MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON DECEMBER 21, 2020

VILLAGE HALL/ ZOOM *DECEMBER 21,2020* *7:30 pm*

Mayor Braun called the meeting to order at 7:32pm.

Village Clerk Ananda Billings took roll.

PRESENT: *Mayor Braun, Trustees Bradley-Scott, Driscoll, Hoag, Lofton, Mitros, and Village Clerk Ananda Billings*

ALSO PRESENT: *Village Manager Bridget Wachtel, Assistant Village Manager Allison Matson, Finance Director Scott Bordui; Police Chief Tod Kamleiter, Fire Chief Greg Berk; Public Works Director John Brunke, Village Attorney Kathi Orr*

CITIZENS PRESENT: Mayor Braun requested that any citizens who wished to identify themselves do so, along with their address for the Village Clerk.

Dr. Lakshmi Emory, Michelle Nelson, Percy Scott, David Walano identified themselves on the call.

Introductory Comments

Mayor Braun stated that in order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, the Village has been advised and directed by the State pursuant to Public Act 2020-0640, the requirement of the members of the public body to be physically present has been suspended so long as it is not practical or prudent due to the state of emergency in Illinois and the outbreak of COVID-19. Mayor Braun believes it is not practical or prudent to allow in person gatherings due to the coronavirus pandemic, however Village Manager Wachtel is present at the Village Hall for the meeting this evening. All citizens are allowed and encouraged to participate remotely. Citizens were informed of this decision in advance and invited to submit comments and questions ahead of the Board meeting.

This meeting along with all subsequent remotely held Board meetings will be recorded. He then noted that public comment will be only available during the portion of the meeting during which the public is invited to address the Board. As communicated to the public earlier, those questions that were submitted to staff in advance of the meeting would also be addressed during this time.

Approval of the Minutes of the Regular Meeting Held on December 7, 2020

Mayor Braun asked the Board if they had any further changes or comments. He called for a motion to approve the minutes of December 7, 2020. Trustee Driscoll so moved, seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, and Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

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Citizens Present Wishing to Address the Board

No citizens wished to address the Board

Mayor Braun asked Assistant Village Manager Matson if any citizens submitted comments or questions prior to the meeting.

No other comments were submitted.

Mayor Braun referred to Agenda Item #1: Presentation of the Fiscal year 2021 Mid-Year Review

Village Manager Bridget Wachtel presented the Fiscal Year 2021 Mid-Year Review, representing May 1, 2020 through October 30, 2020. She noted that even in the midst of a pandemic, over the past 6 months, Village Staff managed to accomplish many of the initiatives defined in the Fiscal Year 2021 budget. Many more are planned to either be accomplished or under way by fiscal year end.

Both the General Fund and the Water and Sewer Fund are expected to close year end with a positive fund balance. The mid-year analysis shows that revenues are trending over budget in the amount of $538,814 and expenditures are trending under budget in the amount of $2,432,583 of which nearly approximately $1.7 million is associated with the delayed capital and non-operating expenses, specifically the water meter replacement program, new furniture in the board room and committee room, and delaying any municipal complex improvements. We anticipate a small operating surplus of $186,665 at fiscal year end, which is an improvement over the budgeted operating deficit of $912,658.

The Water and Sewer Fund is also expected to close the fiscal year with a positive fund balance of $1,290,983 as of April 30, 2021, which is a small improvement compared to the budgeted fund balance of $1,165,042. Daily pumpage rates have declined indicating that the repairs to the Vollmer Road reservoir have fixed some leaks. However, the purchased-to-bill ratio is trending downward from 75% last fiscal year to an expected 67% this fiscal year. Water revenues are under pace due mainly to the pandemic-driven waiver of penalties. We are also looking at a larger than budgeted water purchase from Homewood and more expenses than budgeted to address emergency water main repairs.

In recent years, the impact of the economy and a stagnation of real estate activity have had a direct impact on our budget. In addition, the full economic impact of the pandemic is yet to be seen. The State's legislative decisions have had and will continue to have a detrimental impact on our budget. The budgetary impact of personnel and personnel turnover remains significant and the ability to continue to pay for our capital projects through our save-then-spend program is threatened with the amount of fund balance being withdrawn to support operating costs. Finally, the number of competing large scale infrastructure project priorities is only compounding the financial strains.

