

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

BOARD OF TRUSTEES
OPEN SESSION MINUTES

February 14, 2019

“Pursuant to 5ILCS 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 Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, February 14th, 2019 at the Municipal Facility, 201 Acacia Drive and was convened at 7:00 P.M. by Mayor Hinshaw

ROLL CALL: Linda Merrifield, Recording Secretary, Deputy Village Clerk

PRESENT (and constituting a quorum):

- Mayor Tom Hinshaw
- Trustee Amy Wittenberg
- Trustee Sean Conboy
- Trustee Christian Metz
- Trustee Brenda O’Laughlin

ABSENT:

- Trustee Glenn Mann
- Trustee Rita Farrell-Mayer

ALSO PRESENT:

- John DuRocher, Village Administrator
- Robert Cervenka, Chief of Police
- Maureen Garcia, Village Treasurer
- Argelia Garbacz, Finance Manager
- Patrick Brankin, General Counsel, Schain, Banks, Kenny & Schwartz
- Linda Merrifield, Deputy Village Clerk & Administrative
- Nick Tantillo, Cable Station Manager

VISITORS: 4 Indian Head Park Residents

MAYOR'S REPORT:

- The Village is will cut over to the new 9-1-1 system on February 28, changing from Southwest Central Dispatch to Cook County Sheriff Dispatch System. Mayor Hinshaw encourages residents to sign up for Smart911.
- Sterigenics Update – Mayor Hinshaw and Administrator DuRocher had a conference call with the Illinois EPA. The IEPA is looking to have another community forum in Darien at the end of April. Representative Durkin and Senator Curran are looking to introduce a legislation about Sterigenics.
- I-294 Update - The Village is working with the Tollway Authority on bridges on Plainfield Road and on Wolf Road. The Village has asked for sidewalks under the Wolf Road Bridge, but the Tollway Authority has not given an answer.

PUBLIC COMMENTS:

Resident and Heritage Center Committee member Dr. Louise Nevins had asked the Board of Trustees for an increase in budget for the Heritage Center, for Wi-Fi service or more maintenance. Dr. Nevins believes that \$3,000 is not enough for the Heritage Center and library to sustain operations.

Motion to Establish Consent Agenda Items A through D , a. Approval of Board Meeting Minutes January 10, 2019 b. Approval of Payables for the Period Ending January 31, 2019 in the amount of \$322,391.36 c. Approval of Preliminary Financial Report - Month Ending January 31, 2019.

Moved by Trustee Wittenberg, seconded by Trustee O'Laughlin.

Motion carried by roll call vote (4-0). Trustees Conboy, Metz, O'Laughlin and Wittenberg voted Yay. No Nay Votes. Trustees Mann and Farrell-Mayer absent.

Motion to Approve Consent Agenda Items A through D, a. Approval of Board Meeting Minutes January 10, 2019 b. Approval of Payables for the Period Ending January 31, 2019 in the amount of \$322,391.36 c. Approval of Preliminary Financial Report - Month Ending January 31, 2019.

Moved by Trustee O'Laughlin, seconded by Trustee Wittenberg.

Financial report was given by Treasurer Garcia

Motion carried by roll call vote (4-0). Trustees Conboy, Metz, O'Laughlin and Wittenberg voted Yay. No Nay Votes. Trustees Mann and Farrell-Mayer absent.

At this time, the Chief of Police, Robert Cervenka, was asked to give his Department Head report for the Police Department.

CHIEF OF POLICE REPORT:

Chief Cervenka gave a departmental update. The Police Department has undergone training for death investigation at the Cook County Medical Examiner's Office, as well as Traffic Law Update training. Officer Kissane has also completed training and is now a State Certified Evidence Technician. The Village cut over to the new 9-1-1 system on February 28, 2019 changing from Southwest Central Dispatch to Cook County Sheriff Dispatch System is going as planned. The department has received 6 new radios that have been programmed, and are being monitored by officers to become comfortable with the new dispatch operations. The Dell Toughbook Computers have come in and are currently getting new software downloaded to them, and all officers are going to training every Wednesday night that began January 30, 2019 and goes through February 27, 2019 for the new dispatch system. Chief Cervenka also reported that the Village will be saving \$10,000 per month by switching dispatch systems.

NEW BUSINESS:

A. A motion to approve Task Order 19-02, to have Strand & Associates conduct a multi-use path feasibility study along Wolf Road.

