

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

**BOARD OF TRUSTEES**  
**REGULAR MEETING MINUTES**

October 13, 2022

*“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, October 13, 2022, at the Municipal Facility, 201 Acacia Drive, and was convened at 7:00 P.M. by Mayor Hinshaw.

**ROLL CALL:** Sharon Allison, Village Clerk

**PRESENT (and constituting a quorum):**

- Mayor Tom Hinshaw
- Trustee Eileen Donnersberger
- Trustee Charles Eck
- Trustee Rita Farrell-Mayer
- Trustee Shawn Kennedy
- Trustee Christian Metz

**ALSO PRESENT:**

- John DuRocher, Village Administrator
- Andy Ferrini, Assistant Village Administrator
- Argelia Garbacz, Village Finance Manager
- Patrick Brankin, General Counsel, Schain, Banks, Kenny & Schwartz
- Maureen Garcia, Village Treasurer
- Steven Ruban, Police Commander
- Don Lorenzen, Public Works Superintendent
- