

VILLAGE OF INDIAN HEAD PARK, ILLINOIS
201 Acacia Drive
Indian Head Park, Illinois 60525

BOARD OF TRUSTEES
OPEN SESSION MINUTES

February 9, 2017

“Pursuant to 5 ILCS 120/2.06(3) minutes of the public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of the votes taken.”

CALL TO ORDER: Mayor Tom Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, February 9, 2017 at the Municipal Facility, 201 Acacia Drive and was convened at 7:30 p.m. by Mayor Hinshaw.

ROLL CALL: Laurie Scheer, Village Clerk

PRESENT (and constituting a quorum):

Trustee Lopez

Trustee Mann

Trustee Metz

Trustee O’Laughlin

Trustee Wittenberg

Trustee Farrell Mayer

ABSENT:

ALSO PRESENT:

John DuRocher, Village Administrator

Maureen Garcia, Treasurer

Patrick Brankin, Counsel, Schain, Banks, Kenny & Schwartz

Robert Cervenka, Police Chief

Edward Santen, Public Works Superintendent

VISITORS – 7

PLEDGE OF ALLEGIANCE recited

MAYOR’S REPORT:

Hello and welcome to everyone, thanks for coming. Good to see residents participating in our meetings.

I am pleased to announce that Michael Doheny is the new Chairman of the Fire & Police Commission.

The Villages agreement for the electrical aggregation expires on July 9th, 2017. The marketplace has changed and we are headed in the direction of not renewing the electrical aggregation for the Village. We are not planning to look at a village wide electrical aggregation. Every customer has the right and ability to change their electrical providers, to change back to ComEd or any other provider.

When we sent out our recent water bills in the Village, we put little stickers on 160 bills that we identified as having a potential leak. To date we have heard from over 50 water customers and, we know of 5 that have identified a leak. Of course not everyone contacts us to tell us they have found a leak. Our goal is to reduce the numbers potential water leak customers each billing cycle.

Cook County Department of Transportation and Highways as put out a *FY2017 Call for Projects*. Following the adoption of *Connecting Cook County*, the County's first long range transportation plan in 75 years, the Department of Transportation and Highways has established an \$8.5 million program to cover the cost of planning and feasibility studies, engineering right-of-way acquisition, and construction associated with transportation improvements sponsored by local and regional governments and private partners. The Village is working to submit an application to see if we can get a Bike lane/pedestrian path/sidewalk along Wolf Road through the Village. We have talked and, will be talking with our township, county, state and federal representatives. We have also talked with local organizations, school boards, PTC, Educational Foundations and Safe Routes to School Groups. The deadline for the application is March 17th.

The Village has started to use Facebook to broadcast our meetings using the Facebook live feature. For the recent Town hall meeting we had 365 views of the video. Of course we continue to put the video of the meeting on our web site, Comcast Channel 6 live and rebroadcast.

We met with Robert Schillerstrom from the Illinois Tollway about an upcoming project for 294 Tollway. They are looking to update, upgrade and most likely widen the 294 Tollway in the years to come.

The Village has completed the application for certification as Tree City USA for another year.

If you know of anyone who needs medical, dental or mental health care and, they do not have insurance, the Community Nurse Health Care organization in La Grange is an option. In 2016, 5,154 area residents were served by Community Nurse which included 37 Indian Head Park residents.

Reminder that any contractor used in the Village needs to have a contractor license with the village.

The Village Board does want to hear from you please let us know your thoughts.

PUBLIC COMMENTS:

Melissa Hensel - 6457 Blackhawk Trail. Offered support of the sidewalk proposal along Wolf Road. There is no safe way for children to get to and from school, during times of the stationed crossing guard and after school activities.

Sharon Kalinowsky - Acacia - suggests that once the Heritage Center property is sold that the Village consider renting a storefront to continue serving the community.

An ad was submitted with payment to the Smoke Signals and the ad wasn't in the publication. This is an issue since she does taxes and that season is upon us. Trustee Farrell-Mayer addressed the issue as an oversight and apologized for the mistake. Mr. DuRocher offered to put the ad on the Village website. A refund will be issued for the ad.

Ron Vari - Opening a new family entertainment business at 6982 Wolf Road (formerly the J & B Feed Store). This will be a place where people can gather and talk. There will be video games, game tables, and a smoothie/espresso bar. Anticipated opening will be 2 to 3 months depending on construction.

