

**Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525**

Board Meeting - Notice and Agenda

7:30 p.m. – April 14, 2016

I) CALL TO ORDER & ROLL CALL

II) PLEDGE OF ALLEGIANCE

III) MAYOR'S REPORT

- a. Sgt. Novak Retirement
- b. Superintendent Santen's 36 years with the Village (May 6 , 1980)
- c. Tree City USA/Arbor Day Proclamation

Go To

IV) APPROVAL OF BOARD MEETING MINUTES (to be distributed)

- a. March 10, 2016 Regular Meeting

Go To

V) Approval of Payables for the period ending March 31, 2016 in the amount of \$89,974.66 (Trustee Metz)

VI) AUDIENCE COMMENTS-Items pertaining to the agenda. Please limit comments to three minutes per person.

VII) NEW BUSINES

Go To

- a. Public Hearing 2016-2017 Appropriation (Mayor Hinshaw/Trustee Metz)
- b. Approval of the 2016-2017 Budget Resolution R-4-16-1 (Trustee Metz)
- c. Code Enforcement-(Trustee Mann)
- d. Sacajawea Park Improvements update (Trustee O'Laughlin)

Go To

VIII) Reports

- a. Trustees
- b. Village Clerk
- c. Village Treasure
- d. Village Attorney
- e. Village Administrator
 - i. Yard Waste Stickers
 - ii. Meter Program

- f. Department Head Reports
 - i. Public Works
 - 1. ComEd Line replacement
 - ii. Police Department

- IX) General Public Comments (New item) Please limit comments to three minutes per person

- X) Executive Session-Personnel per ILCS 120 SECTION 2(c)(1) and Litigation per ILCS 120 SECTION 2(c)(11)

- XI) NEXT MEETING DATE & ADJOURNMENT

To: Mayor Hinshaw and Board of Trustees
From: John J. DuRocher, Village Administrator
Subject: April Board Meeting Agenda and Report
Date: April 12, 2016

Please find attached the Agenda and Board packet for the upcoming meeting.

If there is any item of business requiring deeper analysis, I will have a separate memo immediately following this report.

Please note that the page immediately following this document, I am attaching a motion "cheat sheet".

1. Mayor's Report

a. Retirement of Sgt. Curt Novak

We purchased a plaque and gift card from Bass Pro Shops as a gift. (Apparently he hates golf). Trustee Wittenberg may also wish to comment.

b. Superintendent Santen celebrates 36 years with us on May 6.

c. Tree City/Arbor Day Proclamation-see attached

2. Agenda Items

a. Approval of Minutes. These are undergoing editing and will be sent when received.

Go To

b. Approval of Warrants-The specific warrant list is attached. Bills on the warrant list total \$89,974.66. The financial reports will be sent out when ready. It is not expected that they will go out in time for the Board meeting.

c. We are changing the agenda around a bit, this is the section where people may comment on agenda items. In order to speed the meeting along, we are looking to keep comments to a limited time frame. The Mayor (or Board) has the right to extend time limits as they see fit. I suggest three minutes per person.

3. New Business

a. Public Hearing. Please refer to the memo below. A roll call vote is requested.

Go To

- b. Budget Resolution. Please refer to the memo below (It is combined with item "A" above. A roll call vote is required.
- c. Trustee Mann would like to discuss code enforcement Village wide.
- d. The Park improvements are slated to start on the 13th.
- e. Executive Session. I would like to go to closed session to discuss personnel and litigation related matter. Please refer to a separate memo regarding this. This will come out Wednesday.

Memo

To: Mayor Hinshaw and Board of Trustees

From: John J. DuRocher, Village Administrator

Subject: Appropriation and Annual Budget

Date: April 12, 2016

The Village operates under the Appropriation Act. For those of you wishing to find the statutory reference here's the link.

<http://www.ilga.gov/legislation/ilcs/ilcs4.asp?DocName=006500050HArt%2E+8+Div%2E+2&ActID=802&ChapterID=14&SeqStart=79900000&SeqEnd=81900000>

In general, the appropriation serves as a limit to what we can spend in any given fiscal year. It takes into account all available and realistically new available funds. If something is not appropriated or if the need is beyond what is appropriated, the item cannot be purchased. Amending the appropriation is a big deal with lots of hoops to jump through. To this end, municipalities often appropriate much higher expenses than what might be needed. This can cause confusion and concern with persons not familiar with the process. The appropriation for our purposes has inflated spending amounts for almost every line item.

We must hold a public hearing and pass the appropriation after the public hearing. Even though this could happen at the same meeting, my preference is to hold the public hearing at one meeting and pass it at the next. Please note that the legal notice for the public hearing was published in the newspaper according to law.

Although our fiscal year commences May 1, the appropriation ordinance must be passed after May 1 but before July 31.

For our purposes, we will pass the appropriation (at the May meeting) (with inflated numbers), file it with the County Clerk, and put the document aside.

The most important thing now is the budget. This is the internal document that controls our spending. In the past, this is done usually in July, and by motion only. I am recommending that we do this by resolution.

The process for the meeting (see attached motion index) will be to adjourn to the public hearing, hold the hearing on the appropriation, where I will explain the appropriation briefly, the Mayor will ask for comment from the public and the board, then we will close the public hearing. At that point we will then adopt the resolution adopting the budget.

In the future, I recommend that the Village adopt the Budget Act. This act required that the budget be passed BEFORE May 1. This would be a good time to refer this to the Finance Committee for review. Also for continued discussion in the Finance Committee is modifications to administrator/departmental spending authority and the creation of an investment policy.

Go To Attached is a page from the Illinois Municipal League Handbook regarding the Budget System.