Trustee Metz made a motion to approve Task Order 19-02, a task order to have Strand & Associates conduct a multi-use feasibility study along Wolf Road for a cost not to exceed \$88,000 with \$68,000 of this being paid for by the Invest in Cook County Grant and the Village paying an amount not to exceed \$22,000.

Motion seconded by Trustee Wittenberg

Village Administrator DuRocher explained that Indian Head Park has received a \$68,000 grant from Cook County, and the Village itself will be adding \$20,000 of our own money to execute a study to see if it is feasible to add a pedestrian path or sidewalk from the Ashbrook subdivision on the north side of town all the way to 71st Street on the south end of town, flanking Wolf Road. Administrator DuRocher suggests using to Strand & Associates to conduct this study because, they currently are the Village Engineer and know the layout of the Village and can will be able to complete the study in a timely matter before the end of August 2019.

Trustee Metz states that he knows we do not need to bid out engineering services, but asks why we are not bidding this study out?

Administrator DuRocher says that due to timing and needing to get this study done, as well as the scope of work and the cost amount was already set by Cook County, he sees no further reason to bid this project out to find a different engineering firm. Administrator DuRocher also wanted to let the Board of Trustees know that a Request for Qualifications has been done for an engineering firm that will be discussed in March at the Public Works Committee Meeting.

Motion carried by roll call vote (3-1). Trustees Conboy, O'Laughlin and Wittenberg voted Yay. Trustee Metz voted Nay. Trustees Mann and Farrell-Mayer absent.

B. A motion to select project areas for the 2019 Water Main Replacement Program.

Trustee Wittenberg made a motion that the Village choose project area "H" and "J" as the project areas for 2019 Water Main Replacement.

Motion seconded by Trustee O'Laughlin.

Administrator DuRocher explained that project "H" should be the first area of selection because this

area has the most frequent water main breaks, as well as being one of the oldest water mains in the Village. Project "H" would be improving about 6,000 to 6,500 feet of water main, and would give the Village roughly about three less water main breaks per year going forward. Administrator DuRocher went on to explain project "J" should also be selected because we can loop the south end of the Village onto the water system with more water main connections, so there will be less residential water disturbance if a water main break should occur. This project is roughly 500 to 1,000 linear feet of water main, and would improve water quality. Administrator DuRocher is recommending to the Board to choose Projects "H" and "J", and the total cost of construction for these projects combined will approximately be \$1,800,000 and construction should start after April 1, 2019.

Motion carried by roll call vote (4-0). Trustees Conboy, Metz, O'Laughlin and Wittenberg voted Yay. No Nay Votes. Trustees Mann and Farrell-Mayer absent.

C. A motion to approve Task Order 19-01, to have Strand & Associates perform construction inspection services for the Village's 2019 Water Main Replacement Project.

Trustee Wittenberg made a motion to approve Task Order 19-01, to have Strand & Associates perform construction inspection services for the Village's 2019 Water Main Replacement Project for a cost not to exceed \$182,500.

Motion seconded by Trustee Conboy.

Administrator DuRocher explained that that we need construction inspections to ensure quality, and also that the project is moving forward at the correct pace and that corners are not being cut. The specifications of Strand & Associates for this task order will be to communicate with the Illinois Environmental Protection Agency, provide a full time construction manager representing the Village. The downside to putting this out to bid would be a delay in the project. Trustee Metz voiced that he believes this Task Order should be put out to bid. Mayor Hinshaw encourages the Board of Trustees to not table this, because this would put a delay into the project, since we have a small window of time to complete this project due to seasons. Trustee Wittenberg voices that she believes we should have a weekly audit of Strand's work.

Motion carried by roll call vote (2-1-0-1). Trustees Wittenberg and Conboy voted Yay. Trustee O'Laughlin voted to Abstain. Trustee Metz voted Nay. Trustees Mann and Farrell-Mayer absent.

D. A motion to amend Ordinance 2019-03 Article III, Division 2, Sections 36-144 to 36-154 Regarding the parking of Commercial Vehicles, Recreational Vehicles, Boats and Boat Trailers of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Trustee Wittenberg made a motion to amend Ordinance 2019-03 Article III, Division 2, Section 36-144 to 36-154 regarding the parking of Commercial Vehicles, Recreational Vehicles, Boats and Boat Trailers of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Motion seconded by Trustee O'Laughlin

Village Administrator DuRocher explained that currently the Village requires residents to get approval from the Village Manager to park commercial vehicles. Commercial Vehicles would include box trucks, any vehicle advertising businesses and these types of vehicles would have to be parked within a garage. Commercial Vehicles would exclude Uber and or Lyft vehicles.

