

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

BOARD OF TRUSTEES
OPEN SESSION MINUTES
August 13, 2015

“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 Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, August 13, 2015 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):

Mayor Hinshaw
Trustee O’Laughlin
Trustee Wittenberg
Trustee Farrell Mayer
Trustee Mann
Trustee Metz
Trustee Lopez

ABSENT:

Mary Crowley, Building & Zoning

ALSO PRESENT:

David Brink, Finance
Art Osten, Jr. Interim Village Administrator
John J. DuRocher, Village Administrator (after being sworn in)
Edward Santen, Public Works Superintendent
Village Attorney Rich Ramello of Storino, Ramello & Durkin
Maureen Garcia, Treasurer (after being sworn in)
Ray Leuser, Interim Chief of Police

Residents – 11

Guests – Alice Krampitz - I & M Canal Civic Group

PLEDGE OF ALLEGIANCE recited

MAYOR’S REPORT:

Mayor Hinshaw reminded the audience to please sign in. After reviewing the applications of 28 candidates for the Village Administrator's position, six candidates were selected and interviewed by the entire Board. John DuRocher has been selected to be appointed. The Village Treasurer vacancy had three candidates submit applications after the Board's careful consideration Maureen Garcia has been appointed and, will be sworn in as the new Village Treasurer. Thank you to all who submitted applications.

Mosquito spraying is taking place tonight (8/13/15) in the Village between the hours of 8 p.m. to midnight for adult mosquitos.

If you have not already done so, please sign up for Code Red to get alerts and information regarding weather, outages and other important information regarding the Village.

APPROVAL OF THE BOARD MEETING MINUTES:

No additions or corrections to be made to the July 9, 2015 minutes. Motion was made to approve the July 9, 2015 minutes, Trustee Mann moved, Trustee O'Laughlin seconded. Motion carried by voice vote (6-0-0). No additions or corrections to be made to the July 29, 2015 minutes. Motion was made to approve the July 29, 2015 minutes, Trustee Lopez moved, Trustee Farrell-Mayer seconded. Motion carried by voice vote (6-0-0). No additions or corrections to be made to the July 30, 2015 minutes. Motion was made to approve the July 30, 2015 minutes, Trustee O'Laughlin moved, Trustee Wittenberg seconded. Motion carried by voice vote (6-0-0).

APPROVAL OF FINANCIAL REPORT Month Ending June 30, 2015:

Mr. Brink summarized the Villages revenues and expenditures for the month of July, 2015. Trustee Metz moved to approve the Financial Report Month Ending June 31, 2015, seconded by Trustee O'Laughlin. Motion carried by roll call vote (6-0-0).

AUDIENCE COMMENTS:

Alice Krampitz, Chairman of the I&M Canal Civic Center Authority Group, invited Indian Head Park to seek out a liaison to represent the Village and to actively take part in the group. The liaison can be a Village resident. The group holds 8-10 meetings a year. Ms. Krampitz explained the group's goals, missions and, highlighted some of the great projects the organization has completed to better the canal areas. www.ariverthruhistory.com or www.civicauthority.org attn.: Alice

Moe Javadi, 6533 Blackhawk Trail, Indian Head Park. Mr. Javadi requested a meeting with the Mayor Hinshaw, Village Administrator and Village Attorney regarding his lots and desire to build on lot owned.

BUSINESS AGENDA ITEMS:

- A.) An Ordinance Amending Chapter 2.36 Entitled "Salaries of Village Officers and Employees" of Title 2 Entitled "Administration and Personnel" of the Indian Head Park Municipal Code. Village Attorney Ramello summarized the Ordinance stating the Village Treasurer compensation has been eliminated. Trustee Wittenberg moved to approve the Ordinance, seconded by Trustee O'Laughlin. Motion carried by voice vote (6-0-0).
- B.) An Ordinance Appointing a Village Treasurer for the Village of Indian Head Park. Village Attorney Ramello summarized the amendment to the Ordinance. Trustee Metz thanked all applicants for their interest. Trustee Farrell-Mayer moved to approve the Ordinance, seconded by Trustee Lopez. Motion carried by roll call vote (6-0-0). Maureen Garcia sworn in as Village Treasurer of the Village of Indian Head Park.