Village of Indian Head Park

201 ACACIA DRIVE

INDIAN HEAD PARK, ILLINOIS 60525

PHONE 708-246-3080 FAX 708-246-7094

www.indianheadpark-il.gov

PROCLAMATION

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska and is now observed throughout the nation and the world; and

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Trees wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, The Village of Indian Head Park has been recognized as a Tree City USA by the National Arbor Foundation and desires to continue its tree planting practices, and

NOW, THEREFORE, I as the Mayor of Indian Head Park, do hereby proclaim Friday, April 29th, 2016 as ARBOR DAY in the Village of Indian Head Park and urges all citizens to celebrate Arbor Day and to plant trees to gladden the heart and promote the well-being of this and future generations.

Tom Hinshaw
Mayor

INDIAN HEAD PARK
CASH REQUIREMENTS REPORT
Thursday March 10, 2016

DATE: 03/10/16
SORT BY Ven Name

VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
ACCU	ACCURATE OFFICE SUPPLY CO	356979	03/09/16	03/25/16	29.50	01-00-1012-000	01216338000
			Vendor Check Total:		29.50		
AIS	ALL INFORMATION SERVICES, INC	54436	03/08/16	04/08/16	671.25	01-00-1012-000	01216252110
			Vendor Check Total:		671.25		
AMWTR	AMERICAN WATER WORKS ASSOCIATION	7001159862	03/10/16	04/10/16	200.00	01-00-1012-000	02856245000
			Vendor Check Total:		200.00		
ANDER	ANDERSON PEST SOLUTIONS	3655166	02/01/16	03/01/16	53.04	01-00-1012-000	
		3655167	02/01/16	03/01/16	46.37	01-00-1012-000	
		3655983	02/01/16	03/01/16	37.45	01-00-1012-000	
			Vendor Check Total:		136.86		
ANDRO	ANDROMEDA TECHNOLOGY SOLUTIONS, INC.	66326	11/05/15	11/05/15	185.00	01-00-1012-000	
			Vendor Check Total:		185.00		
ASTEC	ASSOCIATED TECHNICAL SERVICES, LTD.	27075	02/03/16	03/03/16	2250.00	01-00-1012-000	
			Vendor Check Total:		2250.00		
AMERI	AT&T	24630805680-FEB	02/28/16	03/28/16	1102.06	01-00-1012-000	
		24631619080-FEB	02/28/16	03/28/16	159.93	01-00-1012-000	
			Vendor Check Total:		1261.99		
BLUDE	BLUDER'S TREE SERVICE, INC.	3876	02/29/16	03/12/16	6000.00	01-00-1012-000	
			Vendor Check Total:		6000.00		
MENAR	CAPITAL ONE COMMERCIAL	320604716083066	03/09/16	03/19/16	70.93	01-00-1012-000	
			Vendor Check Total:		70.93		
CARGI	CARGILL, inc.	2902699763	02/29/16	03/17/16	3020.40	01-00-1012-000	
			Vendor Check Total:		3020.40		
CMFPC	CHICAGO METROPOLITAN FIRE PREVENTION CO	IN00122952	01/31/16	01/31/16	71.25	01-00-1012-000	
		INV00122953000	01/01/16	01/31/16	169.50	01-00-1012-000	
		INV00122954	01/01/16	01/31/16	202.50	01-00-1012-000	
		INV00122955	01/01/16	01/31/16	87.75	01-00-1012-000	
		INV00122956	01/01/16	01/31/16	87.75	01-00-1012-000	
		INV00122957	01/01/16	01/31/16	99.00	01-00-1012-000	
			Vendor Check Total:		717.75		
FREE	FREEWAY FORD	118117	03/09/16	03/09/16	571.87	01-00-1012-000	
			Vendor Check Total:		571.87		
ILLCO	ILLCO, INC.	2455125-2	02/29/16	03/18/16	36.17	01-00-1012-000	
		2455125-5	02/29/16	03/18/16	85.04	01-00-1012-000	
			Vendor Check Total:		121.21		
ILACP	ILLINOIS ASSOCIATION OF CHIEFS OF POLICE 2016-1320		02/16/16	03/16/16	50.00	01-00-1012-000	
			Vendor Check Total:		50.00		
JDURO	JOHN DUROCHER	FEBREIMB	02/08/16	02/08/16	403.32	01-00-1012-000	

INDIAN HEAD PARK
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VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
			Vendor Check Total:		403.32		
KONIC	KONICA MINOLTA BUSINESS SOLUTIONS USA	9002160407	02/14/16	03/14/16	38.37	01-00-1012-000	
			Vendor Check Total:		38.37		
LOCIS	L.O.C.I.S.	37376	03/01/16	03/01/16	2736.00	01-00-1012-000	01216252109
			Vendor Check Total:		2736.00		
LAND	LAND & WATER	JAN16RENEWAL	02/26/16	02/26/16	20.00	01-00-1012-000	
			Vendor Check Total:		20.00		
LINDC	LINDCO EQUIPMENT SALES, INC.	151543P	02/29/16	02/29/16	824.43	01-00-1012-000	
		160255P	02/29/16	03/06/16	20.65	01-00-1012-000	
			Vendor Check Total:		845.08		
MCROW	MARY CROWLEY	FEDEX	03/10/16	03/10/16	28.32	01-00-1012-000	FEDEX REIMB-FOIA
			Vendor Check Total:		28.32		
NKKOI	NATIONAL KURB KUT OF ILLINOIS	0000087	11/16/15	12/16/15	791.53	01-00-1012-000	
		0000123	01/23/16	02/22/16	40.00	01-00-1012-000	
		0000124	02/26/16	02/26/16	977.84	01-00-1012-000	
			Vendor Check Total:		1809.37		
NCPER	NCPERS - IL IMRF	49890316	03/09/16	03/09/16	224.00	01-00-1012-000	
			Vendor Check Total:		224.00		
RAGS	RAGS ELECTRIC	20503	01/13/16	02/13/16	1561.29	01-00-1012-000	
		20516	01/13/16	02/13/16	1466.76	01-00-1012-000	
			Vendor Check Total:		3028.05		
RUNCO	RUNCO OFFICE SUPPLY	640754-0	02/15/16	02/15/16	32.97	01-00-1012-000	
		641320-0	02/19/16	02/19/16	14.89	01-00-1012-000	01216338000
		641336-0	02/19/16	02/19/16	35.36	01-00-1012-000	01216338000
			Vendor Check Total:		83.22		
SAFET	SAFETY-KLEEN CORPORATION	69218040	01/29/16	02/29/16	326.17	01-00-1012-000	01316228000
			Vendor Check Total:		326.17		
SCOT	SCOT DECAL COMPANY, INC.	25948	02/19/16	02/19/16	1679.20	01-00-1012-000	
			Vendor Check Total:		1679.20		
SIKIC	SIKICH	241817	02/17/16	03/17/16	4246.50	01-00-1012-000	01216252108
			Vendor Check Total:		4246.50		
NEXTL	SPRINT	FEB102016	02/10/16	03/10/16	447.74	01-00-1012-000	
			Vendor Check Total:		447.74		
GRAIN	W.W. GRAINGER, INC.	9014974597	02/02/16	03/03/16	75.46	01-00-1012-000	
			Vendor Check Total:		75.46		
Grand Total all Invoices:		44			31277.56		
Total Invoices for ACCURATE OFFICE SUPPLY CO		1			29.50		
Total Invoices for ALL INFORMATION SERVICES, INC		1			671.25		
Total Invoices for AMERICAN WATER WORKS ASSOCIATI		1			200.00		
Total Invoices for ANDERSON PEST SOLUTIONS		3			136.86		