Staff will continue to monitor and manage this year's budget in a conservative manner to ensure our financial reserves remain strong and that staff maintains the highest degree of accountability and trust with public funds.

Mayor Braun thanked Ms. Wachtel for her thorough report and then asked about the purchase-to-bill ratio for our water. He was curious as to why there was such a large reduction in the ratio. Ms. Wachtel responded that the decline took about 2 years. There are numerous factors that have resulted in a significant

decline in the purchase-to-bill ratio. The baseline goes back to at least April of 2019. Trustee Mitros asked if this was due to old meters getting worse and Mr. Bordui confirmed that this is part of the problem but the infrastructure is also aging too, reminding the Board that the Water Main Improvement Program only addressed the worst 10% of the system. Mayor Braun also made the comment that this mid-year report is an anomaly. There is a substantial budget savings due to personnel costs as there are vacancies at the village. He then remarked said Staff will need to inform the board of what roles they are looking to fill so we can prepare properly for the effect on the budget. He also noted that our community partners are sitting in the same position as we are. Trustee Bradley-Scott asked if staff has considered alternate billing schedules to help the community pay for their water bills and also help the village recapture funds. Mr. Bordui responded that Staff is still in the process of implementing the new billing system. The benefit to customers will come when we get the customer payment system fully implemented. There will be greater flexibility in terms of scheduling and there will also be mobile technology. Trustee Bradley-Scott then remarked that the report was very comprehensive and clear as to where we need to move to increase our revenue.

Trustee Driscoll thanked Ms. Wachtel for a thorough report. He noted we will need to consider capital improvements and see how much we need them. He asked if there were additional funds we could apply for, and Ms. Wachtel responded that we should not expect additional funds from CARES but perhaps with FEMA; however, the FEMA process is more stringent and will be focused on offseting public safety expenditures.

Trustee Hoag complemented Ms. Wachtel on the report and noted he is pleased with our finances compared to many other municipalities.

Trustee Lofton thanked Ms. Wachtel for managing this budget so well. He then asked as to when the meter replacement will occur. She responded that the plan was to undertake this after the financial software conversion and utility conversion. They need to complete this conversion before they can address the meter project. This would also be a significant draw down of the fund balance as water and sewer cannot absorb this cost at this time. They will need to reevaluate this at fiscal year-end. The newer meters will be much more efficient and also able to detect leaks. They will also be able to monitor exceptions and help residents detect leaks sooner. Public Works has been replacing meters on their own, but for a comprehensive program we will be need to contract this work out. This is true for most municipalities.

Trustee Mitros followed up on Trustee Lofton's comment. He agreed that we will have a high payback for the investment in the water meter replacement program. He then echoed Trustee Hoag's comments and noted that we are fortunate in so many ways, and we are blessed that we are in the position we are in compared to other municipalities.

No vote was required.

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Mayor Braun referred to Agenda Item #2– Consideration of a Resolution of the Village of Flossmoor, Cook County, Illinois, Approving an Economic Incentive Agreement Grant (Flossmoor Station Restaurant and Brewery)

Assistant Village Manager Allison Matson presented to the Board. On November 16, 2020 the Village Board approved an economic incentive grant for Flossmoor Station Restaurant & Brewery to offset the cost to rent a tent and heater for the months of November and December. The resolution before the Board would provide another $3,600 grant to offset the cost of the rental tent and heater on their outdoor patio through February. At the request of Maureen Mader, owner of Dunnings Market, the tent in front of Dunning's was removed in early December. Staff is also monitoring usage at the tent in front of the The Bistro on Sterling. Marquee Events winterized the tent to make it more resistant to wind, and staff recommends that we leave the tent in front of the Bistro for the next two months. Mayor Braun noted that thus far the Village anticipates that we will have spent over $50,000 by fiscal year end to help our local businesses during the pandemic, and we will continue to do so.

Trustee Driscoll inquired as to why the Bistro was not included in this grant. Ms. Matson responded that the grant approved for the Bistro in November was for additional heaters for the Bistro and was a one-time grant which we do not need to renew at this time.

All trustees were supportive of this motion.

Mayor Braun asked the Board if they had any further questions or comments. As there were none, he called for a motion to approve a Resolution of the Village of Flossmoor, Cook County, Illinois, Approving an Economic Incentive Agreement Grant (Flossmoor Station Restaurant and Brewery). Trustee Bradley-Scott so moved, seconded by Trustee Mitros and passed by a roll call vote.