- C.)** An Ordinance Appointing a Village Administrator and to Approve and Authorize the Execution of an Employment Agreement for the Village of Indian Head Park. Trustee Mann moved, Trustee Wittenberg seconded. Motion carried by roll call vote (6-0-0). Mr. DuRocher was sworn in as Village Administrator of the Village of Indian Head Park.
- D.)** An Ordinance Amending Section 5.08.050 Entitled “Number of Licenses,” of Chapter 5.08 Entitled “Alcoholic Liquor Sales” of Title 5 Entitled “Business Licenses and Regulations” of the Indian Head Park Municipal Code to Reduce the Number of Available Alcoholic Beverage Licenses. Interim Village Administrator Osten summarized the ordinance amendments and explained the number of licenses on the books did not match the number in the Code. Motion to Approve was made by Trustee Lopez, seconded by Trustee Wittenberg. Motion carried by roll call vote 6-0-0.
- E.)** An Ordinance Amending Section 5.08.050 Entitled “Number of Licenses,” of Chapter 5.08 Entitled “Alcoholic Liquor Sales” of Title 5 Entitled “Business Licenses and Regulations” of the Indian Head Park Municipal Code to Create an Additional Class B Alcoholic Beverage License. Interim Village Administrator Osten summarized the ordinance regarding the creation of the license of the Oak Pantry & Deli. Motion to Approve was made by Trustee Farrell Mayer, seconded by Trustee Metz. Motion carried by roll call vote (6-0-0).
- F.)** A Resolution Awarding a Contract and Authorizing the Issuance of a Notice of Award for Janitorial Services for the Village of Indian Head Park, Illinois. Interim Village Administrator Osten summarized the current janitorial service does not currently have a contract. The service’s attorney is reviewing the contract, however, they are continuing to work without a contract. Trustee Metz inquired if the service holds a Village Contractor’s License with the Village. Discussion and authority was given to grant the Village President authority to approve the contract. Motion to Approve was made by Trustee O’Laughlin, seconded by Trustee Mann. Motion carried by roll call vote (6-0-0).
- G.)** An Ordinance Amending Section 2.16.130 Entitled “Part-Time Officers” of Chapter 2.16 Entitled “Police Department” of Title 2 Entitled “Administration and Personnel” of the Indian Head Park Municipal Code. Interim Chief Leuser discussed the different avenues the department is taking to improve continued service to residents by increasing the part time officer pool and closing the shift gaps while increasing productivity and reducing costs. Trustee Wittenberg added by adopting some things from the IMRF it has allowed the flexibility to increase the number of part time officers. It will also give flexibility with both cost and scheduling. Mr. Osten also explained that this is not an added cost to the Village. It just creates a larger part time officer pool to schedule officers. Mr. Ramello noted it increases the pool from ten to fifteen. Motion to Approve was made by Trustee Wittenberg, seconded by Trustee O’Laughlin. Motion carried by roll call vote (6-0-0).
- H.)** Brookside Plaza Delivery Hours. Interim Police Chief Leuser explained the current delivery hours of the Plaza. The Owner of Willow Hills Restaurant questioned the ordinance for the delivery hours for the businesses in the Plaza versus the ordinance regarding construction work, etc. The owner is gathering information from other business owners in the Plaza. Current ordinance states hours being Monday through Friday 9 a.m – 5 p.m. deliveries are to be made in the rear of the building. Deliveries must be made to the front of the building.

Audience Comments: Dennis Schoefernacker, 6547 Laurel, Indian Head Park. Informed the Board of the Good Faith Agreement between the homeowners, the Village and the tenants that was agreed to prior to the Plaza being built. A Petition signed by neighboring homeowners was submitted. Board discussed protocol for

enforcement, contacting the refuse company and research to find the agreement between homeowners and Village. Motion made to table was made by Trustee Wittenberg, seconded by Trustee Farrell-Mayer. Motion carried by voice vote (6-0-0).