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VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
Total	Invoices for ANDROMEDA TECHNOLOGY SOLUTIONS	1			185.00		
Total	Invoices for ASSOCIATED TECHNICAL SERVICES,	1			2250.00		
Total	Invoices for AT&T	2			1261.99		
Total	Invoices for BLUDER'S TREE SERVICE, INC.	1			6000.00		
Total	Invoices for CAPITAL ONE COMMERCIAL	1			70.93		
Total	Invoices for CARGILL, INC.	1			3020.40		
Total	Invoices for CHICAGO METROPOLITAN FIRE PREV	6			717.75		
Total	Invoices for FREEWAY FORD	1			571.87		
Total	Invoices for ILLCO, INC.	2			121.21		
Total	Invoices for ILLINOIS ASSOCIATION OF CHIEFS	1			50.00		
Total	Invoices for JOHN DUROCHER	1			403.32		
Total	Invoices for KONICA MINOLTA BUSINESS SOLUTI	1			38.37		
Total	Invoices for L.O.C.I.S.	1			2736.00		
Total	Invoices for LAND & WATER	1			20.00		
Total	Invoices for LINDCO EQUIPMENT SALES, INC.	2			845.08		
Total	Invoices for MARY CROWLEY	1			28.32		
Total	Invoices for NATIONAL KURB KUT OF ILLINOIS	3			1809.37		
Total	Invoices for NCPERS - IL IMRF	1			224.00		
Total	Invoices for RAGS ELECTRIC	2			3028.05		
Total	Invoices for RUNCO OFFICE SUPPLY	3			83.22		
Total	Invoices for SAFETY-KLEEN CORPORATION	1			326.17		
Total	Invoices for SCOT DECAL COMPANY, INC.	1			1679.20		
Total	Invoices for SIKICH	1			4246.50		
Total	Invoices for SPRINT	1			447.74		
Total	Invoices for W.W. GRAINGER, INC.	1			75.46		

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FUND - FUND NAME	AMOUNT	INVOICES	CHECKS
01 - GENERAL FUND	31277.56	44	29

Grand Total all Invoices: 31277.56

Number of Funds involved: 1
Number of Vendors involved: 29

Total Checks required: 29 31277.56
Direct Pay vendors: 0 .00
Manual Checks to post: 0 .00

Indian Head Park
CASH REQUIREMENTS REPORT
Tuesday March 15, 2016

DATE: 03/15/16
SORT BY Ven Name

VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
AFLAC	AFLAC WORLDWIDE HEADQUARTERS	FEB16	03/16/16	03/16/16	538.68	01-00-1012-000	
			Vendor Check Total:		538.68		
AIS	ALL INFORMATION SERVICES, INC	53999	03/16/16	03/16/16	798.00	01-00-1012-000	
		54194	03/16/16	03/16/16	262.50	01-00-1012-000	
		54302	03/16/16	03/16/16	399.00	01-00-1012-000	
			Vendor Check Total:		1459.50		
CAPER	CAPERS LLC	INV-0142	03/16/16	03/16/16	1000.00	01-00-1012-000	
			Vendor Check Total:		1000.00		
CINCI	CINCINNATI INSURANCE COMPANIES	APRIL16	03/16/16	03/16/16	22.77	01-00-1012-000	
		FEB16	03/16/16	03/16/16	22.77	01-00-1012-000	
			Vendor Check Total:		45.54		
COMCA	COMCAST CABLE	010916-1961	03/15/16	03/15/16	10.58	01-00-1012-000	01416273000
			Vendor Check Total:		10.58		
COMED	COMMONWEALTH EDISON-PW	WOLFFEB2916	03/16/16	03/16/16	8.80	01-00-1012-000	
			Vendor Check Total:		8.80		
DONM	DON MORRIS ARCHITECTS P.C.	FEB16	03/16/16	03/16/16	975.00	01-00-1012-000	
			Vendor Check Total:		975.00		
FMC	FORD CREDIT DEPT 67-434	FINALPAY	03/16/16	03/16/16	297.48	01-00-1012-000	
			Vendor Check Total:		297.48		
FULLR	FULLER'S CAR WASH	00000374	03/16/16	03/16/16	225.07	01-00-1012-000	
			Vendor Check Total:		225.07		
GNE	HR DIRECT	INV3456436	03/16/16	03/16/16	69.99	01-00-1012-000	
			Vendor Check Total:		69.99		
HRSIM	HR SIMPLIFIED	44184	03/16/16	03/16/16	25.00	01-00-1012-000	
		44874	03/16/16	03/16/16	25.00	01-00-1012-000	
			Vendor Check Total:		50.00		
MAP	METROPOLITAN ALLIANCE OF POLICE	012016-033016	03/16/16	03/16/16	533.05	01-00-1012-000	01002017000
		091615-122315	03/16/16	03/16/16	609.20	01-00-1012-000	
			Vendor Check Total:		1142.25		
OHERD	RAY O'HERRON CO., INC.	1605481-IN	03/16/16	03/16/16	39.00	01-00-1012-000	
			Vendor Check Total:		39.00		
SCHAI	SCHAIN BANKS KENNY & SCHWARTZ	27996	03/16/16	03/16/16	2012.50	01-00-1012-000	
		28413	03/16/16	03/16/16	2945.50	01-00-1012-000	
			Vendor Check Total:		4958.00		
SP4U	SHIRTPRINTING4U	8350462	03/16/16	03/16/16	114.00	01-00-1012-000	
			Vendor Check Total:		114.00		
SWCD	SOUTHWEST CENTRAL DISPATCH	FEB2016	03/15/16	03/15/16	9654.74	01-00-1012-000	

