are most familiar with the processes of what's happening in their
35 departments. They're the ones that are the professionals that are going to have to guide us and
36 make sure that we are including those little idiosyncrasies that go on in their department that she
37 has no knowledge of, or that Betty has no knowledge of, that Jim has no knowledge of when it
38 comes to the building department. She stated absolutely.
39

40 Village Administrator Saenz stated that to answer one of your other questions, we will probably
41 have ongoing maintenance that we have to pay for this software, which we do with our current
42 software vendor. There's an annual fee that we pay for support and for upgrades, and things like
43 that. That would be part of our regular Operating Budget.
44

45 Ms. Zigras stated that we currently pay \$11,000.00 or \$15,000.00 annually.
46

1 Trustee Finley inquired whether or not there are any known threats to the software that we
2 should anticipate, or operational quirks or deficiencies that some of our other neighboring
3 Villages have been able to report that we need to put some money to the side to deal with.
4

5 Ms. Zigras stated that is why she reached out today to Richton Park. She reached out to
6 Flossmoor who responded and said it took them 24-months. He went on to say to, "Feel free to
7 give him a call to discuss our experience. We made a lot of mistakes so I'm happy to share." She
8 will be reaching out to our neighbors who recently went through a conversion. The Finance
9 Director for Flossmoor has been there for 20-years or so. She read in one of their Board Memos
10 that he has gone through four conversions in his career. If you've gone through four conversions,
11 he's found a lot of mistakes that he's willing to share. She would be happy to hear them. Any
12 vendor we look at, we'll be calling references and seeing from other Villages what the lessons
13 learned let's say from their conversion.
14

15 Trustee Finley stated that what she is hearing Ms. Zigras respond to, and she does appreciate it,
16 is lessons learned with regard to the conversion. What she is trying to get to is maybe not known.
17 Is there any known, or possible or probable threats, any vulnerability to the system that we can't
18 fix, or we could get ready to anticipate? So, if this happens by somebody outside the system
19 meaning harm to the Village's operation, this is what you have to do about it, and these are the
20 consultants you have to call to do this specific kind of thing. Is that insurance against the bad
21 actors she will call it that way.
22

23 Ms. Zigras stated external threats to the Village's system, the server on our current software
24 system is in-house. Any external threats would come through like external emails is that correct?
25

26 Village Administrator Saenz stated that she thinks Betty is correct. Trustee Finley is asking about
27 security. She stated with the vendor, the vendor would house the data because it would be offsite
28 via their server. They would have to have security on their own, but we also have through our IT
29 consultant, and our IT structure and setup, we actually have security that helps to block any
30 threats from the outside. If someone does try to compromise our data, we have systems in place
31 for that.
32

33 Trustee Finley stated that is great. She does understand that nothing is absolute. It is a good idea
34 to have an intentional look at the possibility that things may not go as we expect them to go. She
35 remembers from the Board Meeting that one of the good things to come from this conversion is
36 that it should free up some staff time. Have you determined what you want to do with that extra
37 staff time?
38

39 Village Administrator Saenz stated that she thinks through the process, once it's determined
40 exactly how much freedom there actually is, she is sure there will be plenty to do at Village Hall.
41

42 Trustee Finley stated that she was thinking more in terms of perhaps there was some project or
43 initiative that is right now out of reach, that we could address if we had hands on it that is not
44 possible now because of the way we do what we do. And if any of those activities might be
45 reflected in a budget.
46

1 Ms. Zigras stated that one of the things that comes to mind is we always discussed producing a
2 Village CAFR. If there's free time in the finance department, we could work on a CAFR. If
3 historical data is entered in the new system, it would enable us to more easily produce statistical
4 data and statistical reports. It would make financial reporting much easier.

5
6 Trustee Watkins stated that she and her husband in their business had an in-house server for
7 many years. They ended up spending more money upgrading over the years. She knows a lot of
8 people in medicine have switched to a cloud-based system. She doesn't know if that is an option
9 for us. They haven't had any issues with security or anything since we switched over to a
10 cloud-based system. Is that something we could look at, or is that even an option?

11
12 Ms. Zigras stated that there are some systems that are cloud-based. There are systems that are on
13 premises with a third-party managed service. And others do offer cloud hosting. That's
14 something that we're definitely looking at. Our payroll is on the cloud. We use an external
15 payroll provider that's cloud-based. Our Open Gov, which is our financial transparency which is
16 on our website is cloud-based. That's definitely something that we will be looking at too.

17
18 Trustee Watkins stated that she definitely recommends it. They saved well over \$50,000.00
19 making that switch.

20
21 Village President Burke stated as we discussed at the last Board Meeting, he thinks the biggest
22 exposure to doing this is going to be whether or not the system that is chosen is a system that we
23 adopt as is, versus a system that we try to mold into how we do business today. He stated from a
24 security standpoint, if you adopt the software vendor's approach to doing the ERP system, that
25 means that our people are going to have to definitely change how we do business to adopt and
26 accommodate how that software works. The good thing about doing that, is that we will have the
27 software vendor managing all of the security issues. They manage all the data. They will be
28 responsible for doing all of these things. And overall, that could save some money.

29
30 Village President Burke stated that the flip side of it is that we have to make our minds up. Are
31 we willing to change how we do business to work with that software vendor? The consultant
32 that's going to come in, depending if it's a third-party independent consultant, or the consultant
33 that is being provided by the software vendor, the first decision that is going to have to be made
34 is whether or not, and how much can the software vendor that we are looking at do what we want
35 it to do. If there are any things that are different, then therein becomes the problem in getting
36 through any conversion, because people sometimes have a tendency not to want to change what
37 they've been doing in the past. Everybody is going to the cloud. Nobody keeps servers around
38 anymore because that's something that you wind up having to duplicate them and back them up.
39 Let the infrastructure people handle that. The processes and procedures that are going to be used
40 to run our business on a day-to-day business, the decision is going to have to be made. And we
41 found somebody whose system looks the way we want it to look. And are we willing to adopt to
42 their system? If that's the case, then the conversion really becomes how much of what we
43 already knew, how much of our data it can accommodate without making a bunch of changes
44 when people have to make a software change.

45
46 Village President Burke inquired of Village Administrator Saenz when the last time was that we
47 made a change on this. Was it 10 years?

1 Village Administrator Saenz stated that we converted to MSI who we have now in 2001. We
2 brought on Permit Tracking in 2003. She thinks that we completed that conversion in probably
3 2004. It's been a while.

4
5 Village President Burke stated that the reason he is bringing that up is there are a lot of things
6 that have changed since then. He stated depending how you want to do it, it doesn't matter, it's
7 going to be what new functions and features do we see that is going to help run our business
8 better than what it was before, and how willing is the Village to change what it has been doing
9 for the last 20 years. If we going to be willing to change what we have been doing for the last 20
10 years, then he thinks it will go a lot smoother. He thinks someone said this is exciting times. We
11 need to make the change. You need to make the hardware change and the process change if you
12 are going to tie all of this stuff together to make it work like it should. If someone is telling you it
13 will take about 24-months, it may take 24-months. He bets if you go back and ask them, they
14 will say it took 24-months if they did exactly what the software vendor was presenting. If they
15 made any changes to it, it may take longer.

