

Village of Oak Lawn  
Municipal Center @ 9446 S. Raymond Avenue  
Finance Committee Meeting Minutes #2020-03  
Tuesday, April 7, 2020

1. Roll Call: by Village Clerk Jane M. Quinlan at 9:35 a.m.

Chairman Thomas E. Phelan  
Trustee Tim Desmond  
Trustee Paul Mallo

Trustee Mallo departed the meeting at Village Hall at 11:10 a.m. but participated by phone for the remainder of the meeting.

Also in attendance:

Village President:	Dr. Sandra Bury
Police Chief/Interim Acting Village Manager:	Randy Palmer
Village Trustee District 4:	Terry Vorderer via phone
Village Trustee District 5:	Bud Stalker
Finance Director:	Brian Hanigan
Budget Director:	Adam Metz
Public Works Director:	Steve Barrett

2. Approval of meeting minutes: Finance Committee Meeting Minutes #2020-02 dated February 12, 2020.

Trustee Desmond moved, and seconded by Trustee Mallo to approve Item 2.

Voice vote: All voted aye. Motion passed 3-0.

3. Discussion on the impact of the nationwide shutdown due to COVID-19 Epidemic on the 2020 Municipal Budget including Committee direction regarding 2020 capital spending and the purchase of certain property.

Chairman Phelan discussed the work list that he and Police Chief/Interim Acting Village Manager Randy Palmer have been working on for the past week. The list consists of finance matters only, which have been prioritized. Finance Director Brian Hanigan submitted a list of overall Village operations during this COVID-19 pandemic. Chairman Phelan stated that Brian Hanigan's list is basically scenarios delaying payroll, furloughs to layoffs.

Brian Hanigan stated that he had very brief discussions with Randy Palmer and Chairman Phelan about looking at each part of the Village. Hopefully the committee can make some decisions on or give Randy Palmer and Brian Hanigan some direction on these matters. We will get into the more challenging matters such as payroll, the General Fund and capital spending.

First to be discussed was the Water and Sewer Fund. Brian Hanigan stated that we have closed on our recent line of revolving credit. We have plenty of liquidity in this fund but this committee knows that this is a zero sum game. We pay the City of Chicago. He is proposing to put a moratorium on the interest penalties and late fees which Chairman Phelan believes is fair. We would then just charge the Chicago water rate. We will delay the raise in the water rate which is \$.07 which will be effective June 1, 2020. We will give some leeway on utility bills and we can do installment plans with condos. Finance Director Hanigan is looking for direction on this matter from the full Board of Trustees at the next Board meeting. He discussed the possible alternatives to this matter which would be to take 2nd quarter water bills and spread them into the 3rd and 4th quarters or installment payments. Chairman Phelan stated that people that can pay should pay. Brian Hanigan discussed that he would like to lift the penalties at this time. We can make accommodations for those that cannot pay. Interim Acting Village Manager Randy Palmer stated that moving forward they want to give the Finance Committee and the Board of Trustees different options to choose from. Randy Palmer said that we should not change how we are doing business now. He recommends that they stay the course for now.

Brian Hanigan discussed that we have not cashed the checks for the 2nd quarter because COVID-19 hit approximately March 12th or 13th. Very few people are going downtown. There are 20 cars in the parking garage now. He stated that he was speaking about the quarterly parking permits which are used primarily by Oak Lawn residents. He explained that people can pay as they use the garage at this time. He agrees to stay the course until April 30, 2020 and then re-evaluate this matter. He wants to give a moratorium on the month of April. Chairman Phelan suggested that the Village sends out an email with the information to the permit holders. Randy Palmer stated that he can direct the Police Department not to write tickets for the month of May.

Randy Palmer, Steve Barrett and Brian Hanigan met with the unions yesterday to garner ideas to avoid layoffs, furlough days and the possibility of deferred pay. One suggestion was that the Department Heads could take half of their pay for a month for however long we need this to go on for. Then go into the workforce and say we would like to defer the overtime payments. Any overtime pay that you earn is still yours. We would just defer it to a later point of the year when the Village is back on firm ground. They received some positive responses from some of the unions on this matter and they are still waiting to get feedback from the unions. If the deferred pay does not work, then they would go to furlough days. A worker that usually works five days would only work for four days and be off on the fifth day and not receive pay for that fifth day. That would then be spread out among everybody in the Village. If the furlough days were spread out it would show unity with the Village workforce. Another option is you can go to the critical workers (Fire and Police) and they would get their full pay but it would

be deferred. Brian Hanigan stated that he prefers the deferment option so we can get a better grasp of the exact financial impact that the closed businesses are having. Brian Hanigan explained that we want to pay as many people as long as we can without running out of money. Chairman Phelan stated that the Board is representing the taxpayers and the employees. He discussed the destruction of businesses if this matter continues and the importance of essential employees such as the Fire and Police Departments. Brian Hanigan stated that \$113,000 dollars was for overtime for the Fire Department. They are just looking to see to get some relief on overtime with the Fire Department. For the Fire, Police and Communications Departments, to Chairman Phelan's point, to discuss specialty pay and some of the other items that increases their salaries. Brian Hanigan discussed the non-essential employees with the committee. Chairman Phelan stated there has to be some concessions regarding this matter.