- I.) Motor Fuel Tax Resolution – Public Works Director Santen explained the Resolution and this Resolution must be made each year. The amount is determined for Indian Head Park by per capita. Motion to Approve made by Trustee Lopez, seconded by Trustee Mann. Motion carried by roll call vote (6-0-0).
- J.) Sacajawea Park Improvements - Public Works Director Santen commented on work to be done at the park. Bids have been solicited from several vendors. Trustee Mann discussed the inconsistencies of the bids as to what the work will entail. Trustee O’Laughlin would like to see an RFP completed to outline what is to be done to uniform the bids. Motion made to table the Sacajawea Park Improvements and direct Village Administrator to solicit proposals made by Trustee Mann, seconded by Trustee O’Laughlin. Motion carried by voice vote (6-0-0)
- K.) Tree Removal – Public Works Directors Santen reviewed the proposal for the Emerald Ash Trees to be removed infected with the Emerald Ash Borer. Trustee Wittenberg reiterated the prior discussion and decision about the removal, replacement of the trees and the need for Public Works to prioritize the work. Mr. Santen will be contacting homeowners via mail regarding the tree removal and choice for replacement. Other trees infected with disease in the Village are oak (oak wilt) and maples (maple verticillium wilt).

Audience comments: Moe Javadi, 6533 Blackhawk Trail, Indian Head Park, discussed the need to regrade Blackhawk and Tecumseh so water can drain.

Joan Metz, 6403 Arrowhead, Indian Head Park, questioned if there are Village ordinances regarding dead trees/shrubs on private property. Mr. Santen stated when the complaint comes into the office public works investigates the complaint and, if necessary, would send a letter to the homeowners according to the established ordinances.

Karen Bartel, 24 Sauk Trail, IL stated the choice of different trees would be beneficial to neighborhoods.

Trustee Mann moved to Approve Public Works to Proceed with the Tree Removal in the Village of Indian Head Park, seconded by Trustee Wittenberg. Motion carried by roll call vote (6-0-0).

TRUSTEE UPDATES:

Trustee Lopez *Special projects/communications* - The Fall issue of Smoke Signals is going out next week. The submission process, solicitation of advertising and general processes need to be established. Village website - the project is in the information gathering phase on both functionalities of different software as well as cost. Trustee Lopez and Mr. Brink will be meeting to discuss the different programs and options.

Trustee Mann *Department of Public Works* – Review of the Village’s water and sewer finances has been ongoing. Public hearing will be held on these issues on August 27, 2015.

Trustee O’Laughlin *business development* – met with realtors regarding the Heritage Center and suggestions and options for the land on the corner of Wolf and Plainfield Roads.

Trustee Wittenberg *Police Department* – discussed the initiatives being taken by the police department. A review of scheduling has begun and understanding and summarizing the data in the police department to provide our Village and Department with the metrics to help us prioritize short and long terms goals of the police department.

Trustee Metz *Business Development* – informed the Board the business owner interested in the 70th street property has withdrawn interest.

Trustee Farrell Mayer *Communications* – First communications meeting was held in July. Another meeting will be held in September. *Planning and Zoning* cancelled the meeting for this month. They have been editing the comprehensive plan and, will be reviewed as a group in September.

ATTORNEY REPORT:

Counsel Ramello - the Village was served with a personal injury lawsuit. The claim as been turned over to the insurance company.

ADMINISTRATOR REPORT:

Mr. Osten - Thank you to the Village.

STAFF REPORTS:

Mr. Brink *Finance* – Finishing entering the budget numbers into the financial software. Monday morning meeting with Trustee Lopez on the website options.

Ed Santen *Public Works* - Tollway is moving along on the 70th Place project. Public works has been working on their facility for the Open House September 26, 2015 10 a.m. – 2 p.m. Checked water meters in condo buildings. The meters do not have a testing port. To test the meters they need to be pulled out of service to be tested manually.

Interim Chief Leuser – Police department has been conducting safety checks throughout the Village. Met with Highlands District 106 on new safety procedures.

Next Meeting is August 27, 2015 at 7:30 p.m. Town Hall Meeting

AUDIENCE COMMENTS AND INQUIRIES:

No audience comments or inquiries.

ADJOURNMENT:

There being no further discussion, Trustee Metz moved, seconded by Trustee O’Laughlin, to adjourn the Village Board of Trustees meeting at 9:28 p.m. Motion carried by voice (6-0-0)

Submitted by Laurie Scheer, Village Clerk