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VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
		MARCH16	03/16/16	03/16/16	9654.74	01-00-1012-000	
			Vendor Check Total:		19309.48		
STORI	STORINO RAMELLO & DURKIN	67946	03/15/16	03/15/16	73.50	01-00-1012-000	
		67948	03/15/16	03/15/16	73.50	01-00-1012-000	
		68389	03/15/16	03/15/16	7546.77	01-00-1012-000	
		68390	03/15/16	03/15/16	1068.21	01-00-1012-000	
		68391	03/16/16	03/16/16	683.60	01-00-1012-000	
		68572	03/15/16	03/15/16	2087.25	01-00-1012-000	
		68573	03/15/16	03/15/16	646.25	01-00-1012-000	
		68790	03/15/16	03/15/16	1089.93	01-00-1012-000	
		68791	03/15/16	03/15/16	1453.30	01-00-1012-000	
		68792	03/15/16	03/15/16	112.50	01-00-1012-000	
			Vendor Check Total:		14834.81		
SAINC	STRAND ASSOCIATES	0117426	03/16/16	03/16/16	1297.72	01-00-1012-000	
		0117558	03/16/16	03/16/16	1200.00	01-00-1012-000	
		0117559	03/16/16	03/16/16	365.00	01-00-1012-000	
		0118294	03/16/16	03/16/16	1650.00	01-00-1012-000	
		0118295	03/16/16	03/16/16	2268.63	01-00-1012-000	
		0118296	03/16/16	03/16/16	3455.51	01-00-1012-000	
		0118338	03/16/16	03/16/16	1221.92	01-00-1012-000	
			Vendor Check Total:		11458.78		
TBL	THE BLUE LINE	33633	03/16/16	03/16/16	250.00	01-00-1012-000	
			Vendor Check Total:		250.00		
TBRES	THOMAS J. BRESCIA	MARCH2015	03/16/16	03/16/16	850.00	01-00-1012-000	
			Vendor Check Total:		850.00		
TMDE	TMDE CALIBRATION LABS, INC	24981	03/16/16	03/16/16	337.50	01-00-1012-000	01416230000
			Vendor Check Total:		337.50		
WECMC	WEST CENTRAL MUNICIPAL CONFERENCE	0008198-IN	03/16/16	03/16/16	647.64	01-00-1012-000	01926236000
			Vendor Check Total:		647.64		
WSDA	WEST SUBURBAN DETECTIVES ASSOCIATION	2016MEMBERSHIP	03/16/16	03/16/16	75.00	01-00-1012-000	01416245000
			Vendor Check Total:		75.00		
Grand Total all Invoices:		45			58697.10		
Total Invoices for	AFLAC WORLDWIDE HEADQUARTERS	1			538.68		
Total Invoices for	ALL INFORMATION SERVICES, INC	3			1459.50		
Total Invoices for	CAPERS LLC	1			1000.00		
Total Invoices for	CINCINNATI INSURANCE COMPANIES	2			45.54		
Total Invoices for	COMCAST CABLE	1			10.58		
Total Invoices for	COMMONWEALTH EDISON-PW	1			8.80		
Total Invoices for	DON MORRIS ARCHITECTS P.C.	1			975.00		
Total Invoices for	FORD CREDIT DEPT 67-434	1			297.48		
Total Invoices for	FULLER'S CAR WASH	1			225.07		
Total Invoices for	HR DIRECT	1			69.99		
Total Invoices for	HR SIMPLIFIED	2			50.00		
Total Invoices for	METROPOLITAN ALLIANCE OF POLIC	2			1142.25		
Total Invoices for	RAY O'HERRON CO., INC.	1			39.00		
Total Invoices for	SCHAIN BANKS KENNY & SCHWARTZ	2			4958.00		
Total Invoices for	SHIRTPRINTING4U	1			114.00		
Total Invoices for	SOUTHWEST CENTRAL DISPATCH	2			19309.48		
Total Invoices for	STORINO RAMELLO & DURKIN	10			14834.81		
Total Invoices for	STRAND ASSOCIATES	7			11458.78		
Total Invoices for	THE BLUE LINE	1			250.00		
Total Invoices for	THOMAS J. BRESCIA	1			850.00		
Total Invoices for	TMDE CALIBRATION LABS, INC	1			337.50		
Total Invoices for	WEST CENTRAL MUNICIPAL CONFERE	1			647.64		

Indian Head Park
CASH REQUIREMENTS REPORT
Tuesday March 15, 2016

DATE: 03/15/16
SORT BY Ven Name

VEND #	NAME	INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	BANK-G/L #	COMMENTS
<hr/>							
Total Invoices for WEST SUBURBAN DETECTIVES ASSOC		1			75.00		