16
17 Trustee Thomas stated that is what she was getting at when she asked the questions. Even though
18 others have used it, they are going to come in and they are going to give you an option. Accept it
19 out of the box. She doesn't mean you open the box and take it out. Accept it the way it is, or they
20 look at your process and see what they can fit in. If that's the route, it will cost more and it will
21 take more time, because some ways that you do things you are totally going to have to change
22 because it does not work that way. You can ask them, if I take it as it is, and you just work with
23 it, if there are some things that we absolutely insist that we want to hold on to how we do it,
24 that's going to drastically change it anyway. Everything now is in the cloud. That's how they do
25 your backup.

26
27 Village President Burke stated that Janice is 100% right. He stated just for argument's sake, I
28 would say we should double the price because it's the unknown that's going to kill you in any
29 kind of conversion. He stated instead of \$150,000.00, I would make it \$300,000.00. The fact that
30 we haven't done this in 20 years and you divide that \$300,000.00 by 20 years, it comes out to be
31 a cheap proposition if you are going to keep it another 20 years.

32
33 Ms. Zigras suggested that we put \$150,000.00 in 2022, and \$150,000.00 in 2023. Village
34 Administrator Saenz stated that was going to be her suggestion too. Village President Burke
35 stated I think you should double it.

36
37 **Village Hall Windows Replacement** – Ms. Zigras stated next is Number 6, Village Hall
38 Windows Replacement. It is John McDonnell's for Fiscal Year 2022, \$100,045.00. Ms. Zigras
39 stated that sounds like a quoted number.

40
41 Mr. McDonnell stated that is a quoted number. That would be approximately what we would be
42 spending. He stated naturally, spending that kind of money we would be going out for bid.
43 That's approximately how much it would cost to replace all those windows. The windows would
44 be tempered glass, insulated glass. They would meet the new Energy Code compliances that the
45 State of Illinois has adopted. They would be all aluminum frames. They wouldn't need to be
46 painted anymore. They would just need to be cleaned. Currently, they are wood frame windows,

1 and the wood frames are starting to rot. The trim pieces have already rotted. We might have to
2 repair those in the meantime, and do a little paint touch up. They really do need to be replaced.
3
4 Trustee Matz stated you are not looking at replacing them with wood again, are you? Mr.
5 McDonnell stated no. They would all be a light, aluminum frame, or whatever color we choose.
6 The vestibule windows that were done when Village Hall took over the building is like a maroon
7 color, kind of like our canopy overhangs. They still make that color. They could be that color if
8 you choose, or just white like they are.
9
10 Trustee Watkins inquired of Mr. McDonnell whether or not this quote is based from just one
11 company. Mr. McDonnell stated that it is just from one company, a local company. They are in
12 Chicago Heights and Steger. He doesn't have the quote with him. He talked to a few people over
13 the phone and told them the types of windows and the sizes. They were just coming up verbally
14 with the same pricing. So, he just used that number for the project. Ms. Zigras stated that would
15 be a project for the upcoming Fiscal Year 2022.
16
17 **Village Hall Carpeting Replacement** – Ms. Zigras stated that the next project is for 2025. We
18 estimate that we may need to look at replacing the carpeting at Village Hall. We don't have any
19 estimates. We just put it out there as a placeholder so we know that it might be coming up.
20
21 Trustee Watkins inquired are you replacing it with carpet, or are you looking at maybe another
22 material. She stated, or as opposed to carpet, maybe tile. Mr. McDonnell stated that we don't
23 know what we would replace it with. He stated most likely replace it with the same office type
24 carpeting. He wouldn't replace it with tile. There would be too many slips and falls. Trustee
25 Watkins stated so you are looking at replacing the carpet with carpet. Mr. McDonnell stated yes.
26 Mr. McDonnell stated that we just put the line item in for some day it will have to happen. The
27 carpet is wearing pretty well. COVID helped it out because nobody was walking on it for quite
28 some time. It's lasting quite a while. We have an "x" on 2025. Maybe by then it might be a little
29 worn out.
30
31 **Village Hall – ADA Requirements** – Ms. Zigras stated that Number 8 is the Village Hall ADA
32 Requirements. That's \$17,500.00 that we had budgeted for this year. I believe, we are projecting
33 that we will complete that this year.
34
35 Mr. McDonnell stated we might. It all depends on the quotes and if we can get it done this year.
36 He talked to several companies. He doesn't know what it has been with COVID, but it has made
37 contractors pretty scarce. They are all busy doing larger jobs and they are all behind. He doesn't
38 know if that pricing is going to be good still. He has to firm up those quotes that he got a year
39 ago and take it from there.
40
41 Ms. Zigras inquired of Mr. McDonnell whether or not he thinks we will have a better indication
42 in March sometime when we are finalizing the budget. Mr. McDonnell stated yes. He hopes to
43 get some quotes by March.
44
45 Ms. Zigras stated so if we don't think by March that we will have it done in the current Fiscal
46 Year, we will push it to Fiscal Year 2022. Mr. McDonnell stated right. He stated you have seen
47 them at hospitals and other public areas, you push a button on the side of the wall and the doors

1 open automatically. We have a lot of elderly, and a lot of physically impaired people that would
2 need that. They have asked us for that and when we planned on installing that on our doors. It
3 would be a good idea to get it done.

4
5 **Village Hall – Voice Portal at Front Counter** – Ms. Zigras stated that Number 9, we had
6 identified last year having a voice portal at the front counter because of the thickness of that
7 window it restricts communication with our residents. We had \$21,000.00 budgeted for this year.
8 We will not have it done this year. We had some discussion with the Administrative Staff if we
9 will even put it on the budget for next year.

10
11 Mr. McDonnell stated that because of COVID, it kind of helps out when we do open up to the
12 public that we have this basically solid glass wall between us and the public. It helps for
13 spreading germs. Everybody else has little plastic devices up. Ours is quite a bit better than that.

14
15 Mr. McDonnell stated that we did talk about possibly putting in an open mic intercom system
16 right in front of that window that would be an open mic. That would be live all the time when
17 somebody comes up to it, or voice activated upon someone’s arrival to Village Hall. That’s
18 another idea that we are kicking around that might work out very well. He doesn’t see anything
19 happening with it until next year.

20
21 **Village Hall Electronic Sign** – Ms. Zigras stated that Number 10 is Village Hall Electronic
22 Sign. She believes that Trustee Thomas brought it up last year that we have an electronic sign in
23 front of Village Hall with messages such as Board Meeting dates, et cetera. We budgeted
24 \$32,000.00 for Fiscal Year 2021. We’re not projecting that we’ll have it completed in 2021. We
25 are pushing it to 2022. Ms. Zigras inquired of Mr. McDonnell whether or not the \$32,000.00 is a
26 solid number.