MOTION TO ACCEPT CONSENT AGENDA ITEMS A THROUGH F (a. Approval of January 12, 2017 and table the approval of December 8, 2016 minutes; b. Approval of Warrants for the month ending \$399,491.20; c. Current balance sheet; d. Budget Report for the period ending December 31, 2016; e. the Re-Appointment of Earl O'Malley to the Planning and Zoning Commission for a one-year term; f. Resolution to Abandon health insurance pool.) moved by Trustee Farrell-Mayer, seconded by Trustee Lopez. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO APPROVE CONSENT AGENDA ITEMS A THROUGH F (a. Approval of January 12, 2017 and table the approval of the December, 2016 minutes; b. Approval of Warrants for the month ending \$399,491.20; c. Current balance sheet; d. Budget Report for the period ending December 31, 2016; e. the Re-Appointment of Earl O'Malley to the Planning and Zoning Commission for a one-year term; f. Resolution to Abandon health insurance pool.) moved by Trustee Mann, seconded by Trustee O'Laughlin. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

NEW BUSINESS:

MOTION TO APPROVE ORDINANCE 2017-3 WHICH WOULD ALLOW THE VILLAGE CLERK TO APPOINT THREE (3) DEPUTY CLERKS. IT SHOULD BE NOTED THAT THE JOB DUTIES OF DEPUTY CLERK ALSO WITHOUT COMPENSATION moved by Trustee Wittenberg, seconded by Trustee Farrell-Mayer. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO APPROVE ORDINANCE 2017-04 AUTHORIZING COMMUNICATIONS TOWER LICENSE AGREEMENT RENEWAL WITH CROWN CASTLE LLC, moved by Trustee Metz, seconded by Trustee O'Laughlin. This cell tower is located near public works. There is a signing bonus and a five-year increment terms. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO APPROVE ORDINANCE 2017-05 ORDINANCE ADOPTING BUDGET ACT PROCEDURE AND CREATION OF A BUDGET OFFICER moved by Trustee Metz, seconded by Trustee Lopez. Currently the Village operates under the Appropriations Act. The Act is very restricted and antiquated and doesn't meet modern accounting standards. the Village customarily will pass wthe Appropriations Ordinance after the start of our fiscal year by law is problematic because we are spending money without budget authority. However, the Village passes a budget prior to the start of the fiscal year. The Budget Act will allow the Village to operate in a more streamlined-business fashion. This will be better for long-term financial planning. The finance committee has reviewed and, has unanimously gives their support. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO APPROVE ORDINANCE 2017-06 AN ORDINANCE AMENDING CHAPTER 2.08 OF THE INDIAN HEAD PARK MUNICIPAL CODE ADOPTING A PURCHASING POLICY OF THE VILLAGE OF INDIAN HEAD PARK moved by Trustee Metz, seconded by Trustee Farrell-Mayer. The finance committee has asked for a review of the purchasing policy to update and streamline the policy to give departments the authority to approve purchases. This will add more transparency for the Village. **MOTION TO TABLE ORDINANCE 2017-06 AN ORDINANCE AMENDING CHAPTER 2.08 OF THE INDIAN HEAD PARK MUNICIPAL CODE ADOPTING A PURCHASING POLICY OF THE VILLAGE OF INDIAN HEAD PARK** moved by Trustee Wittenberg, seconded by Trustee Mann. Motion carried by roll call vote (5-1-0). Trustees O'Laughlin, Mann, Lopez Farrell-Mayer, Wittenberg voted yes. Trustee Metz voted no.

MOTION TO APPROVE RESOLUTION NO. R-02-17-02 A RESOLUTION REGARDING THE INVESTMENT POLICY IN THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS moved by Trustee Metz, seconded by Trustee Farrell-Mayer. Motion carried by roll call vote (6-0-0). Trustees Metz, O’Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

Planning and Zoning Chair Costelloe reported on January 10, 2017 the committee met to hear Petition 191 regarding a rear yard encroachment for construction of an addition. The committee considered the findings of fact and voted to unanimously accept the petition.

MOTION TO APPROVE ORDINANCE NO. 2017-07 AN ORDINANCE ALLOWING FOR A VARIATION ALLOWING FOR CONSTRUCTION IN THE REQUIRED REAR YARD SETBACK AREA AT THE ADDRESS COMMONLY KNOWN AS 6457 BLACKHAWK TRAIL moved by Trustee Farrell-Mayer, seconded by Trustee Wittenberg. Motion carried by roll call vote (6-0-0). Trustees Metz, O’Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO REJECT THE SINGLE BID RECEIVED FOR THE EMERGENCY WATER MAIN REPAIR PROJECT AS IT IS CONSIDERED TO BE NON-COMPLIANT TO THE ORIGINAL BID SPECIFICATIONS AND THAT THE STAFF BE DIRECTED TO RE-BID THE PROJECT ACCORDINGLY moved by Trustee Mann, seconded by Trustee Lopez. Motion carried by voice vote. (6-0-0). Trustees Metz, O’Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

MOTION TO APPROVE ORDINANCE NO. 2017-08 AN ORDINANCE ACCEPTING THE BID, AWARDING A CONTRACT AND AUTHORIZING THE ISSUANCE OF A NOTICE OF AWARD TO PROVIDE AS NEEDED PARKWAY TREE REMOVALS, TRIMMING AND RESTORATION FOR THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS moved by Trustee Mann, seconded by Trustee O’Laughlin. Motion carried by roll call vote (6-0-0). Trustees Metz, O’Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes.

