

MINUTES OF MAYOR NELSON AND BOARD OF TRUSTEES FOR THE
REGULAR MEETING OF THE VILLAGE OF FLOSSMOOR, ILLINOIS
HELD ON MARCH 16, 2026

VILLAGE HALL

March 16, 2026

7:00 PM

Village Clerk Porter took roll. There was a quorum.

PRESENT: Mayor Nelson and Trustees Daggett, Dorsey, Lofton, Mitros, Mustafa, and Rodgers.

ABSENT: None

ALSO PRESENT:

Ann Novoa, Finance Director	Carl Estelle, Chief of Police
Scott Bugner, Director of Bldg & Zoning	Bob Kopec, Fire Chief
John Brunke, Public Works Director	Nicole Castagna, Asst to Vlg Mgr/Comm. Mgr
Bridget Wachtel, Village Manager	Joe Miller, Village Attorney

GENERAL STATEMENT/RULES OF ORDER (Announced by Mayor Nelson):

The meeting was streamed via Zoom. Mayor Nelson reviewed the public comment policy, which is available on the Village website.

RECOGNITIONS AND APPOINTMENTS: None

PUBLIC WISHING TO ADDRESS THE BOARD:

1. Jackie Riffice: Provided information about her public book club and welcomed all to join.
2. Treveyon Kinnard: Mr. Kinnard is the owner of “Quality Works Trademark.” (<https://qualityworkstrademark.com/>). Mr. Kinnard gave information about his personal challenges, including the death of his sister, that he has had to overcome, and what motivates him to have a successful lawn care business.

Mayor Nelson asked Finance Director Ann Novoa to provide an update regarding the distribution of the second installment of Cook County property taxes.

Finance Director Novoa reported that the Village has received some small disbursements since the last board meeting, and the collection rate has increased from 92% to 94% for 2024 tax year monies that are owed. The Village has not received any disbursements from Cook County for the 2025 tax year.

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CONSENT AGENDA:

Mayor Nelson called for a Motion to approve **Consent Agenda Items #1-2**. Trustee Daggett so moved, Trustee Lofton seconded. Mayor Nelson asked if there were any items on the Consent Agenda that were requested to be removed for discussion, and there were none.

A vote on the Motion was presented and passed unanimously by a roll call vote.

AYES: Trustees Daggett, Dorsey, Lofton, Mitros, Mustafa, and Rodgers
ABSENT: None
ABSTAIN: None
NAYS: None

REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS: No formal reports. Mayor Nelson thanked everyone who helped make the Village's 19th Annual St. Patrick's Day Parade a success, including the Police Department, the Fire Department, the Public Works Department, Stephanie Wright (Community Engagement Manager), and the Village's Community Relations Commission.

ACTION ITEMS: None

DISCUSSION ITEMS:

Agenda Item #3: Discussion of the Fiscal Year 2026-2027 Preliminary Budget — Capital Equipment Fund

Village Manager Wachtel presented this discussion item and advised that the preliminary fiscal year 2026-2027 budget is published on the village's web page (<https://www.flossmoor.org/DocumentCenter/View/3277/Preliminary-Budget-FY27?bidId=>) The budget can be located by a keyword search ("budget") and it is included on the transparency page.

Village Manager Wachtel provided information about how the Capital Equipment Fund is a sinking fund that receives its contribution from the general fund and water and sewer fund. It is a ten-year sinking fund so that the Village can cover the expenses associated with replacing the cost of capital equipment **with cash on hand without incurring additional debt**. Every year, there is a ten-year replacement schedule that is included as part of the budget. This schedule is completed following an annual evaluation by every department on equipment life cycles and future needs, and then a review by the Finance Director, who completes a true-up of monies collected compared

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to what is needed to fund the fund over the next ten years. The fiscal year 2027 contribution coming into this fund totals \$1.3 million, with about \$1 million coming from the general fund, \$150,000 from the water fund, and \$187,000 coming from the sewer fund. Factors that impact the Capital Equipment schedule include the supply chain and the delay in receiving Cook County property tax payments. The fourth quarter transfer into this fund, of about \$200,000, from the General Fund is being delayed in order to provide a cushion for operations since the Village has not received its property tax disbursements. If the Village were in need of infusing cash flow to support operations, the Village can borrow from this fund as a last resort.