27
28 Mr. McDonnell stated no. It was just a guess for a reader board sign if we could place it on the
29 corner. The problem is we can’t place it on the corner of the street. That’s a storm water
30 management drainage area. The only spot we do have to put that type of sign would be where the
31 statue is currently. We would have to look at relocating that statue or taking it down. Maybe
32 relocating it to the south corner of the property with some type of landscape detail, and then
33 using that area for a monument type sign for the Village Hall that would have a reader board on
34 it and the name of the Village Hall and the police department. That would cost a lot more than
35 \$32,000.00. Like he said, the only place to put this sign currently, would be where that statue is
36 located, or putting a sign at the south corner of Village Hall. The only problem is, there are a lot
37 of trees there on the neighboring property to the south. That would block that sign. That’s why it
38 would be best if the sign is where the statue is currently.

39
40 Trustee Thomas stated that she is one of the people that advocated for a sign. In the daylight
41 when you pass by it you can read what’s on it so you know that it’s the Village. We have nothing
42 that really identifies the Village Hall. She thinks it would be nice if we could have flowers or
43 something. She has seen these at other communities. Her thought is it would be nice to have
44 something to identify the Village of Olympia Fields that you can see even in the dark when you
45 are driving down Governors.

46

1 Mr. McDonnell stated that he agrees. Our biggest issue is that Governors Highway has that large
2 drainage area there. That's our only fallback to that building is we have to have such a wide
3 frontage to Governors Highway that we really don't have any place to put a sign. The only other
4 place to put a sign would be in the median on the roadway that is next to Village Hall to the
5 north. That could be another place for a sign. Again, it would be a lot more than \$32,000.00.

6
7 Mr. McDonnell stated that if it is something that the Board Members are onboard with, we could
8 certainly talk to more companies. We could not talk to any companies this summer because of
9 COVID. Certainly, this summer, hopefully we can get some companies out there to give us some
10 ideas and some prices on what we could do.

11
12 Trustee Matz inquired whether or not the statue could be relocated to the median, and then put
13 the sign where the statue use to be. Mr. McDonnell stated it could be. That's an option. He stated
14 that he doesn't think the statue could be, because it's a little wide. The ball is a little wide. He
15 doesn't think the median is that wide. A truck may come by and the box of the truck hit it, like a
16 small box truck. He doesn't know if that would be a good idea. He thinks the best thing would be
17 to relocate the statue to the south corner of the property, make some type of landscape area there,
18 and then have the sign proposed for where the statue is actually at. That's where the sign use to
19 be for Ethan Allen is where the statue is. There is electrical power already there. There would be
20 a savings there, although you would have to add some electrical power down the way to the
21 south side of the property for the statue. That is something that you wouldn't have to do it right
22 away. You could do it as time goes by. He thinks the best place for the statue would be to the
23 south corner of the property on Governors Highway.

24
25 Ms. Zigras stated so the \$32,000.00 is not a realistic number, because it would only be the
26 electronic sign. Mr. McDonnell stated that's the price he got for a reader board sign. Ms. Zigras
27 stated and this is not what we want now. We are looking at a monument in addition to that. Is
28 that why? Mr. McDonnell stated correct. Ms. Zigras inquired of Mr. McDonnell what number do
29 you suggest if the Board wants a monument and a reader board. Mr. McDonnell stated that's
30 what we are asking. If this is something that the Board wants to go forward with, then he
31 certainly will. Nothing is going to happen in 2021. We can certainly get some pricing together
32 for early 2022. Ms. Zigras inquired to implement in Fiscal Year 2023, or 2022. Mr. McDonnell
33 stated that he would say to implement in 2023.

34
35 Ms. Zigras stated so why don't we just push it to 2023 then. Mr. McDonnell stated right. Ms.
36 Zigras stated that we will put an "x" there so you can come up with a number if that's what the
37 Board wants. Mr. McDonnell stated okay.

38
39 **Village Board Room Media Equipment, Phase 1** – Ms. Zigras stated next is Number 11,
40 Village Board Room, Media Equipment. We spent \$12,679.00 last year, in Fiscal Year 2020. We
41 budgeted \$27,000.00 for 2021. It's coming in at \$27,030.00 is the latest quote to be finished in
42 this Fiscal Year. She inquired of Village Administrator Saenz whether or not she had any
43 comments on this.

44
45 Village Administrator Saenz stated yes. We have it listed as Phase 1, but this \$27,000.00, the
46 dollar amount that we have budgeted for this Fiscal Year will complete the upgrade of the media
47 equipment. We discussed this last year, but we will actually transition equipment from an analog

1 system to a fully digital system. We talked about having new monitors installed so that they
2 would be a little bigger, so that it would be easier to read when there are actual items displayed.
3 It will also complete the process so that we can live stream our Board Meeting to the YouTube
4 Channel, or some other type of platform.

5
6 Village Administrator Saenz stated that the reason that the quote changed a little bit is because
7 when she met with the vendor last week, she asked him about upgrading the mics, which was
8 something that we had talked about doing in the original quote, but now time has gone by and
9 there's another option for us. So, it came in just a little bit higher. We won't have the handheld
10 mics anymore. We'll have pucs. We will fit these bars on the table and we'll have better
11 reception, and they will be able to project a little bit better. This will complete the upgrade. This
12 system has been in place since 2007, when we moved into this building. We've kind of done
13 some things along the way, but this will definitely bring our technology up to the 21st Century.

14
15 Trustee Watkins inquired of Village Administrator Saenz whether or not there is a Phase 2.
16 Village Administrator Saenz stated yes. She stated Phase 1 was the \$12,000.00. This is the final
17 phase. We had originally broken up the process she believes into three phases. We were going to
18 slowly increase the technology. It was decided last year that we would just do the last two pieces
19 together. So, this will be the final phase.

20
21 Trustee Watkins inquired of Village Administrator Saenz that this is for this year. Village
22 Administrator Saenz stated yes. We will have this work completed by April 30th. It will be
23 completed during this Fiscal Year. The plan was to get it done right after May 1st of last year, but
24 as everyone has said, COVID just derailed everything. The vendor is ready to go. He will be able
25 to get us on his calendar by mid to late February, and the work will definitely be completed by
26 April 30th.

27
28 **Village Hall Sidewalk Repair** – Ms. Zigras stated next on the list is Number 12, Village Hall
29 Sidewalk Repair. We have that down for 2023.

30
31 **Village Hall – HVAC System – Board Room** – Ms. Zigras stated that Number 13, is the HVAC
32 System in the Board Room for 2023 as well for \$28,000.00. She inquired of Mr. McDonnell
33 whether or not we had any work done on this last year.