Indian Head Park
CASH REQUIREMENTS REPORT
Tuesday March 15, 2016

DATE: 03/15/16
SORT BY Ven Name

[NJ]
PAGE 4

FUND - FUND NAME	AMOUNT	INVOICES	CHECKS
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01 - GENERAL FUND	58697.10	45	23
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Grand Total all Invoices: 58697.10

Number of Funds involved: 1
Number of Vendors involved: 23

Total Checks required: 23 58697.10
Direct Pay vendors: 0 .00
Manual Checks to post: 0 .00

ORDINANCE NO. 2016-ZZZ

**AN ORDINANCE MAKING APPROPRIATIONS FOR GENERAL CORPORATE
AND FOR SPECIAL PURPOSES FOR**

**THE VILLAGE OF INDIAN HEAD PARK COOK
COUNTY, ILLINOIS**

**FOR THE FISCAL YEAR BEGINNING
MAY 1, 2016 AND ENDING APRIL 30, 2017**

**BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF INDIAN HEAD PARK, COOK COUNTY, ILLINOIS,**

AS FOLLOWS:

That the following sums of money, or as much thereof as may be needed or deemed necessary to defray all expenses and liabilities of the Village of Indian Head Park, Cook County, Illinois, or so much thereof as may be authorized by law, be and the same are hereby appropriated for the objects and purposes of said Village, as hereinafter specified, for the fiscal year commencing on the 1st day of May 2016 and ending on the 30th day of April 2017:

SECTION 1: PRESIDENT AND VILLAGE BOARD

11-6102-000	Regular Salaries	\$	-
11-6243-000	Meeting/Conference/Training	\$	7,812
11-6245-000	Membership Fees	\$	25,000
11-6247-000	Miscellaneous Expense	\$	-
11-6426-000	Furniture/Equipment	\$	3,750

TOTAL APPROPRIATION - SECTION 1		\$	36,562

SECTION 2: ADMINISTRATION

21-6102-000	Regular Salaries	\$	360,012
21-6104-000	Overtime	\$	3,125
21-6215-000	Codification	\$	10,875
21-6216-000	Website Redesign	\$	12,500
21-6230-000	Equipment Maintenance	\$	3,907
21-6245-000	Membership Fees	\$	3,750
21-6247-000	Miscellaneous Expense	\$	781
21-6250-000	Postage	\$	2,344
21-6252-108	Professional Services/Consultant	\$	5,000
21-6252-109	Professional Services/Data Processing	\$	19,531
21-6252-110	Professional Services/I.T. Consulting	\$	12,500
21-6254-000	Publications - Legal Notices	\$	1,562
21-6338-000	Office Supplies	\$	4,687
21-6342-000	Periodicals	\$	79
21-6350-000	Vehicle Licenses/Decals	\$	7,422
21-6426-000	Office Equipment	\$	14,610

TOTAL APPROPRIATION - SECTION 2		\$	462,685

SECTION 3: PUBLIC WORKS

31-6102-000	Regular Salaries	\$	65,681
31-6104-000	Overtime	\$	6,718
31-6221-000	Drainage Maintenance	\$	7,812
31-6224-000	Electric/Street Light Maintenance	\$	6,250
31-6228-000	Rentals/Equipment	\$	3,125
31-6230-000	Vehicles/Equipment Maintenance	\$	23,437
31-6243-000	Meeting/Conference/Workshops	\$	781
31-6245-000	Membership Fees	\$	1,093

31-6247-000	Miscellaneous Expense	\$	391
31-6250-000	Postage	\$	391
31-6252-112	Engineering - General	\$	28,125
31-6252-113	Engineering - Developer/Property Owner	\$	2,343
31-6252-117	Landscape Removal	\$	2,578
31-6265-000	Streets & Parkways	\$	3,125
31-6272-000	Storm Sewers Maintenance	\$	15,625
31-6273-000	Telephone/Communications	\$	5,312
31-6275-000	Tree Maintenance	\$	23,437
31-6317-000	Utility Expense	\$	11,718
31-6308-000	Clothing/Uniforms	\$	1,562
31-6316-000	Gas/Oil	\$	14,843
31-6322-000	Drainage	\$	5,468
31-6328-100	Storm Sewers	\$	1,562
31-6330-000	Streets & Parkways	\$	6,250
31-6332-000	Vehicles/Equipment	\$	7,031
31-6338-000	Office Supplies	\$	2,735
31-6345-000	Safety Equipment	\$	2,735
31-6346-000	Tools and Hardware	\$	1,562
31-6348-000	Tree Program	\$	3,281
31-6414-000	Construction Storm Sewer Maintenance	\$	27,343
31-6438-000	Vehicles/Other Equipment	\$	28,851

TOTAL APPROPRIATION - SECTION 3		\$	311,165

SECTION 4: POLICE

41-6102-000	Regular Salaries	\$	1,142,371
41-6104-000	Overtime	\$	125,000
41-6114-000	Lyons Township Hireback	\$	-
41-6202-000	Central Dispatch Assessment	\$	96,815
41-6230-000	Vehicle and Equipment Maintenance	\$	31,250
41-6243-000	Meeting/Conference/Training	\$	9,375
41-6245-000	Membership Fees	\$	3,437
41-6246-000	Lexapro Policy and Procedure	\$	3,828
41-6247-000	Miscellaneous Expense	\$	781
41-6248-000	CAPERS Reporting Software	\$	18,750
41-6250-000	Postage	\$	781
41-6252-103	Animal Control	\$	391
41-6273-000	Telephone/Communications	\$	14,843
41-6308-000	Clothing/Uniforms	\$	18,750
41-6316-000	Gas/Oil	\$	37,500
41-6332-000	Equipment Maintenance	\$	1,172
41-6338-000	Office Supplies	\$	3,906
41-6345-000	Safety Equipment	\$	4,687

41-6426-000	Office Equipment	\$	23,437
41-6438-000	Vehicles/Other Equipment	\$	31,250