Highlights of the preliminary budget for the Capital Equipment Fund for each major department include the following. Manager Wachtel made note that some equipment was supposed to have been taken care of in FY26 and has been deferred to FY27 because of the slowdown in receiving property tax disbursements.

A. Public Works:

FY26: Asphalt Roller, Tractor/backhoe/loader, and pickup with a utility box and hoist

FY27: Step van for water operations, Butterfield Lift Station generator, Towable back-up generator. These items were from FY26 and had to be deferred to FY27. An item must be received before April 30th to be accounted for in the current fiscal year.

Replacements Deferred:

- Two utility vehicles adjusted from a six-year schedule to a seven-year schedule
- Aerial bucket truck adjusted from a ten-year schedule to a twelve-year schedule
- Six pick-ups adjusted from an eight-year schedule to a ten-year schedule
- Water division step van adjusted from an eight-year schedule to a fifteen-year schedule
- Two mowers due for replacement in FY 27 were deferred one year

B. Police

FY26: Two police squads & chief vehicle (fleet increased by one), speed radars (new to the schedule), pistol range HVAC Remediation in progress, and cameras in retail corridors (cameras are being offset by a grant).

FY27: Patrol squad #4 & DC vehicle, pistol range equipment & HVAC, pistols, portable radios, and cameras in retail (the cameras are being offset by a grant)

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Replacements Deferred: Supervisor vehicle moved from FY26 to FY28

Additions to the Schedule: Commander vehicle added to FY28, Speed radar units added on an eight-year schedule, and ballistic shields in FY30 and assigned a five-year schedule

C. Fire:

FY26: Fire Radio Replacement to move to a higher 800MHz frequency for greater Wi-Fi and cellular signal access, Small Equipment Batteries, Ordered E19 Replacement* (sold E-19 for \$395,000), UTV (sold Brush Truck for \$25,000), Second Drone (donated by FVFC)

FY27: Vehicle Stabilization Equipment, Air Compressor and Fit Test Machine

*Budget Adjustments to S19 and E19 in future years by \$350,000 each

Fire Apparatus Review/Schedule Changes:

- Reduce Fleet by One
 - Early sale of E19 in FY 26, authorize its replacement in FY26 for delivery in FY28
 - Dispose of E119 after receipt of replacement E19 in FY 28
 - Move Squad 19 from FY30 to FY32

In the past five years, there has been about a 20% increase in the costs to replace fire apparatus equipment.

D. Additional Capital Equipment

Technology & Office Equipment

FY 26: BS&A cloud upgrade (now fully implemented and will improve customer service for invoice transactions and online payments)

FY 27: Village Hall main copier, Public Works Copier, 3 printers & CAD plotter, Network backup appliance, switches & firewall, and four computers

Building Improvements and Maintenance (in addition to annual projects)

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FY 26: Village Hall parking lot patching & sealcoating, Village Hall Boilers, Building & Zoning Front Desk (design), Police Department women's bathroom

FY27: PWSC Bay Floor, Public Works Service Center Bay area and mechanic area heaters, Police and Fire workout room (3-year program deferred from FY26),

Improvement Projects: Building & Zoning Front Desk (construction), PD Break Room, reglazing windows in Village Hall to help with building efficiency

Mayor Nelson asked the Board for any questions and comments, and the Board responded as follows:

Trustee Lofton: Commends Village Manager Wachtel for her excellent work.

Trustee Dorsey: Expressed thanks and appreciation to Village Manager Wachtel and the finance team for their work and these detailed budget presentations.

Trustee Daggett: Gave thanks to everyone for their work on budget preparation and for the donation of the drone to the Village from the Flossmoor Volunteer Fire Corporation.

Trustee Rodgers: Expressed her appreciation to Village Manager Wachtel for the detailed presentation and budget presentation.

Trustee Mustafa: Discussed her appreciation for the very detailed budget prepared by Village Manager Wachtel and the finance team. Asked about how deferments are reflected in the actual budget. For an example of a deferment, Village Manager Wachtel directed Trustee Mustafa to page 33, under Public Works, to see how the deferment for the generator was reflected in the budget.

Trustee Mitros: Praised the teamwork from the different departments to prepare the budget.