34
35 Mr. McDonnell stated that the Department of Public Works did some repairs on the sidewalks
36 where we had problems. As long as we keep having mild winters, we just push it off and then we
37 will reevaluate it in the spring, and possibly keep pushing it off. He stated as long as we keep
38 having mild winters, and the cracks stay to the point where we can just repair them, that's why
39 we have it pushed off to 2023.

40
41 Ms. Zigras inquired of Mr. McDonnell whether or not that is the same thing with the HVAC
42 System in the Board Room.

43
44 Mr. McDonnell stated we have kind of been kicking the can down the road for that HVAC
45 System because there was suppose to be some grants coming in that would have paid for that to
46 have been completed. Those grants never came to fruition. It's only a matter of time before that
47 unit just gives up and quits because it's not operating correctly because it's too large of a unit. It

1 overheats really hot. And then it over cools very cool. So, there are large swings in the rooms
2 below it. Eventually, it will stop working.
3

4 Village Administrator Saenz inquired of Mr. McDonnell, the grants that you referenced, was that
5 the Facilities Grant for \$60,000.00. Mr. McDonnell stated that's correct. Village Administrator
6 Saenz stated that she believes that we were notified a year and a half ago, that grant was not
7 approved. It included the installation of a new security system and the HVAC System, and she
8 thinks the ADA. We did not get that grant.
9

10 Mr. McDonnell stated right. So, like he said, the ADA stuff he thinks it is smart to do before we
11 get involved in some type of slip and fall lawsuit with somebody. The HVAC System, like he
12 said, it's eventually going to go out and everybody is still going to complain that it's cold, or it's
13 too hot. It doesn't hold temperature well.
14

15 Ms. Zigras inquired of Mr. McDonnell should we be doing it in 2022, or leave it in 2023. Mr.
16 McDonnell stated no, he would leave it in 2023.
17

18 **Village Monument** – Ms. Zigras stated next is Number 14, the Village Monument. We
19 discussed this at the last Board Meeting too. A “Welcome to Olympia Fields” Monument at
20 Route 30 and Governors Highway is what we initially discussed with the Administrative Staff
21 the prior week. We initially put down \$50,000.00 for Fiscal Year 2022. Did we expand that
22 during the Board Meeting? Did we expand that to the other corners of the Village, or are we
23 staying with just Route 30 and Governors Highway for Fiscal Year 2022?
24

25 Mr. McDonnell stated that he thinks our concentration is on Route 30 and Governors Highway
26 right now, just because there is new business prospect for that corner. This would provide a way
27 to do some cost sharing with that new business coming to the Village of Olympia Fields. The
28 new business is going to have to put up a new sign to meet our minimum sign standards, but it is
29 not going to be this elaborate corner monument that the Village may like to see, or maybe the
30 Village may not like to see. We do have one at the corner of Crawford and Vollmer Road that's
31 right at the corner of The Traditions subdivision. We would like to see something on Route 30
32 and Governors Highway. Actually, Governors Highway comes into Crawford there.
33

34 Ms. Zigras stated its Governors and Crawford. Mr. McDonnell stated right, just to have cost
35 sharing with the new business to put up a much larger monument type sign. Something that says,
36 “You are in Olympia Fields.”
37

38 **Village Chair Replacement** – Ms. Zigras stated that Number 15, is Village Chair Replacement.
39 We are expecting to replace 10 chairs in the Village Hall Conference Room and for staff. She
40 believes there are eight chairs in the conference room at about \$400.00 per chair. That's
41 \$4,000.00 in Fiscal Year 2022. The last time we didn't replace, we tried to fix those conference
42 room chairs three years ago.
43

44 Mr. McDonnell stated yes, we did repair some of them. Ms. Zigras stated that was about three
45 years ago. Mr. McDonnell stated yes.
46

1 Trustee Finley stated about the chairs and the dais in the Board Room, it is pretty awful for all
2 the reasons you know. She doesn't know if you ever had to try to sit in one of them. Depending
3 on where you sit on the dais, you can't get your knees under it. She is wondering if at the same
4 time you could take a look at improvements to the dais itself. It forces a person to sit back which
5 makes people looking at you think that you are posturing away from them. It doesn't support any
6 ergonomic connection to comfort or appearance.

7
8 Mr. McDonnell stated that dais has that knee smasher, he calls it, underneath it. At one time,
9 somebody probably thought that was a good idea. It's a good catch-all for candy wrappers and
10 any leftover paperwork that the Board has kind of gets slid underneath there. It could be an idea
11 that we take that out. That might help.

12
13 Trustee Finley stated whatever you can do so it doesn't force you to appear that you are not
14 leaning in to what it is our Villagers are trying to tell us, when all you are really trying to do is
15 save your knees and then backing away from the dais. She will just bring it to your attention and
16 leave it to your talents to say what our options might be. Mr. McDonnell stated okay.

17
18 **Old Village Hall Demolition** – Ms. Zigras stated that Number 16, is Old Village Hall
19 Demolition. She inquired of Jim Landini whether or not he would like to speak on that.

20
21 Mr. Landini stated that this is for your consideration. This has never been presented on the
22 Capital Projects. It's a relatively new idea. It's a two-fold thing. One, Old Village Hall is in
23 disrepair. It's not worth putting any money into it. We know we have mold in there. He doesn't
24 know for sure, there could be possible asbestos in there. It's not an ADA compliant building.
25 Even if we are just talking about the doors for ADA compliance, you see up above for the
26 Village Hall it is \$17,000.00. It wouldn't be worth putting that kind of money into Old Village
27 Hall.

28
29 Mr. Landini stated to go further with the Old Village Hall Demolition, he has a vision for the
30 Public Works property of beautifying that corner and creating Public Works grounds and
31 campus. That would fully be our Public Works Operating Facility, where everything would be in
32 one space. That might be a little bit further down the line. This is a relatively new idea. He
33 doesn't have more information about the plan going forward and exactly what that would look
34 like. He is trying to gather all of that right now. The first step either way, would be to get rid of
35 Old Village Hall. We have \$60,000.00 in there right now based off of \$6.00 per square foot. We
36 have to find the exact square footage of Old Village Hall to get that number. That is why that is
37 on there.

38
39 Trustee Oliver stated you opened up a can of worms. Mr. Landini stated that he believes he did.

40
41 Mr. McDonnell stated that the worms are actually in the basement of the Old Village Hall,
42 especially when it floods.

43
44 Village Administrator Saenz stated worms and other things. Mr. Landini stated yes. There are
45 about 10,000 dead bees in there right now too.

46

1 Trustee Oliver stated so the unintended consequences of those who meet in that building
2 currently, everyone would then meet at the current Village Hall. What happens to ESDA? Mr.
3 Landini stated that he doesn't think that ESDA is operating out of there anymore. They don't
4 have anymore vehicles that are at our facility. Currently, nobody has used that building in the
5 past 10-months. He believes that people have adapted whatever the usages were for that building.
6 He stated being that it is such a large, predominant property on one of our busiest streets, he
7 believes that he can do some extensive beautification to that property, but starting with the
8 demolition of Old Village Hall.