Trustee Desmond suggested all employees go to straight time. Brian Hanigan stated that he thought in a situation like the one we are currently dealing with, overtime should be the first thing that is eliminated.

President Bury stated that the Emergency Proclamation gives authority in an emergency situation. She can do this and we can use our resources as needed.

Chairman Phelan discussed his concerns about Advocate and Randy Palmer discussed information coming from the Illinois Department of Public Health. The IDPH said they can send doctors to counties.

Randy Palmer stated that every community has mutual aid and we have an ambulance in reserve.

Trustee Mallo stated that if they work 55 or 60 hours it is not overtime. They will need 14 day notice for layoffs.

Randy Palmer stated that furlough days would be okay.

Trustee Desmond stated that it is better to work less than have layoffs.

Randy Palmer stated that they are looking for a happy medium.

Trustee Desmond clarified that we have five ambulances and we use three. There are two ambulances on reserve.

On April 14, 2020 in Executive Session, the Board of Trustees will be discussing personnel matters.

Brian Hanigan stated that the capital spending has been approved by the 2020 budget at approximately \$10 million dollars. He wants to continue those projects. He discussed certain projects and we can revisit how many streets we will do this year.

Chairman Phelan stated that we should do the worst streets first and right away.

Steve Barrett stated that we can do what we want and the price of oil is very low for asphalt. Brian Hanigan wants to delay some of the streets, but asked for street suggestions.

Steve Barrett explained that we have signed contracts. We are committed to do the alley on Brandt that was already delayed last fall.

Trustee Phelan asked questions on the price of engineering costs regarding slip lining and what was entailed for \$100,000 dollars.

Brian Hanigan discussed the 50/50 Sidewalk Program – we have a lot of trips and falls. Steve Barrett added that it helps to have a Sidewalk Replacement Program.

Brian Hanigan explained that we have a lot of money committed to capital.

#### 4. Old Business

Chairman Phelan created a work sheet and the following items were discussed.

Hubbard Street Group clearly pursued a DMG strategy along with retail revenues. Discussed was a possible pilot payment that would pay the Village approximate equity of \$340,000 per year with a 2% escalator that is tied to the entire DMG lease term there.

Chairman Phelan stated that we are getting killed with medical coming in – they should have to pay.

The Village owned cell towers – contract and financials have been compiled. He sent to company for options. If we were to sell this – what is our enterprise worth? Chairman Phelan would like an expert to tell us what is a good deal.

Village Engineer Jack Gallagher resigned on April 3, 2020. Randy Palmer requested an engineer from Chris Burke – Lee Fell to handle the ground work.

Don McKenna of the Building Department will probably work at least two years. Burke Engineering would do things for hourly wages.

Inspections have some problems. Split groups up and restructure. We have to sub-out and restructure inspections.

Trustee Mallo suggested multi-family use recycling programs.

Pest control was \$1,000 dollar a year previously and now it is \$60,000 dollars plus. We need a policy on this matter.

Steve Barrett thinks we should bait alleys as rats are a public health issue.

Randy Palmer stated that we are trying to work out something with Guardian.

Water meter replacement will be discontinued until May 4, 2020.

Stony Creek Promenade vacant lot, per Paul Sheridan, is marketing that property.

Trustee Desmond asked if we can offer some type of incentive to get someone in that space.

Randy Palmer stated that the Public Works expansion is on hold. Trustee Phelan would like an appraiser to clear up any discrepancies.

At the Automotion property there are two hotel groups that could be possibilities. Trustee Stalker would like to be back involved in his own District. Steve Manning from Park Lawn has to address his needs.

Randy Palmer stated that we need some communication from Park Lawn. Trustee Stalker will take the lead on the Park Lawn matter.

With regards to the Push Tax hearings, the Village Attorneys are handling this matter. A gaming company filed a lawsuit against the Village.

There were two deadlines: February 20, 2020 and March 20, 2020. All were filed in March. The hearings are continued to early May.

Discussion regarding the funeral home at 95th and 52nd Avenue was deferred for now. President Bury stated that we should do a letter of intent for 90 days.

Village owned properties: The Village is working with Joe Hynes on these properties. Some establishments can start paying for their parking lots.

The Emergency Operations Center was discussed and how can we improve that.

Advocate Medical Group pilot payment – agreement says we cannot ask for it now.

The Fifth Third Development is still on per President Bury which is included in the redevelopment plan.

Trustee Desmond asked about the traffic light at 95th and 50th Court which has not been visited in a while. He asked what restaurant was going in at this location.

President Bury stated that Dunkin and three small stores were going in there and no restaurant.

The committee discussed cancelling the summer help program.

Randy Palmer asked the Finance Committee for direction on how to implement furlough days. He will put it out to the Department Heads. On overtime deferrals they will see what the unions give back. He stated that the union meetings were ok.

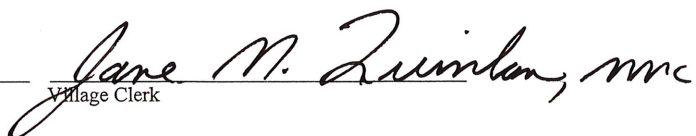
5. New Business

6. Adjournment:

Trustee Desmond moved, seconded by Trustee Mallo to adjourn at 11:42 a.m.

Voice vote: All voted aye. Motion passed 3-0.

  
Finance Chairman

  
Village Clerk