



FLOSSMOOR

Welcoming. Beautiful. Connected.

Village of Flossmoor
2800 Flossmoor Road
Flossmoor, Illinois 60422
Phone: 708.798.2300
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Mayor
Michelle I. Nelson

Trustees
Joni Bradley-Scott
Gary Daggett
Brian Driscoll
Rosalind Henderson Mustafa
George Lofton
James Mitros

Village Clerk
Gina A. LoGalbo

Village Manager
Bridget A. Wachtel

AGENDA
FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF FLOSSMOOR, ILLINOIS
MONDAY, MARCH 6, 2023 – 7:30 PM
VILLAGE HALL

The March 6, 2023 meeting of the Mayor & Board of Trustees is in-person and via Zoom, which is permitted by Public Act 101-0640. The public is invited to monitor the meeting using the link below or to attend the meeting. Per CDC Guidelines, masks are no longer required. Please feel free to wear a mask based on your personal preference, informed by your personal level of risk. Public participation will be permitted only in person during the Citizen Comment portion of the agenda. Members of the public may also comment on items on the agenda by email to info@flossmoor.org. Emailed comments will be shared with the Village Board.

Join Zoom Meeting

<https://us02web.zoom.us/j/89112132451?pwd=ajJVMFVKVjEyMkc4eWJqRDZydjYxUT09>

ID: 891 1213 2451 Passcode: 60422 Or join by phone (312) 626-6799

CALL TO ORDER

ROLL CALL

RECOGNITIONS AND APPOINTMENTS

CONSENT AGENDA

1. **Approval of the Minutes of the Regular Meeting Held on February 20, 2023**
2. **Presentation of Bills for Approval and Payment as Approved by the Finance Committee (March 6, 2023)**
3. **Consideration of a Contract Amendment for the Flossmoor Road Viaduct Drainage Improvements Detention Options Assessment**
4. **Consideration of a Contract Award to Denler, Inc. for the FY23 Pavement Crack Filling Program**
5. **Consideration of the Public Works Service Center Security Fence Project**
6. **Consideration of a Resolution of the Village of Flossmoor, Cook County, Illinois Clarifying Vehicle License Charge for Volunteers, Elected and Appointed Officials**
7. **Consideration of an Ordinance of the Village of Flossmoor, Cook County, Illinois Amending Chapter 150, Article 5 of the Village of Flossmoor Municipal Code (Increasing Treatment and Transport Fees of Mobile Intensive Care Unit)**

8. Consideration of a Resolution of the Village of Flossmoor, Cook County, Illinois Approving Membership in the National Purchasing Cooperative (BuyBoard)

REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

9. Presentation by the Community Relations Commission Regarding Community Forum

ACTION ITEMS

10. Consideration of an Ordinance of the Village of Flossmoor, Cook County, Illinois, Approving an Amendment to a Special Use Permit - Homewood-Flossmoor High School District 233 - 999 Kedzie Avenue
11. Consideration of a Resolution of the Village of Flossmoor, Cook County, Illinois Approving an Agreement with The Retail Coach

DISCUSSION ITEMS

12. Discussion of the FY 24 Preliminary Budget

CITIZENS PRESENT WISHING TO ADDRESS THE BOARD

OTHER BUSINESS

13. A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition, and Litigation

ADJOURNMENT OF MEETING

FOR PERSONS WITH DISABILITIES: If you plan on attending a Village Board meeting and need an accommodation, please call the Village Hall at 708-798-2300 or TDD 708-647-0179 at least one full business day prior to the meeting.



Approval of the Minutes of the Regular Meeting Held on February 20, 2023

The Minutes will be made available to the Public on the Village website, www.flossmoor.org following their adoption at a scheduled meeting.

VILLAGE OF FLOSSMOOR
3/6/2023
CLAIMS LIST SUMMARY

HAND CHECKS	\$107,057.91
INVOICES	<u>\$124,816.73</u>
TOTAL	<u><u>\$231,874.64</u></u>

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
AL WARREN OIL COMPANY INC W1534396	01/20/23	\$2,489.79		VILLAGE GAS	01-55-3-608	PETROLEUM PRODUCTS	\$90.39
					01-60-3-608	PETROLEUM PRODUCTS	\$312.50
					08-11-3-608	PETROLEUM PRODUCTS	\$221.95
					08-21-3-608	PETROLEUM PRODUCTS	\$199.58
					01-48-3-608	PETROLEUM PRODUCTS	\$1,166.95
					01-49-3-608	PETROLEUM PRODUCTS	\$464.84
					01-53-3-608	PETROLEUM PRODUCTS	\$33.58
W1536596	01/31/23	\$2,367.96		VILLAGE GAS	01-55-3-608	PETROLEUM PRODUCTS	\$41.31
					01-60-3-608	PETROLEUM PRODUCTS	\$431.86
					08-11-3-608	PETROLEUM PRODUCTS	\$253.96
					08-21-3-608	PETROLEUM PRODUCTS	\$234.08
					01-48-3-608	PETROLEUM PRODUCTS	\$1,001.81
					01-49-3-608	PETROLEUM PRODUCTS	\$364.24
					01-53-3-608	PETROLEUM PRODUCTS	\$40.70
W1536597	01/31/23	\$2,664.95		DPW DIESEL	01-60-3-608	PETROLEUM PRODUCTS	\$1,109.75
					08-11-3-608	PETROLEUM PRODUCTS	\$689.59
					08-21-3-608	PETROLEUM PRODUCTS	\$689.59
					01-49-3-608	PETROLEUM PRODUCTS	\$176.02
W1540649	02/17/23	\$2,233.66		VILLAGE GAS	01-55-3-608	PETROLEUM PRODUCTS	\$89.40
					01-60-3-608	PETROLEUM PRODUCTS	\$317.18
					08-11-3-608	PETROLEUM PRODUCTS	\$204.16
					08-21-3-608	PETROLEUM PRODUCTS	\$165.40
					01-48-3-608	PETROLEUM PRODUCTS	\$1,027.82
					01-49-3-608	PETROLEUM PRODUCTS	\$390.29
					01-53-3-608	PETROLEUM PRODUCTS	\$39.41
W1538608	02/08/23	\$1,990.14		VILLAGE GAS	01-55-3-608	PETROLEUM PRODUCTS	\$45.92
					01-60-3-608	PETROLEUM PRODUCTS	\$223.17
					08-11-3-608	PETROLEUM PRODUCTS	\$180.98
					08-21-3-608	PETROLEUM PRODUCTS	\$159.23
					01-48-3-608	PETROLEUM PRODUCTS	\$884.11
					01-49-3-608	PETROLEUM PRODUCTS	\$450.11
					01-53-3-608	PETROLEUM PRODUCTS	\$45.11

Village of Blossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
AMAZON CAPITAL SERVICES 1YXQ9DJQGC9Q	02/16/23	\$82.94		IPHONE/IPAD CASES	01-60-3-608	PETROLEUM PRODUCTS	\$314.77
					08-11-3-608	PETROLEUM PRODUCTS	\$156.33
					08-21-3-608	PETROLEUM PRODUCTS	\$156.33
					01-49-3-608	PETROLEUM PRODUCTS	\$218.84
					VENDOR TOTAL:		\$12,592.77
1VLKV1XR36P	02/12/23	\$306.97		VEHICLE DETAILING SOAP & SPRAY/FAUCETS FOR 5 GALLON CONTAINER	01-49-3-605	OPERATING SUPPLIES	\$82.94
					01-49-6-671	VEHICLE MAINTENANCE	\$306.97
	02/15/23	\$20.94		WHITE BOARDS	01-60-3-601	OFFICE SUPPLIES	\$20.94
	02/14/23	\$905.06		EXIT SIGNS/TARP	01-67-3-605	OPERATING SUPPLIES	\$480.06
					08-11-3-605	OPERATING SUPPLIES	\$425.00
14WLFQ4H49WJ							
11CPLNCX61JK	02/14/23	\$37.99		OFFICE CHAIR MAT	01-48-3-601	OFFICE SUPPLIES	\$37.99
					VENDOR TOTAL:		\$1,353.90
AMERICA IN BLOOM 26	01/25/23	\$1,199.00		WACHTEL ANNUAL REGISTRATION	01-41-5-660	DUES AND SUBSCRIPTIONS	\$1,199.00
					VENDOR TOTAL:		\$1,199.00
AMERICAN WATER WORKS ASSOC 7002069240 036088	10/26/22	\$83.00		MILOVANOVIC ANNUAL DUES	08-11-5-660	DUES AND SUBSCRIPTIONS	\$83.00
					VENDOR TOTAL:		\$83.00
ANARCHY OUTDOORS 97548	12/14/22	\$372.89		CAGLE - UNIFORM	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$372.89
					VENDOR TOTAL:		\$372.89
ANDREWS PRINTING LLC 71976	02/22/23	\$215.00		INFO/POST CARDS-NEW RESIDENT EVENT	01-41-4-651	COMMUNITY RELATIONS COMMISSIO	\$215.00
					VENDOR TOTAL:		\$215.00

Village of Blossmoor
Detail Board Report
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BARTLETT MANUFACTURING CO LLC		153589	02/16/23	\$229.95		FORESTRY RIGGING EQUIPMENT	01-63-3-615	SMALL TOOLS & EQUIPMENT	\$229.95
								VENDOR TOTAL:	\$229.95
BENISTAR		03012023	02/01/23	\$954.00		MARCH 2023 PREMIUM (RETIRES)	01-00-0-219	HEALTH INSURANCE PAYABLE	\$954.00
								VENDOR TOTAL:	\$954.00

Village of Flossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
BMO FINANCIAL GROUP								
WACHTEL 021523		02/03/23	\$110.40		FLOSSMOOR STATION-CHIEF INTERVIEW	01-42-4-652	MEETINGS AND EVENTS	\$110.40
BERK 021523		02/15/23	\$1,497.87		BITLEY-QR CODE ENTERPRISE PLAN/HO BOSTROM-FIRE ENG SEAT	01-49-6-672	COMPUTER SOFTWARE MAINTENANCE	\$1,199.00
						01-49-6-671	VEHICLE MAINTENANCE	\$295.87
						01-49-4-634	MISCELLANEOUS SERVICES	\$3.00
FISHER 021523		02/15/23	\$178.00		PERMIT TECH NATION-MEMBERSHIP/WEBINAR REGISTRATION	01-53-5-660	DUES AND SUBSCRIPTIONS	\$25.00
						01-53-5-661	TRAINING	\$150.00
						01-53-4-634	MISCELLANEOUS SERVICES	\$3.00
BUGNER 021523		02/15/23	\$603.00		SBOC CONF-CONFERENCE REGISTRATION	01-53-5-661	TRAINING	\$600.00
						01-53-4-634	MISCELLANEOUS SERVICES	\$3.00
BOGUE 021523		02/15/23	\$441.17		FLOSSMOOR STATION-CHIEF INTERVIEW/NPELRA-MEMBERSHIP/IPELRA-EMPLOYMENT LAW SEMINAR	01-42-4-652	MEETINGS AND EVENTS	\$46.50
						01-42-5-660	DUES AND SUBSCRIPTIONS	\$191.67
						01-42-5-661	TRAINING	\$200.00
						01-42-4-634	OTHER MISCELLANEOUS SERVICES	\$3.00
KORTUM 021523		02/15/23	\$153.00		ASA CHICAGO-2023 CONSTRUCTION & SAFETY CONF REG SCHMIDT/BAUGARTNER/HINTON	08-11-5-661	TRAINING	\$50.00
						08-21-5-661	TRAINING	\$50.00
						08-11-5-661	TRAINING	\$50.00
						08-11-4-634	MISCELLANEOUS SERVICES	\$3.00
BORDUI 021523		02/15/23	\$228.00		IL CPA SOC-2023 GOVERNMENT CONF REGISTRATION	01-43-5-661	TRAINING	\$225.00
						01-43-4-634	MISCELLANEOUS SERVICES	\$3.00
WEGMANN 021523		02/15/23	\$152.00		FULL CIRCLE TRAINING	01-50-5-661	TRAINING	\$152.00
TAYLOR 021523		02/15/23	\$787.84		INTELLUS-SUBSCRIPTION/CHILDRENS ADVOCACY-TRAINING	01-48-4-630	PROFESSIONAL SERVICES	\$34.84
						01-48-5-661	TRAINING	\$753.00
VENDOR TOTAL:								\$4,151.28

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
BOUND TREE MEDICAL LLC		84853095	02/08/23	\$303.69		SUPPLIES			
							01-49-6-675	EMS EQUIPMENT MAINTENANCE	\$273.38
							01-49-3-622	EMS EQUIPMENT & SUPPLIES	\$30.31
							VENDOR TOTAL:		\$303.69
CCP INDUSTRIES, INC.		IN03205289	02/06/23	\$442.48		BUILDING DEPT UNIFORMS			
							01-53-3-612	UNIFORMS & RELATED SUPPLIES	\$442.48
							VENDOR TOTAL:		\$442.48
CDW GOVERNMENT, INC.		GR72247	02/09/23	\$1,454.77		FINANCE PRINTER-HP COLOR LASERJET ENTERPRISE M652DN			
							16-01-7-730	COMPUTER EQUIPMENT	\$1,454.77
							VENDOR TOTAL:		\$1,454.77
CHICAGO COMMUNICATIONS, LLC.		341964	02/09/23	\$94.80		RADIO SYSTEM MAINT MARCH 2023			
							01-50-6-676	RADIO SYSTEM MAINTENANCE	\$94.80
							VENDOR TOTAL:		\$94.80
CHICAGO TRIBUNE		30078185 020323	02/03/23	\$614.24		SUBSCRIPTION RENEWAL THRU 9/8/23			
							01-41-5-660	DUES AND SUBSCRIPTIONS	\$614.24
							CBD TIF DIST.-DOWNTOWN REDEVELOPMENT #7366743/HF ADDITION #7369283		
		067457649000	01/31/23	\$1,867.50			01-45-4-638	ADVERTISING	\$1,764.00
							01-45-4-638	ADVERTISING	\$103.50
							VENDOR TOTAL:		\$2,481.74
COMED		0307096073 22123	02/21/23	\$54.04		CENTRAL DR ALLEY LIGHTS POWER 1/23/23-2/21/23			
							02-01-4-630	ELECTRIC, POWER, AND LIGHT	\$54.04
		0241031023 22123	02/21/23	\$113.56		HEATHER ROAD LIFT STA POWER 1/23/23-2/21/23			
							08-21-4-631	ELECTRIC, POWER, & LIGHT	\$113.56
		0323080253 22123	02/21/23	\$59.78		STERLING TOWER POWER 1/23/23-2/21/23			
							08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$59.78
		3288088052 22123	02/21/23	\$24.49		CBD PEDESTAL POWER 1/23/23-2/21/23			
							40-33-4-634	MISCELLANEOUS SERVICES	\$24.49
							VENDOR TOTAL:		\$251.88
									2

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
CRAIN'S CHICAGO BUSINESS R33248C30	02/22/23	\$169.00			SUBSCRIPTION RENEWAL	01-43-5-660	DUES AND SUBSCRIPTIONS	\$169.00
							VENDOR TOTAL:	\$169.00
CRITICAL REACH 2540	12/07/22	\$360.00			APBNET ANNUAL SUPPORT FEE	01-48-4-630	PROFESSIONAL SERVICES	\$360.00
							VENDOR TOTAL:	\$360.00
RICHARD G. CRUSOR, JR. 022323	02/23/23	\$120.00			ADMIN HEARING OFFICER 2/9/23	01-44-4-646	LOCAL ADJUDICATION SERVICES	\$120.00
							VENDOR TOTAL:	\$120.00
CURRENT TECHNOLOGIES CORP 730992	02/07/23	\$24,400.00			RETAINER 2022		COMPUTER HARDWARE MAINTENANCE	\$4,636.00
							COMPUTER NETWORK MAINTENANCE	\$3,952.80
							COMPUTER HARDWARE MAINTENANCE	\$341.60
							COMPUTER NETWORK MAINTENANCE	\$6,710.00
							COMPUTER NETWORK MAINTENANCE	\$4,440.80
							COMPUTER NETWORK MAINTENANCE	\$341.60
							COMPUTER NETWORK MAINTENANCE	\$3,977.20
							VENDOR TOTAL:	\$24,400.00
DAILY SOUTHTOWN 24033261 021523	02/15/23	\$87.50			ADMIN SUBSCRIPTION THRU 5/12/23	01-41-5-660	DUES AND SUBSCRIPTIONS	\$87.50
14526823 021423	02/14/23	\$55.20			FD SUBSCRIPTION RENEWAL THRU 5/16/23	01-49-5-660	DUES AND SUBSCRIPTIONS	\$55.20
							VENDOR TOTAL:	\$142.70
EAGLE UNIFORM CO INC INV12236	01/03/23	\$580.00			B. MORRIS VEST (NEW OFFICER)	01-48-3-615	SMALL TOOLS & EQUIPMENT	\$580.00
							VENDOR TOTAL:	\$580.00

Village of Lossmoor
Detail Board Report
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Vendor Name Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
EBEL'S ACE HARDWARE							
348460	01/31/23	\$1.43		VINYL TUBING	01-60-6-671	MAINTENANCE AND SUPPLIES	\$1.43
348521	02/14/23	\$0.59		DOOR FASTENERS	01-67-6-679	GENERAL & CONCRETE REPAIRS	\$0.59
3477533	09/06/22	\$12.74		DAYROOM WALL	01-49-3-611	DORMITORY SUPPLIES	\$12.74
3478813	09/29/22	\$2.15		HOSE REEL	01-49-3-617	HOSE AND PAGER SUPPLIES	\$2.15
3479473	10/14/22	\$82.71		TOOL MAINTENANCE	01-49-6-674	EQUIP MAINTENANCE & SUPPLIES	\$82.71
3480163	10/29/22	\$64.69		DAYROOM WALL	01-49-3-611	DORMITORY SUPPLIES	\$64.69
348507	02/10/23	\$20.49		ULTRA SHINE WASH & WAX CAR WASH	01-49-3-616	CLEANING SUPPLIES	\$20.49
VENDOR TOTAL:							\$184.80
EMERGENCY MEDICAL PRODUCTS INC							
2527689	02/15/23	\$261.23		EMS SUPPLIES	01-49-6-675	EMS EQUIPMENT MAINTENANCE	\$261.23
VENDOR TOTAL:							\$261.23
EVT TECHNOLOGIES							
6359	02/10/23	\$185.00		A119 CHARGING FIX	01-49-6-671	VEHICLE MAINTENANCE	\$185.00
VENDOR TOTAL:							\$185.00
EXPERT CHEMICAL & SUPPLY INC							
956249	02/02/23	\$492.53		ROCK SALT	01-61-6-677	PROGRAM MAINTENANCE	\$492.53
956263	02/03/23	\$976.48		CLEANING SUPPLIES	01-67-3-616	CLEANING SUPPLIES	\$976.48
956359	02/13/23	\$83.48		URINAL SCREENS RESTOCK	01-67-3-616	CLEANING SUPPLIES	\$83.48
VENDOR TOTAL:							\$1,552.49

Village of Lossmoor
Detail Board Report
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FITZSIMMONS	5601702	02/17/23	\$15.00		H TANK RENTAL	01-49-6-675	EMS EQUIPMENT MAINTENANCE	\$15.00
							VENDOR TOTAL:	\$15.00
FORT DEARBORN LIFE INSURANCE	MARCH 2023	02/09/23	\$472.80		MARCH 2023 PREMIUM	01-42-2-591	LIFE INSURANCE PREMIUM	\$28.37
						01-43-2-591	LIFE INSURANCE PREMIUM	\$56.74
						01-45-2-591	LIFE INSURANCE PREMIUM	\$18.91
						01-48-2-591	LIFE INSURANCE PREMIUM	\$160.75
						01-49-2-591	LIFE INSURANCE PREMIUM	\$37.82
						01-50-2-591	LIFE INSURANCE PREMIUM	\$37.82
						01-55-2-591	LIFE INSURANCE PREMIUM	\$28.37
						01-60-2-591	LIFE INSURANCE PREMIUM	\$104.02
							VENDOR TOTAL:	\$472.80
GALLAGHER MATERIALS CORP.	27216	02/11/23	\$740.00		COLD PATCH ASPHALT	01-68-3-619	PROGRAM COMMODITIES	\$185.00
						08-14-3-612	ASPHALT MIX	\$185.00
						08-24-3-612	ASPHALT MIX	\$185.00
						02-01-3-606	ASPHALT MIX	\$185.00
							VENDOR TOTAL:	\$740.00
GALLS, LLC	023527798	02/11/23	\$147.00		UNIFORMS & RELATED SUPPLIES-MERKLE	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$147.00
	023442095	02/03/23	\$457.76		UNIFORMS & RELATED SUPPLIES-CAGLE	01-48-3-612	UNIFORMS & RELATED SUPPLIES	\$457.76
							VENDOR TOTAL:	\$604.76
GASKILL & WALTON	78702234	02/15/23	\$9,200.00		STERLING TOWER EMERGENCY LEAK REPAIR	08-11-6-677	WATER FACILITY MAINTENANCE	\$9,200.00
							VENDOR TOTAL:	\$9,200.00

Village of Lossmoor
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GASVODA & ASSOCIATES INC	INV22SVC0749	01/06/23	\$1,765.24		WESTERN TOWER & VOLLMER PRESSURE TRANSMITTER & RELAY	08-11-6-677	WATER FACILITY MAINTENANCE	\$1,765.24
							VENDOR TOTAL:	\$1,765.24
HOLLAND PRINTING INC	73016	02/08/23	\$43.00		BUSINESS CARDS-FISHER	01-53-4-635	PRINTING	\$43.00
73103		02/22/23	\$552.89		WATER BILLS	08-10-4-635	PRINTING	\$414.66
							PRINTING	\$138.23
							VENDOR TOTAL:	\$595.89
HOME DEPOT	9511668	01/13/23	\$337.78		6035322502036134-LIGHT BULBS/BRACKETS/PUMP	01-67-3-605	OPERATING SUPPLIES	\$337.78
9624867		01/23/23	\$264.25		6035322502036134-DPW SHOP TOOLS	01-67-3-605	OPERATING SUPPLIES	\$264.25
1611432		01/31/23	\$108.51		6035322502036134-FD WORK BENCH LIGHT	01-49-6-674	EQUIP MAINTENANCE & SUPPLIES	\$108.51
2012363		02/09/23	\$229.00		6035322502036134-TRANSFER PUMP	08-12-3-615	SMALL TOOLS & EQUIPMENT	\$229.00
							VENDOR TOTAL:	\$939.54
THE HORTON GROUP	101277	02/16/23	\$100.00		JANUARY 2023 REWARDS	01-48-2-592	EAP & WELLNESS PROGRAMS	\$75.00
							EAP & WELLNESS PROGRAMS	\$25.00
							VENDOR TOTAL:	\$100.00
IGFOA	2023	02/16/23	\$120.00		BORDUI: PENSION INSTITUTE WEBINAR	01-43-5-661	TRAINING	\$120.00
							VENDOR TOTAL:	\$120.00
IL MUNICIPAL LEAGUE	2023	02/22/23	\$1,000.00		2023 ANNUAL MEMBERSHIP DUES	01-41-5-660	DUES	\$1,000.00
							VENDOR TOTAL:	\$1,000.00

Village of Lossmoor
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ILLINOIS ASSOCIATION OF CHIEFS								
	12921	02/23/23	\$7,000.00		POLICE CHIEF ASSESSMENT (PAYMENT 2 OF 2)	01-48-4-630	PROFESSIONAL SERVICES	\$7,000.00
							VENDOR TOTAL:	\$7,000.00
IMPRESSIONS IN STONE								
	12275	12/01/22	\$296.58		ART COMMISSION BRICK ORDER	27-01-3-619	PROGRAM COMMODITIES	\$296.58
							VENDOR TOTAL:	\$296.58
KONICA MINOLTA								
	9009141477	02/08/23	\$425.00		VH COPIER MAINTENANCE 2/8/23-3/7/23	01-43-6-670	OFFICE EQUIPMENT MAINTENANCE	\$425.00
							VENDOR TOTAL:	\$425.00
LBM TOOLS LLC								
	02162390155	02/16/23	\$110.95		VEHICLE MAINTENANCE TOOLS	01-60-6-671	MAINTENANCE AND SUPPLIES	\$36.98
						08-11-6-671	MAINTENANCE AND SUPPLIES	\$36.98
						08-21-6-671	MAINTENANCE AND SUPPLIES	\$36.99
							VENDOR TOTAL:	\$110.95
MENARDS								
	79866	02/09/23	\$39.96		CLAMPS FOR FOUNTAINS	01-67-3-605	OPERATING SUPPLIES	\$39.96
	79875	02/09/23	\$(39.96)		FOUNTAIN CLAMPS RETURN	01-67-3-605	OPERATING SUPPLIES	\$(39.96)
	79879	02/09/23	\$127.90		FOUNTAIN CLAMPS/U TUBE LIGHT BULB	01-67-3-605	OPERATING SUPPLIES	\$127.90
							VENDOR TOTAL:	\$127.90

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
MONARCH AUTO SUPPLY INC 6981583983	02/13/23	\$77.52		WINDSHIELD WASHER FLUID	01-49-6-671	VEHICLE MAINTENANCE	\$77.52
	02/13/23	\$11.94		BATTERY CABLE ENDS FOR FLOOR CLEANER	01-60-6-671	MAINTENANCE AND SUPPLIES	\$2.98
					09-01-6-671	MAINTENANCE AND SUPPLIES	\$2.98
					08-11-6-671	MAINTENANCE AND SUPPLIES	\$2.99
6981584005					08-21-6-671	MAINTENANCE AND SUPPLIES	\$2.99
6981584528	02/20/23	\$503.63		L12 OIL/AIR FILTERS	08-11-6-671	MAINTENANCE AND SUPPLIES	\$125.90
					08-21-6-671	MAINTENANCE AND SUPPLIES	\$125.91
					01-60-6-671	MAINTENANCE AND SUPPLIES	\$125.91
					09-01-6-671	MAINTENANCE AND SUPPLIES	\$125.91
6981584004	02/13/23	\$12.64		BATTERY CABLE ENDS FOR FLOOR WASHER	08-11-6-671	MAINTENANCE AND SUPPLIES	\$3.16
					08-21-6-671	MAINTENANCE AND SUPPLIES	\$3.16
					09-01-6-671	MAINTENANCE AND SUPPLIES	\$3.16
					01-60-6-671	MAINTENANCE AND SUPPLIES	\$3.16
VENDOR TOTAL:							\$605.73
NEXT DAY PLUS 5260169	02/16/23	\$114.56		DPW COPIER MAINT FEB BASE/JAN USAGE	01-55-6-670	OFFICE EQUIPMENT MAINTENANCE	\$114.56
						VENDOR TOTAL:	\$114.56
NICOR GAS 39196092900 02172	02/17/23	\$163.90		STERLING STATION 1/19/23-2/17/23	08-11-4-631	ELECTRIC, POWER, AND LIGHT	\$163.90
						VENDOR TOTAL:	\$163.90
ORKIN EXTERMINATING COMPANY 241209210	02/08/23	\$122.00		PEST CONTROL DPWSC	01-67-4-634	MISC SVCS	\$122.00
	02/09/23	\$128.00		PEST CONTROL VH	01-67-4-634	MISC SVCS	\$128.00
						VENDOR TOTAL:	\$250.00

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
KATHLEEN FIELD ORR & ASSOCIATE MARCH 2023		03/01/23	\$11,500.00		VILLAGE ATTY RETAINER MARCH 2023	01-44-4-630	VILLAGE ATTY RETAINER	\$11,500.00
							VENDOR TOTAL:	\$11,500.00
PREMISTAR-SOUTH	SI2078157	02/01/23	\$1,015.00		HVAC MAINTENANCE 2/1/23-4/30/23	01-67-6-680	MAINTENANCE CONTRACTS	\$1,015.00
							MAINTENANCE CONTRACTS	\$2,050.00
							MAINTENANCE CONTRACTS	\$545.50
							MAINTENANCE CONTRACTS	\$280.00
							MAINTENANCE CONTRACTS	\$177.00
							VENDOR TOTAL:	\$4,067.50
PROSAFETY	2892850	01/31/23	\$183.20		EAR PLUGS/GLOVES RESTOCK	01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$183.20
							VENDOR TOTAL:	\$183.20
PUBLIC SAFETY DIRECT, INC.	101090	02/22/23	\$102.00		ST PATRICK'S BANNER	01-41-4-653	MARKETING PROGRAMS	\$102.00
							MARKETING PROGRAMS	\$90.00
							VEHICLE MAINTENANCE & SUPPLIES	\$225.00
							VENDOR TOTAL:	\$417.00

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name		Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
RR LANDSCAPE SUPPLY									
		128109	09/02/22	\$270.00		GROUND REPAIRS	08-12-3-619	PROGRAM COMMODITIES	\$90.00
							08-22-3-619	PROGRAM COMMODITIES	\$90.00
							09-01-3-620	GROUND REPAIR MATERIAL	\$90.00
		128113	09/02/22	\$60.00		EVANS ISLAND AND NORTH METRA LOT - MULCH	08-12-3-619	PROGRAM COMMODITIES	\$20.00
							08-22-3-619	PROGRAM COMMODITIES	\$20.00
							09-01-3-620	GROUND REPAIR MATERIAL	\$20.00
							VENDOR TOTAL:		\$330.00

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
RUNCO OFFICE SUPPLY								
8960290		02/14/23	\$5.49		DESK CALENDAR	01-60-3-601	OFFICE SUPPLIES	\$5.49
8960300		02/14/23	\$5.49		DESK CALENDAR	08-11-3-601	OFFICE SUPPLIES	\$5.49
8959500		02/13/23	\$25.63		WALL CLOCK	01-55-3-601	OFFICE SUPPLIES	\$25.63
8959510		02/13/23	\$25.63		WALL CLOCK-ASST DIRECTOR DPW	01-60-3-601	OFFICE SUPPLIES	\$25.63
8966650		02/20/23	\$48.76		DPWSC FIRST AID SUPPLIES	01-60-3-618	SAFETY EQUIPMENT & SUPPLIES	\$48.76
8962000		02/15/23	\$15.99		OFFICE SUPPLIES-TAPE	01-53-3-601	OFFICE SUPPLIES	\$15.99
8965600		02/17/23	\$59.99		OFFICE SUPPLIES-PAPER	01-53-3-601	OFFICE SUPPLIES	\$59.99
8966310		02/20/23	\$130.18		FLOOR MAT-WATER CLERK	01-43-3-610	MISCELLANEOUS	\$130.18
8967200		02/20/23	\$350.41		FIN-CC RECIEPT PAPER GEN SUPPLY- FOLDERS/PENS COPY PAPER	01-41-3-601	OFFICE SUPPLIES	\$55.20
						01-42-3-601	OFFICE SUPPLIES	\$34.97
						01-43-3-601	OFFICE SUPPLIES	\$101.08
						01-45-3-601	OFFICE SUPPLIES	\$29.07
						01-48-3-601	OFFICE SUPPLIES	\$27.59
						01-49-3-601	OFFICE SUPPLIES	\$29.07
						01-53-3-601	OFFICE SUPPLIES	\$18.24
						01-55-3-601	OFFICE SUPPLIES	\$27.59
						08-10-3-601	OFFICE SUPPLIES	\$13.80
						08-20-3-601	OFFICE SUPPLIES	\$13.80
VENDOR TOTAL:								\$667.57

RUSH TRUCK CENTER, JOLIET								
3031396291		02/21/23	\$10,053.66	2023-0014	EMERGENCY REPAIRS ON LARGE DUMP TRUCK (D-15)			
						01-60-6-671	EMERGENCY REPAIRS ON 2013 INTER	\$3,351.22
						08-11-6-671	EMERGENCY REPAIRS ON 2013 INTER	\$3,351.22
						08-21-6-671	EMERGENCY REPAIRS ON 2013 INTER	\$3,351.22
VENDOR TOTAL:								\$10,053.66