9

10 Village Administrator Saenz stated Trustee Oliver, Jim Landini is correct. She stated that when
11 Al Riley became Supervisor of the Township, ESDA relocated back to the Township. They have
12 not met in that building in a long time. One of the concerns, or things that we will need to think
13 about, are those Homeowner Associations that do utilize the facility for meetings. Again, with
14 COVID, we've all learned a different way to meet. There's Zoom now, or WebEx. There are
15 other ways that associations can hold their meetings instead of meeting in person. That would be
16 something that we would need to discuss to try to come up with a plan prior to making any
17 decisions regarding demolition.

18

19 Trustee Watkins stated that she was going to say the same thing. She knows that during COVID,
20 a lot of the Homeowner Associations have not been meeting because of that. They haven't been
21 using Zoom either. That's going to be something. Like Kelvin said, you opened up a can of
22 worms.

23

24 Village Administrator Saenz stated that we will have to put some thought into it. One of the ideas
25 that has been popping around in her head is, we tossed this around before in our Staff Meetings,
26 but never really came to fruition on it. A lot of municipalities with the grant dollars they received
27 hired Zoom Administrators, or internet people that would be responsible for actually conducting
28 online meetings for Committees and Commissions. It could be expanded to Homeowners
29 Associations. That person is the one who would implement the meetings, run the meetings for
30 them, because it's not all that easy. It's easy to log on, but when you have to start sharing data, or
31 sharing screens, or some people have difficulty trying to coordinate the meetings. Maybe that's
32 something we should think about adding to the Village.

33

34 Trustee Watkins stated that she thinks that is a good option. But once COVID is over, she thinks
35 we are going to be so excited to be out and to meet with one another. She now understands the
36 Roaring 20s after the pandemic in 1918. That's how we are going to feel coming out of this
37 pandemic. She's not sure how that is going to work. Maybe we can offer something through the
38 Village. Maybe they can meet in the Village. She's not sure. That's really something to discuss.

39

40 Village Administrator Saenz stated that there isn't an issue with Committees and Commissions
41 because you normally have a Trustee that's a part of those Committees and Commissions that
42 have access. The problem becomes with the Homeowners Associations because not everybody
43 can meet during the day. They want to meet on weekends. There's no staff there. If we allow
44 them to meet in our facilities, we have to make sure that they are constrained to a specific area.
45 We'll really have to put some thought into it. There's a lot more options for us now that we know
46 of that didn't exist for us a year ago. Trustee Watkins stated absolutely.

47

1 Trustee Thomas stated that if you are going to make this step, we don't have to communicate this
2 to the residents. She believes there is probably some historical attachments there. She knows the
3 Homeowners Associations do use it. We hope and pray we don't have COVID forever. They use
4 it for some of their Back-to-School Rallies. There are different things they did for Christmas and
5 the Holidays in the community. She stated for the Board to make that decision, she thinks we
6 will get a lot of pushback from the residents of the Village. We don't have a library. You can go
7 to Park Forest, if you want to. That's the only place that the residents have that they can go and
8 have things in the Village. If we are going to do that, she would say that we could work on
9 identifying another option. You just can't view it like, take it away. They are the taxpayers that
10 are supporting the funds to the Village. She thinks we opened pandora's box. She thinks for the
11 Board to make that decision without public input, you can do it, but she thinks the thrash back is
12 not worth it.

13
14 Trustee Finley stated that having the meetings at the Old Village Hall, it's more than meeting for
15 the functions, it's a tradition. There are some other options for where people can gather,
16 including Irons Oaks. Maybe the most important thing is to hear what we heard when you first
17 started talking about why the building needed to go. It just simply isn't appropriate anymore. It
18 does have worms. It does have rot. It does have mold, and perhaps it is structurally unsafe. The
19 communication should simply be for public safety reasons we need to make other choices about
20 where we ask people to gather.

21
22 Trustee Watkins stated that she totally agrees with Trustee Finley. She stated but to make it into
23 a Public Works Building, the demolition part she thinks is a no brainer. She stated but maybe
24 doing a community center, or something that is going to benefit the community she thinks is the
25 point that we are making.

26
27 Mr. Landini stated that he does understand that argument. He stated but to put a community
28 center where public works operates would not be a very safe or wise idea with heavy equipment
29 moving around. The other part of why he had a vision for a new public works building, we will
30 not be getting rid of our existing public works building. We've used every inch of space in our
31 building. It's hard to stay OSHA compliant in the way we are currently operating right now,
32 because we just don't have anymore room. He stated and then to go with something new on that
33 corner, it wouldn't just look like a basic garage with just bay doors. The vision is something that
34 would actually beautify that corner and provide value to the surrounding neighborhoods, much
35 better than what is currently there with landscaping with a modern building. Something that is
36 pleasing to the eye as you pass that corner.

37
38 Ms. Zigras stated that we will get into more detail when we move on into this project, but would
39 the Park District be a facility that our residents can use for their meeting.

40
41 Trustee Watkins stated that we've used the Park District and they have been very helpful.
42 Sometimes they charge a fee. It's not free all the time. So, that becomes another issue.

43
44 Ms. Zigras stated that the residents pay 11% of their property tax bill to the Village Hall. She
45 stated 5% goes to the Park District. The Village supplies services such as streets, police, et
46 cetera. We have other revenue sources in addition to the property tax. Maybe we can discuss this
47 with the Park District to see if we can come to some kind of an agreement with them.

1 Trustee Watkins stated that she thinks that is an excellent idea. She thinks that's where
2 collaborations come into play. That's an excellent idea.
3

4 Ms. Zigras stated having completed all 16 projects, you will see that the final total tally for Fiscal
5 Year 2022 is \$1,156,000.00. Obviously, the \$700,000.00 is a large chunk of that. The next
6 question is how do we pay for this?
7

8 Ms. Zigras stated that Page 2 of your handout shows where these funds are coming from. The
9 excess reserves are available for Capital Projects funding. In the General Fund, we project we
10 have about \$1.6 million in excess reserves available for Capital Projects. Our fund balance in
11 Fiscal Year 2020 ended at \$4.2 million. We have \$130,000.00 of non-spendable of that. Our
12 Fund Balance Policy says that we should reserve five-months of expenses, which is a little over
13 \$2.4 million. She stated leaving us \$1.6 million for Capital Projects within the General Fund that
14 can be transferred into the Capital Projects Fund.
15

