

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

BOARD OF TRUSTEES
OPEN SESSION MINUTES
October 8, 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: President Pro Tem Amy Jo Wittenberg

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, October 8, 2015 at the Municipal Facility, 201 Acacia Drive and was convened at 7:31 p.m. by Mayor Pro Tem Wittenberg.

ROLL CALL: Laurie Scheer, Village Clerk

PRESENT (and constituting a quorum):

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

ABSENT:

Mayor Hinshaw
Mary Crowley, Building & Zoning

ALSO PRESENT:

John DuRocher, Village Administrator
Maureen Garcia, Treasurer
Village Attorney Brian Baugh, Storino, Ramello & Durkin
Ray Leuser, Interim Chief of Police
Erica Stewart, Administrative Assistant
Edward Santen, Public Works Superintendent

RESIDENTS - 6

PLEDGE OF ALLEGIANCE recited

MAYOR PRO TEM’S REPORT:

In lieu of Mayor Hinshaw's extended absence Trustee Wittenberg will serve as Mayor Pro Tem and, in her extended absence, Trustee Metz will serve as Mayor Pro Tem. Village Administrator DuRocher or any of the Trustees will be able to answer any of your questions or concerns.

Updates: The Village has integrated Sikich, an accounting services firm, to update our internal controls. We believe it is an excellent time to update processes and procedures. We will be setting policies and procedures of written documentation of our accounting; review our internal control systems; develop staff; and evaluate other process needs moving forward for the area of finance and accountings.

The RFQ for an engineering firm has been taking place over the last couple of months. There will be an update tonight.

A legal RFQ and RFP has been distributed this week. That will be due back at the end of October for firms interested.

Water meter replacement program will begin over the next couple of months. The Wilshire Green Condominium Buildings will be the first water meters replaced. The scheduling and implementation of residential meters will be scheduled shortly.

Water/sewer rate increase project Village Administrator DuRocher will be discussing tonight in detail.

Chief Leuser will give us an update on the new part time officers hired and an activity report.

MOTION TO ACCEPT ITEMS A THROUGH C ON THE CONSENT AGENDA: Item A(i) Approval of August 13, 2015 Board Meeting Minutes; A(ii) Approval of September 10, 2105 Board Meeting Minutes; A(iii) Approval of September 10, 2015 Executive Session Meeting Minutes; Item B Approval of Payables for the Period Ending September 30, 2015 in the Amount of \$203,838.82; and Item C Approval of Financial Report Ending September 30, 2015. Trustee Lopez moved, seconded by Trustee O'Laughlin. Motion carried by roll call vote (6-0-0).

MOTION TO APPROVE ITEMS A THROUGH C ON THE CONSENT AGENDA: Item A(i) Approval of August 13, 2015 Board Meeting Minutes; A(ii) Approval of September 10, 2105 Board Meeting Minutes; A(iii) Approval of September 10, 2015 Executive Session Meeting Minutes; Item B Approval of Payables for the Period Ending September 30, 2015 in the Amount of \$203,838.82; and Item C Approval of Financial Report Ending September 30, 2015. Trustee O'Laughlin moved, seconded by Trustee Farrell Mayer. Motion carried by roll call vote (6-0-0).

AUDIENCE COMMENTS: no audience comments/questions

BUSINESS AGENDA ITEMS:

- A. Presentation of Audit and Management Letter Fiscal Year Ending 4/30/15 by Jason Coyle of Baker Tilly. The Financial Statements for the Year Ended April 30, 2015 and Communication to Those Charged with Governance and Management can be found on the Village website in accordance with local government and transparency laws. Some key areas in need of improvement are segregation of duties; further controls to protect public money and public property; and our computer security system. **Motion to Accept the Audit and Management Letter Fiscal Year April 30, 2015 prepared by Baker and Tilly** Trustee Mann moved, seconded by Trustee O'Laughlin. Motion carried by voice vote (6-0-0).
- B. Discussion Regarding Change in Delivery Hours Brookside Shopping Plaza (Admin. DuRocher). In 2006, the Village passed an ordinance allowing delivery from 9 a.m.– 5 p.m. Monday through Friday for deliveries being made to the rear of the building. The Owner of the Plaza and Willow Hills Restaurant owner have requested the hours be modified. The neighbors of the Plaza request the times not be modified. The Village will continue to work with the Plaza owner/tenants and the neighbors to see if an amicable resolution can be reached. Mrs. Pekic, owner of the Plaza, expressed the need for a change in the delivery hours, shared examples of other traffic through the area and concerns regarding the hardship the businesses face with the current delivery hours. (An invitation was extended to the adjacent neighbors. There were no representatives from the adjacent neighbors at the meeting.) Trustees requested an estimate of deliveries per week and a month's data from the tenants to be presented at the November meeting.
- C. Selection of Village Engineer (Administrator DuRocher) - The Village issued a RFQ for Village engineering services. The RFQ was posted on the Village website as well as a legal notice in the paper. Eleven proposals from qualified engineering companies were received. Trustee Wittenberg, Trustee Mann, Supt. Santen and Village Administrator DuRocher met with the top three firms. After interviews of the firms, the recommendation is being made to approve Strand Associates. **Resolution No. R-15-5 to Approve and Authorize the Execution of a General On-Call Municipal Engineering Master Contract Between the Village of Indian Head Park, Illinois and Strand Associates, Inc. for the Furnishing of Professional Engineering Services.** Trustee Mann moved, seconded by Trustee Lopez. Motion carried by roll call vote (6-0-0).
- D. Proposed Water Rate Update (Admin DuRocher) - Staff is in the process of reviewing the water rate. The proposed rates are on the Village website. A vote will take place at the December meeting with implementation January 1, 2016.