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
RUSSO POWER EQUIPMENT								
SPI20069788		01/31/23	\$44.99		PRUNING SAW FOR ARBORIST	01-63-3-615	SMALL TOOLS & EQUIPMENT	\$44.99
							VENDOR TOTAL:	\$44.99
S&J INDUSTRIAL SUPPLY CORP								
1179400000002		02/02/23	\$160.95		PAPER CUPS RESTOCK	01-67-3-616	CLEANING SUPPLIES	\$160.95
							VENDOR TOTAL:	\$160.95
SCANCAFE INDIANA HOLDINGS LLC								
0243		02/13/23	\$500.00		PHOTO RESTORATION	01-49-3-613	PHOTOGRAPHY SUPPLIES	\$500.00
							VENDOR TOTAL:	\$500.00
STATE INDUSTRIAL PRODUCTS CORP								
902789017		02/13/23	\$210.11		CHEMICAL	01-49-3-616	CLEANING SUPPLIES	\$210.11
							VENDOR TOTAL:	\$210.11
STRAND ASSOCIATES, INC								
0193738		02/13/23	\$2,077.59		PRELIMINARY DESIGN-WATER SYSTEM IMPROVEMENTS	04-01-7-701	WATER SUPPLY SYSTEM IMPROVEME	\$2,077.59
0193768		02/13/23	\$10,287.57		2023 DCEO BRUMLEY DR RECONSTRUCTION ENGINEERING SVCS	01-60-7-706	BRUMLEY DR RECONSTRUCTION - EN	\$10,287.57
							VENDOR TOTAL:	\$12,365.16
TRAINING CONCEPTS INC								
54750		02/08/23	\$152.50		CPR/AED CARDS	01-48-5-661	TRAINING	\$152.50
							VENDOR TOTAL:	\$152.50
UNITED PARCEL SERVICE								
F0000F36604063		02/11/23	\$59.50		NORTHEAST FLAGS/IEPA	01-55-3-603	POSTAGE	\$59.50
							VENDOR TOTAL:	\$59.50

Village of Lossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
UNIVERSITY OF CHICAGO HOSPITALS								
UCAN2023FFD		02/09/23	\$210.00		B THACKER & K THACKER UCAN CONF REGISTRATION	01-49-5-661	TRAINING	\$210.00
VENDOR TOTAL:								\$210.00
VERIZON WIRELESS								
9927873740		02/16/23	\$72.02		DPW IPAD JAN17-FEB16 2023	01-55-3-607	COMPUTER EQUIPMENT & SUPPLIES	\$72.02
9927883359		02/16/23	\$3,137.45		JAN 17 - FEB 16 2023	01-42-4-637	TELEPHONE	\$204.77
						01-43-4-637	TELEPHONE	\$84.38
						01-45-4-637	TELEPHONE	\$42.19
						01-53-4-637	TELEPHONE	\$42.19
						01-50-4-637	TELEPHONE	\$1,994.21
						01-55-4-637	TELEPHONE	\$769.71
VENDOR TOTAL:								\$3,209.47
VILLAGE OF HOMEWOOD								
10859		02/08/23	\$264.91		SHARED AMBULANCE - REPAIR	01-49-6-671	VEHICLE MAINTENANCE	\$264.91
VENDOR TOTAL:								\$264.91
WELSCH READY MIX, INC.								
15FEB20231589		02/15/23	\$1,636.00		VH CONCRETE	01-65-3-619	PROGRAM COMMODITIES	\$409.00
						08-14-3-611	CONCRETE	\$409.00
						08-24-3-611	CONCRETE	\$409.00
						02-01-3-605	CONCRETE	\$409.00
VENDOR TOTAL:								\$1,636.00

Village of Blossmoor
Detail Board Report
Invoices Due On/Before: 03/07/23

Vendor Name	Invoice #	Invoice Date	Invoice Amount	PO #	Invoice Description	GL Number	GL Description	Line Amount
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Total Amount Being Paid: \$124,816.73
Total Number of Invoices: 121

Vendor Code	Vendor Name	1099	Invoice Total	Check Total	Net Inv/C
ARREN	AL WARREN OIL COMPANY INC	N	(6) 12,592.77	(0) 0.00	12,592.
AMAZON	AMAZON CAPITAL SERVICES	N	(5) 1,353.90	(0) 0.00	1,353.
AMERICAIN	AMERICA IN BLOOM	N	(1) 1,199.00	(0) 0.00	1,199.
AWWA-2	AMERICAN WATER WORKS ASSOC	N	(1) 83.00	(0) 0.00	83.
ANARCHY	ANARCHY OUTDOORS	N	(1) 372.89	(0) 0.00	372.
ANDREWS	ANDREWS PRINTING LLC	Y	(1) 215.00	(0) 0.00	215.
BARTLETT	BARTLETT MANUFACTURING CO LLC	N	(1) 229.95	(0) 0.00	229.
BENISTAR	BENISTAR	N	(1) 954.00	(0) 0.00	954.
BMOFIN	BMO FINANCIAL GROUP	N	(9) 4,151.28	(0) 0.00	4,151.
BOUND	BOUND TREE MEDICAL LLC	Y	(1) 303.69	(0) 0.00	303.
CCP	CCP INDUSTRIES, INC.	N	(1) 442.48	(0) 0.00	442.
CDW-G	CDW GOVERNMENT, INC.	N	(1) 1,454.77	(0) 0.00	1,454.
CHICOMM	CHICAGO COMMUNICATIONS, LLC.	Y	(1) 94.80	(0) 0.00	94.
CHICAGOTRI	CHICAGO TRIBUNE	N	(1) 2,481.74	(0) 0.00	1,867.
COM8052	COMED	N	(1) 251.87	(0) 0.00	24.
CRAINS	CRAIN'S CHICAGO BUSINESS	N	(1) 169.00	(0) 0.00	169.
CRITICAL	CRITICAL REACH	N	(1) 360.00	(0) 0.00	360.
CRUSOR	RICHARD G. CRUSOR, JR.	Y	(1) 120.00	(0) 0.00	120.
CURRENT	CURRENT TECHNOLOGIES CORP	N	(1) 24,400.00	(0) 0.00	24,400.
DAILYST	DAILY SOUTHTOWN	N	(2) 142.70	(0) 0.00	142.
ELEUNI	EAGLE UNIFORM CO INC	N	(1) 580.00	(0) 0.00	580.
EBELSACE	EBEL'S ACE HARDWARE	N	(7) 184.80	(0) 0.00	184.
EMERGMEP	EMERGENCY MEDICAL PRODUCTS INC	N	(1) 261.23	(0) 0.00	261.
EVTech	EVT TECHNOLOGIES	N	(1) 185.00	(0) 0.00	185.
EXPERT	EXPERT CHEMICAL & SUPPLY INC	N	(3) 1,552.49	(0) 0.00	1,552.
FITZSIMM	FITZSIMMONS	N	(1) 15.00	(0) 0.00	15.
FDLIFE	FORT DEARBORN LIFE INSURANCE	N	(1) 472.80	(0) 0.00	472.
GALLAMAT	GALLAGHER MATERIALS CORP.	N	(1) 740.00	(0) 0.00	740.
GALLS	GALLS, LLC	N	(2) 604.76	(0) 0.00	604.
GASKILL	GASKILL & WALTON	N	(1) 9,200.00	(0) 0.00	9,200.
GASVODA	GASVODA & ASSOCIATES INC	N	(1) 1,765.24	(0) 0.00	1,765.
HOLLANDP	HOLLAND PRINTING INC	N	(2) 595.89	(0) 0.00	595.
HOMEDEPO	HOME DEPOT	N	(4) 939.54	(0) 0.00	939.
HORTON	THE HORTON GROUP	N	(1) 100.00	(0) 0.00	100.
IGFOA-CO	IGFOA	N	(1) 120.00	(0) 0.00	120.
ILMUNLEA	IL MUNICIPAL LEAGUE	N	(1) 1,000.00	(0) 0.00	1,000.
ILLASCOP	ILLINOIS ASSOCIATION OF CHIEFS	N	(1) 7,000.00	(0) 0.00	7,000.
IMPRESS	IMPRESSIONS IN STONE	N	(1) 296.58	(0) 0.00	296.
KONICA	KONICA MINOLTA	N	(1) 425.00	(0) 0.00	425.
LBMTOOLS	LBM TOOLS LLC	Y	(1) 110.95	(0) 0.00	110.
MENARDS	MENARDS	N	(3) 127.90	(0) 0.00	127.
MONARCH	MONARCH AUTO SUPPLY INC	N	(4) 605.73	(0) 0.00	605.
NEXTDAY	NEXT DAY PLUS	N	(1) 114.56	(0) 0.00	114.
NICOR-4	NICOR GAS	N	(1) 163.90	(0) 0.00	163.
ORKIN	ORKIN EXTERMINATING COMPANY	N	(2) 250.00	(0) 0.00	250.00

Communication: Presentation of Bills for Approval and Payment as Approved by the Finance Committee (March 6, 2023) (CONSENT AGENDA)

Vendor Code	Vendor Name	1099	Invoice Total	Check Total	Net Inv/Cl
ASSOC	KATHLEEN FIELD ORR & ASSOCIATE	Y	(1) 11,500.00	(0) 0.00	11,500.00
PREMISTAR	PREMISTAR-SOUTH	Y	(5) 4,067.50	(0) 0.00	4,067.50
PROSAFET	PROSAFETY	N	(1) 183.20	(0) 0.00	183.20
PUBSAFET	PUBLIC SAFETY DIRECT, INC.	N	(3) 417.00	(0) 0.00	417.00
RRLAND	RR LANDSCAPE SUPPLY	Y	(2) 330.00	(0) 0.00	330.00
RUNCO	RUNCO OFFICE SUPPLY	N	(9) 667.57	(0) 0.00	667.57
RUSHJOLI	RUSH TRUCK CENTER, JOLIET	N	(1) 10,053.66	(0) 0.00	10,053.66
RUSSOPOW	RUSSO POWER EQUIPMENT	N	(1) 44.99	(0) 0.00	44.99
S&J	S&J INDUSTRIAL SUPPLY CORP	N	(1) 160.95	(0) 0.00	160.95
SCANCAFE	SCANCAFE INDIANA HOLDINGS LLC	Y	(1) 500.00	(0) 0.00	500.00
STATECHE	STATE INDUSTRIAL PRODUCTS CORP	N	(1) 210.11	(0) 0.00	210.11
STRAND	STRAND ASSOCIATES, INC	N	(2) 12,365.16	(0) 0.00	12,365.16
TRAINING	TRAINING CONCEPTS INC	N	(1) 152.50	(0) 0.00	152.50
UPS	UNITED PARCEL SERVICE	N	(1) 59.50	(0) 0.00	59.50
UOFC UCAN	UNIVERSITY OF CHICAGO HOSPITALS	N	(1) 210.00	(0) 0.00	210.00
VERIZON452	VERIZON WIRELESS	N	(1) 3,209.47	(0) 0.00	3,137.47
VILHMD	VILLAGE OF HOMEWOOD	N	(1) 264.91	(0) 0.00	264.91
WELSCH	WELSCH READY MIX, INC.	N	(1) 1,636.00	(0) 0.00	1,636.00
Grand Totals:			Total: 121 124,816.73	Total: 0 0.00	

Village of Flossmoor
Detail Board Report
Manual Checks Issued: 02/16/23 thru 02/16/23

Vendor Name	Invoice #	Invoice Date	Amount	Check #	Check Date	PO #	Invoice Description	GL Number	GL Description	Line Amount
COMCAST	165700166	02/01/23	\$1,046.47	78692	02/16/23		VH ETHERNET FEBRUARY 2023			
								01-42-4-639	WEBSITE & INTERNET SERVICES	\$1,046.47
	0001666 020623	02/06/23	\$423.80	78693	02/16/23		VH & DPWSC INTERNET 2/10/23-3/9/23			
								01-42-4-639	WEBSITE & INTERNET SERVICES	\$253.85
								01-55-6-673	COMPUTER NETWORK MAINTENAN	\$169.95
									VENDOR TOTAL:	\$1,470.27
IPELRA	2023LSS4J0082	02/15/23	\$300.00	78694	02/16/23		BRUNKE 2023 EMPLOYMENT LAW SEMINAR REGISTRATION			
								01-55-5-661	TRAINING	\$300.00
									VENDOR TOTAL:	\$300.00
SAM'S CLUB/SYNCHRONY BANK	020223	02/02/23	\$700.58	78695	02/16/23		PD-TV,KEYBOARD,WALL MOUNT,OFFICE & KITCHEN SUPPLY ADMIN-ASSMNT CNTR DPW-3V BATTERIES,SHELVING UNIT			
								01-48-3-615	SMALL TOOLS & EQUIPMENT	\$(327.30)
								01-42-4-652	MEETINGS AND EVENTS	\$13.96
								01-42-4-652	MEETINGS AND EVENTS	\$28.20
								01-67-3-605	OPERATING SUPPLIES	\$170.72
								01-42-3-601	OFFICE SUPPLIES	\$13.98
								01-43-3-610	MISCELLANEOUS	\$13.98
								01-42-4-652	MEETINGS AND EVENTS	\$8.48
								01-60-3-615	SMALL TOOLS & EQUIPMENT	\$19.98
								01-48-3-601	OFFICE SUPPLIES	\$38.49
								01-42-4-652	MEETINGS AND EVENTS	\$92.80
								01-48-3-601	OFFICE SUPPLIES	\$44.68
								01-48-3-611	SPECIAL POLICE COMMODITIES	\$36.96
								01-48-3-615	SMALL TOOLS & EQUIPMENT	\$59.98
								01-48-3-615	SMALL TOOLS & EQUIPMENT	\$399.00
								01-48-3-611	SPECIAL POLICE COMMODITIES	\$14.05
								01-67-3-615	SMALL TOOLS & EQUIPMENT	\$44.68
								01-43-3-610	MISCELLANEOUS	\$27.94
									VENDOR TOTAL:	\$700.58

Vendor Code	Vendor Name	1099	Invoice Total	Check Total	Net Inv/C
ICAST VH	COMCAST	N	(2) 1,470.27	(2) 1,470.27	0.
IPELRA	IPELRA	N	(1) 300.00	(1) 300.00	0.
SAMSCLU	SAM'S CLUB/SYNCHRONY BANK	N	(1) 700.58	(2) 700.58	0.
SAMSCLU	VOID	N	(1) 0.00	(2) 0.00	0.
Grand Totals:			Total: 4 2,470.85	Total: 5 2,470.85	

Village of Flossmoor
Detail Board Report
Manual Checks Issued: 02/24/23 thru 02/24/23

Vendor Name	Invoice #	Invoice Date	Amount	Check #	Check Date	PO #	Invoice Description	GL Number	GL Description	Line Amount
BCBSIL MARCH 2023		02/14/23	\$98,218.85	78838	02/24/23		MARCH 2023 PREMIUM	01-00-0-219	HEALTH INSURANCE PAYABLE	\$18,367.79
								01-42-2-590	HEALTH INSURANCE PREMIUM	\$4,744.71
								01-43-2-590	HEALTH INSURANCE PREMIUM	\$7,907.85
								01-48-2-590	HEALTH INSURANCE PREMIUM	\$33,985.54
								01-49-2-590	HEALTH INSURANCE PREMIUM	\$10,280.20
								01-50-2-590	HEALTH INSURANCE PREMIUM	\$5,535.49
								01-55-2-590	HEALTH INSURANCE PREMIUM	\$3,163.14
								01-60-2-590	HEALTH INSURANCE PREMIUM	\$14,234.13
								VENDOR TOTAL:		\$98,218.85
METLIFE MARCH 2023		02/16/23	\$5,314.01	78839	02/24/23		POLICY #05390569/MARCH 2023 PREMIUM	01-00-0-219	HEALTH INSURANCE PAYABLE	\$1,321.64
								01-42-2-590	HEALTH INSURANCE PREMIUM	\$237.45
								01-43-2-590	HEALTH INSURANCE PREMIUM	\$358.15
								01-48-2-590	HEALTH INSURANCE PREMIUM	\$1,734.61
								01-49-2-590	HEALTH INSURANCE PREMIUM	\$514.48
								01-50-2-590	HEALTH INSURANCE PREMIUM	\$277.03
								01-55-2-590	HEALTH INSURANCE PREMIUM	\$158.30
								01-60-2-590	HEALTH INSURANCE PREMIUM	\$712.35
								VENDOR TOTAL:		\$5,314.01
VISION SERVICE PLAN 817236944		02/17/23	\$1,054.20	78840	02/24/23		MARCH 2023 PREMIUM	01-00-0-219	HEALTH INSURANCE PAYABLE	\$301.99
								01-42-2-590	HEALTH INSURANCE PREMIUM	\$43.85
								01-43-2-590	HEALTH INSURANCE PREMIUM	\$73.08
								01-48-2-590	HEALTH INSURANCE PREMIUM	\$328.33
								01-49-2-590	HEALTH INSURANCE PREMIUM	\$95.01
								01-50-2-590	HEALTH INSURANCE PREMIUM	\$51.16
								01-55-2-590	HEALTH INSURANCE PREMIUM	\$29.23
								01-60-2-590	HEALTH INSURANCE PREMIUM	\$131.55
								VENDOR TOTAL:		\$1,054.20

Village of Flossmoor Detail Board Report

Manual Checks Issued: 02/24/23 thru 02/24/23

Vendor Name

Invoice #	Invoice Date	Amount	Check #	Check Date	PO #	Invoice Description	GL Number	GL Description	Line Amount
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Total Number of Invoices: 3

Vendor Code	Vendor Name	1099	Invoice Total	Check Total	Net Inv/(
BSIL	BCBSIL	N	(1) 98,218.85	(1) 98,218.85	0.
METLIFE	METLIFE	N	(1) 5,314.01	(1) 5,314.01	0.
VISION	VISION SERVICE PLAN	N	(1) 1,054.20	(1) 1,054.20	0.
Grand Totals:			Total: 3 104,587.06	Total: 3 104,587.06	

TO: Bridget Wachtel, Village Manager
FROM: John Brunke, Public Works Director
DATE: March 6, 2023
SUBJECT: Consideration of a Contract Amendment for the
Flossmoor Road Viaduct Drainage Improvements
Detention Options Assessment



On May 9, 2022, the Village signed a proposal (attached) from Baxter & Woodman Consulting Engineers for the preliminary assessment of various options for the drainage improvement to the Flossmoor Road Viaduct. The total not-to-exceed amount of the proposal was \$23,500. The scope of services included further investigation of the Flossmoor Road pipe route option with the consideration of a large detention facility on private property, as well as coordination efforts with the private entity. Work progressed well with this engineering effort, however, the private entity determined that they were not interested in participating following the analysis and communications about this option. This change in direction led us back to the original plan to pursue the detention basin at Heather Hill Elementary School. Per the original report, there are floodplain issues that must be mitigated for the detention basin. There are two potential routes to mitigate the floodplain issues and staff recommends the preferred route should be determined prior to initiating stakeholder communication and design efforts.

The current work has nearly exhausted the proposal amount, and Baxter & Woodman has submitted the attached proposal, dated February 23, 2023, as an amendment to the previous proposal. The total amount of the amendment is \$14,500, which would bring the total amount of the contract to \$38,000. This amendment will allow Baxter & Woodman to complete the further analysis of the few options and bring this effort to completion so that Staff can bring the few options to the Village Board for consideration prior to moving ahead with design engineering of the project. There is ample budget available in line 01-55-7-781 (Flossmoor Rd Viaduct Improvements - Engineering) for this amendment. Overall, engineering and construction project costs will be partially offset by grant monies.

With the above information in mind, Public Works Staff recommends that the Mayor and Board of Trustees approve the amendment from Baxter & Woodman Consulting Engineers for the Flossmoor Road Viaduct Detention Options Assessment in the not-to-exceed amount of \$14,500, which will bring the total contract value to \$38,000.

April 21, 2022

Mr. John S. Brunke, P.E., CFM
 Director of Public Works
 Village of Flossmoor
 1700 Central Park Avenue
 Flossmoor, Illinois 60422

Subject: Village of Flossmoor – Road Detention Assessment

Dear Mr. Brunke:

A preliminary design memorandum and plan were developed by Baxter & Woodman in 2020 to address flooding along Berry Lane, and at the viaduct east of the intersection of Flossmoor Road and Sterling Avenue. At the time, the preferred route was to direct the new relief sewers to a proposed detention facility behind Heather Hill School. Since then, the Village has developed new interest in a potential route and detention along Flossmoor Road.

This Assessment will take a detailed look at potential sewer routes and detention options along Flossmoor Road to Butterfield Creek. A detailed scope of services is presented below:

SCOPE OF SERVICES

1. PROJECT COORDINATION AND DATA COLLECTION

1.1 PROJECT MANAGEMENT

- a) Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope.
- b) Coordinate with OWNER and project team to ensure the goals of the project are achieved.
- c) Prepare and submit monthly invoices and provide a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.

1.2 PROJECT MEETINGS

- a) The following meetings are anticipated for this project:
 - i) Meetings with OWNER (3 total) (Kickoff, Alternatives, Pre-final)
 - ii) Regulatory Agencies (2 total): IDNR and MWRD
 - iii) Individual Property Meetings (3 total)
 - iv) Field Meeting with OWNER staff (1 total)
- b) Public Meeting: No public involvement is anticipated for this project.

1.3 COLLECT EXISTING DATA

- a) Obtain, review, and evaluate the following information provided by the OWNER for use in design:
 - i) Preliminary Design CADD files
 - ii) Phase I Documentation and Project Development Report
 - iii) Utility Atlases
 - iv) Existing Roadway and Structure Plans with Inspection Reports
 - v) GIS Shape files surrounding the project limits
 - vi) Aerial Photography
 - vii) Environmental Studies
 - viii) Maintenance and flooding records
 - ix) Drainage Studies
 - x) Hydraulic and Hydrologic information and calculations
 - xi) Geotechnical Data

1.4 TOPOGRAPHIC SURVEY

- a) Topographic Survey: Topographic survey will not be performed within the scope of this work. Develop Schematic drawings from aerial photography and field verified at select locations.
- b) Right of Way: No additional right-of-way or easements are anticipated. Work to complete Plat of Easement or Plat of Dedication is not included.

2. ENGINEERING ANALYSIS

2.1 UPDATE EXISTING DRAINAGE CONDITIONS

- a) Update the existing XP-SWMM model to reflect updated topographic survey, changes in the watershed hydrology or hydraulics, and/or project goals.
- b) Compare model flows/elevations to observed flows/elevations for known events. Adjust existing conditions model inputs if necessary.

2.2 ALTERNATIVES ANALYSIS

- a) Develop design criteria to clearly identify the goal(s) of the proposed improvements.
- b) Develop up to five alternatives to address the identified project needs. Concept plans will be prepared for each viable alternative evaluated.
- c) Investigate up to three possible alternate routes for pipelines to evaluate construction difficulty, easement requirements, disruption to residents and businesses, and permitting difficulties that could be encountered along the prospective routes.
- d) Determine if the proposed improvements can be designed and constructed using alternate methods or materials to reduce construction, and operation and maintenance costs.
- e) Prepare preliminary cost estimates of the five alternatives.



2.3 SUMMARY MEMORANDUM

- a) Prepare a brief summary memorandum describing the existing system, analyses performed, alternatives considered, conclusions, and recommendations.
- b) Prepare associated exhibits, including concept plans for each alternative.

Schedule

The summary memorandum will be complete within three months of notice to proceed.

Engineering Fee

The Owner shall pay the Engineer for the services performed or furnished, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$23,500.00**.

Thank you for the opportunity to submit our proposal for this project. Upon your written authorization to proceed, we will begin working immediately. Please do not hesitate to call me at 815-444-4470 if you have any questions.

The attached Standard Terms and Conditions apply to this proposal. If you find this proposal acceptable, **please sign and return one copy for our files.**

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

Matthew J. Moffitt, P.E., CFM
Associate Vice President

VILLAGE OF FLOSSMOOR, ILLINOIS

ACCEPTED BY: Bridget Wachtel
TITLE: Village Manager
DATED: 5-9-22

\\corp.baxwood.com\project\Azure\FLSMR\200874-Flossmoor Rd Viaduct\Contracts\Work\200874.45_Road Detention Assessment\200874.45_Proposal_RoadDetentionAssess.docx

Mr. John Brunke
Village of Flossmoor

April 21, 2022
200874.45 • Page 3

STANDARD TERMS AND CONDITIONS

PLEASE READ THESE STANDARD TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY BAXTER & WOODMAN, INC. ("BW"). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS. THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE "AGREEMENT".

Owner's Responsibility - Provide BW with all criteria and full information for the "Project", which is generally otherwise identified in the Letter Proposal. BW will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards ("Owner Affiliates") without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to BW. BW and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

Schedule for Rendering Services - The agreed upon services shall be completed within a reasonable amount of time. If BW is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, BW's work shall be extended and the rates and amounts of BW's compensation shall be equitably adjusted in a written instrument executed by all Parties.

Invoices and Payments - The fees to perform the proposed scope of services constitutes BW's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. BW invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

Opinion of Probable Construction Costs - BW's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that BW has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. BW cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from BW's opinion of probable construction costs.

Standards of Performance - (1) The standard of care for all services performed or furnished by BW will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. BW makes no warranties, express or implied, in connection with its services; (2) BW shall be responsible for the technical accuracy of its services and documents; (3) BW shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) BW may employ such sub-consultants as BW deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) BW shall not supervise, direct, control, or have authority over any contractors' work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) BW neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents; (7) BW is not acting as a municipal advisor as defined by the Dodd-Frank Act. BW shall not provide advice or have any responsibility for municipal financial products or securities; (8) BW is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by BW shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that BW's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. BW's consideration of a component does not constitute acceptance of the assembled item; (10) BW's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, BW will become generally familiar with observable completed work. If BW observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

Insurance - BW will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$5 million aggregate
Automobile Liability:	\$1 million combined single limit		

In no event will BW's collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to BW's under this Agreement. Any claim against BW arising out of this Agreement may be asserted by the Owner, but only against the entity and not against BW's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

Indemnification and Mutual Waiver – (1) To the fullest extent permitted by law, BW shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages ("Losses") arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of BW; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless BW and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner's, or Owner's officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and BW waive against each other, and the other's employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the BW and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that BW is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and BW agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

Termination - Either party may terminate this Agreement upon ten (10) business days' written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay BW, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

Use of Documents – All BW documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by BW to Owner pursuant to this Agreement) are instruments of service and BW retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by BW or its consultant. Electronic format of BW's design documents may differ from the printed version and BW bears no liability for errors, omissions or discrepancies. Reuse of BW's design documents is prohibited and Owner shall defend and indemnify BW from all claims, damages, losses and expenses, including attorney's fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in BW's document retention policy after Project closeout.

Successors, Assigns, and Beneficiaries – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or BW to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and BW and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

Dispute Resolution - All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

Miscellaneous Provisions – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and BW, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

February 23, 2023

Mr. John S. Brunke, PE, CFM
Director of Public Works
Village of Flossmoor
1700 Central Park Avenue
Flossmoor, Illinois 60422

Subject: Village of Flossmoor – Road Detention Assessment

Dear Mr. Brunke:

Baxter & Woodman, Inc. is pleased to submit this amendment to our proposal dated May 9, 2022 to provide additional services for the resolution of flooding along Berry Lane and at the viaduct east of the intersection of Flossmoor Road and Sterling Avenue.

SCOPE OF SERVICES

- A. Explore compensatory storage options;
- B. Update EOPCs for 2024;
- C. Research Earthwork unit prices;
- D. Perform a value engineering exercise on the Heather Hill pond;
- E. Assist with restarting communication with the school and other stakeholders;
- F. Work with your lobbyist on funding options.

Schedule

The above listed scope of services will begin upon your written authorization to proceed.

Engineering Fee

The Owner shall pay the Engineer for the services performed or furnished, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, an additional amount of \$14,500 for an amended not to exceed amount of **\$38,000**.

Please do not hesitate to call me at 815-444-4470 if you have any questions.



The Standard Terms and Conditions of the signed proposal dated May 9, 2022 apply to this proposal amendment. If you find this proposal amendment acceptable, **please sign and return one copy for our files.**

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in black ink, appearing to read "Matthew J. Moffitt". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Matthew J. Moffitt, PE, CFM
Associate Vice President

VILLAGE OF FLOSSMOOR, ILLINOIS

ACCEPTED BY: _____

TITLE: _____

DATED: _____

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Assessment\Amendment\200874.45_Amendment_1_RoadDetentionAssess.docx

TO: Bridget Wachtel, Village Manager
FROM: John Brunke, Public Works Director
DATE: March 6, 2023
SUBJECT: Consideration of a Contract Award to Denler, Inc. for the FY23 Pavement Crack Filling Program



Included in the FY23 approved General Fund Budget is \$150,000 for annual street maintenance work. The purpose of this budget is to use it towards the creation of a pavement crack filling program. The purpose of a pavement crack filling program is to clean out cracks in newer asphalt pavement and fill them with a fiber asphalt sealant that prevents water and debris from filling the cracks, which leads to pavement potholes and pavement failure from winter freeze/thaw cycles. It is estimated that a good pavement crack filling program can extend the life cycle of pavement 5+ years more than a pavement that does not receive this treatment.

The asphalt pavement streets that benefit most from a pavement crack filling program are those that are still in good condition, but have minimal to moderate cracks forming in the surface. Streets that have a severe amount of cracking or “alligator” cracking, where the pavement cracks form round to sectional shapes, are not good candidates for crack filling because the crack filling operation cannot be done efficiently with the necessary crack routing and the process may cause more harm than good. The streets that are good candidates for crack filling are typically the ones with PASER ratings of 6-8, or good to very good condition. The streets that are not good candidates are typically the ones with PASER ratings of 3-5, or poor to fair condition.

Public Works Staff reviewed the streets in our inventory this winter with PASER ratings ranging from 6-8, to determine which streets had cracking and could benefit from this program in the upcoming season. Below is the list of 36 streets that are included in this year’s program, which total 6.93 miles. It should be noted that this list is all of the streets in the inventory that can be crack filled at this time, since they are the only ones that have cracks and are good candidates for the program.

Location	Length (ft.)	PASER Rating
<u>Flossmoor Hills & Highlands</u>		
Avers Ave. (Flossmoor Rd. to End)	2,325	8
Aspen St. (Hamlin Ave. to Maple Rd.)	330	6
Elm St. (Central Park Ave. to Brumley Dr.)	1,750	7 - 8
Elm Ct. (Elm St. to End)	290	8
<u>Old Flossmoor</u>		
Verne Ln. (School St. to Wallace Dr.)	750	7
Burns Ave. (Park Dr. to Wallace Dr.)	1,000	6
Central Drive North Alley (2613 Central Dr. to Central Dr.)	540	7
Central Drive Alley (Douglas Ave. to Merchant Lot)	1,250	8
<u>Flossmoor Park</u>		
Hutchison Rd. (Western Ave. to Collett Ln.)	1,200	7
Collett Ln. (Hutchison Rd. to Dixie Hwy.)	1,950	6 - 7
Travers Ln. (Flossmoor Rd. to Hutchison Rd.)	1,247	8

<u>Southeast Flossmoor</u>		
Dartmouth Rd. (Flossmoor Rd. to End)	2,860	7
Amherst Ct. (Dartmouth Rd. to Cambridge Ave.)	400	7
Cambridge Ave. (Flossmoor Rd. to Amherst Ct.)	585	6
Knollwood Dr. (Dixie Hwy. to End)	900	7
Thomas Ct. (Tina Ln. to End)	400	7
Butterfield Ln. (Vollmer Rd. to End)	900	6
Holly Ln. (Vollmer Rd. to End)	850	6
<u>Heather Hill</u>		
Leavitt Ave. (Flossmoor Rd. to Hawthorne Ln.)	650	8
Hawthorne Ln. (Oakmont Ave. to Douglas Ave.)	350	6
Strieff Ln. (Hawthorne Ln. to Link Ct.)	600	8
Emelia Ct. (Strieff Ln. to Arquilla Ln.)	300	8
Link Ct. (Strieff Ln. to Arquilla Ln.)	175	8
Arquilla Ln. (Link Ct. to Hawthorne Ln.)	660	7
Sunset Ave. (Heather Hill Cr. to Oakmont Ave.)	1,160	8
Heather Hill Cr. (Sunset Ave. to Lawrence Cr.)	4,750	8
Heather Hill N. Entrance (Governors Hwy. to Heather Hill Cr.)	216	8
Heather Hill S. Entrance (Kedzie Ave. to Heather Hill Cr.)	225	7
Bob-O-Link Rd. (Heather Hill Cr. to Berry Ln.)	1,400	8
Alexander Cr. (Heather Hill Cr. to Lawrence Cr.)	2,160	6
<u>Southwest Flossmoor</u>		
198 th St. (3800 198 th St. to Central Park Ave.)	1,300	6
Central Park Ave. (Vollmer Rd. to 198 th St.)	360	8
<u>Ballantrae</u>		
Antholl St. (Lanark St. to 3726 Antholl St.)	658	6
Lismore St. (Kinross St. to Selkirk St.)	900	6
Ballantrae Way (Tiree Ct. to Selkirk St.)	1,000	7
Tiree Ct. (Ballantrae Way to End)	210	6
TOTAL	36,601	

Public Works Staff estimated the amount of crack filling material by multiplying the total length of streets by 1.50 lb./lineal foot. This resulted in an estimated bid quantity of 54,902 lbs. of fiber asphalt crack sealant material. On February 22, 2023, bids were opened for the project. Six bid packets were sent out and four bids were received. The project was bid out at the unit price per pound for fiber asphalt sealant, which is typical in the industry for pavement crack filling projects. Below is a summary of the bids received.