16 Ms. Zigras stated that within the Capital Projects Fund we show that at the end of Fiscal Year
17 2020, we have \$448,678.00 left as a fund balance. In Fiscal Year 2021, we budgeted a transfer of
18 \$235,000.00. We had budgeted \$598,000.00. You can see that in the column on the first page
19 where we talked about the Fiscal Year 2021 Budget. We had budgeted \$598,000.00 in projects.
20 But we are only spending \$44,530.00. She projects that we will have a fund balance at the end of
21 Fiscal Year 2021 of \$639,000.00 in that fund.
22

23 Ms. Zigras stated that together, between the General Fund surplus, excess funds available for
24 projects, plus whatever the fund balance is in Capital Projects Fund is a little over \$2.2 million
25 for projects. That's how we could fund the Fiscal Year 2022 projects of \$1.1 million. In addition
26 to that, there is the Non-Home Rule Sales Tax Fund, which has \$481,000.00 as the fund balance
27 at the end of 2020. We expect in 2021 that we will have \$640,000.00 in revenues. We had
28 budgeted out transfers to the General Capital Projects Fund, the Water Capital Projects Fund and
29 the Sewer Capital Projects Fund. We should have about \$536,000.00 left in that fund. We have
30 enough funds to support these Capital Projects for Fiscal Year 2022.
31

32 Ms. Zigras stated that we will have in addition to that in the General Fund any surplus we see in
33 Fiscal Year 2021. Since that's not a final number she didn't want to add it into this projection.
34 We can expect to have additional funds from the surplus in this Fiscal Year. It is \$2.2 million
35 between the General Fund and the Capital Projects Fund. And an additional \$500,000.00 in the
36 Non-Home Rule Sales Tax Fund, which could be distributed to the Water and the Sewer Fund, or
37 the General Fund Projects.
38

39 Ms. Zigras stated that on Page 3, we have the Water Fund Capital Projects. We've identified four
40 Capital Projects within the Water Fund.
41

42 **Oak Lawn Regional Water System Improvements Program** – Ms. Zigras stated that the first
43 one we have been discussing for many years. It is the Oak Lawn Regional Water System
44 Improvements. This is a \$238,000,000.00 project. If Olympia Fields decides to move on with
45 Oak Lawn, the current contract expires in 2024. At that time, we will need to fund that Regional
46 Water System Improvements. Any capital outlay that has been paid for by the other members,
47 we will have to pay. She expects that to be about \$580,000.00 at that time. The water agreement

1 expires in 2024. At that time in 2024, it is estimated that \$1.9 million will be owed if the contract
2 is renewed. We currently have \$578,000.00 in reserves. So, we will be adding an additional
3 \$200,000.00 to \$300,000.00 every year to reserves to fund the Regional Water System
4 Improvements.

5
6 Ms. Zigras stated that this is a workshop in itself. We do have to make a decision between the
7 Regional Water System and any other water source. But for this purpose, we are putting funds in
8 a fund for whichever endeavor we wish to go to, the Regional Water System or another water
9 source.

10
11 **Water Main Replacement** – Ms. Zigras stated that Number 2, is the Water Main Replacement
12 Project. It’s a project of replacing one mile of water main approximately every year. She didn’t
13 know if Jim wanted to speak on that.

14
15 Mr. Landini stated yes, this is the same project that he presented last year. It’s something that is
16 long overdue in the Village. We’ve never had a formal Water Main Replacement Project. You
17 can kind of disregard in the comments we chose Graymoor, Suburban Woods, and Original
18 Village East. That’s not necessarily where we would start. The Original Village is something he
19 would focus on, because the water main in that section of town is 86-years old. We currently
20 have not had any issues with that water main. His fear is when we have one, we are going to
21 have several and we are going to need to replace it. This is a proactive approach. Every year we
22 have had increasingly more water main breaks. He stated not drastically, but by one or two more
23 a year. He would believe that trend would continue, which is why we need to start a project like
24 this and start going down with our worst mains first and replacing them to make sure we have
25 stability in the water system going forward. He would be happy to answer any questions on that.

26
27 Mr. King inquired if you look out five-years on this sheet here, you are looking at over a million,
28 \$2,000,000.00. Right? Mr. Landini stated yes. Mr. King stated that the fund balance right now
29 will get us through the next Fiscal Year. If we run every year going forward fairly level without a
30 huge profit in the water department, we would probably have to borrow to cover those out years.
31 He thinks the same for the sewer department as well.

32
33 Ms. Zigras stated that’s the point of the Non-Home Rule Sales Tax Fund. That generates
34 approximately \$600,000.00 of revenue each year, which can be distributed to either the Water
35 Fund or the Sewer Fund, or the General Fund.

36
37 Mr. King inquired between them is there over \$1,000,000.00 a year, \$1.2 million, \$1.3 million.

38
39 Ms. Zigras stated in the Water Fund after SCADA, between year 2023 to 2025 it is \$600,000.00.
40 We are seeing a surplus of about \$200,000.00 every year in our Water Fund. She stated
41 \$200,000.00 to \$300,000.00. The rest will come from Non-Home Rule Sales Tax.

42 Mr. King stated that if we go back and revisit this, he is looking at the out years, if I can only
43 generate a couple hundred thousand a year from water, or whatever from sewer, he didn’t look at
44 that number, and then Non-Home Rule, average \$600,000.00, it is still short of the two combined
45 water and sewer, you see. You take it out, three, four, five-years, even if you run sort of level, at
46 those levels, you’ll come up short and maybe even erode the reserves, if any. Let’s just go back

1 and look at it from that standpoint. We got ourselves covered this year, next year. That's no
2 problem. We got plenty. But as it rolls out, we want to be mindful now of where it's headed.

3
4 Ms. Zigras stated the reason behind this Stan, is we have a sizeable surplus each year in the water
5 and sewer fund. The reason we have this surplus, is because of projects. She sent to the Board
6 water and sewer rate analysis for Fiscal Year 2020. Our water rate for cost pricing is about
7 \$12.83 per gallon. Our average combined rate of sales of our water is about \$14.35. We have
8 been seeing surpluses within both of these funds. The reason we want to keep seeing these
9 surpluses is to fund projects. Otherwise, if we didn't have projects, we could reduce our water
10 rates.

11
12 Mr. King stated don't get him wrong, he has always been a proponent of there should be a
13 surplus in water and sewer. Those are business endeavors. They are profit motive. Certainly, they
14 cover the necessary Capital Improvements and maintenance, and so on. All he is saying is, even
15 if you run it at the kind of rate we are running now, and you look at the projected capital
16 expenditures that we know of today, and the reserves that we have - we just have to be mindful
17 of "let's just model out the money against those annual expenditures over the next five-years and
18 see where we end up." Like an annual cash flow, if you will, or funds flow. He just took a quick
19 look at it and said, "Oh, my God." The first page we looked at was \$3,500,000.00 for the next
20 five-years. Maybe I'll crunch some numbers and say if we did, what we see on this sheet now for
21 this next year, if we see that for each of the next few years, what kind of additions are we going
22 to have to our fund balance to make sure we maintain the level of fund balance, cash balance,
23 that we enjoy now? That's all he's saying. Just project it out to see where we are headed.