FIRST DRAFT OF THE 2017-2018 BUDGET Administrator DuRocher summarized the draft budget (projected revenue, franchise revenues, state shared revenues, expenses, etc.) This document will go back to the finance committee and, the document will be back next month for another review. The Budget needs to be passed in April, 2017.

SALE OF HERITAGE CENTER AND ARROWHEAD POINT Attorney Brankin discussed the procedure needing to take place regarding the Notice to Bid. The Heritage Center property will be sold as one single parcel with the developer having the ability to split the parcel. The property will also need to be re-zoned.

GOALS FOR VILLAGE ADMINISTRATOR Mr. DuRocher discussed the first chapter of the Operations Manual. It references follow up procedures after Board meetings. Additional goals for the year include business development, new website launch and, new payroll system.

TRUSTEE REPORTS:

Trustee Lopez - *Special Projects/Communications* - The website has been under construction for about a year. The contract reads after the site goes live and if there is a need for help there is a charge of \$150 per hour. We have provided a list to Civic Plus for design and content changes. Early April, 2017 is our estimated new website launch.

Trustee Mann – *Public Works* - Finalizing of the Capital Plan should take place in the next week.

Trustee O’Laughlin *Parks and Recreation/Finance/Police/911* – No Report

Trustee Wittenberg - *Police Department/911/Economic Development/Planning & Zoning* - No Report

Trustee Metz – *Finance/Economic Development/Public Works* – The next Finance Committee Meeting will take place on March 8th at 7 p.m.to continue budget discussions.

Trustee Farrell-Mayer - *Communications/Planning and Zoning* - There was a Planning and Zoning meeting on Tuesday night. The Committee is reviewing the Code to bring it up to date and to be more business friendly. The next meeting will be in March.

VILLAGE CLERK: *Laurie Scheer* - No Report.

VILLAGE TREASURER: Maureen Garcia - No Report.

ATTORNEY REPORT: *Patrick Brankin* - No Report for open session.

ADMINISTRATOR’S REPORT: *John DuRocher* - No Report.

STAFF REPORTS:

- a. Ed Santen *Public Works* – We are working on locating an area to store the salt purchased for roads this winter season. The current cost to repair water main breaks is approximately \$155,000. Six of those repairs were located leaks discovered by ATS. We will recommend for the budget to continue to use ATS to monitor for leaks every other year. Approximately

\$55,000 was spent for the water meter change out program and \$40,000 for maintenance to replace items like broken valves. We would like to have a few vendors to use for water main breaks. There is a new Public Works employee, Kyle O'Connor. He has started a 16-week course to get his water license. He has background in building code experience. He is very well rounded in the public works sector. He is also a certified licensed building code enforcement/property maintenance officer. He will retain his license. The Village continues to retain Bill McConahy as an arborist as an outside contractor.

- b. Robert Cervenka *Chief of Police* – The major incidence of a home invasion turned out to be to be unfounded. Chief Cervenka thanked the MCAT team and Major Crime Task Force who were instrumental in the investigation. The month calls for service 136 non-initiated; officer initiated 1,462 of that 1,289 premise checks, 115 extra patrols and 58 community contacts. For the month of January the officers worked 1,812 hours and approximately 205 hours of overtime. There were 173 traffic citations (55 were state violations, 106 ordinance violations and 12 warning violations). Tuesday there was a package theft in the 45 acres subdivision sometime between the hour of 2:50 p.m. and 3:30 p.m. Burr Ridge had two attempted ruse burglaries. Two men posing as utility workers. Please be cognizant and aware of anything suspicious. Please call if you see anything out of the ordinary.

PUBLIC COMMENTS:

None

MOTION TO ADJOURN OPEN SESSION AND ENTER INTO CLOSED SESSION PURSUANT TO ILLINOIS STATUTES FOR THE PURPOSES OF DISCUSSING SPECIFIC PENDING LITIGATION PER 5 ILCS 120 Section 2(c)(11); AND TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSING OF EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL OF THE PUBLIC BODY SPECIFICALLY ILCS 120 Section 2(c)(1) at 9:03 p.m. moved by Trustee Farrell-Mayer, seconded by Trustee Mann. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Mann, Lopez Farrell-Mayer and Wittenberg voted yes. .

Regular Meeting adjourned at 9:03 p.m.

Submitted by Laurie Scheer, Village Clerk