Bidder	Plan Quantity	Unit Price	Total
Denler, Inc.	54,902 lbs.	\$1.40	\$76,862.80
SKC Construction, Inc.	54,902 lbs.	\$1.451	\$79,662.80
M&J Asphalt Paving Company, Inc.	54,902 lbs.	\$1.57	\$86,196.14
Site Services, Inc.	54,902 lbs.	\$4.85	\$266,274.70
Engineer's Cost Opinion	54,902 lbs.	\$1.50	\$82,353.00

The lowest responsible bid was received from Denler, Inc. Denler, Inc. has not worked for the Village in the past, but they are one of the main companies that does pavement crack filling work of this scale in the region. They have completed similar projects in the City of Lockport,

and Villages of Lombard, Orland Park, Mokena, and Romeoville. I talked with an engineer from the Village of Lombard, who had nothing but good things to say about Denler, Inc. Denler, Inc. has done pavement crack filling in Lombard for many years. Their work has been great and their crews are good to work with and they are also very good with resident interactions.

Since the bid quantity of pavement crack filling material was only estimated, Public Works Staff would like to build a 4% contingency into the project in the event that the actual pavement crack filling material needed comes in over the estimated amount. To account for this, we recommend that the Village Board authorize the Village Manager to approve expenditures on this project up to 4% more than the awarded amount, or \$80,000. This will allow the remaining budget amount of \$70,000 to be used towards an upcoming pavement patching program that will be developed and completed this summer.

With the above discussion in mind, Public Works Staff recommends that the Mayor and Village Board of Trustees award the FY23 Pavement Crack Filling Program contract to Denler, Inc. of Joliet, IL in the amount of \$76,862.80 and authorize the Village Manager to approve expenditures up to the amount of \$80,000 in the event that additional pavement crack filling material is needed.

TO: Bridget Wachtel, Village Manager
FROM: Dan Milovanovic, Assistant Public Works Director
DATE: March 6, 2023
SUBJECT: FY23 Public Works Service Center Security Fence Project



As part of the Fiscal Year 2023 budget preparation, staff requested and the Village Board approved \$40,000 for the purchase and installation of a security fence at the Public Works Service Center. Staff contacted a number of local fencing contractors for quotes to gauge the best purchasing price for a 6-foot black steel chain link fence.

Since the Public Works Service Center was built in 1996 the Village has seen instances of fly dumping and trespassing. It's estimated that a couple of times a year the Village incurs costs associated with unauthorized dumping of waste material at our Public Works Service Center. The costs are generally for extra dumpster pickups or having Public Works personnel haul away large items such as sofas to a waste disposal site. With regard to trespassing, to date, a majority of these instances have involved adolescents seeking privacy, lost motorists, and eager salespeople. Although these occurrences have not been contentious thus far, they have highlighted to staff the security vulnerabilities that exist at the Public Works Service Center. The issue of security was discussed with the Police Department. Acting Chief Keith Taylor agreed with the assessment that a fence would deter trespassers from entering our property and help ensure the safety of our site.

Concerning the layout of the fence, the proposed location of the fence is along the south and east perimeter of the property. There is an existing fence along the north perimeter that is not owned by the Village that the proposed fence can abut against. Staff believes the thick shrubs and dense tree line bordering the west side of the property are sufficient natural barriers that will keep out trespassers.

The fence includes two sliding gates to be installed at the two entrances of the facility, which would be controlled by remote openers that would be assigned to Village vehicles. The operating stations have battery backups and have wireless internet capabilities that allow authorized users to open and close the gates from mobile devices. Below is a summary of the received quotes.

<u>Vendor</u>	<u>Total</u>
K Brothers Fence, Inc.	\$35,095.00
Fence Masters, Inc.	\$48,219.00
Peerless Fence	\$82,494.00

The lowest quote for the security fence was from K Brothers Fence, Inc. of Mokena, IL. K Brothers Fence, Inc has completed other fence installation work for the Village in the past. The work was of the quality and workmanship expected by the Village. The cost will be approximately \$35,095.00. There will be additional costs outside of the contract for electrical

work required to power the gates operating stations

With the above information in mind, Public Works is requesting that the Mayor and Board of Trustees award the contract for the purchase of a Public Works Service Center Security Fence to K Brothers, Inc of Mokena, IL in the not-to-exceed amount of \$35,095.00.

Dan Milovanovic
Flossmoor Public Works
1700 Central Park Ave.
Flossmoor, IL 60422

dmilovanovic@flossmoor.org
708-957-4100

January 25, 2023

Dan,

Attached please find proposal for the 1700 Central Park Ave. location.

Estimate includes materials and installation for fence and gates with operators.

Installation of electrical supply required at gate locations to be supplied by others.

Additional: 6" bollards \$400 each/installed, not included.

Free-Exit Loop(s) for operators \$850 each/installed, not included.

CONTACTS:

Owner: Mike Kawka: mike@kbrothersfence.com o:708-479-0414, m: (708) 417-3249

Crew Supervisor/Project mgr: Brian Selmeister: brian@kbrothersfence.com (708) 479-0414

Office Manager: Kara Muewees: kara@kbrothersfence.com (708) 479-0414

Let me know if you have any questions, Thanks for the opportunity,

Dave Mez

Sales/Service

K Brothers Fence, Inc.

1-708-479-0414 (main)

1-708-990-1253 (mobile)

Flossmoor Public Works
1700 Central Park Ave., Flossmoor, IL 60422

January 25, 2023

**PROVIDE & INSTALL 502' of 6' high BLACK chain link fence with
(2) 24' cantilever drive gates and (2) walk gates.**

INCLUDES:

- Approx. 502' of 6' high, black chain link fence with bottom tension wire on SS20 commercial steel posts. **ADD \$2400 for Industrial weight SS40 Posts.**
- (2) 24' Cantilever slide gates on nylon rollers/covers, all hardware and posts.
- (2) 60" in-line walk-gates.
- [Liftmaster IHSL24UL](#) Gate Operators, w/Battery Back-up, includes Internet gateway for MyQ. **ADD \$1700 for Free Exit Loop(s).**

NOT INCLUDED:

- *Electrical work required for installation of operators at gate locations. Conduit to pad(s) with whip. 120/240 VAC Single Phase (3Phase capable)*
- *Electrical supply (120V), and accessible internet router inside building for MyQ Gateway. (400ft range limit for operators)*
- *Concrete pads at gate operator locations supplied by customer.*

502' in black chain link (10' centers):	SS20 Commercial Grade:	\$ 33,395
	SS40 Commercial Grade:	+\$ 2,400

NOTE: Due to the volatility of pricing in the current fence supply chain, we reserve the right to negotiate selling price on any quote 5 days beyond the original quote date.

Prices valid for 30 days from original estimate date. Currently a minimum of _____ weeks out, **weather permitting**

ESTIMATED PRICE \$ **SS20 Commercial Grade: \$33,395**
SS40 Commercial Grade: + \$2,400

REVISIONS _____

HOMEOWNER ACCEPTED 

ESTIMATED TOTAL \$ _____ DEPOSIT \$ 50%

K-BROTHERS FENCE, INC.

OWNER'S SIGNATURE _____

Terms: Net -30

CC# / Check # _____

Thank you for the opportunity to estimate your fencing needs.

ALL WORK GUARANTEED 1 YRS.

Customer is to establish and be responsible for property lines and grade of fence and will remove all obstructions that interfere with installation. If any construction permits are required by local ordinances Customer agrees to secure and pay for said permit. Customer also agrees that the Company will not be held responsible or liable for any damage of any nature to underground lines or obstructions. More or less material other than amount contracted for will be debited or credited at current rate acceptance. The above proposal when accepted by the Customer and the Company becomes a contract between the two parties. In case payment is not made as specified in this contract the Customer is liable for a service charge of 1 1/2% per month after due date and all legal and court costs for collection and/or mechanics lien. For acceptance of proposal Customer agrees that the above prices, specifications and conditions are satisfactory and hereby authorized K Brothers Fence, Inc. to do the work as specified. K Brothers Fence, Inc. reserves the right to cancel contract due to any unforeseen circumstances. Prices subject to change due to fluctuation in material or component price. Any alterations made to the fence by any party other than K Brothers Fence, after our initial installation cancels out the warranty on our original installation. **Warranties are respectively honored for accounts that are paid in full.**





SE Entrance



SE Entrance terminata at building



SE Entrance



SE Entrance



NE Entrance



NE Terminate to fence across gulley

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: March 6, 2023
SUBJECT: Gratis Vehicle Sticker Policy



FLOSSMOOR

Well before I joined Village staff, the Village had an established practice of providing a free vehicle sticker to residents who serve on boards and commissions. This practice has never been documented to my knowledge or the knowledge of other long-term employees. The attached resolution documents the Village's practice as a policy of the Board and memorializes the practice for future staff to administer.

RESOLUTION # _____
**A RESOLUTION OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS CLARIFYING
VEHICLE LICENSE CHARGE FOR VOLUNTEERS, ELECTED AND APPOINTED OFFICIALS**

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the “*Village*”), is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the Village has had a policy permitting certain residents who have served the Village as volunteers or have served the Village in certain other capacities as hereinafter listed, to receive the vehicle license required pursuant to Chapter 266, Section 226-1-2 of the Flossmoor Municipal Code at no charge; and,

WHEREAS, the Village President and Board of Trustees (the “*Corporate Authorities*”) have determined that it is in the best interests of the Village to review, revise and clarify the policy as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1. That the policy regarding the issuance of vehicle licenses as required pursuant to Section 266-1-2 of the Municipal Code shall be as follows:

1. Commencing April 15, 2022, any resident of the Village serving on the Village Board of Trustees; Plan Commission; Zoning Board of Appeals; Public Art Commission; Community Relations Commission; Green Commission; Board of Police and Fire Commissioners; Library Board, members of the Police Pension Board appointed by the Mayor; members of the Fire Pension Board appointed by the Mayor, and the Village Clerk (collectively, “*Qualified Residents*”) shall be entitled to one vehicle

license per family per year at no charge so long as such resident is serving the Village on March 1, 2023 and each year thereafter;

2. Application by a Qualified Resident to the Village for a vehicle license shall be made to the Village before April 15th of each year of service and include a copy of a current picture identification.
3. As of March 1, in any year a Qualified Resident ceases to serve the Village the vehicle license fee shall no longer be free of charge.

Section 2. The foregoing policy shall not apply to residents who had concluded their service to the Village prior to April 15, 2022, and have continued to receive a vehicle license at no charge.

Section 3. That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois this ____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

TO: Bridget Wachtel, Village Manager
FROM: Robert Kopec, Fire Chief
DATE: March 6, 2023
SUBJECT: EMS Billing Fee Ordinance



FLOSSMOOR

The current Village ordinance that addresses Mobile Intensive Care Unit (MICU) Billing uses exact billing rates that are not directly tied to actual costs or market rates. This creates the need to periodically adjust list rates based on opinion or surveying neighboring communities. The fire department administration is proposing the Mayor and Village Board amend the current ordinance (150-5-2) to coincide with the annual cost report that is submitted to the Illinois Department of Healthcare and Family Service (IDHFS) for purposes of Medicaid reimbursement.

Our current MICU treatment and transport fees are structured on level of service provided. A base rate of \$1,100 for BLS, \$1,300 for ALS 1 to \$1,500 for ALS 2 with a \$10 per mile charge included from location of incident to receiving hospital. We also utilize a balance billing approach for cost recovery. The balance billing approach allows for residents and non-residents to be billed for the balance after insurance has paid but only if not in full. Residents who do not pay the balance after being billed three times are written off. Non-residents who do not pay after being billed twice are then sent to collections. This is a common practice in area municipalities.

The proposed MICU treatment and transport fees would be based off the annual cost report submitted to IDHFS. The annual report is required for participation in the Ground Emergency Medical Transport (GEMT) program that validates true costs of EMS services by an outside agency. The current Flossmoor rate for both ALS1/ ALS2 is \$2,310.09 and \$2,135.70 for BLS with a recommended mileage increase to \$20 per mile to aid with increasing fuel and maintenance costs. As for the billing process, it is proposed that we continue balance billing for both residents and non-residents. The collection fees received for balance billing is less than 1% of what is billed but could change with future medical billing legislation.

Fire department administration is also recommending refusal fees be considered to help offset expenses associated with treatment of non-transport calls. These calls require ALS or BLS treatment to the patient which uses supplies and/ or medications that cannot be recovered within our current billing ordinance. The addition of a Refusal Fee allows us; if necessary to bill for services rendered to a patient who then denies transport to a medical facility after three occurrences. This fee is only applied to the actual patient, not the location or address. The addition of a Refusal Fee will offset the costs of repeat calls.

The proposed fee structure for MICU fees would be adjusted annually, effective May of each year, beginning in 2023, without further Village Board action, pursuant to the annual cost report submitted by the Flossmoor Fire Department for the previous year to the Illinois

Department of Healthcare and Family Services (IDHFS). The annual rate adjustment will ensure our fee schedule is based on actual cost approved by the IDHFS for services provided by the Flossmoor Fire Department.

Attached is a Flossmoor Municipal Code ordinance that will effectuate these changes which will be administered by our ambulance billing company. Please place this ordinance on the March 6, 2023 Village Board agenda. I look forward to discussing the matter in greater detail. If you have any additional questions, please feel free to contact me at any time.

ORDINANCE NO. _____

**AN ORDINANCE OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS AMENDING
CHAPTER 150, ARTICLE 5 OF THE VILLAGE OF FLOSSMOOR MUNICIPAL CODE (Increasing
Treatment and Transport Fees of Mobile Intensive Care Unit)**

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the "*Village*") is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, Chapter 150, Article 5, Section 150-5-2 of the Flossmoor Municipal Code establishes the fees for mobile intensive care units for transportation and provision of medical supplies and services including advanced life support Level 1 and advanced life support Level 2; and,

WHEREAS, the Mayor and Board of Trustees of the Village (the "*Corporate Authorities*") have reviewed the current fees for these life support services and have determined that the fees as set do not reflect the actual costs to the Village to provide these services; and,

WHEREAS, after due consideration of the costs, it has been determined that Section 150-5-2 should be amended annually to reflect the current costs of transportation by mobile intensive care units (ambulance vehicle) and the provision of medically necessary supplies and services as hereinafter provided.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1: That Section 150-5-2 of Chapter 150, Article 5 of the Village of Flossmoor Municipal Code is hereby amended by deleting said Section 150-5-2 in its entirety and replacing

it with the following:

§150-5-2. Mobile intensive care unit (MICU) fees.

- A. Advanced Life Support, Level 1 (ALS1), ALS1 is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including the provision of an ALS assessment or at least one advanced life support intervention.

(1) Base charge: \$2,310.09

(2) Per mile charge: \$20.00

- B. Advanced Life Support, Level 2 (ALS2).

(1) ALS2 is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including (1) at least three (3) separate administrations of one or more medication by intravenous push/bolus or by continuous infusion (excluding crystalloid fluids); or, (2) ground ambulance transport, medically necessary supplies and services, and the provision of at least one of the ALS procedures listed below:

(a) Manual defibrillation/cardioversion.

(b) Endotracheal intubation.

(c) Central venous line.

(d) Cardiac pacing.

(e) Chest decompression.

(f) Surgical airway.

(g) Intraosseous line.

(2) Base charge: \$2,310.09

(3) Per mile charge: \$20.00

- C. Basic life support (BLS). BLS is transportation by ground ambulance vehicle and the

provision of medically necessary supplies and services, including BLS ambulance services as defined by the state.

(1) Base charge. \$2,135.70

(2) Per mile charge: \$20.00

D. Fees for ALS1, ALS2 and BLS shall be automatically adjusted commencing May 1, 2023, and annually on May 1 each year thereafter pursuant to the annual cost report approved by the Illinois Department of Health and Family Services as submitted by the Village of Flossmoor Fire Department.

E. Necessary medical supply and services rendered, no transport by ground ambulance vehicle.

Basic Life Support treatment without transportation \$200.00

(This fee shall be charged after three (3) occasions of such request without transport from the same individual within the same calendar year.)

Advanced Life Support treatment without transportation \$300.00

(This fee shall be charged after two occasions of such request without transport from the same individual within the same calendar year.)

Section 2: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

Passed this ____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

TO: Bridget Wachtel, Village Manager
FROM: Matthew Berk, Assistant Fire Chief
DATE: March 6, 2023
SUBJECT: BuyBoard National Purchasing Cooperative Resolution



FLOSSMOOR

The upcoming FY23/24 capital cycle has ambulance 119 up for replacement. The fire department intends to purchase through a cooperative agreement with Osage Ambulances to mirror the current A19 with subtle changes based on operational needs. After researching the different product lines available and our current dealings with Osage, who is the manufacturer of our second newer ambulance, we feel it would be best to purchase another Osage Ambulance.

We propose purchasing this ambulance using a free cooperative purchasing agreement called BuyBoard. The Village has used purchasing cooperatives in the past, including a similar program for the purchase of Truck 19.

The Village Attorney has reviewed the BuyBoard agreement and has verified that this program meets all applicable purchasing policies for the Village of Flossmoor, meaning their contracts are competitively bid. Osage Ambulances has a current contract with BuyBoard. We are seeking the Mayor and Village Board's approval through the attached resolution provided by the Village Attorney to participate in the Buyboard purchasing cooperative. We request that this resolution be placed on the March 6, 2023 Village Board agenda. Passing this resolution will allow the Village to participate in the program and hold our place in line for the ambulance build, a necessary step in this current economy when delivery has been taking up to a year. Accepting this resolution does not give us the approval to purchase a \$377,000 ambulance; however, it allows us to take the next steps with Osage to finalize the build specifications. After completing the build specifications, we will seek board approval to purchase the new ambulance 119.

RESOLUTION # _____
A RESOLUTION OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS APPROVING
MEMBERSHIP IN THE NATIONAL PURCHASING COOPERATIVE

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the "*Village*"), is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, the National Purchasing Cooperative ("*Buy Board*") is a public agency and purchasing cooperative organized to provide efficiencies to governmental agencies to comply with state bidding requirements by identifying qualified vendors of commodities, goods and services; and,

WHEREAS, Buy Board has represented a proposal to the Village to become a member of Buy Board at no cost to the Village; and,

WHEREAS, after review of the services provided by Buy Board to assist the Village by providing a competitive procurement process as required by Illinois law, it has been determined it to be in the best interests of the Village to join Buy Board as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1. That membership in the National Purchasing Cooperative ("*Buy Board*") is hereby approved, and the Village Manager is directed to complete any documentation as may be required to accomplish membership on behalf of the Village.

Section 2. That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

Passed this ____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

TO: Mayor Nelson and Board of Trustees
FROM: Jonathan Bogue, Assistant Village Manager
DATE: March 6, 2023
SUBJECT: CRC Recommendations Presentation



FLOSSMOOR

Mayor Nelson referred the matter of creating specific recommendations based upon the Community Forum report to the Community Relations Commission (CRC) for study in December of 2022. The scope of study that was asked of the CRC was to advise the Village Board on recommendations related to educational opportunities for our residents stemming from the Community Forum report. The attached presentation contains the CRC's recommendations regarding the Mayor's request. The request submitted by the Mayor is below:

The Police Department wants to hold an educational session(s) to advise the public on training, policies, and provide answers to the questions stemming from the forum.

- What suggestions/recommendations does the CRC have to help facilitate this and contribute to these session(s) being a productive event(s)?
- What format should these sessions take?
- Does the CRC have other educational recommendations based upon the information in the report? (i.e., public de-escalation training or engaging other partners in educational offerings)

CRC RESPONSE To Mayor Nelson's Request

Community Relations Commission
March 6, 2023

THREE PILLARS

C - COMMUNICATION

R - RELATIONSHIP BUILDING

C - COLLABORATION



Officer Morris with the Girl Scouts



ONGOING COMMUNICATION

Timely, Clear and Concise

Verbal / Non-Verbal

Written and Visual

Utilize Social Media Platforms

Transparency

Crisis Communication

Active Listening



RELATIONSHIP BUILDING

Establish trust through honesty
and transparency

Involves frequent communication

Invest in the effort and the time

Aim for consistency

Demonstrate commitment



Western Avenue School visiting the Police Department



WE HAVE THE PROGRAMS WE NEED

Coffee with a Cop

National Night Out

Ride Along

D.A.R.E.



Officers at National Night Out



WE HAVE WHAT WE NEED – POLICE TRAINING

The following trainings and assessments should be communicated to residents

- Flossmoor Police have annual training requirements mandated by the Law Enforcement Training and Standards Board, including crisis intervention, emergency medical response, law updates, officer wellness and mental health, firearms restraint, and firearms qualification
- Officers participate in monthly online training and assessments from the Police Law Institute
- Officers watch daily video training bulletins on topics such as mental health, sexual assault, civil rights, hate crimes, and procedural justice
- A wide range of timely topics are available with ongoing computer-based training from educational and academic sites
- Flossmoor Police maintain a dashboard that tracks to ensure requirements are met

ADDITIONAL PROGRAM OPPORTUNITIES

Conversation with a Cop Series

Additional Bike Alongs

Free throw tournament

Ask Me a Question

Citizen Police Academy



Retired Chief Kamleiter on a birthday ride along



COLLABORATION

Diversity

Equity

Inclusion

One Book - One Flossmoor

Be Inviting.



Deputy Chief Taylor and Officer Levy
delivering knit caps for donation



Commander Filkins making a
donation on the MLK Day of Service

9.a

Attachment: CRC Response - Final PLT V2 (CRC



Packet Pg. 80

FLOSSMOOR

Recommendation Summary

- Expansion of Communication Options
 - Police Facebook and Instagram
 - Stats, training, and other information posted on the website to promote transparency
 - Education to the public on where residents should go for information related to a crisis
- Additional Relationship Building Opportunities
 - Adding Conversation with a Cop series as an educational component for residents to have discussions related to police training, policies, etc.
 - Bringing back the Citizen's Police Academy
 - Increasing presence with our youth by participating in more bike alongs, free throw events, etc.
- More Community Collaboration
 - Adding a DEI Council, directing a subset of the CRC, or creating a DEI position that would look to enhance discussions and communication related to diversity, equity, and inclusion
 - Organizing diversity dinners and bringing back One Book - One Flosssmoor are also recommended

CLOSURE

We know that improved communication, relationship building, and connection will strengthen our commitment to one another throughout Flossmoor

We recognize the events that brought us to this moment and acknowledge the lessons learned. Now, we are FORWARD THINKING, ready to take the next step toward partnership with both citizens and police

We thank the Mayor for her trust in the Community Relations Commission



TO: Bridget Wachtel, Village Manager
FROM: Scott Bugner, Building and Zoning Administrator
DATE: March 6, 2023
SUBJECT: Consideration of an Amendment to a Special Use Permit - Homewood Flossmoor High School District - 999 Kedzie (New Science Lab Addition)



FLOSSMOOR

On February 16, 2023 the Plan Commission held a Public Hearing of a request for approval of an Amendment to the Special Use Permit for Homewood-Flossmoor High School to allow the construction of an addition to the existing south campus building. The request had been submitted by School District 233, owner of said subject property. The facts in the matter are as follows:

The subject property is a 96.7 acre campus of Homewood-Flossmoor High School. The property is improved with two primary structures being the “north” and “south” buildings as well as multiple accessory buildings, structures and uses. The property is zoned **P-Public Use** and the High School operates under a Special Use Permit.

Project Description

District 233 has proposed the construction of a new 26,150 square foot addition and renovations to the existing south campus building located at 999 Kedzie Avenue near the southeast corner adjacent to the softball field for a new science and technology wing which will house science labs and classrooms. This addition will be constructed to net zero standards which will include the installation of a geothermal well system for heating and cooling, roof top solar panels and a partial green roof as well as environmentally friendly and sustainable construction practices.

Site improvements would include the demolition and replacement of an existing parking lot with 50 standard and 3 ADA accessible parking spaces, a new access drive and pedestrian walkway along the east side of the addition and reconstruction of the existing path along the west side of the addition. Additional site improvements will include the re-routing of and installation of new utilities such as storm sewer, sanitary sewer and water main.

Staff Comments

Zoning

The proposed addition conforms to all site and structure requirements for the zoning district for minimum yards and setbacks, maximum height and lot coverage and meets or exceeds the standards for required parking.

Department of Public Works

Director Brunke has reviewed the preliminary engineering site development plans and did not have any comments or concerns at this time.

Fire Department

The Fire Department requested that the proposed hydrant location be moved into the island facing the parking lot aisle, that fire alarm and sprinkler drawings be submitted to the department for review as they proceed to the construction phase, provide an additional Knox box, and to perform a radio frequency signal strength evaluation during construction to ensure that the signal strength in and out of the building is acceptable.

The petitioner has agreed to these requests.

Police Department

The Police Department staff had no comments to offer for the proposal at this time.

Public Hearing

At the close of the Public Hearing, the Plan Commission voted unanimously to recommend that an Amendment to a Special Use Permit be **granted** as submitted.

No public comment was received either in favor or opposed to the proposed improvements.

To assist you in your consideration of this matter please find attached the following materials:

- Application for Land Use Review
- Findings of Fact
- Site Plan
- Floor Plan and Elevation Renderings
- Landscape Plan
- Legal Notice and Notice to Residents
- Proposed Ordinance and Exhibit A

VILLAGE OF FLOSSMOOR

Office of the Zoning Administrator

Application for Land Use Review

This application is to be used for petitions for Village approval of consolidations, subdivisions, changes in zoning, planned unit developments, non-residential site plans and special use permits. If you should have any questions regarding the type of land use review that applies to your situation please contact the Office of the Zoning Administrator at (708) 798-2300. The application must be completed and returned to the Building Department accompanied by the required fee (see attached scheduled) and submittals. Submittal requirements are contained in the Village's Zoning and Subdivision Ordinances. No petition will be scheduled for consideration by the Village Plan Commission unless a completed application (including required submittals) has been received. Petitions must be received no later than twenty one (21) calendar days prior to the Plan Commission meeting.

PROPERTY INFORMATION

999 Kedzie Avenue, Flossmoor IL 60422

Address/Location of Property for which a review is being requested (Subject Property)

Jim Glascott P.E. - WT Group

Name of Applicant

224-305-4134

224-293-6380

Applicant Home Telephone Number

Applicant Work Telephone Number

Owner's Representative

Applicant's Interest in Subject Property (Owner, contract purchaser etc)

If the applicant is not the owner of the property please provide the following information:

Homewood Flossmoor Community High School District 233

Owner's Name

999 Kedzie Avenue - Flossmoor, IL 60422

Owner's Address

708-799-3000

Owner's Telephone Numbers

Owner's Work Telephone Number

RECEIVED

ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS

By _____

Attachment: Application 999 Kedzie (HFHS Science Wing Addition)

PLEASE INDICATE WHICH TYPE OF LAND USE REVIEW YOU ARE SEEKING:

- ☐ Approval of a Plat of Subdivision, Resubdivision or Consolidation
- ☐ Approval of a Request for Rezoning
- ☐ Approval of a Special Use Permit
- ☒ Approval of an Amendment to an existing Special Use Permit
- ☐ Approval of a Site Plan (Non-Single Family Residential)
- ☐ Approval of a Planned Unit Development
- ☐ Approval of an Amendment to an approved Planned Unit Development

What is the current Zoning of the subject property (i.e., R-1 Single Family Residential)?

P Public Use

What is the current use of the subject property (i.e. vacant, improved with single family home etc)?

The lot is currently used for a high school facility with two (2) main buildings, multiple accessory structures, parking lots, athletic facilities, and walkways.

Please provide a brief description of the proposed request:

We propose to construct a new science wing addition to the existing southerly building located at the Homewood-Flossmoor High Community High School Campus.

Please provide a brief description of the property involved including such information as dimensions, area, current use and existing improvements on the site.

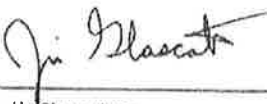
The existing property is located at the northwest corner of Governors Highway and Flossmoor Road and is utilized as an existing high school campus. The total property area is approximately 96.7 acres. The campus contains two (2) main buildings located in the northeast corner and the southwest corner of the property. Vehicular ingress and egress to public right of ways is provided via six (6) existing driveways. There are two (2) full access driveways on Kedzie Avenue and one (1) full access driveway on Governors Highway. There are two (2) restricted access driveways on Kedzie Avenue as well as one (1) restricted access on Governors Highway. There are four (4) main parking lots on site. Two (2) parking lots are provided for the northerly building, and two (2) parking lots are provided for the southerly building. The existing parking lots contain a total of 906 parking stalls with 27 handicap parking stalls. The site contains multiple baseball fields, a synthetic turf football field and stadium, two (2) sets of tennis courts, and other practice fields. There also is an ice rink building in the northwest corner of the property which is utilized by the Park District. Site detention is provided via an existing retention pond centrally located on the parcel.

The proposed project will include the construction of a new science wing addition to the existing southerly building on the campus. This addition will be approximately 26,150 square feet. This addition will house additional science labs and classrooms, and will be constructed to net-zero standards including geothermal heating / cooling, solar panels, a partial green roof, and other environmentally friendly / sustainable practices. Site improvements will include the demolition of approximately 46 existing standard parking stalls and 3 ADA accessible parking stalls, construction of a new parking lot including 50 standard parking stalls and 3 ADA stalls, construction of a new access drive and new pedestrian walkways along the east side of the addition, and reconstruction of the existing asphalt pedestrian path along the west side of the addition.

The proposed site improvements will also include re-routing and installation of new utilities such as storm sewer, sanitary sewer, and water main.