AYES:	*Trustees Bradley-Scott, Driscoll, Hoag, Lofton, and Mitros*
ABSENT:	*Trustee Williams*
ABSTAIN:	*None*
NAYS:	*None*

Mayor Braun referred to Agenda Item #3- Consideration of a Resolution Amending Village of Flossmoor Policy Providing Rules for Public Comment and Recording of Meetings

Ms. Matson addressed the Board. In 2017 the Village Board adopted a policy that provides rules for public comment at Village Board and other Village meetings in accordance with the Open Meeting Act. As campaign season begins, staff asked Village Attorney Kathi Orr for guidance regarding campaign-related speech during the public comment portion of village meeting agendas. She advised that prohibiting political campaigning during a Village Board or commission meeting is within the law, and therefore staff recommends amending the public comment policy in order to provide clear guidance for staff, chairs of boards, commissions and candidates for office.

Mayor Braun asked the Board if they had any further questions or comments. As there were none, he called for a motion to approve the Resolution Amending Village of Flossmoor Policy Providing Rules for Public

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Comment and Recording of Meetings. Trustee Bradley-Scott so moved, seconded by Trustee Driscoll and passed by a roll call vote.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, and Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

Mayor Braun referred to Agenda Item #4 – Consideration of an Ordinance Granting Emergency Powers to the Mayor of the Village of Flossmoor, Cook County, Illinois

This is the renewal of the ordinance granting emergency powers to the Mayor due to the ongoing pandemic.

Mayor Braun asked the Board if they had any further questions or comments. As there were none, he called for a motion to approve the Ordinance Granting Emergency Powers to the Mayor of the Village of Flossmoor, Cook County, Illinois. Trustee Mitros so moved, seconded by Trustee Lofton and passed by a roll call vote.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, and Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

Mayor Braun referred to the Finance Committee – Presentation of Bills for Approval and Payment (December 21st 2020)

Trustee Mitros made a motion to approve hand checks in the amount of $7,158.70 and invoices in the amount of $506,749.44 for a total of $513,908.14. The motion was seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

Other Business:

Mayor Braun commended all the Village employees for doing a terrific job during the pandemic and for not missing a beat. He noted that this should be in the mid-year report as well. Everyone expects staff to keep going at this pace and thanked them for their efforts.

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He also wished everyone and their families a very safe and healthy Christmas season, noting that we will get through this difficult time as a community.

Trustee Lofton informed the Board that Donna Leak, superintendent of the Sauk Village Elementary School District has been chosen by the Illinois Association of School Administrators as the 2020 superintendent of the year. He recommended that we honor her with a resolution. Mayor Braun concurred.

Ms. Wachtel thanked the Board for their kind words about Staff's efforts over the past 6 months and noted that as a government organization, our system is not set up for the quick changes that has been necessitated by the pandemic, so she appreciates everyone's support. She also wished everyone a very healthy and safe holiday season.

A few other points to note, thus far there has been a low incident of COVID within Village employees. Fire Chief Berk informed the Board that our first 5 firefighters have been inoculated with the COVID vaccine. Ms. Wachtel also asked everyone to keep an eye out for the Martin Luther King Day of Service information. Even with the pandemic, the Community Relations Commission is planning ways for the community to participate on this important day.

Every member of the Board and Staff wished everyone in the community a happy and safe holiday!

Mayor Braun referred to Agenda Item #5 on the Agenda: A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition, and Litigation.

Mayor Braun asked for a motion to enter into executive sessions to discuss the sale of property. Trustee Mitros so moved, seconded by Trustee Bradley-Scott.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

Executive Session began at 8:45pm.

The Regular Meeting of the Board Resumed at 9:12pm.

As there were no other items to discuss, Mayor Braun called for a motion to adjourn the meeting. Trustee Mitros so moved, seconded by Trustee Bradley-Scott and passed by a roll call vote.

AYES: *Trustees Bradley-Scott, Driscoll, Hoag, Lofton, and Mitros*
ABSENT: *Trustee Williams*
ABSTAIN: *None*
NAYS: *None*

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The Regular Meeting ended at 9:12pm.

Respectfully Submitted,

Ananda Billings

Ananda Billings
Village Clerk