Motion carried by roll call vote (4-0). Trustees Conboy, Metz, O'Laughlin and Wittenberg voted Yay. No Nay Votes. Trustees Mann and Farrell-Mayer absent.

E. A motion to approve Ordinance 2019-04, an ordinance creating Chapter 43 Administrative Adjudication of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Trustee Wittenberg made a motion to pass Ordinance 2019-04, an ordinance creating Chapter 43 Administrative Adjudication of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Motion seconded by Trustee O’Laughlin

Village Attorney Patrick Brankin explained that the Village can hold Administrative Adjudication for “P” Tickets, which are for smaller offenses such as, and not limited to parking tickets, property maintenance violations and lower level criminal violations and hold adjudication in house, rather than outsourcing this to Cook County Bridgeview Court. Village Administrator DuRocher states that this is a more soft handed approach, and is more of a convenience for residents.

Motion carried by roll call vote (4-0). Trustees Conboy, Metz, O’Laughlin and Wittenberg voted Yay. No Nay Votes. Trustees Mann and Farrell-Mayer absent.

F. A motion to table Ordinance 2019-05, an ordinance requiring sprinkler systems in new residential construction of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Trustee Wittenberg made a motion to table Ordinance 2019-05, an ordinance requiring sprinkler systems in new residential construction of the Code of Ordinances of the Village of Indian Head Park, Illinois.

Motion carried by unanimous Yay vote by Trustees Conboy, Metz and O’Laughlin. Trustees Farrell – Mayer and Mann are absent.

G. Building Inspection Services

As of March 11, 2019 the Building Department will be outsourced to Don Morris Architects. They will be spending one to two hours daily, Monday through Friday at the Village Hall Locations. Mary Crowley will be moved to the front office as an Administrative roll, were more attention is needed.

H. First Reading of the 2019-2020 Budget

Mayor Hinshaw complemented Administrator DuRocher on the thoroughness of his completion of the Budget.

Administrator DuRocher highlighted the following items:

- The total Budget Revenue is \$4.67 million, with Excess Revenue of \$23,831
- The Water Department revenues will be approximately \$1.6 million
- No salaries will be paid to the Village Trustees
- Switching over to Cook County E911 Dispatch systems will save the Village on average \$10,000 per month

No comments were received from the audience or the general public.

I. Village Wide Goals

Mayor Hinshaw explains that a summarized list of the potential 2019-2020 Village Wide Goals are as follows:

- Improve sidewalks and pedestrians paths along Wolf, Joliet, and Plainfield Roads.
- Infrastructure repairs
- Leaf pick-up program
- Economic Development for Super-Site
- Address any items on our Risk Assessment List
- Determine the future of the Heritage Center and Library
- Consolidate/Outsource/Intergovernmental Agreement with some Village Departments
- Security Cameras throughout the Village of Indian Head Park

Mayor Hinshaw expressed that he would like the Trustees and Residents to please give any input and suggestions on Village Goals they would also like to be implemented and let the

REPORTS:

TRUSTEES:

Trustee Metz: A talk at the Heritage Center on Saturday February 23rd, 2019 from the owners of Belli Farms of the ins and outs of beekeeping.

Trustee O'Laughlin: The "Welcome to Indian Head Park Sign" contest winner will be announced at the March Board of Trustees meeting

Trustee Wittenberg: The Annual Village Easter Egg Hunt with the Easter Bunny and a petting zoo on Saturday, April 20th, 2019.

VILLAGE CLERK: Clerk Weiner Absent

VILLAGE TREASURER: None

VILLAGE ATTORNEY: None

VILLAGE ADMINISTRATOR:

- First draft of the Economic Development Brochure will be rolled out.
- Automated Meeting Minutes – The Board would like verbatim Meeting Minutes

At 9:05 pm Trustee Wittenberg made a motion to adjourn the meeting.

Motion seconded by Trustee O'Laughlin.

Motion carried by voice vote.

Linda Merrifield
Deputy Village Clerk / Recording Secretary