To your knowledge, is the request in conformance with all requirements of the Flossmoor Zoning Ordinance? If not, please describe:

Yes


Applicant's Signature

1-23-23

Date


Owner's Signature
(Applicant must have property owner's signature)

1-24-23

Date

Do Not Write Below, For Office Use Only:

RECEIVED / PAID

Date Submitted:

JAN 24 2023

Fee Paid:

✓ By WT Group ✓ #13679

Requested Hearing Date:

2/16/23

Date Published:

1/24/23

Date Residents Notified:

2/6/23

LAND USE REVIEW FEES

Attachment: Application 999 Kedzie (HFHS Science Wing Addition)

FINDINGS OF FACT

FLOSSMOOR PLAN COMMISSION

FEBRUARY 16, 2023

AMENDMENT TO A SPECIAL USE PERMIT – HOMEWOOD-FLOSSMOOR HIGH SCHOOL DISTRICT 233 – 999 KEDZIE AVENUE (ADDITION TO THE SOUTH BUILDING)

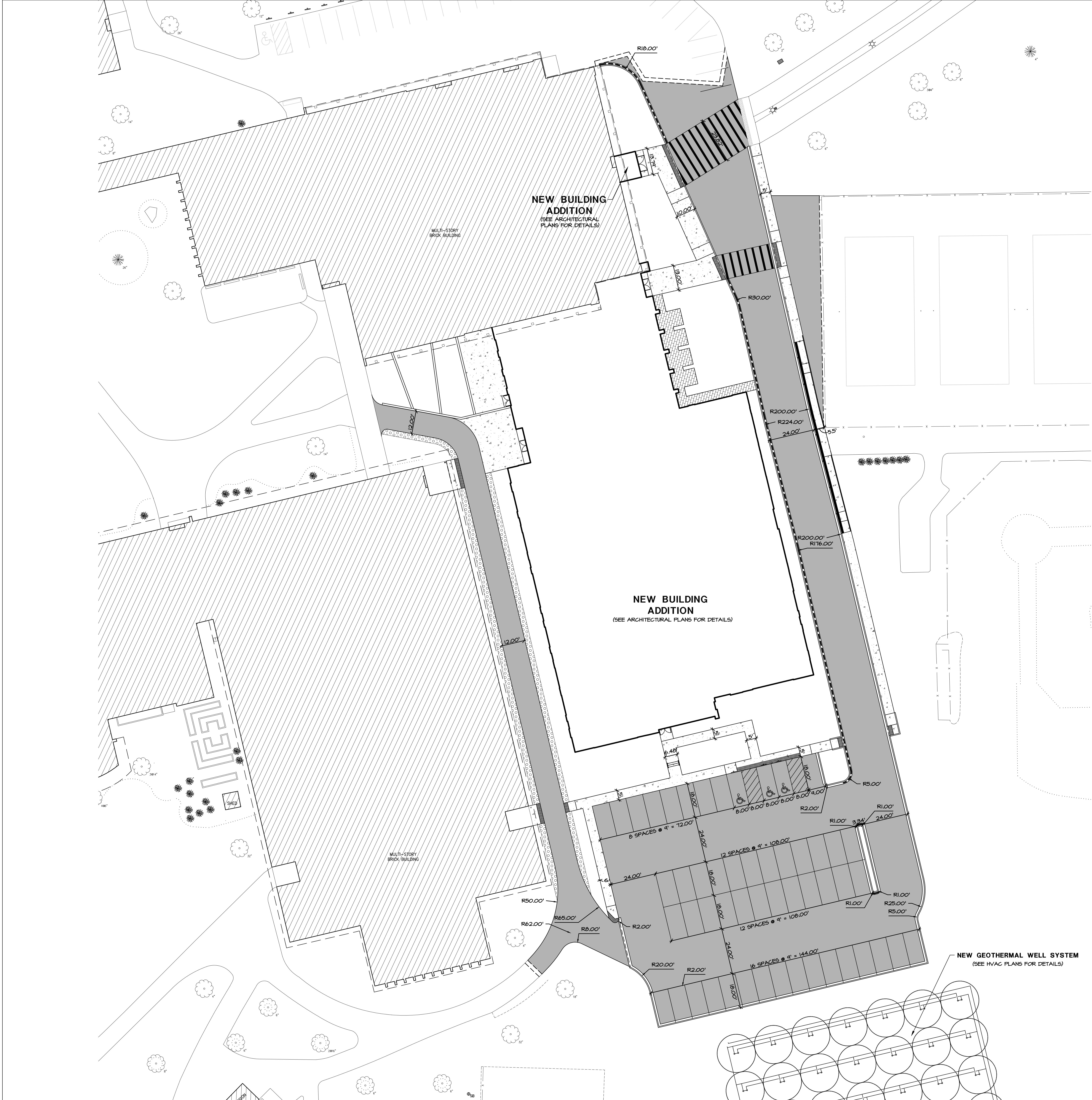
1. The petitioner, Homewood-Flossmoor High School District 233 is the owner of the subject property located at 999 Kedzie Avenue, Flossmoor IL.
2. The Subject property is a 96.7 acre high school campus.
3. The property is zoned **P-Public Use District**.
4. The petitioner is seeking an amendment to the Special Use Permit to construct a new addition to the existing south building totaling approximately 26,160 square feet for new science and technology labs.
5. On February 16, 2023 the Plan Commission held a Public Hearing for a request to amend the Special Use Permit.

Upon review of all submittals and considering testimony offered by the petitioner and the public at the Public Hearing the Flossmoor Plan Commission finds that:

- A. The submitted plan meets the requirements and standards of the P-Public Use District.
- B. The proposed architectural design of the project is consistent with existing site improvements.
- C. The proposed renovations will not create an adverse impact on adjacent land uses.
- D. The proposed renovations will not cause substantial injury to the value of other property in the area.
- E. Adequate parking is provided for the proposed increase in building area as is required by Zoning Ordinance regulations.

In conclusion the Plan Commission recommends to the Mayor and Board of Trustees that an Amendment to a Special Use Permit and a Site Plan review be **approved** as submitted subject to a Public Works Site Development Permit and approval by staff.

Attachment: HFHS Science Wing Findings (HFHS Science Wing Addition)

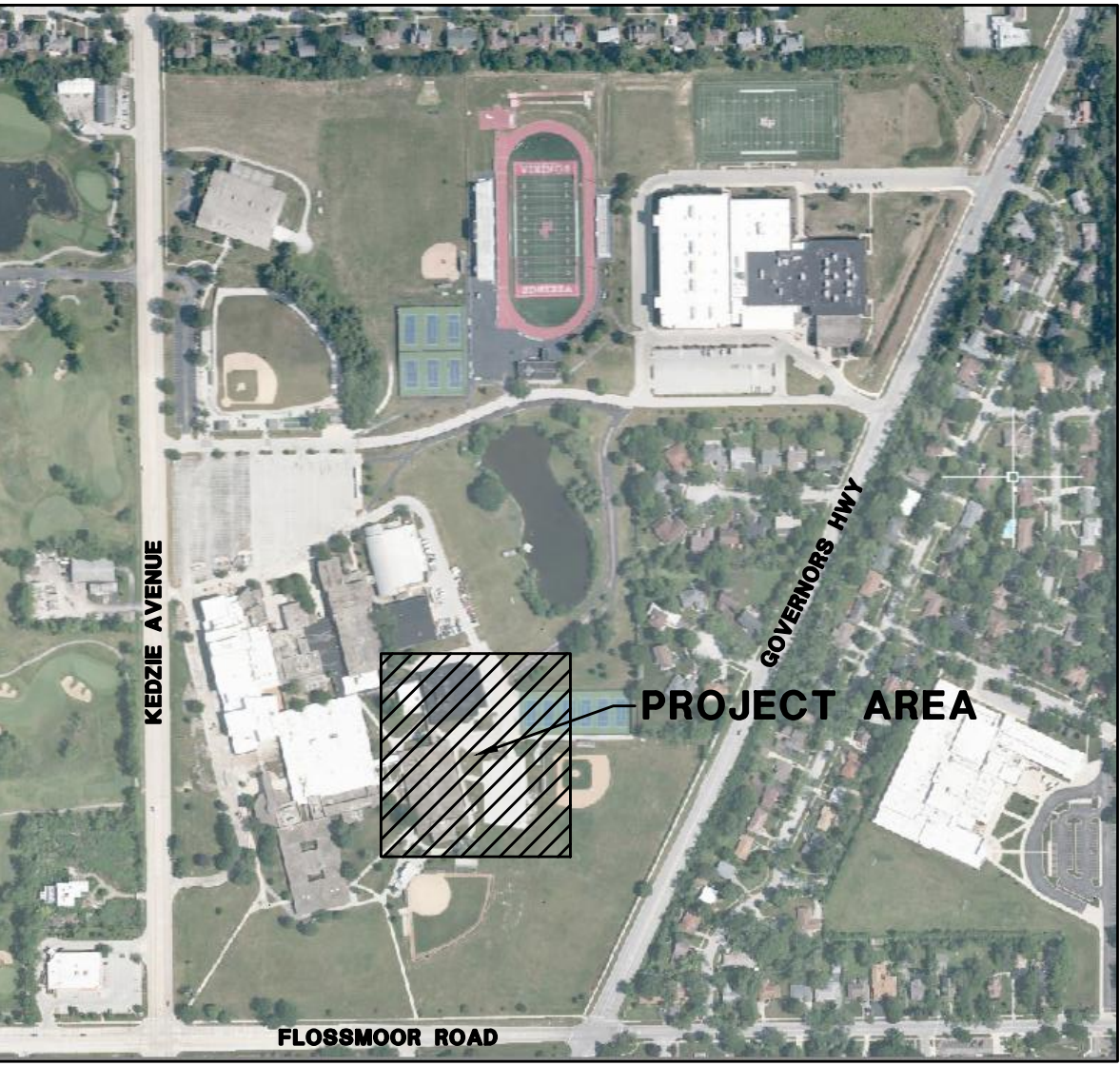


SITE GEOMETRIC NOTES:

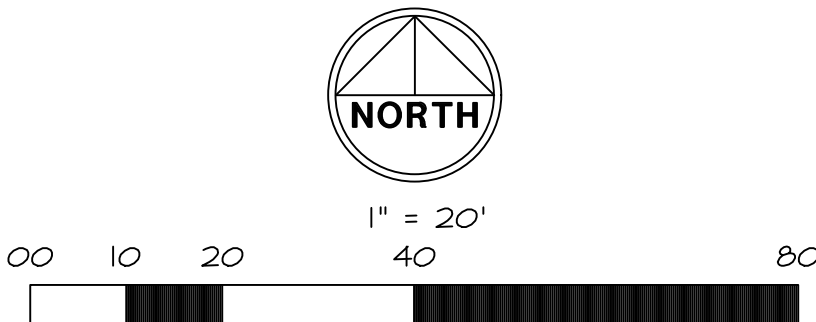
- A. EXISTING CONDITIONS AND TOPOGRAPHY SHOWN REPRESENTS SITE CONDITIONS PER THE TOPOGRAPHIC SURVEY LAST DATED 6-20-22. PREPARED BY INT GROUP. CONTRACTOR SHALL FIELD VERIFY EXISTING ELEVATIONS AND CONDITIONS (INCLUDING BUT NOT LIMITED TO VERIFICATION OF CONTROL AND ALL UTILITIES WHETHER DEPICTED OR NOT) PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
- B. ALL DIMENSIONS SHOWN ARE MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT OR FACE OF CURB UNLESS OTHERWISE NOTED.
- C. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES WITH THE ARCHITECTURAL PLANS.
- D. SEE THE ARCHITECTURAL PLANS FOR THE DESIGN OF ALL BUILDING ENTRIES.
- E. CONSTRUCTION SURVEY AND STAKEOUT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- F. CONTRACTOR SHALL HIRE A PRIVATE UTILITY LOCATOR TO LOCATE UTILITIES PRIOR TO CONSTRUCTION AND SHALL CONTACT THE SITE ENGINEER IF A CONFLICT EXISTS.
- G. CONTRACTOR SHALL CONTACT JULLIE (811 OR 1-800-842-0123) AND PRIVATE LOCATING SERVICE TO LOCATE ALL UNDERGROUND UTILITY LINES PRIOR TO STARTING ANY DEMOLITION AND/OR EXCAVATION. EXACT LOCATIONS OF ANY EXISTING ELECTRIC, GAS, TELEPHONE, ETC. LINES ARE UNKNOWN.
- H. ASPHALT PAVEMENT MARKINGS SHALL BE MADE WITH HIGH QUALITY PAINT CONFORMING TO ARTICLE 1045.02 OF THE IDOT STANDARD SPECIFICATIONS.
- I. ALL PAINTED CURB ON SITE TO BE REPAINTED FOLLOWING RESURFACING OF THE PARKING LOT. MATCH EXISTING COLOR, REPAINT WITH HIGH QUALITY PAINT.

PAVEMENT SECTIONS

- NEW 5" CONCRETE SIDEWALK
- 5" PORTLAND CEMENT CONCRETE
- 4" CA-6
- NEW ASPHALT PAVEMENT
- 1-3/4" HMA SURFACE COURSE
- 2-1/4" HMA BINDER COURSE
- 10" CA-6
- NEW TUFFTRACK GRASS ROAD PAVERS
- 1-1/2" TUFFTRACK GRASS ROAD PAVES / SOIL INFILL
- 8" CA-6
- REVERSE PITCH CURB AND GUTTER



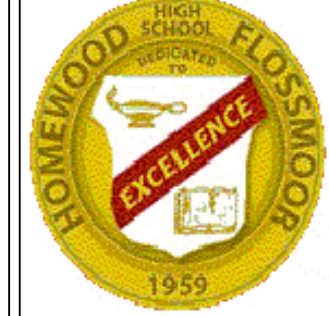
KEY MAP
SCALE: 1" = 500'



WT GROUP JOB NUMBER - C2200050
WT GROUP
Structural | Mechanical | Electrical | Plumbing
Civil | Land Survey | Transportation | Design
Accessibility Consulting | Design & Program Management
Engineering with Precision. Place & Possibility.
2015 Freedom Avenue | Northbrook, Illinois, IL 60062
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www.wtgroup.com
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SITE
GEOMETRIC
PLAN
SHEET
C-2.0

HOMWOOD-FLOSSMOOR COMMUNITY HIGH SCHOOL-DISTRICT 233
2023 SCIENCE ADDITION AND REMODEL
999 KEDZIE AVE, FLOSSMOOR, IL 60422

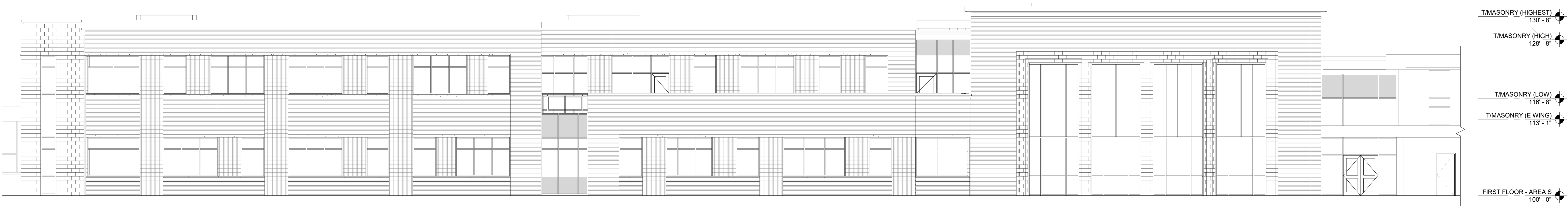


DATE	DESCRIPTION
11.14.2022	100% CD
12.02.2022	25% CD
1.13.2023	50% CD
1.10.2023	20% WBS
1.24.2023	TO VILLAGE

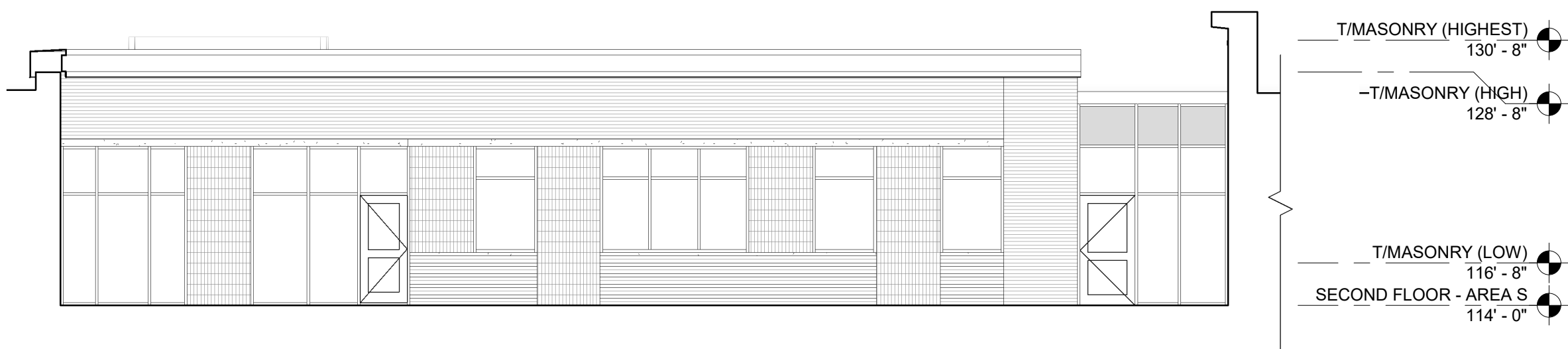
PROJECT # 2023.107
DATE: OCTOBER 23, 2023
SHEET TITLE

SITE
GEOMETRIC
PLAN
SHEET
C-2.0

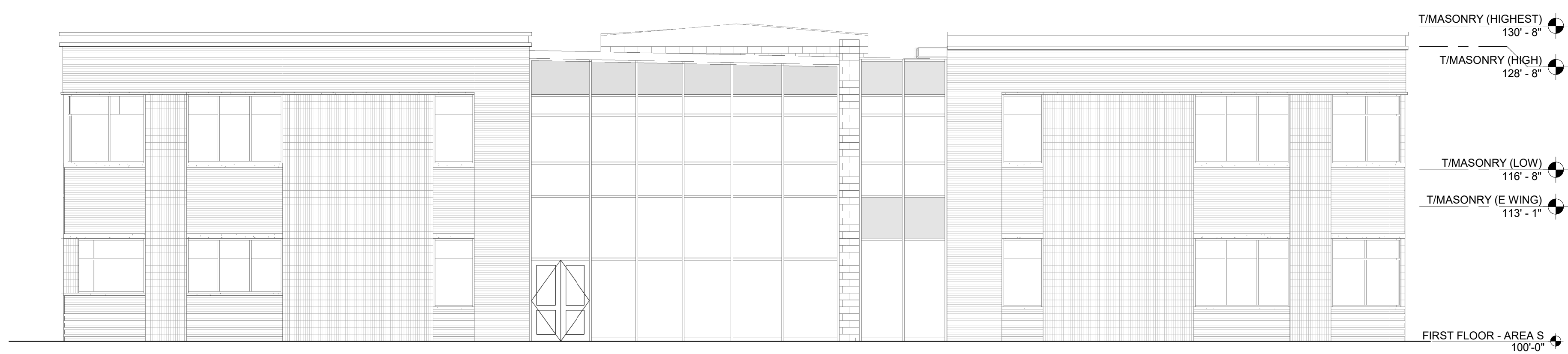
form follows learning
DLA ARCHITECTS
Two Pierce Place | Suite 1300 | Itasca | 60143 | 847.742.4063
www.dla-td.com



1 EAST ELEVATION
1/8" = 1'-0"



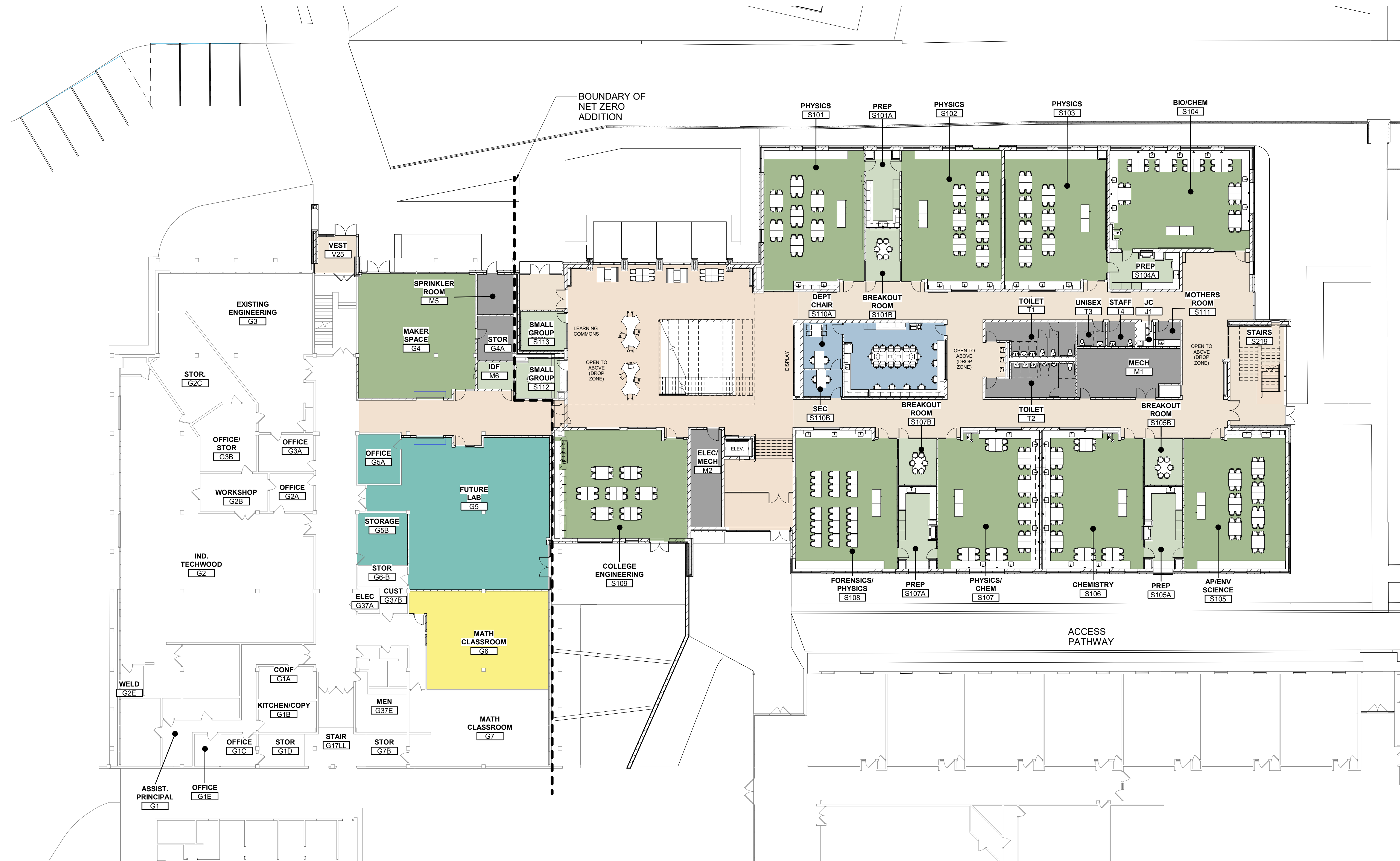
2 EAST ELEVATION
1/8" = 1'-0"



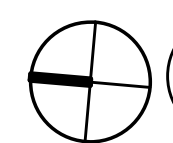
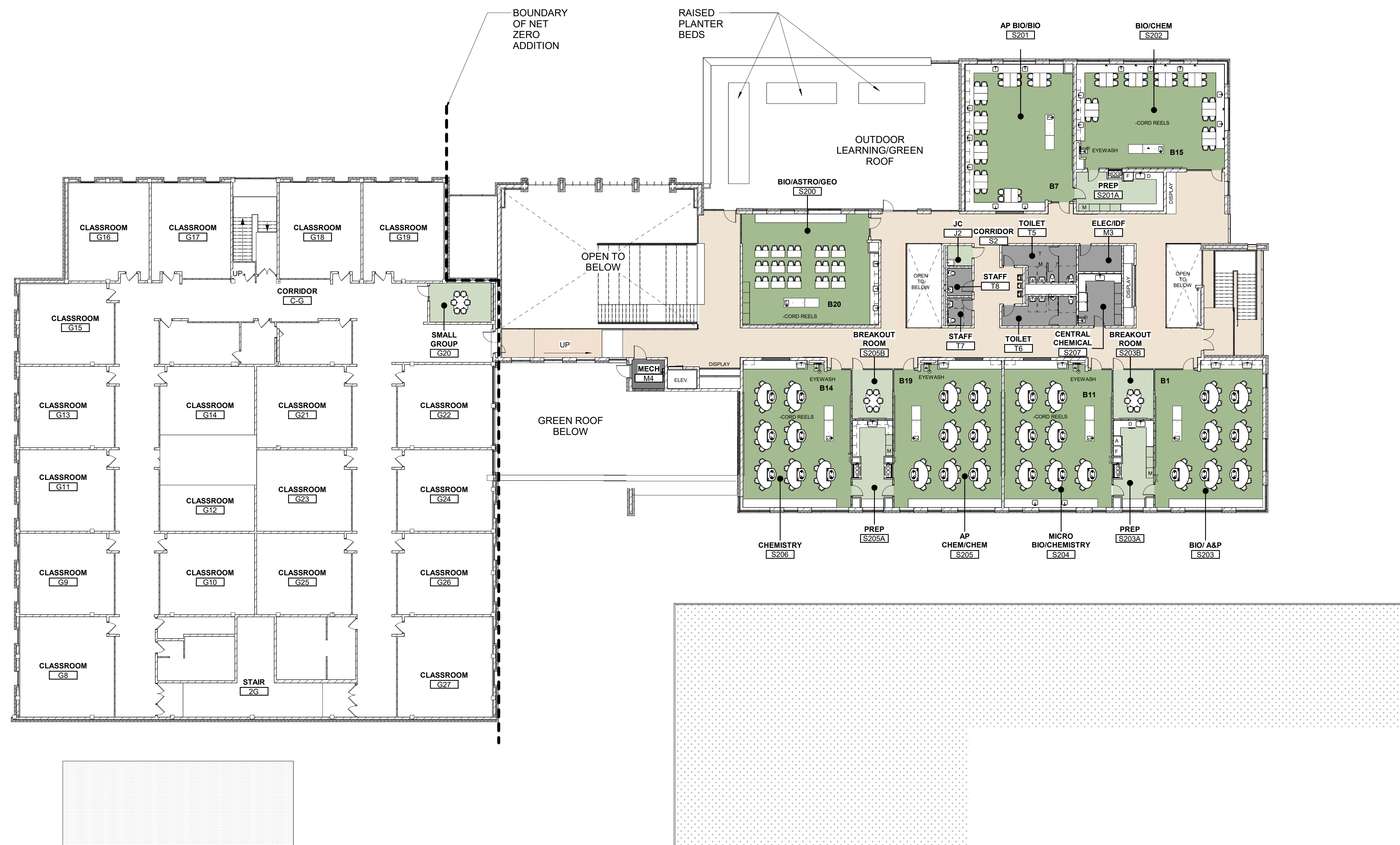
3 SOUTH ELEVATION
1/8" = 1'-0"



4 WEST ELEVATION
1/8" = 1'-0"



1 FIRST FLOOR PLAN
1/16" = 1'-0"



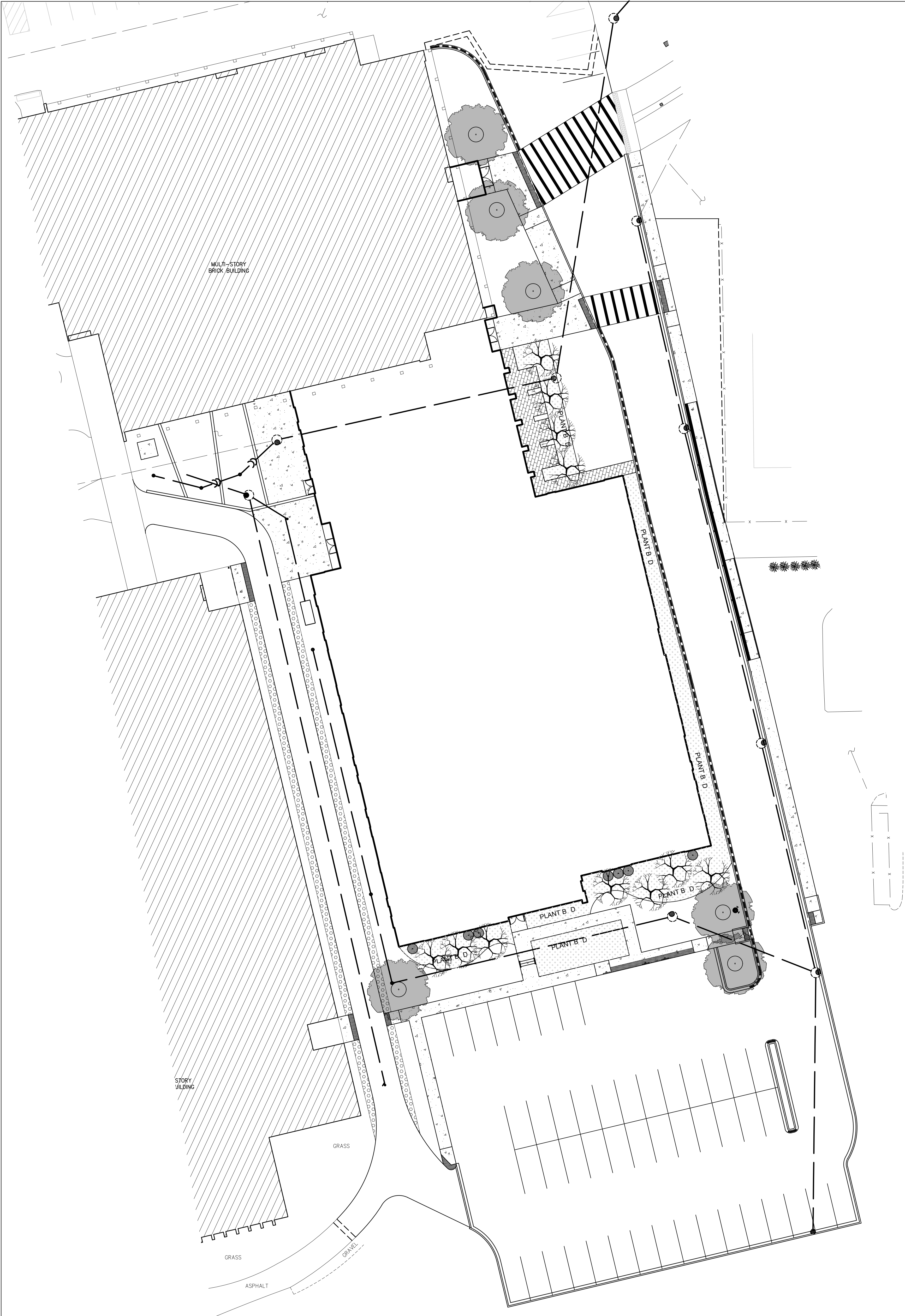
1

SECOND FLOOR PLAN

1/16" = 1'-0"







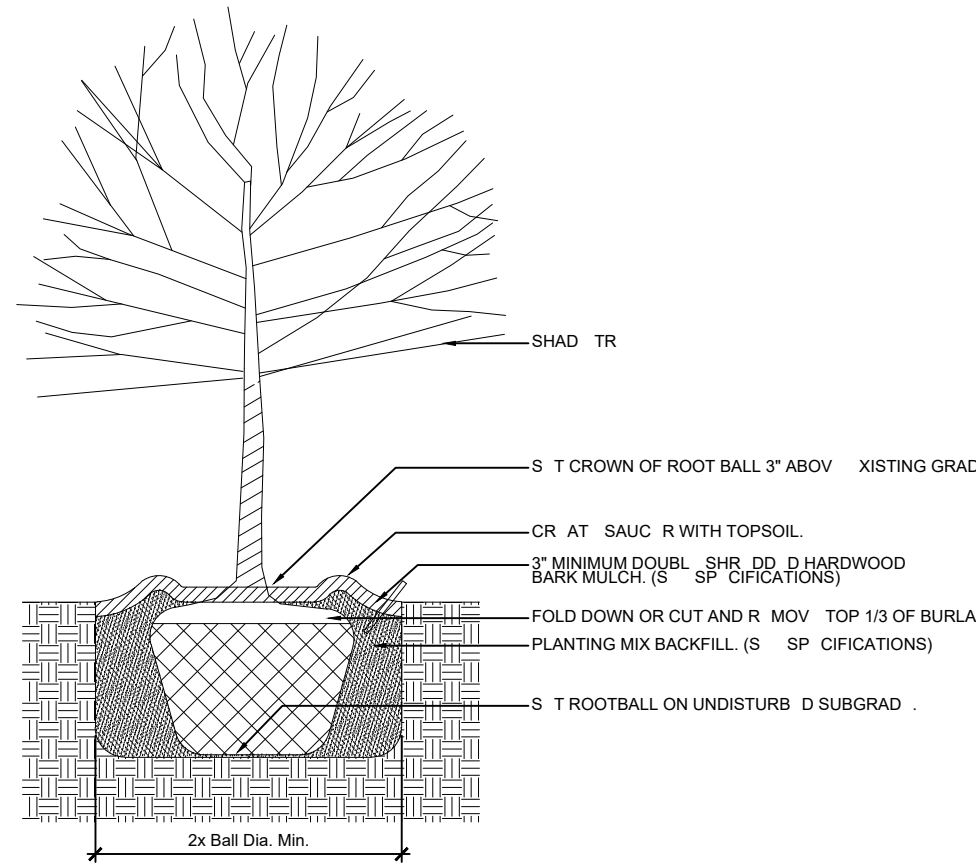
1 LANDSCAP PLAN

SCAL : 1" = 20'-0"



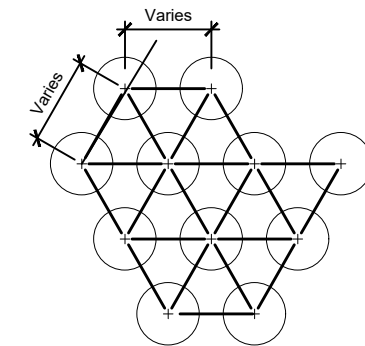
PLANTING NOT S

1. GRAD S SHALL M T ALL XISTING P RIM T R WALKS TO R MAIN.
2. TR S S T TOP OF TR ROOT BALL SO THAT AFT R SOIL S TTL M NT, MAIN ORD R ROOTS SHALL B 2 ABOV TH TOP OF SURROUNDING GRAD . SUPPORT APPURT NANC S TO B US D ONLY IF TR FAILS TO R MAIN PLUMB. IF DIR CT D BY LANDSCAP ARCHIT CT, PRUN TR S AND SHRUBS AFT R PLANTING. R TAIN NATURAL CHARACTER AND G N RAL SHAP OF TR OR SHRUB. R MOV NOUGH INT RIOR BRANCH S TO R DUC FOLIAG BY 1/3. N V R CUT A L AD R S T ALL PLANT MAT RIAL PLUMB IN PLANTING PIT, MAINTAIN PLUMB CONDITION THROUGHOUT GUARANT P RIOD.
3. P R NNIALS: R MOV PLASTIC PLATING CONTAIN R B FOR PLANTING B ING CAR FUL TO K P TH ROOT SYST M INTACT. TRIANGULAT P R NNIALS IN MASS PLANTINGS UNL SS SP CIFI D S PLANT LIST FOR CORR CT SPACING. S T ROWS OF P R NNIALS SO THAT AFT R S TTL M NT OF SOIL AROUND BALL, TH TOP IS 1 ABOV TH ADJAC NT FINISH D GRAD OF SOIL.
4. R MOV PLASTIC PLATING CONTAIN R B FOR PLANTING B ING CAR FUL TO K P TH ROOT SYST M INTACT. PLANT PRAIRI GRASS IN MASS PLANTINGS, SQUAR ON C NT R SPACING XC PT WH R SHOWN OTH RWIS ON TH DRAWINGS. S PLANT LIST FOR CORR CT SPACING.
5. PROVID ALL SHAD TR S AS SP CIM N QUALITY, W LL MATCH D, W LL SHAP D LIMB D UP 6-0 MIN ABOV GROUND.
6. R MOV ALL SHIPPING MAT RIALS AND CONTAIN RS B FOR PLANTING.
7. ALL XISTING AND PROPOS D TR S SHALL HAV A 3 LAY R OF TRIPL SHR DD D PR MIUM HARDWOOD BARK MULCH RING.
8. SIZ S SHOWN AR MINIMUM R QUIR D SIZ .
9. IF SIZ R QUIR D IS NOT AVAILABL , CONTRACTOR MAY PROVID LARG R MAT RIAL WITH TH ACC PTANC OF TH LANDSCAP ARCHIT CT.
10. IF LARG R SIZ S AR ACC PT D LARG R COMM NSURAT ROOT BALLS SHALL B DUG TO NSUR PLANT SUCC SS.
11. ALL SPRING DIG ONLY TR S WHICH CANNOT B DUG IN SPRING SHALL B PR DUG MAT RIAL OR SHALL B STAG DUG. ALL H D MAT RIALS SHALL B MAINTAIN D, INCLUDING WAT RING.
12. QUANTITI S AR INCLUD D FOR CONV NI NC ONLY. IN TH V NT THAT DISCR PANCI S OCCUR, TH ACTUAL PLAN D SIGNATIONS AS DRAWN ON TH DRAWINGS SHALL GOV RN.
13. MULCH ALL PLATING B DS IN TH IR NTIR TY AFT R PLANTING WITH 3 OF PR MIUM TRIPL SHR DD D HARDWOOD BARK MULCH.
14. S CIVIL DRAWINGS FOR ALL GRADING.