TOTAL APPROPRIATION - SECTION 4		\$	1,568,324

SECTION 5: BUILDINGS AND GROUNDS

51-6234-000	Maintenance Service - Public Works Facility	\$	10,156
51-6239-000	Maintenance Service - Heritage Center	\$	3,125
51-6249-000	Maintenance Service - Village Hall/Police	\$	12,500
51-6251-000	Custodial Services	\$	21,875
51-6314-000	Southworks Supplies	\$	3,125
51-6318-000	Landscape Supplies	\$	3,125
51-6336-000	Village Hall/Police Materials & Supplies	\$	3,906
51-6337-000	Kelli's Playground/Sacajawea Park	\$	9,375
51-6338-000	Heritage Center	\$	781
51-6404-000	Sealcoat/Striping Parking Lot	\$	12,500
51-6427-000	Other Equipment	\$	78,600
TOTAL APPROPRIATION - SECTION 5		\$	159,068

SECTION 6: BUILDING DEPARTMENT

55-6252-106	Professional Services/Building Inspection	\$	30,000
55-6252-110	Professional Services/Electrical Inspection	\$	3,094
55-6252-111	Professional Services/Elevator Inspection	\$	4,125
55-6252-121	Professional Services/Plan Reviews	\$	22,500
55-6252-122	Professional Services/Plumbing Inspection	\$	3,094
55-6338-000	Office Supplies	\$	375

TOTAL APPROPRIATION - SECTION 6		\$	63,188

SECTION 7: PLANNING AND ZONING COMMISSION

61-6254-000	Publications/Legal Notices	\$	1,562
61-6338-000	Office Supplies	\$	391

TOTAL APPROPRIATION - SECTION 7		\$	1,953

SECTION 8: FIRE AND POLICE COMMISSION

81-6245-000	Membership Fees	\$	343
81-6338-000	Office Supplies	\$	250
81-6254-0000	Publications/Legal Notices	\$	625
81-6252-118	Legal	\$	625
81-6252-130	Testing	\$	1,250

TOTAL APPROPRIATION - SECTION 8		\$	3,093

SECTION 9: GENERAL ACCOUNTS

92-6216-000	Community Relations	\$	3,000
92-6226-000	Employee Relations	\$	2,000
92-6236-000	Health and Life Insurance		
92-6252-118	Professional Services/Legal	\$	90,000
92-6252-123	Professional Services/Prosecutor	\$	11,000
92-6267-000	Smoke Signals	\$	6,000
92-6273-000	Telephone/Communications	\$	25,000
92-6274-000	Insurance Deductibles	\$	15,000
92-6276-000	Unemployment Insurance	\$	4,000
92-6664-000	Transfer to Capital Improvements Fund		
92-6665-000	Transfer to Public Wks/Heritage/Bonds Fund		

TOTAL APPROPRIATION - SECTION 9		\$	156,000

Contingencies		\$	143,993
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SECTION 10: WATER EXPENSES

85-6102-000	Personnel Services	\$	127,558
85-6228-000	Rentals/Equipment	\$	937
85-6230-000	Vehicle Equipment Maintenance	\$	5,000
85-6243-000	Meeting/Conference/Training	\$	3,000
85-6245-000	Membership Fees	\$	562
85-6247-000	Miscellaneous Expense	\$	250
85-6250-000	Postage	\$	2,200
85-6252-112	Professional Services/Engineering	\$	9,000
85-6252-116	Professional Services/Laboratory	\$	5,000
85-6252-125	Professional Services/Reservoir Inspection	\$	6,000
85-6256-000	Pump House Maintenance	\$	9,000
85-6257-000	Pump Maintenance	\$	3,125
85-6273-000	Telephone/Communications	\$	6,000
85-6279-000	Water System	\$	70,000
85-6306-000	Chemicals/Lab Equipment	\$	1,000
85-6308-000	Clothing/Uniforms	\$	2,000
85-6316-000	Gas/Oil	\$	1,000
85-6317-000	Electricity/Gas	\$	7,000
85-6329-000	Maintenance - Pump House	\$	4,000
85-6332-000	Maintenance - Vehicles/Equipment	\$	1,000
85-6334-000	Maintenance - Water System	\$	20,000
85-6338-000	Office Supplies	\$	2,000
85-6345-000	Safety Equipment	\$	2,000
85-6346-000	Tools and Hardware	\$	1,100
85-6352-000	Water Cost/Countryside	\$	800,000
85-6420-000	Well Rehabilitation	\$	70,000
85-6426-000	Office Equipment	\$	2,000
85-6438-000	Vehicles/Other Equipment	\$	40,000
85-6733-000	Depreciation	\$	150,000
TOTAL APPROPRIATION - SECTION 10		\$	1,350,732

SECTION 11: SEWER EXPENSES

90-6102-000	Personnel related	\$	148,550
90-6228-000	Rentals/Equipment	\$	625
90-6230-000	Vehicles/Equipment	\$	938
90-6243-000	Meeting/Conference/Training	\$	313
90-6247-000	Miscellaneous Expense	\$	125
90-6250-000	Postage	\$	188
90-6251-000	Illinois EPA NPDES Fee	\$	1,250
90-6252-112	Professional Services/Engineering	\$	15,000
90-6252-125	Professional Services/Sewer System	\$	30,000
90-6252-128	Professional Services/MWRD I&I Program	\$	50,000
90-6316-000	Gas/Oil	\$	375
90-6328-000	Sewer System	\$	1,250
90-6332-000	Vehicles/Equipment Supplies	\$	125
90-6338-000	Office Supplies	\$	250
90-6345-000	Safety Equipment	\$	375
90-6346-000	Tools and Hardware	\$	375
90-6438-000	Vehicles/Other Equipment	\$	9,319

TOTAL APPROPRIATION - SECTION 11		\$	259,058

SECTION 12: WATER AND SEWER GENERAL ACCOUNTS

	Interest-Loan from General Fund	\$	3,000
	Depreciation/Build Reserves	\$	94,000
	Audit Expense	\$	12,500