24
25 Mr. Landini stated for the water main replacement, the ideal situation is to be able to do
26 \$250,000.00 or so every year. The more important thing is that we just get started with this
27 project, because it hasn't been done in 90-years. If there is a year where the money is not there,
28 and we have to take a year off in replacement, this preventative maintenance in order to not cost
29 us millions down the line at one point - but if there's a year where we just can't do it, that's fine
30 because he still has his general maintenance in his Water Fund to repair the mains. This is just
31 something to get started to keep planning for the future to avoid the catastrophic breaks. It
32 doesn't necessarily have to be every single year, if it's going to put a strain on our funds.

33
34 Mr. King stated that he applauds you for putting it out there and projecting it. We've always tried
35 to look at things that way. That's one of the reasons why we've always been in good financial
36 shape. Don't get him wrong, he totally agrees with that. He's just saying let's step back and run
37 the numbers out just to see what it looks like and where it's going. He doesn't think we will have
38 any problem. It very likely, just glancing at these and going across all these different
39 departments, the numbers we have today that those dollars will just start to shrink. And God
40 forbid, we don't lose revenues on the other side. That's all he's saying. He is not saying what
41 you shouldn't do or should not consider. It's good to have it out there under consideration -
42 specially to avoid those breaks. He stated because if water and sewer go, we are up a creek. He
43 didn't mean a pun on there or anything like that.

44
45 Mr. Landini stated that's right. And also, too, the more water main we replace, our margin
46 should get better because it will help conserve unintended water loss as well. Mr. King stated

1 yes. He just wanted to throw that out there from the Finance Committee, Treasurer, and Betty
2 maybe on the side, we will look at something like that.
3
4 Ms. Zigras stated don't forget this is an Enterprise Fund. Mr. King stated that he knows. Ms.
5 Zigras stated that nobody wants to talk about any water increases, but if our surpluses aren't
6 covering projects that need to get done within the Water and Sewer Fund in five-years from now.
7
8 Mr. King stated right, which could deplete that reserve on the general side. Just like we currently
9 subsidize the police pension. We just have to project out where all these subsidies might occur,
10 and whether we can satisfy them comfortably. We can satisfy them. The question is, will it get
11 uncomfortable financially before it gets in front of us? Just wanted to have that for food for
12 thought.
13
14 **SCADA** – Ms. Zigras stated Number 3, Jim. Mr. Landini stated that Number 3 is SCADA for
15 our water system. He also presented this last year. Like everything else on this list, due to
16 COVID, everything got drastically delayed. One thing he will add to this, the number is
17 \$350,000.00. He believes the number is going to come in less than that. Prior to COVID, he was
18 working with a consulting agency going over what we would need to get SCADA up and
19 running for our water system and sewer system. He threw this number out to them and they
20 believed that was a high number, that it should come in much less. That's kind of where
21 everything stopped. They actually stopped operation for a while when COVID hit and
22 everything. And communication kind of got lost. So, he never got a real estimate number. He
23 suspects it should be less.
24
25 Mr. Landini stated as a reminder to everybody, SCADA is our communication system that we
26 have at the garage with our water facilities and our sewer facilities. Currently, we have reactive
27 communication with those facilities, which means after something happens, we get an alarm.
28 SCADA is proactive where we can monitor things from devices, be it at home, or anywhere, and
29 make adjustments to our system as needed anywhere that has a Wi-Fi signal. This will also cut
30 down on costs that we spend on overtime, because currently he has to have guys go out every
31 single day, and on weekends, and holidays, and check these facilities. This is something much
32 needed that we need in our Village. Other towns have had this technology for 25-years. We've
33 never had it. It's time that we get onboard with this. It should come in less than \$350,000.00.
34
35 **Water Meter Replacement** – Ms. Zigras stated next is the Water Meter Replacement. Mr.
36 Landini stated this is to finish up the Water Meter Replacement. This should have been done in
37 Fiscal Year 2021. He stated with COVID we stopped going into residents' homes. There are
38 about 360 or so meters left. Once we are allowed to go in homes, and residents are okay with us
39 coming into their homes to change out these meters, it would be a relatively quick process to get
40 these 360 meters in. It's just a matter of comfort level with the residents and when we feel it's
41 safe for our employees and them to interact in the home to be able to do this. He doesn't
42 necessarily have a timeframe. The cost is going to be about \$50,000.00. If for some reason we
43 can't get into the homes to replace the meters, he can still buy the meters in Fiscal Year 2022 to
44 have them and ready to go in stock. We don't have a whole lot of room, but he has enough room
45 for the 300 meters. That's kind of up in the air when we can actually get that done right now.
46 Any questions on the water meters?
47

1 Ms. Zigras stated so that completes our Water Projects. She stated for 2022 we are looking at
2 \$884,000.00 in total project costs.

3

4 Ms. Zigras stated moving on to Page 4 is the Sewer Fund. She stated that all five projects are
5 Jim's, so why don't you speak on these.

6

7 **Graymoor Force Main** – Mr. Landini stated Graymoor Force Main everybody is aware of. This
8 was also presented last year. This one we were waiting on IDOT permitting. We waited about
9 10-months - he is assuming due to COVID again. The project went out to bid two-weeks ago.
10 We have a bid opening this Friday for the Graymoor Force Main. We are projected to start this
11 project in March of 2021, and have it completed in April of 2021 for this current Fiscal Year.

12

13 **Kedzie Lift Station Rehab** – Mr. Landini stated Number 2, is Kedzie Lift Station Rehab. He
14 stated that what he has in there for Fiscal Year 2022 is engineering for the lift station. This is
15 going to be some extensive work that is going to require a good amount of engineering. This is to
16 rehabilitate the lift station to get it up to OSHA compliance. It's a huge safety issue because
17 currently he has to have his employees go down into the lift station, which is basically 20-feet
18 down into a sewer where we have to check the gases, and make sure the air is breathable, and all
19 the contaminants that are in there. They have to suit up and take a bunch of safety measures. The
20 way new lift stations are built is similar to the Graymoor Lift Station. There's never a need to go
21 down into that lift station. Everything can be brought up to the service. That is what he wants to
22 do to the Kedzie Lift Station and then put in VFD drive pumps which have far less wear and tear
23 on the system. They're much more efficient and they are energy efficient. It will bring that lift
24 station up to OSHA standards. He stated but for Fiscal Year 2022, he's looking to get the
25 engineering done on that project. Any questions on Kedzie?

26

27 **Swale Repair** – Mr. Landini stated moving on to Swale Repair. This is what goes hand-in-hand
28 with the Phase 2 Roadway Resurfacing Project. You will notice in 2022 there is \$100,000.00, the
29 same as the road project. We did not get anything done in Fiscal Year 2021. We are going to
30 move that over. These are the portions that will come out of the Sewer Fund to regrade the
31 swales adjacent to the new roads that are being resurfaced. Like the road program, we expect to
32 double that amount for the first year which is why the \$100,000.00 is in there, and then
33 \$50,000.00 for the ongoing year to do the swales with the road project. Any question on swale
34 repair?