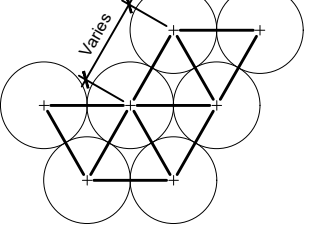
2 SHAD TR PLANTING

SCAL : N.T.S.



3 P R NNIAL PLANTING

SCAL : N.T.S.



4 SHRUB PLANTING

SCAL : N.T.S.

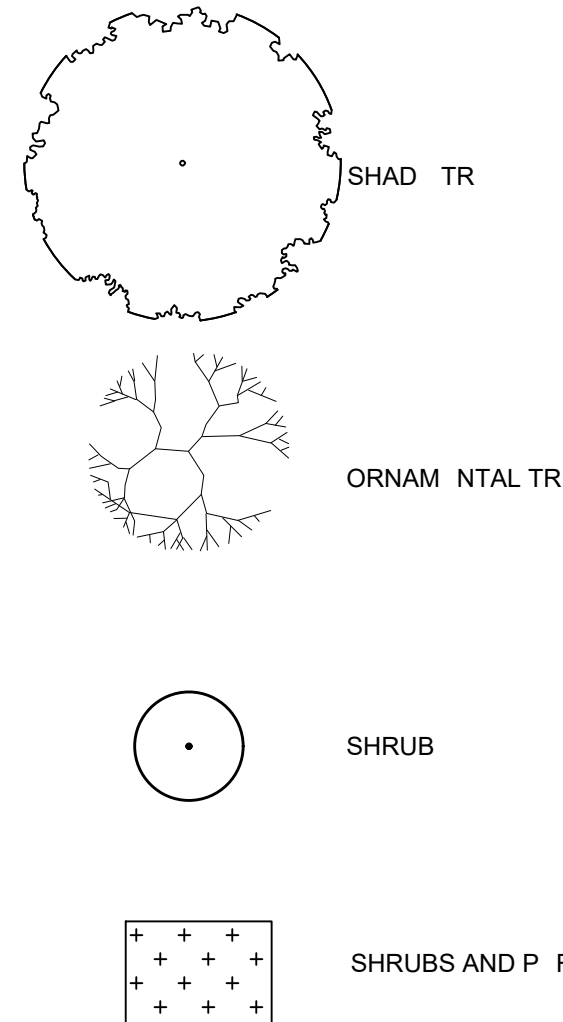
PLANT LIST K Y

K Y	BOTANICAL NAM (COMMON NAM)	SIZ	SPACING	QUANTITY
SHAD TR S				
ACF	Acer fremanli (AUTUMN BLAZ MAPL)	2.5' B B	25 O.C.	9
QU	Quercus ellipsoidalis (NORTH RN PIN OAK)	2.5' B B	25 O.C.	5
SHRUBS				
RCM	Rhus copalina v latifolia Morton PRAIRI FLAM SUMAC	#5 cont.	5 O.C.	14

P R NNIALS GRASS S				
CAK	Calamagrotis x acutiflora Karl Foerster F ATH R R D GRASS	#1 cont.	24" o.c.	106
DKO	Rosa Radiko DOUBL KNOCK OUT ROS	#1 cont.	3 o.c.	18
P A	Perovskia atriplicifolia Little Spire LITTL SPIR RUSSIAN SAG	#1 cont.	24" o.c.	58
SPO	Sporobolus heterolepis PRAIRI DROPS D	#1 cont.	24 o.c.	32

TH QUANTITI S LIST D ABOV AR FOR R F R NC ONLY. TH CONTRACTOR IS R SPONSIBL FOR CONFIRMING ALL QUANTITI S BAS D ON TH PLANT MAT RIALS SHOWN AND ID NTIFI D ON TH LANDSCAP PLAN.

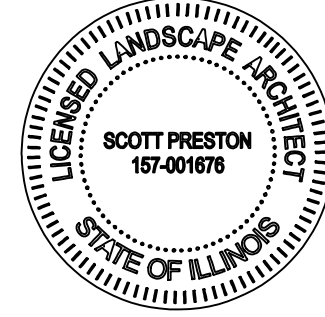
L G ND



G N RAL NOT S

1. CONTRACTOR SHALL OBTAIN ALL N C SSARY LOCAL P RIMITS AND P RMISSIONS TO INSTALL TH PROPOS D IMPROV M NTS.
2. ALL LANDSCAP MAT RIALS SHALL B INSTALL D IN ACCORDANC WITH TH VILLAG OF ORLAND PARK LANDSCAPING COD S AND ZONING ORDINANC S.
3. PRIOR TO COMM NCING ANY WORK, CONTRACTOR SHALL CONTACT J.U.L.I. (811) FOR UNDERGROUND UTILITY LOCATING.
4. ALL PLANT MAT RIALS (XC FT FOR GROUND COV R, ANNUALS, AND P R NNIALS) SHALL B BALL D AND BURLAPP D STOCK AND M T CURR NT STANDARDS OF TH AM RICAN ASSOCIATION OF NURS RYM N S STANDARD FOR NURS RV STOCK (ANSI 260.1-1996) OR PLANT MAT RIALS MUST B SUPPLI D WITHIN A 150 MIL RADIUS OF PROJ CT SIT WITHIN NORTH AST ILLINOIS. CONTRACTOR MAY SUBSTITUT CONTAIN R STOCK FOR SHRUBS IF SIZ S AR QUAL TO SP CIFI D B B STOCK WITH TH APPROVAL OF TH LANDSCAP ARCHIT CT.
5. IF SP CIFI D PLANTS AR NOT AVAILABL AT TH TIM OF ORD RING, PLANTS WITH SIMILAR WHOL SAL VALU AND LANDSCAP CHARACTERISTICS MAY B SUBSTITUT D UPON TH APPROVAL OF TH LANDSCAP ARCHIT CT AND VILLAG STAFF.
6. SOIL IN GROUND COV R B DS SHALL B AM ND D USING 2 INCH S OF MUSHROOM COMPOST INCORPORAT D INTO TH TOP 4 INCH S OF SOIL.
7. ALL DISTURB D GR N SPAC S ON TH SIT SHALL B R STOR D ACCORDING TO TH S D B D PR PARATION CIVIL SWPPP SP CIFICATIONS AND BLANK T D OR MATT D AS SHOWN ON CIVIL PLANS S CIVIL PLANS.
8. TR AND SHRUB BACKFILL MIXTUR SHALL B 2 PARTS XIST. NATIV TOPSOIL AND 1 PART SPHAGNUM P AT MOSS W/ D COMPOS D MANUR.
9. ALL SHRUB B DS AND INDIVIDUAL TR PLANTINGS UNL SS OTH RWIS NOT D, SHALL R C IV A 4 INCH LAY R OF SHR DD D HARDWOOD MULCH. ALL GROUND COV R, ANNUAL AND P R NNIAL B DS SHALL R C IV A 2 INCH LAY R OF TH SAM MULCH. MAT RIAL COSTS FOR MULCH SHALL B CONSID R D INCID NTAL AND SHALL B INCLUD D IN TH COST OF PLANTINGS.
10. NURS RY TAGS (SP CI S, SIZ) FOR ALL SHAD TR S SHALL R MAIN ATTACH D TO TR S UNTIL FINAL APPROVAL FROM MUNICIPALITY.
11. TH LANDSCAP CONTRACTOR SHALL PROVID TH OWN RA BOND D WRITT N ON -Y AR WARRANTY AGR M NT (B GINNING ON TH OWN RS POSS SSION DAT) THIS AGR M NT SHALL COV R MAINT NANC R PAIR, AND R PLAC M NT OF ALL D AD OR DAMAG D LANDSCAPING TO PR S RV TH SAM QUANTITY AND QUALITY AS INITIALLY APPROV D.

Landscape Plans Prepared by:
Scott Preston, P.E. LEED AP BD+C



engineering • design • consulting

WT GROUP

Structural Mechanical Electrical/HVAC
Civil Land Survey Telecommunications/Signal
Accessibility Consulting Design Program Management
Engineering with Precision. Passion. Possession.

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wilesgroup.com

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HOM WOOD-FLOSSMOOR COMMUNITY HIGH SCHOOL-DISTRICT 233
2023 SCI NC ADDITION AND R MOD L
999 K DZI AV , FLOSSMOOR, IL 60422

DATE	DESCRIPTION
11.14.2022	100' EDD
12.02.2022	25' CD
1.13.2023	56' CD
1.20.2023	ZONING
1.24.2023	TO VILLAG

PROJ. CT #	2021.107
DATE	OCTOBER 21, 2023
SH. T. TITLE	

LANDSCAP PLAN

L1

5. PLANT MATERIALS MUST BE MARKED FOR IDENTIFICATION WITH THEIR NAME OR THEIR APPROPRIATE KEY SYMBOL, WHICH CAN BE FOUND ON THE PLANT LIST.

2. ALL XC SS SOILS G N RAT D FROM PLANTING OP RATIONS MUST B
HAUL D FROM TH SIT AT NO ADDITIONAL XP NS TO TH OWN R.

3. WH N R QUIR D A THR -POINT GUYING SYST M SHALL B US D
CONSISTING OF GALVANIZ D WIR S, HOS LOOPS, TURN BUCKL S AND
WOOD N STAK S. OTH R COMM RCIAL STAKING AND GUYING SYST MS
MAY B US D IFR SR N DT BY TH CONTRACTOR AND APPROV D BY TH
OWN R SR PR S NTATIV . ALL GUY WIR S MUST HAV HIGH VISIBILITY
ORANG FLAGGING AND ALL STAK S MUST B PAINT D WITH HIGH
VISIBILITY ORANG PAINT.

3. TH AUTHORITY HAVING JURISDICTION MAY CONDUCT A FINAL INSP CTION. ALL WORK SHALL B COMPL T D ACCORDING TO TH APPROV D PLAN PRIOR TO FINAL ACC PTANC .

SP CIFICATIONS

PROJ CT#	2021.10
DAT :	OCTOB R 21, 202
SH T TITL :	

SP CIFICATIONS

L2

Order ID: 7369283

* Agency Commission not included

GROSS PRICE * : \$103.50**PACKAGE NAME:** IL Govt Legal Daily Southtown**LEGAL NOTICE
PUBLIC HEARING
FLOSSMOOR
PLAN COMMISSION**

Notice is hereby given that on Thursday, February 16, 2023, the Flossmoor Plan Commission will hold a public hearing to consider a request for an amendment to a Special Use Permit. If approved it would permit an addition to the Homewood-Flossmoor High School south building.

LEGAL DESCRIPTION:

North campus – That part of the East half of the Southwest quarter of Section 1, Township 35 North, Range 13 East of the Third Principal Meridian, lying West of the West line of Governor's Highway and North of a line 999.0 feet South of and parallel with the North line of the Southwest quarter of Section 1 aforesaid in Cook County, Illinois.

South campus – The West ½ of the Southwest ¼ (except that part lying East of the West line of Governor's Highway) of Section 1, Township 35 North, Range 13 East of the Third Principal Meridian; also that part of the East ½ of the Southwest ¼ of Section 1 aforesaid lying West of the West line of Governor's Highway, and South of a line 1840 feet South of and parallel to the North line of the Southwest ¼ of Section 1 aforesaid in Cook County, Illinois.

LOCATION:

999 Kedzie Avenue

APPLICANT:Homewood – Flossmoor
High School, District #233**HEARING DATE:**

Thursday, February 16, 2023, beginning at 7:30 p.m. in the Flossmoor Village Hall, 2800 Flossmoor Road, Flossmoor, Illinois. This meeting will be held in person and remotely. Visit www.flossmoor.org for dial-in instructions.

All interested parties are encouraged to attend and to present oral or written testimony.

/s/ Greg Mitchell, Chairperson
Flossmoor Plan Commission
January 29, 2023 - 7369283

Attachment: 9 999 Kedzie LN 01-29-2023 (HFHS Science Wing Addition)



FLOSSMOOR

Welcoming. Beautiful. Connected.

Village of Flossmoor

Building Department
2800 Flossmoor Road
Flossmoor, Illinois 60422
Phone: 708.957.4101
TDD: 708.647.0179
Fax: 708.335.5490
www.flossmoor.org

Building and Zoning Administrator
Scott Bugner

Mayor
Michelle I. Nelson

Trustees
Joni Bradley-Scott
Gary Daggett
Brian Driscoll
Rosalind Henderson Mustafa
George Lofton
James Mitros

Village Clerk
Gina LoGalbo

Village Manager
Bridget A. Wachtel

February 6, 2023

***THIS IS A COURTESY NOTICE ONLY**

Dear Resident:

On Thursday, February 16, 2023 the Flossmoor Plan Commission will hold a public hearing to consider a request for approval of an Amendment to a Special Use permit to allow an addition and site improvements to the Homewood-Flossmoor High School south campus building for a new science wing.

A map locating the property is shown on the back of this letter.

The meeting will be held in person at Village Hall and remotely beginning at 7:30 p.m. All interested parties are encouraged to attend and to present oral or written testimony. Members of the public may also comment on the Public Hearing by email to info@flossmoor.org. Comments received by 5:00 p.m. Wednesday, February 15, 2023 will be read into the record.

To join via computer, tablet or smartphone:

Join Zoom Meeting

<https://us02web.zoom.us/j/87104817831?pwd=K2MyeXFnQVZWTFc3TUczbDJoQTJRUT09>

Meeting ID: 871 0481 7831

Passcode: 60422

One tap mobile

+13126266799,,87104817831#,,,,*60422# US (Chicago)

Please call me at 708-957-4101 or email me at sbugner@flossmoor.org if you have any questions.

Sincerely,

Scott M. Bugner

Building and Zoning Administrator

SMB/jf

Attachment: 10 February 16 2023- 999 Kedzie - RL (HFHS Science Wing Addition)

ORDINANCE NO. _____

AN ORDINANCE OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS, APPROVING AN AMENDMENT TO A SPECIAL USE PERMIT – HOMEWOOD-FLOSSMOOR HIGH SCHOOL DISTRICT 233 – 999 KEDZIE AVENUE

WHEREAS, the Village of Flossmoor, Cook County, Illinois (the “*Village*”) is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, under section 11-13-1.1 of the Illinois Municipal Code (65 ILCS 5/1-1-1, *et seq.*), the Mayor and Board of Trustees of the Village (collectively, the “*Corporate Authorities*”) may provide for the classification of special uses in its zoning ordinance; and,

WHEREAS, Homewood-Flossmoor High School District 233 (the “*District*”) operates Homewood-Flossmoor High School, which is located at 999 Kedzie Avenue, Flossmoor, Illinois (the “*Subject Property*”), pursuant to a previously granted special use permit; and,

WHEREAS, the District submitted an application seeking an amendment to its special use permit to allow for the construction of a new addition of approximately 26,150 square feet and other improvements to the existing south building located on the Subject Property as depicted in the diagram attached hereto as Exhibit A (the “*Addition*”); and,

WHEREAS, on February 16, 2023, after providing all notices required by law, the Village’s Plan Commission convened and held a public hearing on the District’s application for amendment to its special use permit; and,

WHEREAS, the Plan Commission reviewed the standards set forth in Section 285-26-9E. of the Flossmoor Zoning Ordinance and, upon conclusion of the public hearing, issued its findings of fact and recommended approval of the District’s request to amend its special use permit; and,

WHEREAS, the Corporate Authorities have reviewed the Plan Commission’s findings of fact and recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Flossmoor, Cook County, Illinois, as follows:

Section 1: The above recitals are incorporated herein and made a part of this Ordinance.

Section 2: The Corporate Authorities hereby approve the District's request for an amendment to its special use permit to allow for the construction of the Addition upon the Subject Property provided that said Addition shall be constructed pursuant to plans approved by Village staff, a Public Works Site Development Permit and in accordance with all applicable ordinances of the Village.

Section 3: This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form as provided by law.

Passed this ____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

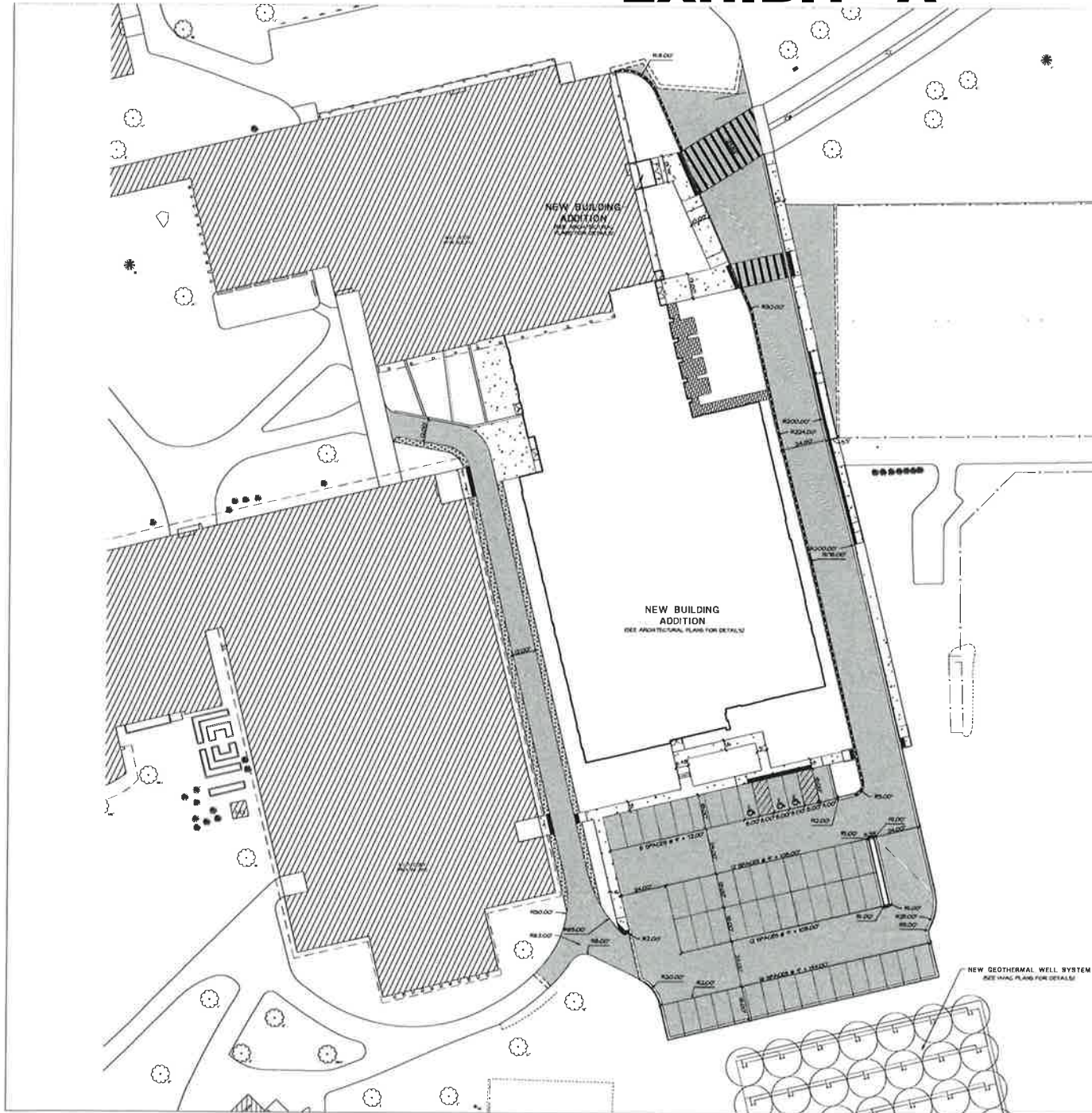
Mayor

ATTEST:

Village Clerk

EXHIBIT "A"

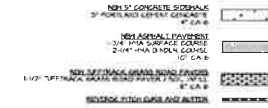
a



SITE GEOMETRIC NOTES:

- EXISTING CONDITIONS AND TOPOGRAPHY SHOWN REPRESENTS SITE CONDITIONS PER THE TOPOGRAPHIC SURVEY DATED 8-20-22 PREPARED BY W. GROUP. CONTRACTOR SHALL FIELD VERIFY EXISTING ELEVATIONS AND CONDITIONS INCLUDING BUT NOT LIMITED TO VERIFICATION OF CORNERS, AND ALL UTILITIES BENEATH DEPOSITED ON NOT PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES.
- ALL DIMENSIONS SHOWN ARE MEASURED FROM EDGE OF PAVEMENT TO EDGE OF PAVEMENT OR FACE OF CURB UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES WITH THE ARCHITECTURAL PLANS OR THE ARCHITECTURAL PLANS FOR THE DESIGN OF ALL BUILDING SYSTEMS.
- CONSTRUCTION SAFETY AND STAKEOUT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR SHALL HIRE A PRIVATE SURVEY FIRM TO LOCATE UTILITIES PRIOR TO CONSTRUCTION AND SHALL CONTACT THE SITE ENGINEER IN A CONFLICT SITUATION.
- CONTRACTOR SHALL CONTACT THE CITY OF FLOSSMOOR AND PRIVATE LOCATING SERVICE TO LOCATE ALL UNDERGROUND UTILITY LINES PRIOR TO STARTING ANY DEMOLITION AND/OR EXCAVATION. EXACT LOCATION OF ANY EXISTING UTILITY LINES SHALL BE LOCATED AND MARKED WITH 1/2" DIA. WHITE PLYWOOD PINS AND 1/2" DIA. WHITE PLYWOOD PINS AND 1/2" DIA. WHITE PLYWOOD PINS.
- ALL PAINTED LINES ON SITE TO BE REPAIRED FOLLOWING RESURFACING OF THE PAVING LOT. MATCH EXISTING COLOR. REPAINT WITH HIGH QUALITY PAINT.

PAVEMENT SECTIONS



KEY MAP
SCALE: 1" = 500'



DATE: 8/20/22	BY: W. GROUP
CHECKED: 8/20/22	BY: W. GROUP
APPROVED: 8/20/22	BY: W. GROUP

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: March 6, 2023
SUBJECT: Resolution Approving an Agreement with The Retail Coach



Staff recommends that the Village Board approves a resolution to approve an agreement with Retail Coach for \$35,000. This agreement includes Retail Coach analyzing Flossmoor's retail market, determining retail opportunities, site marketing, identifying retailers and developers for recruitment, marketing and branding, actively recruiting retailers and developers, and ongoing retail recruitment and coaching.

Retail Coach brings the experience of more than 650 client communities in over 40 states. They bring a level of expertise and experience with national and regional brands that staff believes will benefit the Village. Their recent recruitment successes include Costco, Chick-fil-A, and At Home.

Retail Coach is a consultant team, not brokers. This allows them to work directly for the municipality and promote what is in the best interest for Flossmoor. Their goal is to build a long-term retail economic development plan. Their strategy involves different phases that enable communities to expand their retail base by highlighting our advantages over competing Villages.

Staff contacted multiple municipal references, and the overwhelming response was positive. The references noted that they felt Retail Coach opened doors, was responsive, hands-on, and a great connection for smaller communities like our own.

Aaron Farmer, President of Retail Coach, will join us by webinar on Monday, March 6 to answer any questions you may have. If the Board decides to proceed, Aaron anticipates that the data analysis will take about 30 days with marketing and retail/developer recruitment to occur after.

These services will serve as an extension of staff resources to assist with economic development efforts, a claim that their references confirmed. The Mayor and I believe engaging The Retail Coach is therefore worthwhile. Staff recommends approving the resolution for an agreement with Retail Coach for \$35,000. This contract was not budgeted for in FY23, and a budget amendment will be needed. Approving this agreement would require a budget amendment to 01-41-7-714 in the amount of \$35,000.

RESOLUTION # _____
A RESOLUTION OF THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS APPROVING AN AGREEMENT WITH THE RETAIL COACH

WHEREAS the Village of Flossmoor, Cook County, Illinois (the “Village”), is a duly organized and validly existing non-home rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

WHEREAS, The Retail Coach (“Retail Coach”) will analyze Flossmoor's retail market, determining retail opportunities, site marketing, identifying retailers and developers for recruitment, assist with economic development marketing and branding, actively recruit retailers and developers, and provide ongoing retail recruitment and coaching (the “Services”); and,

WHEREAS, Retail Coach has presented a proposal to the Village to provide the Services (the “Proposal”), the cost of which is to be paid by the Village; and,

WHEREAS, after review of the Proposal and the Terms and Conditions which are a part thereof, it has been determined that it is in the best interest of the Village to utilize the Services offered by Retail Coach, thereby improving the ability of the Village to build a long-term retail economic strategy for the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF TRUSTEES FOR THE VILLAGE OF FLOSSMOOR, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That the Proposal and the Terms and Conditions appended thereto submitted by Retail Coach, attached hereto and made a part hereof, are hereby approved, and the Flossmoor Village Manager is directed to execute an acceptance of the Proposal and agree to the Terms and Conditions appended thereto on behalf of the Village.

Section 2. That this Resolution shall be in full force and effect from and after its passage and approval as provided by law.

Passed this _____ day of _____, 2023.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

PASSED: _____

APPROVED: _____

PUBLISHED: _____

APPROVED:

Mayor

ATTEST:

Village Clerk

November 2022



Retail Recruitment & Development Strategy

Proposal for:

Village of Flossmoor

Submitted by:



TheRetailCoach.net | Austin, TX | (800) 851-0962

Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)





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Bringing the Right Retail Mix to Flossmoor

The Retail Coach is submitting this proposal for Retail Market Analysis & Recruitment Services for Flossmoor.

Our goal is not only to aid the EDC in preparing and executing a Retail Market Analysis and comprehensive Recruitment Strategy, but to also assist the EDC in its efforts to capture sales tax leakage and further improve quality of life for residents by bringing in new retail, restaurant, entertainment, and service options.

The most important aspect of any Retail Market Analysis is its ultimate application and resulting impacts. Our approach has always been action-oriented to ensure that market reports are not placed on a shelf to collect dust. Working with all project team members, local stakeholders, and public officials is a critical component in which The Retail Coach is experienced and well-equipped to execute.

Goals & Objectives:

- Research and analyze the Flossmoor retail market to identify retail gaps and growth opportunities.
- Determine Flossmoor's unique, viable retail market potential.
- Identify key retail and restaurant targets that align with the Village's vision for growth.
- Recruit targeted retailers and restaurants through proactive outreach efforts and retail conference representation.
- Act as an extension of Village staff to provide recruitment services and coaching for retail economic development initiatives.

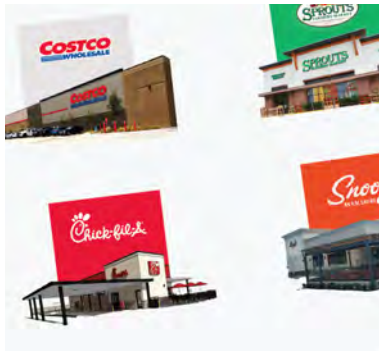
We Recruit Retail.

For more than **22** years, The Retail Coach has been the premier national retail recruitment partner for municipalities, economic development organizations, and development firms.

We are the nation's leading retail recruitment, market analysis, and development firm. Our approach combines **strategy, technology, and creative marketing** to execute high-impact retail recruitment strategies for local governments, chambers of commerce, and economic development organizations.

Having worked more than 650 assignments in more than 40 states, our recruitment approach is simple - **do what you say you are going to do, do it at the highest level possible, and constantly communicate findings and results to our clients.** This approach has proven successful, leading to multiple assignments with more than 90% of our clients.

PROVEN SUCCESS FOR CLIENT COMMUNITIES



6 Million +

SQUARE FEET OF NEW RETAIL RECRUITED

We have recruited more than 6 million square feet of new retail to client communities in the past 5 years.