Agenda Item #4: Discussion of Water and Sewer Rates

Finance Director Nova presented this discussion item. It is her recommendation to increase the water rate under Option C. The rate options presented by Finance Director Nova were to establish rates that:

1. Remain unchanged
2. Cover water supply increase only (2.7%) – Option A

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3. Cover water supply and operations only – Option B
4. Cover water supply, operations, and bad debt – Option C
5. Cover operations and fund capital reinvestment (Estimated Full Cost) – Option D

Finance Director Novoa recommends increasing the water rates to sustain the fund’s operating costs and help fund capital projects. **Her recommendation is** half (50%) of the Option C calculation, which takes into consideration water supply costs, operations, and bad debt. With the consideration of half of Option C, the rates would increase by \$3.30 per 1000 gallons across Water (\$2.54) and Sewer (\$0.77)– a total of 17% increase to the current total rates. Based upon the preliminary budget, the increase would bring the fund to a \$447,000 operating surplus, yet still draw down approximately \$420,000 of fund balance to support the FY 27 capital improvements. She also recommends taking this approach with the Storm Water rates as well – increasing by \$0.61 to \$3.08 per 1000 gallons. **The recommendation** to only increase by half (50%) of Option C instead of the full Option C calculation is an effort to be sensitive to customers’ budgets while recognizing that the Village needs to cover its expenses. **Her recommendations for the Sanitary Sewer Surcharge fee** is an increase of \$1.00 (3.7%) to \$28.00 to help support the operating costs of this fund.

The “Sewer Only” fee has been set at a flat amount of \$81 per quarter, which equates to \$27 per month. This fee was last adjusted in April 2024 based on inflation. **Her recommendation** is to keep the flat rate at \$81.00 for the current year and re-evaluate this fee every few years.

Mayor Nelson recognized Finance Director Novoa’s leadership and further discussed how the general fund has historically supported the water and sewer fund. Mayor Nelson recommends following Finance Director Novoa’s recommendations for Option C to start making the water and sewer fund self-supporting.

Mayor Nelson asked the Board for comments and the Board responded as follows:

Trustee Mitros: Agrees with Option C.

Trustee Lofton: Agrees with Option C. Asked about what happens with residents who have water meters on their irrigation systems when their systems are shut down during the wintertime. Director Novoa advised that these residents receive the minimum bill, which is for 1000 gallons of consumption.

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Trustee Dorsey: Agrees with Option C. Asked about when the fund is expected to be self-sustaining. Director Novoa advised that the time period for this is indefinite and depends on many different factors.

Trustee Daggett: Agrees with Option C. Asked about the average gallons of water used per household, and Director Novoa advised that this is approximately 3,000 gallons per person/month.

Trustee Rodgers: Agrees with Option C.

Trustee Mustafa: Discussed with Finance Director Novoa the water usage rate per person, the impact of reducing water loss, the impact of increasing water rates on the water loss ratio, and whether the Village can detect leaks at resident homes.

With the Board's direction, the Village Attorney will prepare an ordinance amending the water and sewer rates as established in the Flossmoor Municipal Code. This ordinance will appear on the next agenda.

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

Mayor Nelson stated there was no need for Executive Session.

OTHER BUSINESS:

Mayor Nelson called for Other Business and the Board responded as follows:

Trustee Daggett: Thanked Village Manager Wachtel and staff for providing information about available parking in the downtown area. Reported that four out of five teams from Parker Junior High advanced to the State National History Competition.

Trustee Dorsey: None

Trustee Lofton: None

Trustee Mitros: None

Trustee Mustafa: None

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Trustee Rodgers: No comments

Clerk Porter: No comments.

Village Attorney Miller: No comments

Village Manager Wachtel: Gave thanks to Finance Director Novoa and the finance team for their work on the budget. Also announced that the Parker Junior High 8th Grade Girls Volleyball swept sectionals and are going undefeated into the State championship.

Mayor Nelson: Reminded everyone to vote tomorrow.

ADJOURNMENT OF MEETING

Mayor Nelson called for a motion to adjourn the meeting. Trustee Mitros so moved, seconded by Trustee Mustafa. All were in favor, none opposed.

AYES: Trustees Daggett, Dorsey, Lofton, Mitros, Mustafa, and Rodgers
ABSENT: None
ABSTAIN: None
NAYS: None

The Regular Meeting was adjourned at approximately 8:09 p.m.

Respectfully Submitted,

Cecil E. Porter
Village Clerk