35

36 **Sanitary Sewer Lining** – Mr. Landini stated Number 4, is Sanitary Sewer Lining. This is
37 something that will keep us in compliance with the EPA. He stated what we want to do is line
38 our Sanitary Sewer System. The pipes in our Sanitary Sewer System are the same age as our
39 water main. It's the same type of concept as the Water Main Replacement Program. It's
40 obviously much cheaper to line a sanitary pipe than it is to replace a water main.

41

42 Mr. Landini stated that in the past, prior to him starting, there was a good portion of town that
43 was lined. That doesn't need to be touched. He stated all of Graymoor has been lined. That
44 doesn't need to be touched. There's about half the town that could use some sewer lining. He
45 doesn't know the exact areas where we would want to start on that. As we figure that out, he is
46 looking at about \$50,000.00 a year to line that. He stated what that will do is protect our Sanitary
47 Sewer System from getting stormwater infiltration, which in turn will reduce the volume in the

1 sanitary system. It will reduce backups. It will make our system much more efficient and secure.
2 This is something that seemed to have stalled out maybe in the early 2000s, and he just wants to
3 continue to keep that going. It keeps us in good standing with the EPA. It secures our Sanitary
4 Sewer System. And it is a preventative maintenance project to avoid the large costs down the
5 line. Any questions on Sanitary Sewer Lining?
6

7 **SCADA** – Mr. Landini stated we will move to SCADA. This is exactly the same as water, except
8 this will be on our Sanitary Sewer Lift Stations Early Warning Detection System. Like he said
9 before, the \$350,000.00 is in there. He suspects it to be less than that. As soon as he starts getting
10 numbers together, he will definitely let you guys know on that. That is a tour of the Sewer
11 System.
12

13 Ms. Zigras stated that the final page is how are we going to pay for these. The Water Fund and
14 the Sewer Fund Excess Reserves. She has two boxes on the top. One is the Water Fund and one
15 is the Water Capital Projects Fund. In Fiscal Year 2020 we created that Capital Projects Fund for
16 Water and the financials reflect that. The audited financial statement shows the Operation and
17 Maintenance Account which is a Water Fund. Then they have the Capital Projects Fund for the
18 water. Our Net Position, the total between the two funds, the Water Fund and the Water Capital
19 Projects Fund is \$4.6 million, of which \$3.8 million is in the actual Operations Fund and
20 \$807,000.00 is in the Capital Projects Fund.
21

22 Ms. Zigras stated that the Water Fund is a little trickier because within the Net Position there is
23 something we can't spend. It is Capital assets. That is about \$1.8 million. And then five months
24 of expenses for Operation and Maintenance Reserve is \$882,000.00. We have about
25 \$1,000,000.00 in Excess Reserve in the Water Fund.
26

27 Ms. Zigras stated in addition, in the Water Capital Projects Fund we have \$807,000.00 in Net
28 Position. We show \$578,000.00 restricted for Regional Water System Improvements. We are
29 subtracting that so we hold on to it. We are not going to spend it. In Fiscal Year 2021, we
30 budgeted transfers from the Non-Home Rule Sales Tax for \$235,000.00. The transfers were for
31 budgeted projects in the Water Fund which we did not get to. We are moving them into Fiscal
32 Year 2022. We had \$600,000.00 worth of projects budgeted in Fiscal Year 2021. She stated
33 \$250,000.00 in water main replacement and \$350,000.00 for the SCADA. We are moving those
34 to next year. There are no expenses in that Capital Projects Fund for Fiscal Year 2021, leaving us
35 \$460,000.00. She stated combined it is about \$1.4 million or \$1.5 million in the Water Fund for
36 Projects. She stated year one of projects for the Water Fund is \$884,000.00. Our reserve will
37 cover that. She stated to Stan's point, next year we have \$600,000.00 in projects. As she is
38 looking at our financials for last year, we had a net income of \$510,000.00. She stated within that
39 \$510,000.00, was the litigation of settlement. That was about \$200,000.00. We've been
40 averaging about \$300,000.00 in the last few years of surplus within the Water Fund. As she
41 projects this out, we can see if the surplus doesn't cover the expense for the projects we are
42 expensing that year, if there's not enough in the Non-Home Rule Sales Tax, we can forego some
43 projects, or we could look at the water rates. That's what we have currently is about \$1.5 million
44 in the Water Fund for water projects. This does not include any surplus for this year. We have to
45 wait and see what happens with the Water Fund this year. Any questions on the Water Fund?
46

1 Ms. Zigras stated on the Sewer Fund our Net Position at the end of the year was \$2.5 million
2 total, of which \$1.4 million was in the Sewer Fund, the Operations Fund, and \$1,190,000.00 was
3 in the Capital Projects Fund for Sewer. After we subtract Capital Assets and the Reserve, we
4 show \$841,842.00 available for Capital Projects in the Sewer Fund. In the Capital Projects Fund
5 we had at the end of Fiscal Year 2020, \$1.1 million. We had sizeable transfers in Fiscal Year
6 2020. That's why we have that \$1.1 million. She stated transfers from the Non-Home Rule Sales
7 Tax Fund. She stated for Fiscal Year 2021, we have another \$100,000.00 budgeted transfer from
8 the Non-Home Rule Sales Tax Fund. And \$880,000.00 worth of expenses from the Graymoor
9 Force Main. That leaves us with \$410,000.00 in the Sewer Fund. She stated combined between
10 the two funds, the total Sewer Project available funds is a little over \$1.2 million. Any questions?
11

12 Trustee Matz stated thank you, Betty. That sounds great. Village President Burke stated Betty, as
13 usual, you did a great job of explaining it to everyone. The one thing that he thinks Jim may have
14 left out, the sewer thing is a nasty business. We have more lift stations than anybody around. We
15 have 13 of them and they all have to be maintained for a little town of 2.9 square miles. These
16 lift stations require a lot of work. We have the funds to do what is necessary with the Capital
17 Plan. We will get together again to talk about this a little bit more once it goes through the
18 Finance Committee. As has been indicated already, financially we have the dollars to do what we
19 need, and that was part of the plan overall to make sure that we can fund all of our projects
20 without borrowing any money. We have been very, very successful in being able to do that.
21

22 **PUBLIC COMMENT:**

23
24 Village President Burke stated that we have no Public Comments.
25

26 **ADJOURNMENT:**

27
28 **Motion by Trustee Matz, Second by Trustee Finley to Adjourn the Workshop at 8:01 P.M.**
29 **Voice Vote: All Ayes Motion Carried.**

30
31 Respectfully submitted by Faith Stine.