\$600 Million

IN SALES TAX GENERATED

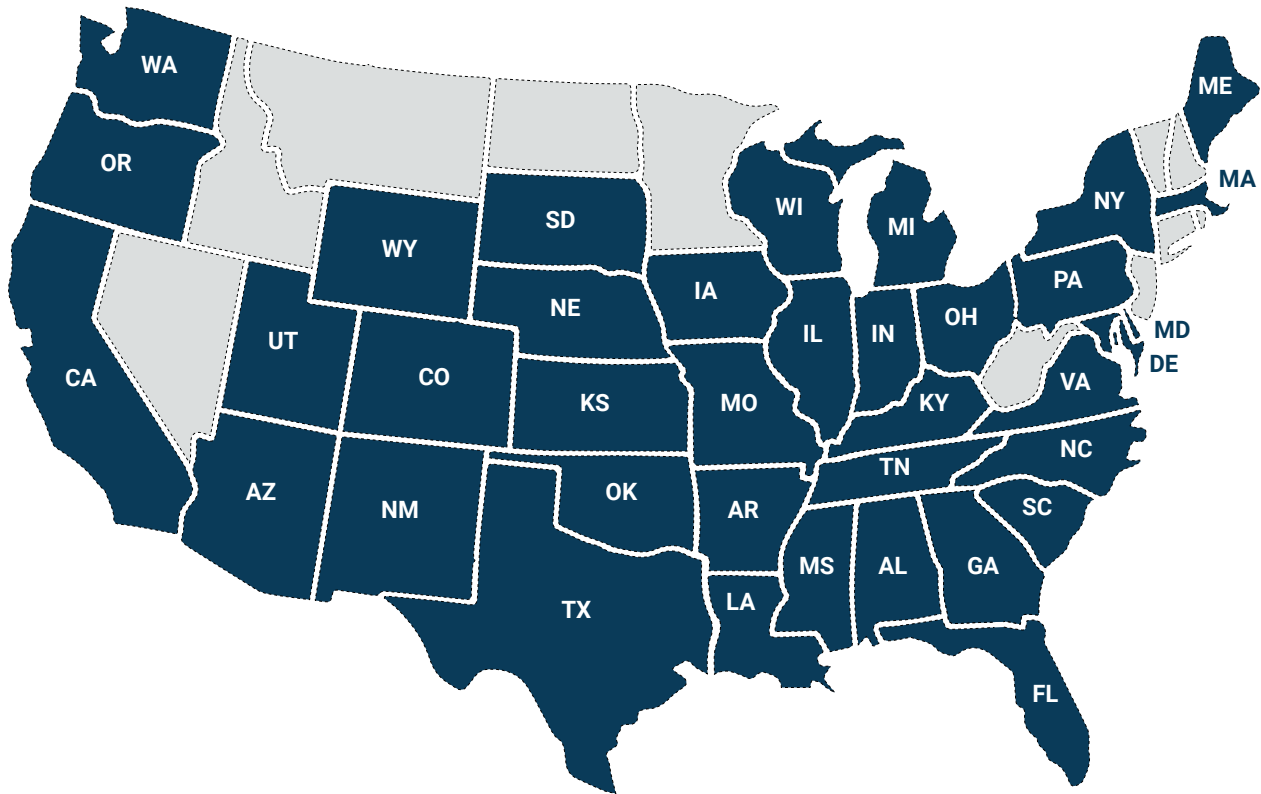
Our work has generated more than \$600 Million in sales tax for our client communities in the past 5 years.



90%

REPEAT CLIENT RATE

90% of our clients choose to continue working with us after the initial contract.



**We Have Served
More than 650 Client
Communities Across
40 states.**

650+
Communities
Served

40
States We've
Worked In

90%
Repeat Client
Rate

National Expertise. Local Focus.

Our work throughout the country allows our team to stay current on retail trends and deepen our relationships with national and regional brands.

These relationships create unique opportunities for our client communities. When brands begin planning to expand into new markets, we are often one of the first to know and retailers/brokers will often look to our client list or ask our team for prospective markets to consider.

More Than 6 Million SF of New Retail Recruited in the Last 5 Years

Our proven Retail:360® Process has been instrumental in recruiting new retailers and developers to our client communities.

RECENT RECRUITMENT SUCCESSES



PLUS HUNDREDS MORE THROUGHOUT THE COUNTRY





What Makes Us Different?

Experienced & Connected

We pioneered the retail recruitment industry more than 22 years ago and leverage more than two decades of experience and relationships to help drive retail growth in your community.

Our Team is Your Team

We take a partnership approach and become an extension of your team. Our clients are invited to participate in the recruitment process, allowing you to learn and expand your network.

Full Transparency

We track recruitment activity and prospect feedback in your custom retail recruitment dashboard and host monthly calls with your team to keep you updated on progress.

We are Consultants. Not Brokers.

We pride ourselves on being consultants, not brokers.

We only do what is in the best interest of our client communities and their future growth. We don't take shortcuts or go with the path of least resistance to fill retail spaces.

RECOGNIZED AS LEADING INDUSTRY EXPERTS AND FEATURED PRESENTERS FOR:





OUR TEAM

Your Project Team

LEADERSHIP & PROJECT STRATEGY



Kelly Cofer
Founder & CEO



Aaron Farmer
President

PROJECT LEAD

With more than 50 combined years of retail development experience, Kelly and Aaron play an integral role in every project for The Retail Coach. This includes in-depth market analyses, recruitment strategies, and development plans for our clients.

RETAILER RECRUITMENT



Cary Everitt
Recruitment Specialist



Caroline Harrellson
Recruitment Specialist

Cary and Caroline manage our relationships with national and regional retailers, brokers, site selectors, and developers. They execute our recruitment process, including the site submission process and capturing retailer feedback.

DATA & MARKET RESEARCH



Matthew Lautensack
Director of Research & Development

Matthew uses cutting-edge, GPS-based market data to pinpoint true opportunity in retail markets. He provides the latest retail trade area data and prepares our clients' market reports, data sets, and assists with GIS mapping.

ADMINISTRATIVE SUPPORT



Nancy Dees
Director of Finance



Rylee Lefever
Marketing Manager

Nancy and Rylee support all projects by managing client invoicing and contract needs as well as marketing, promotional, and graphic design support.



BIOS - KEY PROJECT PERSONNEL



Aaron Farmer | President

Aaron manages all of The Retail Coach's projects in [State] and will be the primary point of contact for this project.

Aaron Farmer brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Mr. Farmer was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises.

His expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Mr. Farmer holds a degree in Marketing from The Mays Business School at Texas A&M University and an MBA from Texas A&M University – Commerce.



Kelly Cofer | Founder & CEO

C. Kelly Cofer leads The Retail Coach with more than 30 years of experience in all aspects of retail real estate and economic development.

Kelly's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national retailers and restaurants in more than 150 cities throughout the United States.

He has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. Kelly holds a Bachelor of Science degree from Texas A&M University in College Station.



Cary Everitt | Retail Recruitment Specialist

Cary manages The Retail Coach's relationships with retailers, site selectors, and key decision makers for retailers, restaurants, hotels, and developers.

He works with your Project Director to ensure that we are presenting the best information possible when recruiting for client communities and follows up with prospects to make sure that your community is staying at the top of mind as brands look for new markets.

Mr. Everitt works throughout projects to provide monthly updates on recruitment activity and communicates feedback received throughout the process.



Scope of Work & Deliverables

1: Retail Market Analysis

- Competing Communities Analysis
- Custom Retail Trade Area Map
- Retail Trade Area Demographic Profile
- Retail Trade Area Psychographic Profile
- Village Demographic Profile
- Discussions with Key Community and Business Stakeholders

2: Determining Retail Opportunities

- Retail Demand Analysis
- Retail Void Analyses for Key Vacancies and Available Retail Sites

3: Site Marketing

- Retail Site Profiles for Available Retail Sites

4: Identifying Retailers & Developers for Recruitment

- Target List of Retailers and Restaurants with Contact Information
- Target List of Developers with Contact Information

5: Marketing & Branding

- Retail Market Profile
- Customized Retailer Feasibility Packages
- Developer Opportunity Package
- Online Retail Dashboard (Retail:360® Website)
- Interactive Site Mapping

6: Recruitment of Retailers & Developers

- Retail Recruitment Plan
- Retailer & Developer Recruitment Status Dashboard
- Monthly Recruitment Updates from Retail Coach Project Team

7: Ongoing Recruitment & Coaching

- Ongoing Coaching and Support from The Retail Coach Team
- Representation of the EDC at Regional and National Retail Industry Events



Retail Recruitment is a Process, Not an Event.

Through our proprietary Retail:360® Process, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.



Our Retail:360® Process identifies strengths, weaknesses, opportunities, and threats to your community's ability to attract retail and highlights your community's advantage over competing cities. Through our multi-phase approach to recruiting new retailers, we are able to help communities build a long-term retail economic development plan.

Market-Based Solutions

We understand that every client community has its own unique set of development needs.

That's why we work with our clients to determine those needs and offer custom, tailored, data-driven solutions.

On-The-Ground Analysis

Just as each client has their own set of needs, we know that each client has a unique position in the marketplace as it competes to recruit new retailers.

We spend time in your community with leaders and stakeholders, which enables us to determine your market position and identify retailers that fit your community.

Action Plan for Growth

We analyze, recommend, and execute aggressive strategies for pursuing the ideal retailers, as well as coaching our clients through the recruitment and development process.

This partnership typically produces best results when, together, we derive short-term and long-term strategies based on market data and opportunities.



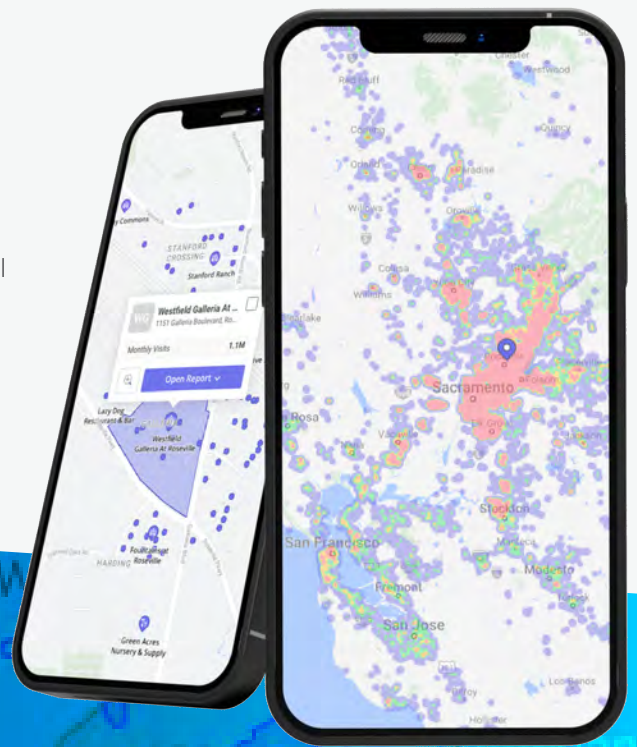
RETAIL:360®: MARKET ANALYSIS

Understanding the Flossmoor Market Through High Impact Mobile Data Analysis

We will perform extensive market research and analysis to evaluate the area and the **Flossmoor** retail market.

Understanding your true customer base is critical to quantifying the demand for new retail and restaurant development.

We use real data collected from actual customers in your community to analyze trade area boundaries, competitive markets, and leakage. This high confidence data allows our team to **tell your community's story** and show potential investors why they need to be in your market.



If you aren't currently leveraging consumer mobile data, you are drastically underselling your retail market and opportunity.

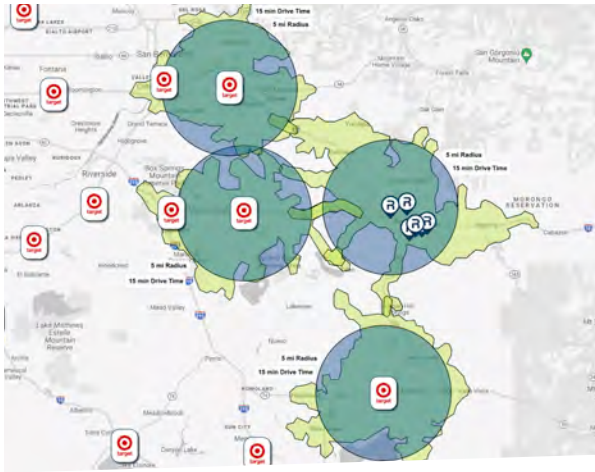
Kelly Cofer

Retail Coach Founder & CEO



RETAIL:360®: DELIVERABLES

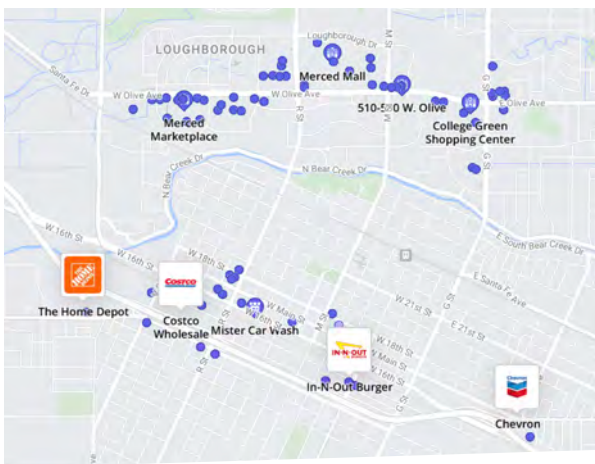
Retail Market Analysis



Competing Community Analysis

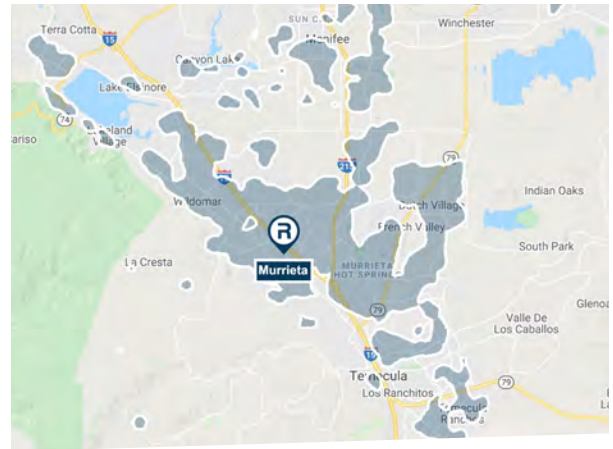
A community must have a clear understanding of the competitive nature of retail recruitment.

We will look at competing communities to identify a competitive advantage via economic and market forces that have a direct impact on retail recruitment and development in **Flossmoor**.



Identification of Ancillary Issues Impacting Retail

We will work with the **Village** to identify other root-cause issues of the local economy, and include recommendations for the **Village** to improve opportunities.

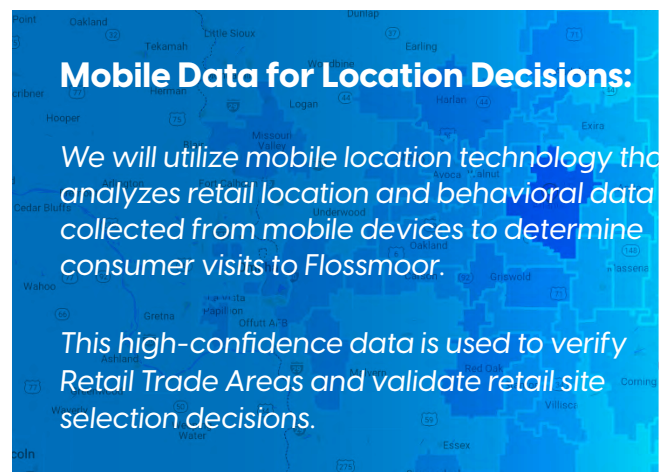


Custom Retail Trade Area Analysis

The Retail Trade Area is the geographical area from which the community's retailers derive a majority of their business. It is the foundational piece of the retail plan and its accuracy is critical.

We utilize retail trade area data when communicating with retailers and developers to ensure that the community fully leverages the amount of shoppers coming into the community.

We will hand draw Retail Trade Areas for **Flossmoor** based on cell phone/GPS data from shoppers as well as on-the-ground analysis from The Retail Coach Team.

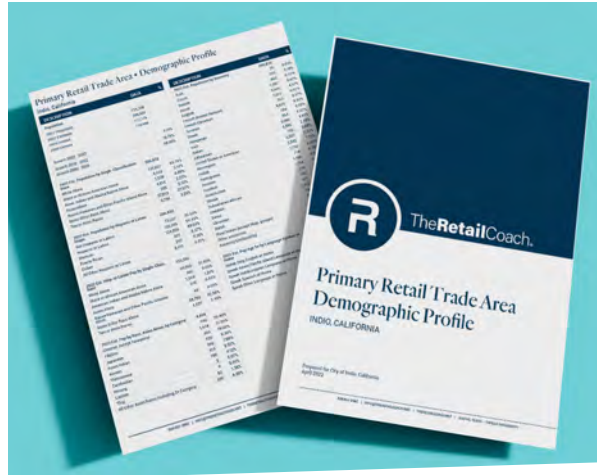


Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)



RETAIL:360®: DELIVERABLES

Retail Market Analysis

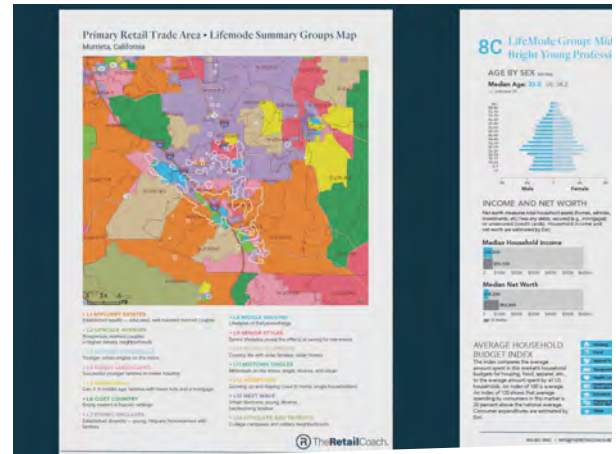


Demographic Profiling

A community must be able to instantaneously provide information and data sets sought by retailers during the site selection and site evaluation process. The data must be accurate, current, and readily available.

Our demographic profiles include population and projected population growth, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.

We will create comprehensive 2020 Census, 2022, and 2027 Demographic Profiles for the Retail Trade Area and Flossmoor Community



Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and independent retailers. Knowing the retail sectors and products that consumers demand removes a great deal of risk for an independent business.

Based on the market segmentation system developed by ESRI, we will develop a Tapestry Segmentation Profile of the households in the Retail Trade Area.

This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors to understand the sectors and brands of retailers that may be of interest.

Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)



Retail Market Analysis



Stakeholder Discussions

Buy-in from key community leaders and stakeholders is crucial to the retail plan. Our belief is that, "if they are not in on it and up on it - they will be down on it." One of our first meetings will be with independent businesses who may see our work as threatening. Our goal is not only to obtain buy-in, but to assist in finding prospects for available spaces and help fill vacancies.

We will work to obtain plan buy-in from public and private stakeholders through a series of group and individual meetings. Stakeholders may include **Village Staff** and representatives, community leaders, real estate brokers, retail developers, property owners, and owners of independent businesses.



Determining Retail Opportunities



Retail Demand Analysis

A community is able to quantify its retail demand through a Retail Demand Analysis, which provides a summary of the primary projected retail demand growth – or opportunities – for 68 retail sectors. The analysis is ultimately used to identify recruitment targets for the community.

The Retail Demand Analysis will:

- Identify retail demand and growth opportunities for more than 68 retail sectors
- Distinguish retail sectors with the highest prospect for success and qualify their potential

We will determine the level of retail demand for the designated Retail Trade Area and use projected demand to help identify opportunity areas and prioritize market segments for recruitment.



RETAIL:360®: DELIVERABLES

Site Marketing



Retail Site Profile

A critical step in attracting retail is providing accurate and current information on each identified vacancy and site.

We will create a Retail Site Profile for each identified vacancy and site with current site-specific information, including:

- Location
- Aerial Photography
- Site Plan
- Demographic Profile
- Property Size & Dimensions
- Traffic Counts
- Appropriate Contact Information



RETAIL:360®: DELIVERABLES

Identifying Retailers & Developers for Recruitment

Retailer Match List
Desert Hot Springs, CA

Approved

Retailer / Chain	Minimum Size (SF)	Nearest Location	# Locations (Desert)	Demographic Fit Score
Wish DISCOUNTS	15,000	12.14	294	87
Black & Veatch	10,000	8.78	627	85
Burlington	14,779	8.7	779	85
Shoe Palace	3,244	9.45	142	85
Best Buy	7,037	4.975	384	83
Big & Sporting Goods	10,000	8.81	633	82
Properly	4,438	14.76	14	81
Target's Outdoor Center	40,000	9.5	33	81
Michael's Sports	42,000	8.56	896	81
Marshall's	35,000	8.75	102	80
Chickadee	10,000	8.423	196	80
Smith's	12,245	12.29	367	80
T.J. Maxx	10,000	12.07	176	80
Industries	40,000	12.09	854	80

Dining (Cont.)

Retailer / Chain	Minimum Size (SF)	Nearest Location	# Locations (Desert)	Demographic Fit Score
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Industries	40,000	12.09	854	80



Identifying Potential Retailers

The Retail Coach will target national and regional retail brands that are a good "fit" for the community. This means that the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers' ideal location criteria.

We will develop and review a master list of potential retailers with Flossmoor staff and work together to prepare a final target list of retailers for recruitment.

This list will include retailers from our analysis as well as new retail/restaurant concepts or regional retailers and restaurants that may be a good fit for the community.

Identifying Potential Developers

Much of our recruitment success comes from establishing a network of regional and national retail developers over the past 22 years. Developer networking and recruitment have become key components in a community's retail recruitment and development/redevelopment success.

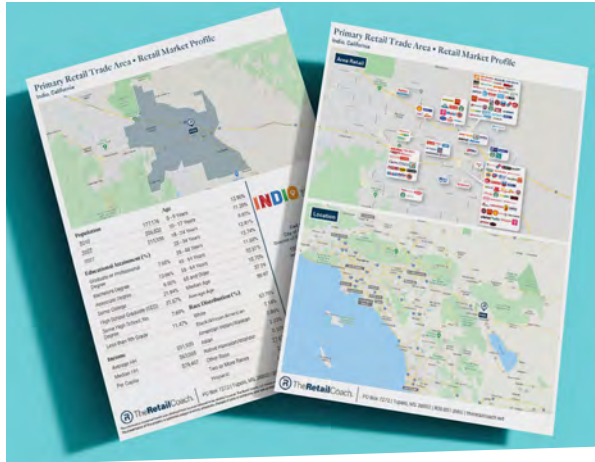
If a higher-tier retailer were to express interest in a community, and there was not sufficient ready-to-lease properties matching their needs and brand requirements, a developer must be identified to build the interested retailer a suitable property.

We will use our network to identify retail real estate developers active in Flossmoor and the region for recruitment. We will also work with Village Staff to contact and build relationships with developers active in the region.



RETAIL:360®: DELIVERABLES

Marketing & Branding



Retail Market Profile

To attract targeted retailers, the most critical step is to provide accurate and current community data and site-specific information on available vacancies and sites. It is important that this marketing information positively reflects the community's attributes and brand to corporate site selectors, real estate brokers, and developers, because it is essential in making initial decisions about locating in the community.

We will develop a Retail Market Profile tailored to the specific needs of targeted retailers' essential site selection and location criteria for Flossmoor.

The profile serves as a community introduction, and includes:

- Retail Trade Area Map
- Location Map
- Traffic Count Map
- Demographic Profile Summary
- Appropriate Logo and Contact Information



Retailer-Specific Feasibility Packages

Unlike the more general Retail Market Profile, a Retailer Feasibility Package is developed to send specifically to the real estate department or broker for individual retailers.

We will create retailer-specific feasibility packages to address essential location criteria. These feasibility packages will include:

- Community Overview & Demographic Profile
- Retail Site Profiles
- Location Map
- Retail Trade Area Map
- Existing Retailer Map
- Retail Location Map
- Retail Trade Area Demographic & Psychographic Profiles
- Retail Trade Area Demand Analysis Summary
- Area Traffic Generators
- Appropriate Logo and Contact Information

Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)



RETAIL:360®: DELIVERABLES

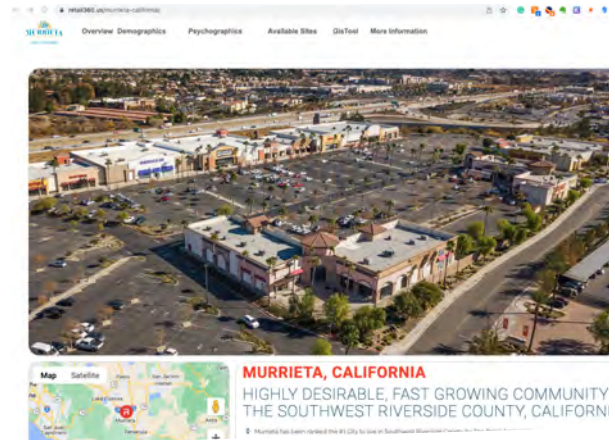
Marketing & Branding



Developer Opportunity Package

Our team creates a Developer Opportunity Package to send specifically to retail developers active in the community and/or region to spark their interest in retail opportunities.

We will create a Developer Opportunity Package to highlight opportunities in Flossmoor.



Online Retail Dashboard

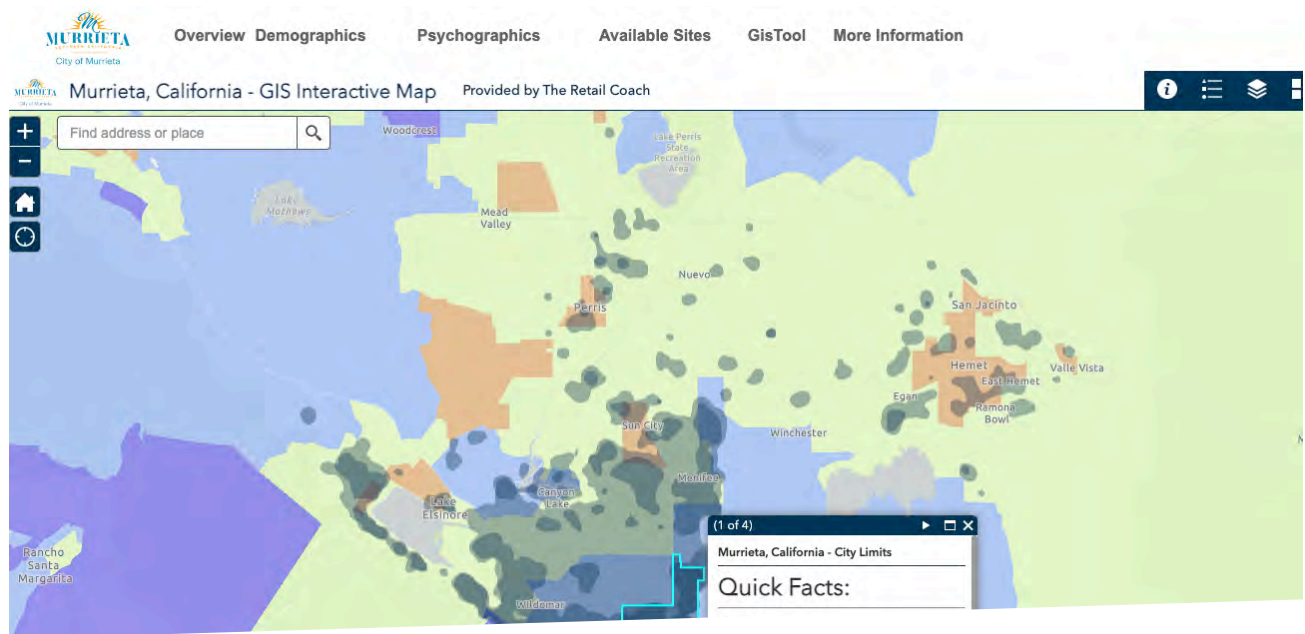
Being able to quickly and easily access and share retail opportunity information greatly increases a community's opportunity for success. To assist with this, we develop a custom online retail dashboard that can be accessed online anytime through a branded Retail:360® link.

We will create a Retail:360® Retail Dashboard for Flossmoor which will be available for visual presentation and easy downloading of all data sets and marketing information. With a few clicks, retailers, brokers and developers can learn about your community's retail potential like never before.

Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)



Marketing & Branding



Interactive Site Mapping

Retail site selectors do much of their research while in hotel rooms and in airports, so a visual GIS platform that streamlines data and sites into one interactive and centralized location is a powerful tool.

We will develop a concise, easy-to-access, interactive site mapping platform for **Flossmoor** along with the preloaded prime vacancies and development/redevelopment sites that we will be marketing.

Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level, to meet the needs of each individual user – whether they be a retailer, developer, or even a local entrepreneur.



Recruiting Retailers & Developers

Recruitment of Retailers

The Retail Coach is the first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities. Twenty years and 650 projects later, the recruitment of retailers remains one of the primary metrics of success. Today, our experience has proven that a community must move beyond just gathering data sets, and proactively recruit retail.

We will actively recruit retailers on Flossmoor's behalf. Our retailer recruitment process includes:

1. Introductory emails and retail market profile are sent to each targeted retailer
2. Personal phone calls are placed to measure interest level
3. Personal emails and retailer feasibility packages are sent to each targeted retailer
4. Personal emails and retail site profiles for prime vacancies are sent to the appropriate targeted retailers
5. Personal emails are sent to inform targeted retailers of significant market changes
6. Personal emails are sent to decision makers once per quarter to continue seeking responses regarding their interest level in the community
7. A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities

Recruitment of Developers

Much of our recruitment success comes from having established a network of national retail developers over the past 22 years. Oftentimes, a retailer may have interest in a community, only to find that suitable "for lease" properties do not exist.

We will actively recruit developers on Flossmoor's behalf. Our developer recruitment process includes:

1. Introductory emails and opportunity packages are sent to developers
2. Personal phone calls are placed to measure interest level
3. Personal emails are sent to inform developers of the status of interested retailers, and any significant market changes
4. A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities



RETAIL:360®: DELIVERABLES

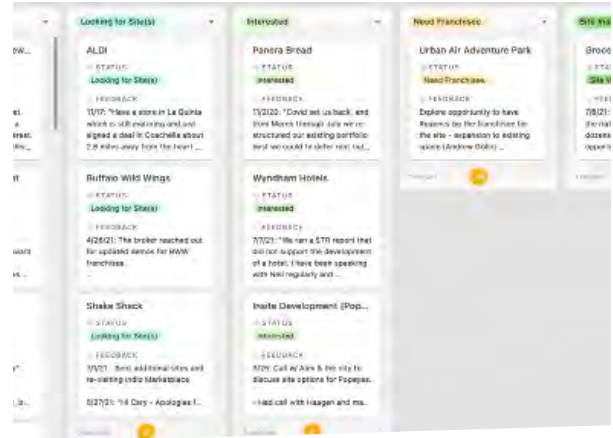
Recruiting Retailers & Developers



Retail Conferences

We help communities connect with retailers and developers at retail conferences such as the annual ICSC Recon Conference and other regional events.

We will assist in marketing Flossmoor and its vacancies and sites, to retailers, developers, and brokers at retail industry conferences.



Retail Recruitment Dashboard

As part of our recruitment process, we provide access to a real-time recruitment dashboard where EDC staff can see which retailers are being recruited, the latest touch points with each, and contacts we are actively communicating with along with their interest level in the community.

Once recruitment has begun, we will set up a recurring monthly meeting with staff to review ongoing recruitment activity, feedback received from prospects, and any additional next steps or follow up items needed to advance recruitment with interested retailers.

Attachment: Proposal and Agreement (Resolution Approving an Agreement with Retail Coach)



Ongoing Retail Coaching



Retail Coaching

We partner with communities on a long-term basis and are available when clients have questions, new ideas, or need access to GIS mapping and current data statistics. We are also available if clients need to brainstorm opportunities as the community grows and develops.

We will provide ongoing coaching and support for retail recruitment activities for **Flossmoor**.



Retail Market Analysis & Recruitment Services

\$32,500

Plus up to ~~\$2,500~~ in reimbursable expenses.

Not to Exceed Price:

\$35,000

Includes:

- Analyzing the Flossmoor Retail Market
- Determining Retail Opportunities
- Site Marketing
- Identifying Retailers & Developers for Recruitment
- Marketing & Branding
- Actively Recruiting Retailers & Developers
- Ongoing Retail Recruitment & Coaching

Work Fees:

The total fee for completion of this work is

\$32,500 payable in (3)

three installments:

- **\$10,000** upon execution of contract;
- **\$12,500** in 90 days
- **\$10,000** in 180 days

Work fees are payable within 30 days of receiving invoice.

Reimbursable Project Expenses:

It is estimated that reimbursable expenses will not exceed **\$2,500**.