TOTAL APPROPRIATION - SECTION 12		\$	109,500

Contingencies	\$	69,188
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TOTAL WATER and SEWER FUND	\$	1,788,478
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SECTION 13: MOTOR FUEL TAX FUND

95-6247-000	Miscellaneous Expense	\$	3,000
95-6224-000	Street Light Electricity	\$	20,600
95-6252-112	Engineering Consultants	\$	3,000
95-6252-120	Road Management Software	\$	5,000
95-6252-129	Snow Removal Labor	\$	15,000
95-6252-130	Snow Removal Equipment Rental	\$	12,500
95-6252-139	Parkway Maintenance Labor	\$	19,512
95-6252-140	Parkway Maintenance Equipment Rental	\$	6,000
95-6344-000	Salt	\$	50,000

TOTAL APPROPRIATION - SECTION 13		\$	134,612
Contingencies		\$	12,500
TOTAL MOTOR FUEL TAX FUND		\$	147,112

SECTION 14: E-911

95-6202-000	Central Dispatch Assessment	\$	52,131
95-6204-000	Ameritech Line Charges	\$	5,625
95-6230-000	Equipment Maintenance	\$	625
	Contingencies	\$	2,919
TOTAL APPROPRIATION - SECTION 14		\$	61,300

SECTION 15: Road Improvement Bond Fund

95-660-000	Capital Projects Undesignated	\$	200,000
95-6264-000	Former Bond Fund	\$	132,896
Total Capital Improvement Fund		\$	332,896
TOTAL APPROPRIATION - SECTION 15		\$	332,896

TOTAL CORPORATE FUND \$ 5,235,817

TOTAL APPROPRIATION FOR GENERAL CORPORATE PURPOSES \$ 5,235,817

ARTICLE TWO
Special Purposes

SECTION 1: ILLINOIS MUNICIPAL RETIREMENT FUND

For the Illinois Municipal Retirement Fund there is hereby appropriated a tax in addition to all other taxes provided by law

----- \$ 226,731

TOTAL APPROPRIATION - SECTION 1 \$ 226,731

SECTION 2: SOCIAL SECURITY TAX

There is hereby appropriated for the cost of participation by the municipality in the Federal Old Age and Survivors Insurance System in addition to the taxes otherwise imposed by law

----- \$ 153,570

TOTAL APPROPRIATION - SECTION 2 \$ 153,570

SECTION 3: AUDIT

There is hereby appropriated for the annual audit in addition to all other taxes provided by law

----- \$ 40,689

TOTAL APPROPRIATION - SECTION 3 \$ 40,689

SECTION 4: GENERAL LIABILITY INSURANCE

For the general liability insurance costs there is hereby appropriated a tax in addition to all other taxes provided by law

----- \$ 20,938

TOTAL APPROPRIATION - SECTION 4 \$ 20,938

SECTION 5: BONDS AND INTEREST

For payment of principal and interest on General Obligation Bonds dated August 2009	\$	157,636
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For payment of principal and interest on General Obligation Bonds for road improvements dated July 2014	\$	213,319
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TOTAL APPROPRIATION - SECTION 5	\$	370,955
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DRAFT

SECTION 6: SPECIAL PARKS FUND

To fund the Village of Indian Head Park's share of the expenses to provide for the establishment, maintenance, and management of joint recreational programs for the handicapped, as provided for in 65 ILCS 5/11-95-14, in addition to all other taxes as prided by law.

\$ 29,823

TOTAL APPROPRIATION - SECTION 6

\$ 29,823

TOTAL APPROPRIATION FOR SPECIAL SERVICES

\$ 842,706

SUMMARY

APPROPRIATED FOR CORPORATE

\$ 5,235,817

APPROPRIATED FOR SPECIAL

ILLINOIS MUNICIPAL RETIREMENT

\$ 226,731

SOCIAL SECURITY TAX

\$ 153,570

AUDIT

\$ 40,689

GENERAL LIABILITY INSURANCE

\$ 20,938

BONDS AND INTEREST

\$ 370,955

SPECIAL PARKS

\$ 29,823

TOTAL APPROPRIATION FOR SPECIAL PURPOSES

\$ 842,706

TOTAL SPECIAL AND CORPORATE
SERVICES

\$ 6,078,523

SECTION 2: That the appropriations herein made for any purpose shall be regarded only as maximum amounts to be expended under the respective appropriation accounts and shall not be construed as a commitment, agreement, obligation, or liability of the Village of Indian Head Park, and each such appropriation shall be subject to further approval as to the expenditure thereof by the corporate authorities of said Village.

SECTION 3: That the unexpended balance of any appropriation for the fiscal years prior hereto be and the same is hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency in any item or items provided in this Appropriation Ordinance.

SECTION 4: That if any item, or portion thereof, of this Ordinance is for any reason held invalid, such invalidity shall not affect the remaining portion of such item or the remaining portions of this Ordinance.

SECTION 5: That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

Presented this 12th day of May 2016

AYES:
NAYES:
ABSENT:

Approved this 12th day of May 2016

ATTEST:

Village Clerk

President, Village of Indian Head Park
Cook County, Illinois

Certification Estimate of Revenues by Source Village of Indian Head Park

The undersigned, Chief Fiscal Officer of the Village of Indian Head Park, Cook County, Illinois, does hereby certify that the estimate of revenues by source, and anticipated to be received by source, and anticipated to be received by said taxing district, is either set forth in said ordinance as “revenues” or attached hereto by separate document and is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of Public Act 88-455 (35ILCS 200/18-50) and on behalf of the Village of Indian Head Park, Cook County, Illinois. This certification must be filed with the County Clerk within thirty (30) days after the adoption of the Appropriations Ordinance.

Dated this 12th day of May 2016.