TRUSTEE UPDATES:

Trustee Lopez *Special Projects/Communications* - Participated in a demonstration with Civic Plus. They have a favorable pricing for smaller communities. A report will be completed shortly and available for review to discuss the different options for the Village.

Trustee Mann *Public Works* – The Public Works Open House went very well. The Open House was a great way for Village Residents to see where their tax dollars are used and to talk to the staff. A slide show of the History of the Public Works Department was shown and will be available to be viewed on our Village website.

Trustee O’Laughlin *Parks and Recreation/Finance/Police/911* – Attended the Seaspar meeting. The meeting was very informative sharing where the tax dollars are being used and what different recreation sports are being offered.

Trustee Metz *Finance/Economic Development* – Continued to monitor Village expenses and how to be more efficient and financially responsible with the residents’ tax dollars.

Trustee Farrell Mayer *Communications/Planning & Zoning* – First communication meeting took place. Bob and Mary Uhrina have volunteered to help work on the Smoke Signals updating the publication by adding more content and advertisers. The next meeting will be held in November. The next issue will be January, 2016.

Trustee Wittenberg *Police Department/911/Economic Development/Planning & Zoning* – The Planning and Zoning Commission updated the Comprehensive Plan through their editing process. That process is almost complete. Looking toward the end of the year to have the Plan on line for those wanting to review the Plan.

ATTORNEY REPORT:

Counsel Baugh – No report.

ADMINISTRATOR REPORT:

Mr. DuRocher – An RFQ went out for Sacagawea Park improvements. One valid quote has been returned. Working on a developing a bid specification for the water meter replacement program and, will be seeking funds through the Illinois Revolving Loan Fund Program which is a low interested loan to pay for the water meter replacement program. At the staff meeting, a discussion was had regarding a strategic plan for the Village which includes mini-strategic plans for the departments.

STAFF REPORTS:

Ed Santen *Public Works* – Completed the Storm Sewer Project at 6492 Sioux a budgeted project; replacement of several culverts along the Village roadway system; Central Blacktop has finished the patching; Public Works patched some roadways within the Village; Cook County Highway Department has finished their brush cutting but, will be called back out to complete the west side of Wolf Road. The State of Illinois will be contacted to trim the shrubbery and trees along Joliet Road. The overhead wiring project from Willow Springs Road along 65th Street to the Pump Station has been completed.

Interim Chief Leuser *Police Department* – The new part-time officers hired have started. School drills were conducted with the County Sheriff's Department along with the District 106 staff, Ombudsman staff and Pleasantview Fire Department. Additional officers worked with District 106 during the International Walk/Bike to School Day. The police department staff all signed up for the Code Red Program so they will be alerted when not on duty. The police department purchased water throw bags. These are used for water rescue. Monthly training was completed and, two of the full-time officers have taken a week long class to become firearms instructors and, most of the department officers have completed taser training.

MOTION TO CLOSE OPEN SESSION AND ENTER INTO EXECUTIVE SESSION: Pursuant to Illinois Statutes to Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the Public Body or Legal Counsel of the Public Body Specifically 5 ILCS 120 Section 2(c)(1). Motion made by Trustee Metz at 8:33 p.m., seconded by Trustee O'Laughlin. Motion carried by roll call vote carried (6-0-0)

MOTION TO ADJOURN CLOSED SESSION AND RECONVENE IN OPEN SESSION:

Motion made by Trustee Farrell Mayer at 9:06 p.m. to return to open session; seconded by Trustee O'Laughlin. Motion carried by roll call vote (6-0-0).

ADJOURNMENT:

There being no further discussion, Trustee Farrell Mayer moved, seconded by Trustee O'Laughlin, to adjourn the Village Board of Trustees meeting at 9:07 p.m. Motion carried by voice vote (6-0-0)

Submitted by Laurie Scheer, Village Clerk