Reimbursable expenses include:

1. All travel costs;
2. Cost of special renderings and maps, if any;
3. Cost of copies for reports and maps/drawings; and
4. Cost of shipping expenses, if any

Project expenses are payable within 30 days of receiving expense invoice.

TO: Mayor Nelson and Board of Trustees
FROM: Bridget Wachtel, Village Manager
DATE: March 6, 2023
SUBJECT: FY 24 Preliminary Budget



FLOSSMOOR

The Board has been provided the FY 24 Preliminary Budget. Please bring your copy to the next several meetings. Attached is a report focusing on the General Fund and Water and Sewer Fund summaries along with department reports on goals and objectives.

Village of Flossmoor

PRELIMINARY BUDGET FY 2024

Executive Summary



FY 24 Preliminary Budget

The Village uses fund accounting, the accepted accounting structure for governments. A fund functions as a separate fiscal entity with its own assets, liabilities and revenues and expenses. Different funds are used to segregate transactions related to certain functions or activities. This executive summary is intended to provide an overview of the General Fund and the Water and Sewer Fund, two of the largest operating funds in the Village budget. A complete copy of the FY 24 Preliminary Budget can be found on the Village website, www.flossmoor.org.

Water Fund Summary

For the last several years, the presentation of the Preliminary Budget has started with an understanding of the Water and Sewer Fund's financial health in order to understand the additional pressures being placed on the General Fund. We have previously discussed that the fund cannot be self-sustaining without an accumulated fund balance to support capital improvements, which for several years has not been able to do. The low purchased to bill ratio compounded by the costs to repair water main breaks and aging infrastructure had become a financial strain. In addition to serviceability and fire flow, the amount of leaks and breaks had contributed to a peak water loss of more than one in three gallons purchased. Following the water main replacement from the 2013 and 2014 bonds and repairs to the Vollmer Reservoir, the Village experienced a period of time with less water purchased, an improved purchased to bill ratio and less repairs.

Poor performing water main is one concern, while poor performing meters is another concern. An additional effort to improve the water main system performance was the replacement of large meters throughout the community. Technology has advanced, and we replaced large meters with ones that are better able to capture low-flow reads, thereby contributing to improving our billing and subsequently increasing our revenue. Following all of that work, the Village's purchased to bill ratio climbed to 83% (up from 59%) and has unfortunately been dwindling down ever since and was at 76% in calendar year 2022. This poor performance is alarming.

The next priority in improving the financial health of the Water and Sewer Fund is to replace the residential (small) meters with the newer technology. Considering high water rates and the community-wide impact of accounting for unbilled water, water meter replacement should remain a top priority despite the significant cost. Based on the performance of the large meter project, we believe that the project will pay for itself over time. We remain confident that replacing these meters will have a positive impact on the purchased to bill ratio, but the Village has to be ready to absorb the large financial investment or identify an alternate financing method. The reader will note that the majority of the capital outlay for the replacement meters is currently accounted for in the General Fund.

Further, while receiving water from Chicago through the City of Harvey, "pass through" supply costs over the past several years have forced the Village to increase the rates. The successful passage of a water supply contract with Homewood for Hammond/Chicago Heights water will bring certainty for the Village for the next 25 years with respect to the supply rate cost increases as that contract defines the increase to CPI and caps the increase to 3%. The Villages of



Homewood and Flossmoor were able to start receiving Hammond/Chicago Heights water in July 2022 and fully transitioned to the new supply system at the end of September 2022.

Flossmoor is using existing infrastructure through Homewood to receive the new water supply but will need to make improvements at the pumping stations, reservoir and booster stations as needed. The preliminary cost of these improvements is about \$1.68M, a cost which should decrease as terms favorable to Flossmoor were negotiated in the Homewood/Flossmoor agreement. The first phase of the project, SCADA system improvements, is planned to be completed in Fiscal Year 2024.

As a result of the overall economic condition of the fund, staff has only advanced mandated critical capital projects impacting the Water and Sewer Fund. Over the past couple of fiscal years, those projects have been centered around water supply as described above. A budgeted but often deferred project has been the Water Meter Replacement Program. Of the \$1.7 million project, \$56,250 has been allocated in the Water and Sewer Fund. Because of the poor performing health of the Water and Sewer Fund, the small meter (residential) replacement has been budgeted in the General Fund in the amount of \$1,700,000. Despite the project need, Village officials have been reluctant to spend nearly \$2 million on a water project with General Fund monies. More discussion on the financing of this project will occur during the Finance and Facilities Plan discussion, but the project is still budgeted for Fiscal Year 2024.



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	FY24 Budget	FY 23 Projections	FY 23 Budget
Operating Revenue	\$4,028,480	\$4,019,750	\$4,063,820
Operating Expenditures	\$3,786,018	\$3,387,612	\$3,424,929
Net Operating Water & Sewer	\$ 242,462	\$ 632,138	\$ 638,891

	FY24 Budget	FY 23 Projections	FY 23 Budget
Total Revenue	\$4,028,480	\$4,019,750	\$4,063,820
Total Expenditures	\$3,814,143	\$3,415,737	\$3,424,929
Net Total Water & Sewer	\$ 214,337	\$ 604,013	\$ 582,641

The Village's Water and Sewer Fund is projected to end FY 23 with a surplus in its operating and total fund position, in part due to an adjustment in the administrative transfer by \$301,535. The Preliminary FY 24 budget also reflects a positive operating and total fund position inclusive of a small Water and Sewer Fund contribution to the Water Meter Replacement Program.

For FY 23, water supply and maintenance costs are projected to be approximately \$80,746 under budget, and combined water and sewer sales are trending downward with a projection of receiving \$53,000 less than budget. Factors influencing water sales include weather patterns, user conservation in a COVID economy, the compounding impact of the Village Board not passing through the Harvey and Chicago increase in FY 21 and any vacant properties. These savings are offset by additional repairs to water main breaks, repair supplies and meter replacements. For FY 24, staff is budgeting \$54,000 less in sales based on trending in recent years. Having transitioned to the new supply contract, the operating and maintenance costs will no longer be a direct cost which is an average savings of \$50,000 a year; the O&M costs are now factored into the supply rate per the contract. Another savings impacting the operating budget for the next few years include hydrant sandblasting and painting; the work has been completed throughout the Village this year and will not resume for another five to seven year which is a short-term savings of \$40,000 per year.

Keep in mind that the new water supply contract is the best of a bad situation; water is the new gold and rates for Lake Michigan water can be high the further away the community is from the source. The Village enjoyed a low rate of \$4.62 per 1,0000 gallons under the Harvey contract, by far the lowest of the downstream communities who Harvey served. The new contract with Hammond/Chicago Heights has a starting supply rate of \$4.75. To be capped at 3.0% for the next 25 years places the Village in an extremely favorable and stable position relative to water supply.

The traction in the turnaround in the health of this fund had been encouraging. The slip in the billed to purchase ratio these past few years, which is one measure of health, is discouraging. A review of actual water pumpage from Homewood had shown a significant decrease over the last few fiscal years and despite an increase in pumpage last year, staff is projecting a 1% decrease compared to last year. Replacement of the water meters is a good next step in improving the accounting of water usage in the fund.



General Fund Summary

At the time of the FY 23 budget preparation and inclusive of budget amendments, we budgeted the use of \$856,598 in fund balance to close an operating revenue gap with an additional \$1,476,673 toward capital. This single year snapshot analysis shows that we budgeted to use more in fund balance than we would have saved this year, mostly attributable to the water meter replacement project at a budgeted cost of approximately \$1,501,577 in that fund. Capital one-time non-operating projects are always planned with adequate monies available.

	<u>FY24 Budget</u>	<u>FY 23 Projections</u>	<u>FY 23 Budget</u>
<u>Operating Revenue</u>	\$12,579,169	\$12,162,047	\$11,617,928
<u>Operating Expenditures</u>	\$12,743,803	\$12,040,420	\$12,474,526
<u>Net Operating General Fund</u>	(\$ 164,634)	\$ 121,627	(\$ 856,598)

The Village is projecting to end FY 23 with an operating surplus and total fund deficit due in part to improved revenues, deferred capital and operating expenses, and vacant positions. The FY23 preliminary budget has a small operating deficit.

	<u>FY24 Budget</u>	<u>FY 23 Projections</u>	<u>FY 23 Budget</u>
<u>Total Revenue</u>	\$15,660,725	\$12,729,332	\$12,601,064
<u>Total Expenditures</u>	\$16,655,315	\$13,129,542	\$14,934,335
<u>Net Total General Fund</u>	(\$ 994,590)	\$ (400,210)	(\$2,333,271)

The Village does not anticipate spending all of the money allocated in FY 23 for capital and non-operating projects, most notably the water supply system improvements, an expense that cannot be absorbed by the water and sewer fund. The Village received ARPA funding which can be used for water improvements, which is now the plan. The preliminary FY 23 projections and FY 24 budget show a planned use of fund balance for the water meter replacement project at a cost of approximately \$1.5M to the General Fund.

Expenditures

The analysis of expenditures can be viewed a couple of different ways. First, how do we project to perform for the year? Second, how does this year's budget compare to next year's budget?

For our current Fiscal Year, FY 23, the Village is projecting to perform better than budget as far as our operational position by approximately \$978,000. The FY 23 budget inclusive of budget amendments would have had a \$856,598 use of fund balance; projections show a small operating surplus of \$121,627. The chart below compares just the budgeted expenditures to projected.

<u>FY 23 Operating Expenditures: Budget vs. Projections</u>	
FY 23 G.F. Operating Budget	\$12,474,526
FY 23 G.F. Operating Projections	\$12,040,420
	\$ 434,106

The Village anticipates spending approximately \$434,106 less than budgeted this fiscal year on its operations.



FY 23 projections compared to FY 23 budget:

Significant Expenses under budget (FY 23 proj'd vs. FY 23 budget):

- Personnel turnover and vacancies across all departments had a significant impact on budget savings this year for a combined salary savings of approximately \$276,000.
- The health insurance renewal was budgeted at a historical trend of 7.7%. The actual renewal was a 2.25% increase. Combined with vacant positions, the expenditure savings was \$50,000.
- Several other benefit lines reflect the impact of vacant positions across departments. The budget assumes full staffing while projections reflect the actual staff census. Impacted lines include FICA, Medicare, and IMRF. Combined, these lines are projected to have a savings of \$89,000. It should be noted that the IMRF contribution also included a rate decrease from 9.81% to 6.91%.
- The Village's workers compensation and liability insurance premiums were \$44,000 less than budget due to an improved claims experience as well as the application of a significant surplus credit increase compared to the previous year.
- Several personnel related expenses in the Fire Department also are anticipated to contribute to the expense savings this fiscal year. The most significant of which is the Duty Shift Program pay which is projected under budget by close to \$47,000 due to less paramedics available to work; this shortage is industry-wide and not unique to Flossmoor. Subsequently, Paramedic Incentive Pay is projected to be about \$4,000 less than budget due to this staffing shortage. On a related note, Fire and Paramedic Volunteer Calls and Training Pay is anticipated to be approximately \$17,000 less than the budgeted amount due to lower participation. Finally, Fire Department overtime to fill Captains shifts is anticipated to be approximately \$33,000 less at fiscal year end due to less senior employees with time off available.
- Due to excess 911 surcharge funds, the Village did not need to take any E-Com payments from the Village's General Fund, thereby saving the fund \$72,000.
- Across departments part-time personnel vacancies also contribute to projected savings. These are cases where positions were unfilled or budgeted hours were not expended. In total, there is a projected savings of approximately \$44,505.
- Other savings include: less need for Public Works and Planning & Zoning Professional Services (\$19,000), lower Contract Landscape Maintenance contract (\$20,000), less sick leave buy back (\$13,279).

Significant Operating Expenses over budget (FY23 proj'd vs FY 23 budget):

- Overtime in Public Works and Police are projected to be over budget by fiscal year end. Specifically, overtime in Public Works is trending over budget \$14,616 due to events, storm clean up and administrative support coverage. Police overtime is due to officer vacancies and workers compensation cases which are anticipated to impact the budget by \$95,000 by fiscal year end.
- Turnover in the Police Department is expected to cost an additional \$26,000 between the payout of benefit time and acting pay associated with vacancies. Due to a non-duty medical leave, shift coverage of the full-time Community Service Officer position is



projected to cost about \$31,591 above budget in pay to part-time CSOs. Finally, the professional services associated with the Police Chief recruitment and Police Officer eligibility list is an additional \$15,000 compared to budget.

- A few Personnel Services accounts are anticipated to be over budget by April 30. The Village's HSA contributions are projected to be up by \$26,250 as employee participation in the HSA insurance option rises. Specifically, participation has increased from 20 to 26, the highest participation level the Village has had. This cost increase is offset by improved experience and lower annual insurance increases. The EAP and Wellness accounts experienced a modest increase compared to budget (\$4,200) which is due in part to increased participation and increased wellness incentive and screening costs.
- The cost to maintain Village facilities continues to rise. Across all building maintenance accounts, the Village is anticipated to spend an additional \$38,134 to maintain and repair our facilities.
- The Village will spend nearly \$19,409 more in contracted parkway tree services this year due to an increase number of tree removals.
- Snow and ice supplies for plowing are projected to be almost \$11,000 more than budget. Some of the more significant expenses were plow blades and new curb guards.
- While Flossmoor Fest cost approximately \$9,696 more than budget, the increased costs were offset by a record breaking \$25,000 in donations to support the event.
- Other Legal Services which accounts for labor counsel and special counsel for the No Cash Bid Program is anticipated to be approximately \$10,000 more than budget in part, as the Village aggressively pursued the acquisition of commercial property for redevelopment.
- The Village's information technology network is an integral part of our infrastructure to accomplish daily business across all departments. For the past couple of years, the annual software subscription maintenance has been increasing across all departments to support general network software. Additions to the network especially to address cybersecurity and redundancy have also been addressed. Generally, more of our network that would have been hardware based and funded through the Capital Equipment Fund is now cloud based subscription software and impacting the General Fund's operating expenses. Even with aggressive increases factored into the FY 23 budget preparation, overall, the village-wide IT costs are projected to increase by approximately \$14,000 by fiscal year end.

FY 23 Total Expenditures: Budget vs. Projections	
FY 23 G.F. Total Budget	\$14,934,335
FY 23 G.F. Total Projections	<u>\$13,129,542</u>
	\$ 1,804,793

Overall, inclusive of capital, the FY23 total General Fund projections are less than budgeted by \$1,804,793. In short, less capital was spent than planned with a short-term savings to the current fiscal year.



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Capital & Non-Operating Expenses

- The most significant capital project partially deferred in FY 23 was the water meter replacement project. The General Fund is supporting \$1,501,577 of the project, and at the time of budget preparation, staff anticipated that the project will start before year end. Therefore, \$750,788 is reflected in the FY 23 projections and the remaining costs are budgeted in FY 24.
- The Phase II Design Engineering for the Brookwood Bridge Project should be completed by the end of FY 23. State Road Funds will be used to offset the costs for this project. The project is slated for the April 28, 2023 IDOT State letting and construction will be completed in FY 24. The accounting of this work is shared between the General Fund and the Storm Sewer Fund.
- The Village was awarded a Cook County Invest in Cook grant to help offset the expenses of the Phase I Engineering of the CBD Roadway, Pedestrian, and Streetscape Improvements Project. This project will modernize and accentuate the Central Business District by adding parkway and crosswalk pavers, sidewalk replacement to remove tripping and other safety hazards, ADA access improvements, additional trees with tree grates, benches, bike racks, wayfinding and safety signage, and other decorative landscaping elements such as increase in open green space and gateway features. More importantly, the existing roadway and pedestrian facilities are in need of the safety improvements included within the project such as re-configured intersection geometry, improved vehicle and pedestrian sight lights, improved crosswalk configuration and crossing safety treatments, and evaluation of existing on-street parking locations. The grant covered 80% of the Phase I engineering costs of \$160,000. More of the Phase 1 engineering was completed this fiscal year in the amount of \$16,875 but offset by the grant. Although a couple of applications are pending, the Village needs to secure funding for Phase 2 Engineering and Phase 3 Construction.
- The Village is twenty years behind in not utilizing GIS as an asset management system to track and analyze its various infrastructure and service issues. The Village had committed to employing a comprehensive GIS to assist with data management and program decision making. Previous research favored the GIS Consortium which was designed to support municipal operations. The initial project to join the consortium and implement the software was planned since FY 21 but due to workload was not pursued. The project was deferred to FY 23 in the amount of \$74,000. Implementing GIS is planned to be underway before fiscal year end; however, the full costs are not anticipated to be realized by April 30. Ongoing subscription and membership costs will be incurred in future fiscal years.
- Security of open materials at Public Works has been identified as a concern in recent years as development in the area has increased traffic and trespassers have been identified on site on more than one occasion. It is very common for these facilities to be secured by a fence and gate that is passcode protected. Staff appreciates the previous Board's support on this facility improvements, and the expense is anticipated by fiscal year end.
- The Village received a \$112,500 grant from the 2019 State Capital Bill to support infrastructure improvements. The Village decided to use this funding to reconstruct Brumley Drive from Bruce Avenue to Perth Avenue and resurface from Perth Avenue to Sterling Avenue. Engineering began in FY 23, and construction is budgeted in FY 24.



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- Some needed furniture replacement in both the board room and committee room had been planned for FY 21 and FY 22 in the amount of \$36,000. With the pandemic and the move to remote meetings that furniture replacement has been delayed since FY 21 and re-budgeted for next fiscal year, FY 24. Other facility improvements will carryover into FY 24 include rehabbing the women's locker room/bathroom facilities and front desk security.
- Other one-time purchases or non-operating expenses also affect the total fund position. The historic building survey project is anticipated to be completed by fiscal year end at a cost of \$12,000. The Village also celebrated 6-04-22, "Zip Code Day," with a once-in-a-lifetime festival that had an associated expense of \$20,000. Finally, with the acquisition of 19725 Governors Highway, the Village cleaned up the property to remediate safety hazards which cost about \$8,000.

FY 24 budget compared to FY 23 budget:

The Village's FY 24 General Fund operating expenditures are budgeted to be approximately \$269,000 more than FY 23 budgeted expenditures, and with capital improvements, total expenditures are approximately \$1.7 million more than budgeted last year. This single-year snapshot reflects an increase in the draw down of fund balance budgeted in FY 24 for capital and non-operating expenses than budgeted for FY 23, primarily due to the water meter replacement.

FY 24 Budget vs. FY23 Budget	Operating	Total
FY 24 G.F. Expenditures	\$ 12,743,803	\$16,655,315
FY 23 G.F. Expenditures	\$ 12,474,526	\$14,934,335
	\$ 269,277	\$ 1,720,980

Significant Expenses under FY 23 budget (FY 24 vs. FY 23):

- The Village is expected to experience a \$62,000 savings in its IMRF contribution in FY24 due to a large rate decrease from 9.18% to 6.91%
- Any share of the Village's E-Com costs that wouldn't otherwise be covered by 911 surcharge monies becomes the financial responsibility of the Village's General Fund. Typically, this amount equates to one quarterly operating payment and a capital contribution. Due to increased surcharge monies, the Village conservatively budgeted only one quarterly operating payment, therefore \$15,500 less than FY 23.
- The General Fund's portion of the Annual Street Maintenance Program budget will be completed in FY 23 with a crack sealing program and a large patching program. All of the streets qualifying for the crack sealing program according to the Village's PASER program will be completed in FY 23.
- The annual Sidewalk Replacement Program is budgeted in-line with past budgets, thereby saving \$47,000 in the FY 24 budget.
- The Village's Landscape Contract is budgeted \$10,000 less in FY 24 due to a favorable contract.



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Significant Operating Expenses greater than FY 24 budget (FY 24 vs FY 23):

- The Capital Equipment Fund is a sinking fund to steadily save for capital equipment replacements. The fund receives a contribution annually from the General Fund and Water Sewer. This year's General Fund contribution is \$146,305 more in FY 24 compared to FY 23. Contributing to this increase are some schedule adjustments to the ten-year replacement schedule along with the impact of inflation on adjusted costs. Staff revisited this budget a couple of times during the budget process due to the rising increase in needed funds. A few adjustments to spread out these costs in the next few years helped to mitigate the increase. Another adjustment to the Capital Equipment Fund accounting this year is the allocation of the contribution across departments as opposed to the simple accounting of the transfer in the Executive Department. This accounting adjustment is helpful in any analysis of the true cost of operating any individual department.
- The Village's contribution for worker's compensation and general liability insurance is budgeted approximately \$18,000 more than FY 23. The budget is based on a 5% premium increase along with a slight decrease in our claim experience modifier due to a lower 3-year trend. However, the main driver in the variance is an IRMA Board decision for the third year in a row to utilize the rate stabilization fund which contributed to a significant increase in the available surplus for 2023 which will drop in 2024. The IRMA Board has been sensitive to the economic impacts of COVID on municipal budgets, which is well intentioned, but as expected, the Village is expecting to experience an increase in FY24. The IRMA Board used the rate stabilization again this year so another increase will likely follow next year when rates return to "normal."
- Health insurance is budgeted \$11,000 more in FY 24 compared to FY 23. This reflects a Flossmoor trend of 6% compared to the general medical trend of 8%. Other fringe benefits with an increased budget in FY 24 is the Village's FICA Contribution and Medicare contribution in the amount of an additional \$16,000 collectively, which reflects increased wages and anticipated full-staffing levels. Life insurance, EAP & Wellness and the Village's HSA Contributions were budgeted in FY 24 at rates consistent with FY 23 projections which at about \$21,000 more than the FY 23 budget.
- The economy has a direct impact on our contract and supply costs. In Public Works, the cost of Spoil Disposal and Vehicle Maintenance Supplies are each budgeted \$9,000 more than FY 23. Additionally, the contract for the Parkway Tree Services maintenance increased with the last bid, and the FY 24 budget reflects an increase of \$10,000 to account for the service rate costs moving forward.
- The building maintenance costs of Village facilities continue to rise and reviewing past budget actuals, it is time to account for the true cost of maintaining the buildings. Across repair and maintenance contracts, the budgets increased by nearly \$15,000, reflecting actual costs.
- The contracted Fire personnel is expected to increase by almost \$70,000, in part to provide a wage adjustment to remain competitive with other area contracts and to retain our staffing.
- Ambulance calls continue to rise, therefore impacting related budgets including EMS Supplies and Equipment which is budgeted \$7,000 more than FY 23. The increase is



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not only impacted by call volume but a lack of area hospitals replacing used equipment on the ambulances. In addition, the cost of Ambulance Collection Services is expected to increase by \$4,000 next fiscal year.

- Petroleum is budgeted at greater amounts across Police, Fire and Public Works in a total amount of \$16,600.
- Other Legal Services which accounts for our labor attorney and specialized counsel (i.e. No Cash Bid and tax exemptions) is budgeted \$10,000 more than FY23, in part in response to the upcoming union negotiations.
- Filling Police vacancies will impact several accounts including Uniforms, Small Tools and Equipment and Pre-employment Physicals in a total amount of \$29,000.
- Police Professional Services is budgeted \$10,000 more than FY 23 due to completing the Sergeants Eligibility List.
- A review of the Public Safety Reception and Records budget identified that no Commodities were budgeted in this department. Setting aside modest budgets for office supplies, operating supplies and computer equipment resulted in an additional \$20,000 in the FY 24 budget compared to FY 23. These costs were previously accounted for in the Police Department budget; this addition simply improved the accounting of the reception and records function.
- As described above, the IT industry is moving to cloud based subscriptions. As the network grows in complexity so do the costs. Examples of those additional costs include redundant internet, two factor authentication, and phishing prevention software to name a few. The FY 24 budget includes the costs associated with a migration to the full 365 Suite and increased file storage. Village-wide shared IT costs are budgeted \$35,000 more than FY 23. The reader will note that beginning in FY 24, department “672” accounts were re-purposed for department specific IT costs, while “673” accounts reflect village-wide shared IT costs whereas previously these accounts were tracking software maintenance and hardware maintenance respectively. The change increases the cost accounting of each department.

Capital and Non-operating:

- The number of grant-supported projects has grown significantly in the last couple of years. Those projects include the Brookwood Bridge and Butterfield Road Reconstruction (\$1.2M), the Flossmoor Road Viaduct Reconstruction (\$1.7M), and the portion of reconstruction of Brumley Drive that is offset by a \$112,500 DCEO grant from the State Capital Bill.
- Other significant one-time projects allocated to the General Fund include the Water Meter Replacement Program, the women’s bathroom facilities in police and fire and front desk security as well as replacement furniture.



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Revenues

An analysis similar to expenditures can be completed for revenues.

The Village budgeted FY 23 General Fund operating revenues at \$11,044,975 and yet, we are projecting them to be \$11,526,551 at fiscal year-end. The total revenue position accounts for grants and one-time revenues.

	Operating Revenues	Total Fund Revenues
FY 23 G.F. Projections	\$12,162,047	\$12,729,332
FY 23 G.F. Budget	<u>\$11,617,928</u>	<u>\$12,601,064</u>
	\$ 544,119	\$ 128,268

Projected operating revenues are much better than budgeted. The main difference between operating and total fund projected revenues is anticipated various grants. The Village anticipated receiving \$911,000 in grants in FY 23 but instead will receive approximately \$496,000 in FY 23.

Significant Revenues projected over budget (FY 23 proj'd vs. FY 23 budget):

- Utility taxes are projected to be \$155,000 more than budget by fiscal year end. This revenue is impacted by weather patterns and likely some increase to a “pre-COVID” economy.
- The State income tax is projected to be above budget by \$151,000 per the IML. This is a per capita revenue, which grew significantly and is considered our third largest revenue source outside of property taxes and sales tax. The amount projected to receive is \$1,397,000.
- The Corporate PPRT is projected to be \$109,200 more than budget based on the IML estimate. IDOR also reported that the State made massive mandatory transfers into the PPRT Fund and decline in refund diversions.
- Ambulance fees are trending higher than budgeted, and it is anticipated that the Village will realize an additional \$138,900 in revenue as a result of an increase in service and Medicare/Medicaid reimbursement.
- Tower lease rentals are trending \$40,000 more than budget due to extra payments from T-Mobile, the reason for which we are still trying to identify.
- Interest income is projected to be \$44,000 more than the FY 23 budget due to interest rate increases in an inflation market.
- Special Police Services is anticipated to be \$14,000 more than budget as a result of an increased number of details.
- The Local Motor Fuel Tax is performing better than anticipated due to surging gas prices which we anticipate will bring an additional \$11,000 in revenue.
- An additional \$10,000 was received in Flossmoor Fest donations.
- Building permit fees are trending higher than anticipated with an anticipated \$9,000 in additional revenue.



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Significant Revenues projected under budget (FY 23 proj'd vs. FY 23 budget): *It should be noted that several of these are revenues with limited control and these are regional and even state-wide issues.*

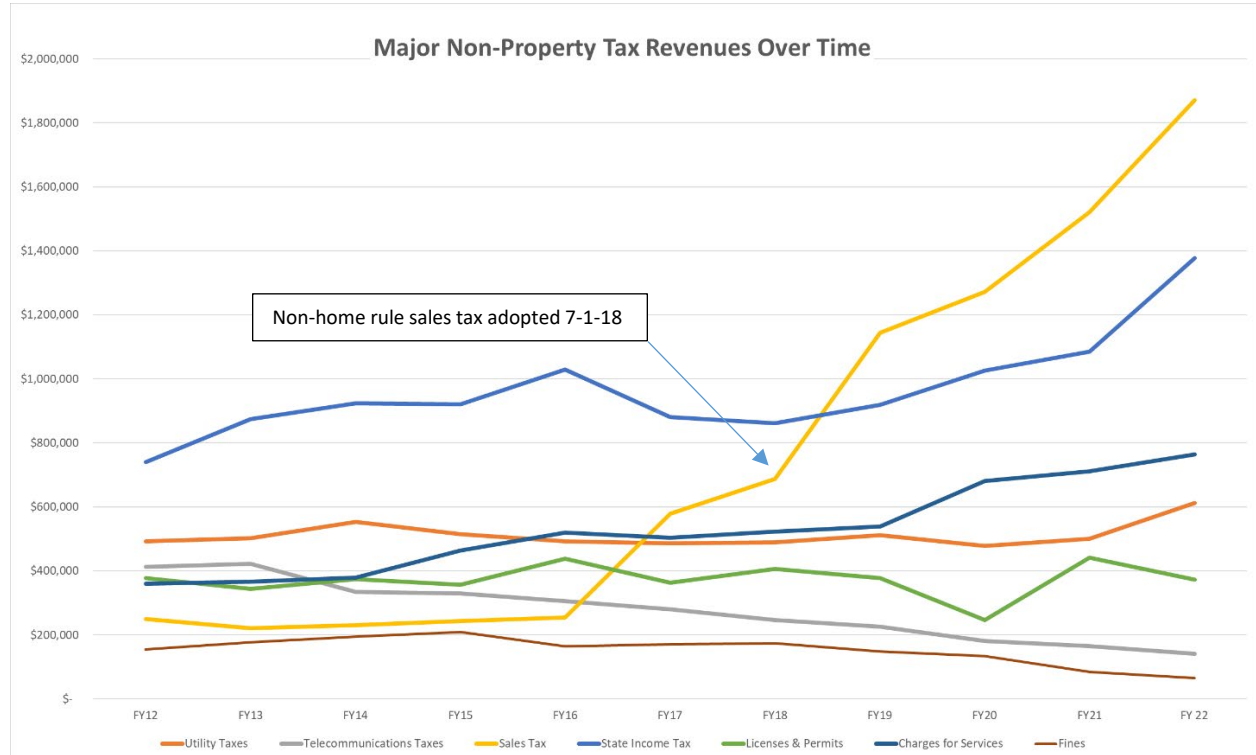
- The 2021 property tax levy extension was less than the 2021 levy for capped funds by about \$84,000, all of which was absorbed by the corporate, police and fire protection levies. 2021 EAV decreased 10.1% for the year after reassessment, and no development projects were recognized in the 2021 levy. In addition, the actual levy received includes a 1% uncollectable factor resulting in the Village projecting to receive approximately \$62,000 less than budgeted for property taxes.
- Court fines are expected to be \$25,000 under budget because of the long-term impact of the pandemic; courts were closed and fewer traffic stops were occurring.
- The Telecommunication Tax has decreased for years and continues to drop by another \$16,000 this year with fewer services are subject to the tax, bundled services are popular and collections are administered by the State.
- In FY 21 and FY 22, the Village received grants to offset COVID costs. It was anticipated and therefore budgeted, that the FEMA Public Assistance Grant for such purposes would have been received in FY 23 in the amount of \$35,058 but was actually received in FY 22.
- Vacant Building Registration Fees are trending less than budgeted and expected to be \$8,000 less at fiscal year end, most likely due to a stronger housing market and fewer foreclosures.
- With the Residential Municipal Aggregation Program, the Village has historically received a Civic Contribution to offset our administrative expenses. As the ComEd rate returned to a more competitive rate in recent years, the program surprisingly remained competitive with green energy credits. Since July 2022, the program has not been economically viable and as a result, the Civic Contribution ceased resulting in a loss of \$28,000 in revenue this fiscal year.

It is interesting to analyze the General Fund major revenues outside of property taxes, so many of which are limiting or not within control. Three observations: 1) While at times they are volatile, they are over time relatively flat; 2) Since the opening of the Meijer and nearby development, sales tax has increased dramatically. Unfortunately, there has not been a corresponding growth in our fund balance. These monies have been serendipitous to absorbing increased costs and fluctuations in other revenues; 3) State income tax (the Local Government Distributive Fund), which is the top blue line in the chart below, had been our second largest revenue outside of property taxes until we have seen the monumental growth in sales tax these last few years. While it is thankfully on the rise again, this chart further supports the needed municipal tenacity to defend the State's ongoing threat to take back a portion or all of this revenue, as the reader will note the dip in the year when the State changed the formula which ultimately negatively impacted the revenue dollars received. IML and the Councils of Government have tried to restore the municipal share in past legislative sessions, but the most it has been raised is to 6.16%, which falls short of the established 10%. Legislators make varied claims as to why the restoration is not needed citing ARPA monies, video gaming and cannabis



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monies, all of which are false substitutes for the local share of the State Income Tax, which was legislatively promised to municipalities in the 1970's in lieu of a municipal state income tax.



