

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Wednesday, September 23, 2015

6:00 PM

**SPECIAL MEETING - 2016 BUDGET**

Village Hall

## Board of Trustees

*Village President Daniel J. McLaughlin*

*Village Clerk John C. Mehalek*

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,  
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

## CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:05 PM.

Staff Present: Village Manager Paul Grimes, Assistant Village Manager Joseph La Margo, Finance Director Annmarie Mampe, Assistant Finance Director Sarah Schueler, Development Director Karie Friling, Park's Division Director Frank Stec, Transportation and Engineering Manager Kurt Corrigan, and Infrastructure Maintenance Director John Ingram.

**Present:** 6 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and President McLaughlin

**Absent:** 1 - Trustee Dodge

## SPECIAL MEETING

### 2015-0518 2016 Budget - Proposed Capital Improvement Plan, IT Projects and Vehicle Purchases

President McLaughlin stated that at tonight's meeting discussion will take place on the Capital Improvement Plans, Vehicle Replacements, and Technology Enhancements.

Chairman of the Finance Committee and Trustee Carole Ruzich stated that there are several commitments in the 2016 Capital Improvement budget for the Main Street Triangle Development, which will be using a large amount of those funds.

Village Manager Paul Grimes reported that tonight's discussion will take place on the biggest priorities of the Board (EXHIBIT A). Direction will need to be given to staff on what option that the Board would like to pursue and adjustments that may need to be made within the options.

Finance Director Annmarie Mampe explained to the Board the report FY2016 Capital Improvement Program Summary (EXHIBIT B). Option A would be cash funding only; Option B is Option A plus items listed in this column; and Option C is Options A & B plus items listed below in this column. Option A the Village has the funding for. Options B and C projects would need to be financed by short term borrowing. Each Department Director explained what their projects were within this report.

President McLaughlin stated that he needed to leave the meeting shortly for a prior engagement.

President McLaughlin asked if the \$1.3 Million surplus in the Capital Improvement budget from 2015 was included in Option A within the Capital Improvement Program Summary.

Village Manager Grimes stated yes, that surplus is included in Option A, this is a transfer from the General Fund.

President McLaughlin asked what the balance was in the Road Impact Fund.

Director Mampe stated that there are funding sources from the Road Exaction Fund in an amount of \$452,000 from 2016 revenues in excess fund balance. There is also a \$1 Million reserve kept in the Road Exaction account as well as in the CIP fund, which is a Board approved policy. Those reserves are not reflected anywhere, those funds are set aside.

President McLaughlin stated that he understands the excess fund balance (in case of a down economy, extra additional costs). However, the road fund he does not believe this amount should sit in an account. If there is not a fund balance, then no road projects would be done within that year. He would rather spend the \$1 Million instead of it sitting in an account.

He would like to add that excess fund balance to the \$1.5 for neighborhood programs. The same goes for the Capital Improvement fund. He wants to see all the projects completed and to use these funds to make that happen.

President McLaughlin stated that his goal for 2016 is to go with Column A – Cash Funded projects and not to do anything additional. He does not want to do any additional borrowing or selling bonds and does not want the Village to have any further debt.

By going with Option A and cash funding all these projects, the Village is getting a lot done. He does not want to get too far behind on the neighborhood road programs.

Director Mampe stated she will research the Board policy regarding the \$1 Million reserve and report back to the Board.

**This was for discussion only NO ACTION was required.**

## **CALL THE ROLL**

President McLaughlin left the meeting at 6:35 PM to attend the newly formed Orland Park Substance Awareness Forum free movie night at Marcus Theatre.

**Present:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and Trustee Carroll

**Absent:** 2 - Trustee Dodge and President McLaughlin

**MAYOR PRO TEM**

Due to the absence of Village President McLaughlin and Trustee Dodge as well, pursuant to Village Ordinance in Trustee Dodge's absence Trustee Fenton is acting as the Mayor Pro Tem for purposes of presiding for the remainder to tonight's meeting.

**A motion was made by Trustee Griffin Ruzich, seconded by Trustee Carroll, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and Trustee Carroll

**Nay:** 0

**Absent:** 2 - Trustee Dodge and President McLaughlin

**CONTINUED 2016 BUDGET DISCUSSION**

Director Mampe and Infrastructure Maintenance Director John Ingram reported on the FY 2016 Vehicle & Equipment Replacement report (EXHIBIT C)

Director Mampe reviewed with the Board the FY2016 Budget – Summary of Technology Requests (EXHIBIT D). These items will be part of the MIS Budget that will be presented at the October 28th Budget meeting.

Mayor Pro Tem Fenton asked what is the revenue vs the cost for vehicle stickers.

Director Mampe stated that the revenue is approximately \$1.1 Million every two years. The costs are approximately \$100,000 every two years.

Mayor Pro Tem Fenton stated that regarding the tax rebate program it was shown the cost was approximately \$80,000. She asked what exactly does that \$80,000 include.

Director Mampe stated the Software that is used that allows residents to apply on-line is about \$9,000, the printing of the post cards and mailing at the beginning of the program to all residents; the printing of the paper applications for those who do not want to apply on-line; staff time costs that includes temporary part-time staff hired to operate the tax rebate program which is overseen by the Office Manager in Finance.

Trustee Ruzich stated that she agrees with President McLaughlin's goals and that is to go with Option A – Cash Funding. She stated that she too does not want to see the Village go into any further debt.

Mayor Pro Tem Fenton requested Director Mampe to provide an amount to the Board of what the savings will be on those completed capital projects in 2016 for 2017.

Director Mampe stated just for the Metra Triangle alone it will be \$5 Million additional that will be available to spend on other capital project types in 2017.

Director Mampe reviewed that she will be researching President McLaughlin's request to utilize the two reserves that are in the Road Exaction and Capital Improvement Funds. She will need to review the policy that was Board approved.

The next Budget Hearing is scheduled for October 14th at 6 PM. These upcoming series of Budget Hearing will be on all the operating departments.

**This was for discussion only NO ACTION is required.**

### **ADJOURNMENT - 7:00 PM**

**A motion was made by Trustee Calandriello, seconded by Trustee Carroll, that this matter be ADJOURNED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and Trustee Carroll

**Nay:** 0

**Absent:** 2 - Trustee Dodge and President McLaughlin

**/nm**

APPROVED: October 5, 2015

Respectfully Submitted,

/s/ John C. Mehalek

---

**John C. Mehalek, Village Clerk**

/s/ Casey Griffin

---

**Casey Griffin, Deputy Clerk**