Maureen Garcia, Village Treasurer As Chief Fiscal Officer

(Corporate Seal)

DRAFT

***Certification of Appropriations Ordinance Village of
Indian Head Park***

The undersigned, duly elected, qualified Clerk of the Village of Indian Head Park, Cook County, Illinois, does hereby certify that the attached hereto is a true and correct copy of the Appropriations Ordinance of said Village for the fiscal year beginning May 1, 2016, and ending April 30, 2017, as adopted on May 12, 2106.

This certification is made and filed pursuant to the requirements of Public Act 88-455 (35ILCS 200/18-50) and on behalf of the Village of Indian Head Park, Cook County, Illinois. This certification must be filed with the County Clerk within thirty (30) days after the adoption of the Appropriations Ordinance.

Dated this 12th day of May 2016.

Laurie Scheer, Village Clerk

(Corporate Seal)

RESOLUTION NO. R 04-16-1

**A RESOLUTION TO APPROVE AND AUTHORIZE THE IMPLEMENTATION OF
THE 2016-2017 BUDGET IN ADVANCE OF THE 2016-2017 APPROPRIATION
ORDINANCE FOR THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS**

PASSED AND APPROVED BY
THE PRESIDENT AND BOARD OF TRUSTEES
THE 14TH DAY OF APRIL 2016

RESOLUTION NO. R 4-16-01

**A RESOLUTION TO APPROVE AND AUTHORIZE THE IMPLEMENTATION OF
THE 2016-2017 BUDGET IN ADVANCE OF THE 2016-2017 APPROPRIATION
ORDINANCE FOR THE VILLAGE OF INDIAN HEAD PARK, ILLINOIS**

WHEREAS, in the opinion of a majority of the corporate authorities of the Village of Indian Head Park, Illinois (hereinafter referred to as the “Village”), it is advisable, necessary, and in the public interest to adopt an internal working budget in advance of the Annual Appropriation Ordinance to be passed in the first quarter of the Fiscal Year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Indian Head Park, Cook County, Illinois, as follows:

Section 1: The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: It is hereby determined that it is advisable, necessary and in the public interest that the Village adopt an annual budget that realistically reflects potential revenues that the Village anticipates receiving and therefore will allow for realistic expenditures based on those revenues.

Section 3: The Village hereby adopt the Annual Budget of the Village of Indian Head Park for the Fiscal Year beginning May 1, 2016 and ending April 30, 2017, a copy of which is attached hereto marked as Exhibit “A.”

[The remainder of this page is left blank intentionally.]

Section 4: This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

ADOPTED this 14th day of April 2016, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 14th day of April 2016.

Tom Hinshaw, President of the
Village of Indian Head Park, Cook County, Illinois

ATTESTED and filed in my office,
this 14th day of April 2016.

Laurie Scheer, Clerk of the
Village of Indian Head Park, Cook County, Illinois

Exhibit “A”

Budget Attached

B. The Budget System

As an alternative to the appropriation system, a municipality (except special charter municipalities in excess of 50,000 population) may, by a two-thirds vote of the corporate authorities then holding office, follow the budget system of financial planning and management.²¹ Under this process, the municipality must appoint a budget officer. The budget officer shall be designated by the mayor or president with the approval of the corporate authorities, except that in a commission municipality, the commissioner of accounts and finances makes the designation with the approval of the council or board of trustees, while the manager makes the designation in a municipality operating under the manager form. The budget officer may hold another municipal office, either elective or appointive, and may receive compensation for both offices.

It becomes the responsibility of the budget officer to complete an annual budget, in lieu of the annual appropriation ordinance. Unlike the appropriation ordinance which is passed within the first quarter of the municipality's fiscal year, the annual budget must be adopted *before* the beginning of the fiscal year to which it applies. The purpose of this system is to replace the annual appropriation ordinance with a budget which more truly reflects anticipated receipts and disbursements. This is different than a municipality which simply adopts an informal and internal budget for operations and planning. Many municipalities have adopted the formal budget system with good success. In addition to creating a system for the authorization of municipal expenditures which is more in keeping with modern accounting principles, the budget system provides two specific improvements over the appropriation system. First, the budget system allows the corporate authorities to delete, add to, change or create object classes within the budget.²² Second, unlike the appropriation procedure, the budget system contains a specific provision authorizing the accumulation of funds over a period of

years to be used to construct capital improvements²³ along with a specific provision authorizing a fund for contingency purposes.²⁴

As in the appropriation process, municipalities that utilize the budget system must also comply with notice, public inspection and hearing requirements. Before its passage, the municipality must make the tentative budget available for public inspection for at least 10 days. This may be done either by including notice of its availability in the minutes of the government, or in such other form as the corporate authorities may prescribe, such as posting a notice that the budget is available for inspection at the offices of the municipality. Second, not less than one week after the budget has been made available for public inspection and prior to final action on the budget, the municipality must hold a public hearing. Notice of the hearing must be published at least one week prior to the date the hearing is scheduled in a newspaper having a general circulation in the municipality.

After the hearing is concluded, the budget may be further revised and then passed without any further public inspection, notice or hearing.²⁵

C. Publication of the Appropriation Ordinance or Budget

An effective appropriation ordinance is a prerequisite to the valid adoption of the municipality's tax levy ordinance. Unlike other ordinances of a municipality which are not effective until 10 days after they are published in booklet or pamphlet form or published in a newspaper of general circulation in the municipality, the Municipal Code provides that an appropriation ordinance adopted under Section 5/8-2-9 shall take effect upon its passage.²⁶ Note, however, that if the enactment provisions of , a municipality's own ordinances require that its ordinances be published or not take effect until after they are published, then

²¹ 65 ILCS 5/8-2-9.1, *et seq.*
²² 65 ILCS 5/8-2-9.6.

²³ 65 ILCS 5/8-2-9.5.
²⁴ 65 ILCS 5/8-2-9.7.
²⁵ 65 ILCS 5/8-2-9.9.
²⁶ 65 ILCS 5/1-2-4.