FY 24 budget compared to FY 23 budget:

The Village is budgeting almost an additional \$961,000 in operating revenue in FY 24 compared to FY 23. The total fund position for revenues includes the Brookwood Bridge grant, two DCEO grants and one DHS grant for the Flossmoor Road Viaduct Reconstruction, the DCEO Brumley Drive grant, an OJP bulletproof vest grant and Class 8 developer payments.

FY24 Budget vs. FY23 Budget	Operating	Total
FY 24 G.F. Revenues	\$ 12,579,169	\$15,660,725
FY 23 G.F. Revenues	<u>\$ 11,617,928</u>	<u>\$12,601,064</u>
	\$ 961,241	\$ 3,059,661

Significant Revenue over budget (FY 24 vs FY 23):

- Property taxes are budgeted at \$277,114 more than FY 23. The 2022 levy took the approach of maximizing the levy by including CPI increases which was capped at 5%



for the first time ever and very little new property increment. The only new economic developments were Rainbow Cone and Oasis Refuge.

- State income is budgeted \$268,000 more than FY 23 based on IML per capita data. This increase is despite a 5% reduction by the State that was initiated a few years ago and continues.
- Based upon the IML estimate, the Corporate Personal Property Replacement Taxes reflect a pattern of extra distributions in the amount of \$94,000 in FY 24 compared to FY 23.
- The budget for Utility Taxes for FY 24 is \$60,000 more than FY 23 due to recent experience, weather patterns and energy prices.
- Ambulance fees are budgeted with an additional \$155,000 in revenue reflecting the Village's renewed participation in the GEMT program next fiscal year.
- In this inflationary market, Interest rates soared due to Federal Reserve Board increases; the FY 24 budget reflects a 3.6% interest rate assumption compared to the .3% for FY 23 which equates to an additional \$125,000 in revenue.
- Based upon data trends, Video Gaming Taxes are budgeted at \$10,600 more in FY 24 compared to FY 23.

Significant Revenue under budget (FY 24 vs FY 23):

- The Telecommunications Tax continues to steadily decline as fewer services are subject to the tax and the collections are administered and distributed by the State. The FY 24 budget reflects \$16,000 less in revenue.
- The Electric Aggregation Civic Contribution Program was discontinued in July 2022, and the \$35,500 in revenue is not expected in FY 24.
- The budget for Ingalls Class 8 payment was adjusted by \$19,000 to reflect the lower EAV for Ingalls which was noted this year.

EAV Impact

For the last several years now, staff has discussed the impact of a declining EAV on the tax levy and subsequently the budget. The Village's 2021 Equalized Assessed Valuation (EAV) has been determined by the County at \$229,065,605. The 2021 EAV represents a decrease of 10.1% (\$25,772,629) below the 2020 EAV. This decrease nearly wipes out the 15% increase the Village experienced with the 2020 EAV which included a reassessment. Prior to the increase in 2020, the Village's dropped 6.0% in 2019 and 3.1% in 2018. Those decreases preceded increases in 2016 (9.5%) and 2017 (15.2%), yet between 2011 and 2015, the EAV declined about 38%. The volatility in fluctuations in the EAV have not allowed the Village to make any significant economic recovery post the Great Recession even with historic commercial development in the Village. That said, recent Village sales data indicates market values the Village hasn't seen since 2006 with low available inventory. This incongruent data demonstrates the disconnect between economic development, the housing market and the property tax system in Cook County. The State multiplier (equalization factor) for 2021 decreased from 3.2234 to 3.0027; a decrease of 6.8% which contributed to the declining overall EAV. The new property component of the Village EAV for 2021 was only \$32,777 representing 0.01% of the 2021 EAV.



There is still much EAV growth to regain, not only in Flossmoor but throughout the region. State politics that impacted the homestead exemptions and senior tax freeze only compound a suppressed local economy, placing additional financial pressures on higher incomes, higher valued homes and commercial properties. This total EAV of \$230M is near the level it was in 2004, 2012 and again in 2018; yet that same amount is expected to support a 2023/2024 budget with historically high inflation.

Moving Forward

Like many communities, we have been constantly discussing financial trends. The economy continues to be impacted by the pandemic, labor shortage, supply chain issues and now the war in Europe.

FY24 GENERAL FUND OPERATING COSTS LESS MAJOR FIXED COSTS

Operating Expenditures	\$12,579,169
Personal Services	(\$ 6,919,841)
Fringe Benefits	(\$ 3,427,464)
Fire Contract Personnel	(\$ 677,292)
IRMA Premiums	(\$ 228,000)
Net	\$ 1,326,572

Personnel and fixed costs represent 89% of the operating budget, a statistic that is lower than previous years but has been as high as 95%. There is not much room to cut expenses and have a dramatic impact on the bottom line without cutting programs and services.

Keep in mind that the phrase “do more with less” will not go very far with this budget and the service areas in our community. As an example, the Fire Department’s paramedic call volume over the last three years has increased 29%, and we do not expect that to slow down. With the influx of commercial development that is occurring, it is reasonable to think the call volume for both police and fire will increase. In addition over the last ten years, staff across all departments has consumed a larger workload given new mandates and laws as well as a desire to provide services like events. Funding and staffing cannot be reduced and still be able to maintain service delivery and meet unfunded mandates at today’s standards.

The impact of a zero percent cost of living adjustment in FY 18 years ago has still had a financially positive impact on the Village’s budget with a suppressed growth in personnel services. That said, solving a budget issue on the backs of employees is not a long-term financial solution. That fact was supported when an interest arbitrator ruled in favor of the police union and forced upon the Village a 2.38% living adjustment for the police officers that same year. The arbitrator placed the hard decision back on the Village, saying that the Village can make the financial decisions needed to find the monies. The Village fulfilled its obligation per the arbitration award; however, the basis of the arbitrator’s ruling became a circular argument and has placed the Village Board in a difficult position on this issue moving forward. Thankfully,



the Village and the FOP were able to recently conclude negotiations on the 2021-2023 agreement without arbitration and with relatively minimal financial impact to the Village given the skyrocketing increase in CPI. The Village will be back in this predicament again this fiscal year as we return to the negotiating table.

Strategic Planning and Decisions

The Board's decision during strategic planning several years ago to move forward with the non-home rule sales tax referendum was one key financial decision that has had a significant economic impact for the past five years. Another key decision was the passage of the G.O. bond referendum for Streets, Sidewalks and Stormwater Improvements which provides a meaningful funding source for streets, sidewalks and stormwater management; the Board has successfully met the strategic planning priority of investment in our infrastructure with the additional "win" of doing so at a time when other debt (the library bonds) were paid off. The Village has been very aggressive in the pursuit of grant funding in recent years, especially with the influx of federal stimulus monies post-COVID. For reference, the FY 24 includes a total of \$3 million in grant funding to support large needed capital projects that may not otherwise have been funded.

Furthermore, up until now, the Board has been very clear that they have wanted to take all measures to preserve our services as they are today. To that end, they have made economic development a priority in order to grow the property tax and sales tax base, which to this point has preserved Village services. The Board has recently charged Staff with examining the implementation of a Places for Eating Tax to further maintain the services and their ever-increasing costs. A new strategic plan was recently adopted and with the most recent Five Year Projections, the Board and Staff will have guidelines and guardrails in making key financial decisions in the near future.

Summary

This report provided an overview of the General Fund and Water Sewer Fund positions projected at the close of Fiscal Year 2023 and budgeted for Fiscal Year 2024. Staff welcomes the Board's input on modifications to the budget in preparation for its adoption in April. The Village has adequate fund balance to close the revenue/expenditure gap in the short-term, some of which is a planned use of fund balance; using the financial planning tools combined with strategic planning, the Village can thoughtfully and appropriately respond to any shortfalls moving forward, thereby preserving our financial strength. One of the Village's strengths has been acting on financial planning to address issues such as these, and staff looks forward to working with the Board on the FY 24 budget.



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MEMORANDUM



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TO: Bridget A. Wachtel, Village Manager
C: Scott R. Bordui, Finance Director
 Dan Milovanovic, Assistant Public Works Director
FROM: John S. Brunke, Public Works Director
DATE: January 6, 2023
SUBJECT: FY24 Budget Preparation – Public Works Goals and Achievements

FISCAL YEAR 2023 ACHIEVEMENTS

Berry Lane Drainage Improvements Project

Projected Budget: \$3,256,524 (Rebuild Illinois Bond Funds, 2021 Streets and Storm Sewer Improvement Fund, General Fund, ACOE, MWRD, IEPA) – This project is part of the larger stormwater improvement project at the Flossmoor Road Viaduct and includes storm sewer improvements on Berry Lane to address the severe street flooding that exists there during heavier rainfall events. The Village received a Section 219 Grant from the US Army Corps of Engineers (ACOE) in the amount of \$1,500,000. Staff and our consultant worked with the ACOE on the design engineering and project development, which will lead to a project bid and award in September of 2021. Staff also applied for green infrastructure grants to the IEPA and MWRD for the project and was successful in getting awarded both grants. The MWRD grant is for \$208,000 and the IEPA grant is for \$492,337. The project construction started in April of 2022 and will be completed by the spring of 2023 with final parkway restoration.

2022 Street Pavement Rehabilitation Project

Projected Budget: \$2,465,578 (2021 Streets and Storm Sewer Improvement Fund) - In November 2020, voters approved a \$10M bond referendum to be used to fund the Flossmoor Road Viaduct Drainage Improvements and the Street Pavement Rehabilitation Program. The remaining bond funds that are not allocated toward the Flossmoor Road Viaduct Drainage Improvements project will be used toward the Street Pavement Rehabilitation Program. The first project in the program in 2022 included street resurfacing, patching, curb and gutter repairs, and sidewalk repairs (both ADA and mid-block) on 3.2 miles of Village streets. The project design was completed in 2021 and the project construction was completed in the summer/fall of 2022.

Phase IV - Sanitary Sewer Rehabilitation

Projected Budget: \$1,976,950 (Sanitary Sewer Rehabilitation Fund) – The project includes a combination of spot repairs, total segment replacement, and cured in place lining to restore the function and integrity of the sanitary sewer system within the Flossmoor Hills and Highlands neighborhoods. Engineering and the IEPA loan documents were completed for this project in the spring of 2022. Construction began in the summer of 2022 and is anticipated to be completed in the spring of 2023.

Brookwood Bridge and Butterfield Road Culvert Reconstruction – Phase II Engineering

Projected Budget: \$99,726 (General Fund and Storm Sewer Fund) – The Phase II Design Engineering for the reconstruction of the Brookwood Bridge and Butterfield Road Culvert will be completed in FY23. State Road Funds will be used to offset the costs for this project. The project is slated for the April 28, 2023 IDOT State letting, with construction to be completed in FY24.

Flossmoor Road Viaduct Drainage Improvements - Engineering

Projected Budget: \$350,000 (Rebuild Illinois Bonds Fund) – This project involves large scale storm sewer and stormwater storage improvements to address the severe roadway flooding of the Flossmoor Road Viaduct during heavy rainfall events. In November 2020, voters approved a \$10M bond referendum to be used to fund the Flossmoor Road Viaduct Drainage Improvements and the Street Pavement Rehabilitation Program. The engineering for the project will start in FY23 and will be completed in FY24. Construction is anticipated to be completed in FY24.

Attachment: Department Goal and Achievements Memos (Discussion of the FY 24 Preliminary Budget)

FISCAL YEAR 2024 GOALS

Brookwood Bridge and Butterfield Road Culvert Reconstruction – Phase III Construction

Projected Budget: \$1,206,700 (General Fund and Storm Sewer Fund) – The Phase III Construction and Construction Engineering for the reconstruction of the Brookwood Bridge and Butterfield Road Culvert will be completed in FY24. State Road Funds will be used to offset approximately 97% of the costs for this project. The project is slated for the April 28, 2023 IDOT State letting.

Water System Improvements Project – Water System SCADA Upgrade

Projected Budget: \$639,240 (American Rescue Plan Act Fund) – This project is part of a larger overall improvement project to our water distribution system. The overall project includes improvements to the Vollmer Road Reservoir, Sterling Avenue Pumping Station, Sterling Avenue Water Tower Demolition, and Water System SCADA Improvements. This project includes the upgrade to our water system SCADA infrastructure. The project would begin in FY23 and continue into FY24.

Residential Water Meter Replacement with Radio Read

Projected Budget: \$1,726,577 (General Fund and Water and Sewer Funds) – The project includes the upgrade of the remainder of the small meter inventory (1,895 meters) to the new style Sensus iPERL meter and convert the entire meter inventory to a radio read system. A radio read system will provide the Village the opportunity to read meters quicker, more efficiently and provide the ability to identify leaks and meter issues on a daily basis with real time data. Staff anticipates that this project will begin in the fourth quarter of FY23. **(Funding for this project is still being deliberated.)**

Flossmoor Road Viaduct Drainage Improvements - Construction

Projected Budget: \$6,657,717 (2021 Streets and Storm Sewer Improvement Fund and General Fund) – This project involves large scale storm sewer and stormwater storage improvements to address the severe roadway flooding of the Flossmoor Road Viaduct during heavy rainfall events. In November 2020, voters approved a \$10M bond referendum to be used to fund the Flossmoor Road Viaduct Drainage Improvements and the Street Pavement Rehabilitation Program. The engineering for the project will start in FY23 and will be completed in FY24. Construction is anticipated to be completed in FY24.

MEMORANDUM

TO: Bridget Wachtel, Village Manager
FROM: Scott Bugner, Building and Zoning Administrator *SMB*
C: Robert Kopec, Fire Chief
DATE: January 6, 2023
SUBJECT: Planning and Zoning: FY23 Achievements and FY24 Goals



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FY 23 ACHIEVEMENTS

Economic Development

Southwest Flossmoor

Staff continues to market the property in southwest Flossmoor and is in continued discussion with a potential developer for commercial development. The Original Rainbow Cone has been approved for an ice cream shop with a drive-thru adjacent to the Buona Restaurant.

Oasis Hospice

19810-12 Governors Highway has been annexed and approved to construct a 14-suite hospice and palliative care facility.

Flossmoor Road

Staff has engaged in discussions with potential developers of the Village owned property on Flossmoor Road and is in the process of establishing a redevelopment project area in the downtown Flossmoor area.

Dixie Highway and Vollmer Road

The properties located at the north east corner of Dixie Highway and Vollmer Road have been rezoned to B-2 Community Business District in an effort to encourage reuse or redevelopment.

Zoning Administration

Staff has spent considerable time addressing various zoning related matters related to both residential and commercial properties and has taken enforcement action where necessary to ensure compliance of ordinance violations.

Building permit, land use and zoning reviews continue to be large part of the daily activities in the department with 351 zoning reviews for residential and commercial projects including fences, decks, patio's, driveways and other accessory structures or uses.

FY 24 GOALS & OBJECTIVES

Many of the department's activities are initiated in response to residents, developers and others who are seeking assistance with variations, permits, land use questions, enforcement and interpretation of the Zoning Ordinance. These activities will continue to represent a large portion of the daily demands on the department's staff.

Economic Development

Staff will continue to seek potential developers for southwest Flossmoor, downtown Flossmoor as well as the south triangle. With the acquisition of the 6 parcels between Sunrise Nursing Home and the Center for Dental Excellence through the No Cash Bid program as well as the acquisition of the former Sunnycrest Nursery property, staff will seek to market these properties for appropriate developments.

The Kedzie/Governors corridor and the Central Business District will continue to be areas where appropriate commercial development is sought.

Zoning Administration

Staff will continue its ongoing review of the Zoning Ordinance, identifying areas that may be in need of amendments, and recommending revisions accordingly.

MEMORANDUM

TO: Bridget Wachtel, Village Manager
FROM: Scott Bugner, Building and Zoning Administrator *SMB*
C: Robert Kopec, Fire Chief
DATE: January 5, 2023
SUBJECT: Building Department: FY23 Achievements and FY24 Goals



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The Building Department has continued to be busy with the day-to-day building and property maintenance needs of our Village. Each year we take a snap shot view of the calendar year to date and compare it with the same period last calendar year. There had been 807 total permits issued in 2022, which is a 9.4 percent decrease from the 882 permits that were issued in 2021. The decrease in the number of permits issued is generally attributed to a reduction in roofing permits for the year due to the fact that in the previous year, roofing permits increased because of storm damage. There are 3 new single-family homes currently under construction which is an increase over 2021 when there was 1 new single-family home constructed. Addition and remodeling permits have remained consistent in 2022 as the department issued 235 permits for additions/remodels versus the 232 issued in 2021. 997 inspections were completed in 2022 as opposed to 1049 inspections completed 2021.

In addition to conducting plan reviews, issuing building permits and performing building inspections, property maintenance inspection staff issued 668 written violation notices in calendar year 2022, all of which required at least one follow up visit by staff to ensure compliance. Where compliance was not met upon follow up visits, 97 citations were written requiring additional follow up and adjudication.

For Fiscal Year 2024, the Building Department has established the following goals:

- Continue with the development of the Meijer subdivision and southwest Flossmoor. The Original Rainbow Cone has been approved by the Plan Commission and Village Board and we are currently awaiting building permit submittals.
- Implement a new business registration program.
- Continue on a diligent campaign to identify, cite and adjudicate property owners that fail to comply with the property maintenance regulations of the Village.
- Continue to evaluate and possibly implement a rental property registration.
- Continue with the development of the Policies and Procedures Manual.

A review of our goals for Fiscal Year 2023 along with a brief statement on the status of our goals:

- A major goal in FY 23 had been the development of the Meijer Subdivision and the remainder of the southwest Flossmoor area.
 - The Original Rainbow Cone has been approved to proceed and staff anticipates building permit applications before the end of the fiscal year.

- Staff has been in continued discussions with potential developers for commercial development along Vollmer Road.
- An aggressive campaign to identify, cite and adjudicate property owners that fail to comply with the property maintenance regulations of the Village continued to be a priority in FY 23.
 - The Village is into the fourth year of an agreement with ProChamps for the registration of vacant and foreclosed properties which continues to be a valuable tool in the ability to identify and contact responsible property owners or their agents in cases where a property has been neglected. Staff also issued 668 written violation notices and an additional 97 citations where compliance was not met for property maintenance violations.
- Another goal in FY 23 had been to continue the implementation of the BS&A community development software
 - Staff has fully implemented the BS&A community development software for permitting and review and is currently in the process of fully implementing the code enforcement and PZ&E functions.
- A continuing goal has been to create a Policy and Procedure Manual for the Building Department which includes general policy, job descriptions and procedural guidelines for inspectors.
 - Staff continues to work on the policies and procedures as time permits, and expects to continue throughout 2023.



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Welcoming. Beautiful. Connected.

Village of Flossmoor

Fire Department

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Fire Chief

Robert Kopec

Mayor

Michelle I. Nelson

Trustees

Joni Bradley-Scott
Gary Daggett
Brian Driscoll
Rosalind Henderson Mustafa
George Lofton
James Mitros

Village Clerk

Gina LoGalbo

Village Manager

Bridget A. Wachtel



Date: January 10, 2023

To: Bridget Wachtel, Village Manager

From: Robert Kopec, Fire Chief

Re: FY 23 Achievements FY 24 Goals

Fiscal year 22/23 has been filled with many accomplishments and challenges for the fire department. Over the last twelve months, the FFD answered 2,256 calls for service, a 13.7 % increase over last year. 1705 EMS emergencies and 551 fire related incidents. Together, we met this challenge while ensuring our community received the highest level of service as we continue to prepare our organization for what tomorrow brings. From new personnel, restructuring the fire inspection bureau, revising department standard operating procedures, facility improvements to ensuring our ever-increasing calls for service are met with diligence and professionalism.

The fire service, like many industries is facing severe staffing shortages for a multitude of reasons. Unfortunately, this appears to be a long-term problem with no immediate solution. As a combination department, we rely heavily on part time and paid- on call (POC) personnel to meet our daily staffing needs. We have met with community leaders and groups in an effort to increase recruitment of POC firefighters. To date, we have been successful in guiding the next generation of fire personnel into our service and moving forward, will continue to focus on expanding the POC program.

As the supply of qualified personnel decreases and demand continues to rise, we are challenged with recruiting qualified firefighters while retaining our current part time personnel. Maintaining a competitive wage and fostering a supportive culture built on "Service, Pride and Tradition" will help us expand our Flossmoor family with skilled, experienced professionals. This was evident in our full time Captain hiring process we recently completed. We received the most applicants since the civil service positions were created in 2018. It was a very experienced, talented group that participated in the examination process that resulted in the hiring of Tom Farley as the newest Captain of the FFD.

The FFD has also restructured the fire inspection bureau to ensure all occupancies requiring inspection of facilities and systems are completed annually. We were fortunate to hire two highly talented and experienced part time Fire Inspectors to help meet our goal. Dan Riordan and Jim Mazurkiewicz have made tremendous strides in updating our business database, completing annual inspections, system plan reviews, Knox Box compliance and most recently implemented BRYCER to help manage protection/ detections systems within the Village. Next year, we look to complete pre-

plans of all commercial building within the village utilizing Flow MSP. This web-based program will aid in firefighter safety by providing crews with floor plans, hazards and essential information of each building. Captain Farley will oversee the program and work with the inspection bureau on implementation. Together they will continue to work with our business community and property owners to make our community safer through community risk reduction programs.

In addition to the fire inspection program, we have been working to expand our community risk reduction through Public Education programs. FF/PM Kelly Thacker has been an amazing addition to our team and is passionate about educating our most at risk groups; our youth and our seniors. This year we were back in the schools for fire prevention week in addition to hosting several station tours and first aid classes for community groups. Looking forward we wish to schedule quarterly CPR/ first aid classes along with an annual certified baby sitter class and look to partner with Flossmoor PD to facilitate a community Public Safety Academy to educate our residents how to avoid accidents, mitigate emergencies and FD and PD operations.

The administration is also nearing completion and implementation of our Standard Operating Procedures (SOGs). This has been a long process with many reviews and additions. We most recently completed the IRMA RAV audit and submitted the current draft for review. The feedback was positive, with only minor suggestions that we are finalizing. We look to complete the SOGs shortly and will begin implementation over the next several months.

As we move into the next chapter of the FFD we look forward providing the highest level of service to our community. The Flossmoor Fire family will continue to operate on our core values "Service, Pride and Tradition" to ensure we meet the tomorrows challenges.



MEMORANDUM

TO: Bridget Wachtel, Village Manager
FROM: Keith D. Taylor, Acting Chief of Police
DATE: January 06, 2023
SUBJECT: FY23 Achievements & FY24 Goals
 Police and Records/Reception Departments



The following is a summary of our efforts towards achieving the goals we set for FY23 and our goals for FY24.

FY23 Achievements:

1. Expanded Recruitment Efforts:

The Flossmoor Police Department (FPD) intensified its efforts to recruit a more diverse applicant pool for our open application period for the position of patrol officer. FPD officers participated in career fairs at Homewood-Flossmoor High School, South Suburban College, and Prairie State College. We also posted web-based ads with all of the City Colleges of Chicago, the U.S. Department of Labor's Office of Strategic Outreach Veteran's Employment and Training Service, the National Minority Update, first responder hiring portals, and Unity Partnerships.

The department also took an additional measure to bolster our recruitment initiatives. In consultation with Village and Police administration officials and the Village attorney, The Board of Fire and Police Commissioners voted to amend, based on statutory provisions, the rules and regulations to create a second and separate list of eligible candidates. They are required to have at least two years of experience as a State of Illinois certified full-time sworn officer. This amendment is intended to provide our department with the option to fill vacancies with experienced officers, which will shorten the amount of time between hiring, training, and their release to solo patrol. The open period for the submission of applications for lateral hires was from November 14, 2022, to December 09, 2022. We aim to have this list fully established by mid-January of 2023.

2. Hiring More Officers:

The resignation of a police officer during his probationary period created a vacancy that required schedule changes and overtime shifts to ensure we met our minimum staffing requirements on the affected shift. Increases in the amount of state mandated training, community events requiring police security and crimes requiring extensive investigations, are among the primary reasons the FPD requested and received approval from Village Administration and the Village Board to hire an additional officer. The retirements of the deputy chief and chief created vacancies as an internal appointment was made of one officer to the position of deputy chief and subsequently acting chief. A sergeant was appointed acting commander to assist with administrative functions of the department while simultaneously maintaining supervisory responsibilities in the Patrol Division. Two candidates were hired and started on January 03, 2023, to fill some of the aforementioned vacancies. One officer has previous law enforcement experience in the State of Indiana and one officer will begin recruit training at the Chicago Police Department's Metropolitan Police Recruit Training Academy on January 09, 2023. Once the lateral list is established, we intend to hire two additional officers. This will bring us to our full allotted complement of twenty-one officers.

3. Maintaining a Low Crime Index:

Flossmoor continues to maintain one of the lowest crime indexes in the immediate area. We are reviewing our staffing levels, deployment strategies, community policing efforts, and available technological aids to optimize our resources with the goal of deterring crime and bringing those who commit crime to an appropriate level of justice.

FY24 Goals:

1. Fully Staff the Patrol and Investigations Divisions:

The ever-increasing training requirements, and various requests for the services of our police officers has required us to reevaluate our staffing levels in the Patrol and Investigations Divisions respectively. The new training mandates of the SAFE-T Act require police officers be trained in a variety of subject matter in a prescribed amount of time. Maintaining our low crime index will require more proactive law enforcement and crime prevention efforts as we see more

sophisticated and emboldened criminal activity. It will also require additional investigators to ensure the level of service we provide our residents is efficacious. All of the aforementioned must be taken into consideration as we adjust our overall deployment strategy to continue to meet the needs of the community.

2. Implementation of License Plate Reader Cameras

Vehicles are often used in the commission of a wide variety of crimes and cameras with license plate reader technology have been used to help solve multiple crimes throughout the country. The Flossmoor Police Department endeavors continue to leverage technology to assist us in providing our residents with the highest quality and most efficient service possible. The strategic placement of license plate reader cameras throughout the Village can serve as a deterrent to criminals, be an effective investigative tool in identifying suspects and preserving evidence, and assist in the prosecution of offenders who use vehicles to commit crime.

3. Facility Improvements:

The FPD has begun the preliminary work in the selection of contractors, designs, and the materials to replace the flooring in our workspaces, repaint walls, update our kitchenette, and add security fencing to our parking lots. We also have a goal of restructuring our workspace to maximize efficiency and reflect our professionalism and dedication to duty.

4. Resumption of The Citizens' Police Academy

The FPD continually strives to strengthen existing relationships with the stakeholders of the Village of Flossmoor. The Citizens' Police Academy (CPA) was one of the ways in which we achieved this. CPA attendees learned about crime prevention, investigations, police training, community policing, and many other law enforcement related topics. They also had a chance to role play and participate in scenario-based training. The CPA was not conducted for a number of years due to not having enough participants to hold a class, staffing shortages, and the onslaught of the COVID-19 virus. There has been a renewed interest in the CPA and we are devoted to conducting a class in FY24.

In conclusion, the FPD remains committed to utilizing all available tools and best practices to provide superior service in all areas related to law enforcement and working in conjunction with members of the community to strengthen our bond. We will continue to work toward the completion of our goals for FY24.

MEMORANDUM



FLOSSMOOR

TO: BRIDGET A. WACHTEL, VILLAGE MANAGER
FROM: SCOTT R. BORDUI, FINANCE DIRECTOR _____
C: ANN NOVOA, ASST. FINANCE DIRECTOR
DATE: DECEMBER 21, 2022
SUBJECT: FY 23 ACHIEVEMENTS/ FY 24 GOALS

As requested in the budget instructions, I am providing this memo to identify “three or four of the most significant achievements for FY 23 and most challenging goals for FY 24.” This is provided as a supplement to the one-page sheets also attached and submitted for the FY 24 budget. Specifically, I am narrowing the one-page sheets to provide the most “significant” achievements and “challenging” goals keeping in mind that I view all of the achievements to be significant and all of the goals to be challenging.

FY 23 ACHIEVEMENTS

Maintained high standard of daily operations; efficiency resulted in 3 auditor adjustments.

This achievement was recognized in FY 23 for the FY 22 audit. The most quantifiable measure of this achievement is the small quantity of auditor adjustments (total of three). This follows four of the previous eight years when we had achieved a level of zero adjustments and last year with only three adjustments. This achievement was especially notable as it was reached despite growing workload, more new mandates, continuing implementation of new BS&A financial system software, efficiency stress as a result of the Department’s staffing level, staffing shortages at various times over the last 12 months, transitioning to our new Assistant Finance Director during the year, time shortages during the fiscal year closing, audit preparation and audit fieldwork and many unplanned projects that were completed.

Completed revision and update to accounting policies and procedures manual.

Going back to the first go live date in August 2020 of the new BS&A financial system software, sections of the Finance Department’s accounting policies and procedures manual began to become outdated. As each BS&A software module was implemented, the manual became increasingly outdated. A comprehensive update was completed in FY 23 and a complete new version of the accounting policies and procedures manual was published. The Finance Department and Village were in a vulnerable position without a thorough and up to date accounting policies and procedures manual. The completion of this project improved the Village’s internal controls and strengthened the Village’s position should unexpected absences occur in the Finance Department.

Implemented positive pay check service for accounts payable and payroll checks

During FY 23, the Village was subject to an increased frequency of external fraud attacks including both electronic and traditional “paper” fraud. The Village’s fraud prevention

Attachment: Department Goal and Achievements Memos (Discussion of the FY 24 Preliminary Budget)

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controls had been substantially robust and effective. However, a review of bank controls as a result of fraud attacks revealed an opportunity to improve fraud defenses by expanding the existing ACH positive pay service to add positive pay service for paper checks on both our accounts payable and payroll bank accounts. This additional service has proven to be critical as numerous external fraud attempts have been stopped and turned away by the positive pay services.

Conducted RFP for Audit Services FY 23 to FY 26

The Village's term with its current auditor, Sikich, ended with the FY 22 audit. A comprehensive RFP process was conducted in FY 23 to hire an audit firm for the next four fiscal year audits (FY 23 to FY 26). The audit firm has been a vital resource for the annual audit, for financial reporting, meeting compliance mandates, important non-audit services such as ACA tax reporting and advice all year long. The Village has enjoyed a long history of top-notch high-level expertise from its audit firm. It is critical to the Village's future success that the Village maintain the high level of expertise it receives from its audit firm.

FY 24 GOALS

Complete implementation of fixed asset software with BS&A

The only remaining unimplemented BS&A software module is the fixed asset software. The goal is to complete fixed asset software implementation in time for the FY 23 audit. Implementation of fixed assets will complete initial implementation of all BS&A modules. Further, it will allow the Finance Department to begin to address unimplemented features and untapped potential that still exists in the BS&A system

Implement accounting and business operations for new TIF District, if approved by Village Board including all accounting, bank account setup, EAV reporting and County distribution set up.

The Village has not established a new TIF District since 1991. Should the Village Board approve the proposed Downtown TIF District, there will be significant important responsibilities for the Finance Department. Those responsibilities will include setting up all accounting, financial reporting, bank accounts, EAV reporting, County distribution and coordination with the Planning & Zoning Department.

Begin evaluation project of Finance Dept. organization structure for potential re-organization.

The last re-organization of the Finance Department was completed in 2016. Unprecedented workload challenges that include many from COVID-19 have identified a need to evaluate the current organization structure of Finance staff. A thorough evaluation will need to take place to determine whether a new re-organization is prudent. To further demonstrate the environment warranting the evaluation, the following is reprinted from last year's "achievements":

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Implemented COVID-19 work schedules, shortages and work plans while maintaining operation of Village defined essential services under the Finance Dept. responsibility.

COVID-19 continued to create unprecedented challenges for the Finance Department in simply keeping Village business operations going without interruption. During the pandemic, the Department has been limited in resources due to work schedule changes to reduce time in the office, several medical leaves during the pandemic and work plan modifications; all while implementing new financial system software and transitioning to a new Assistant Finance Director in FY 22. The Village's own COVID-19 Operational Contingency Plan listed seven "critical" services; three (paying employees, paying vendors who provide critical services/supplies & ensuring sufficient liquidity) of which are the direct responsibility of the Department. To date these critical services have continued without interruption and the Village government has continued to function. This is indeed a tenuous ongoing situation, but to go this long without interruption is a phenomenal achievement for our small Department.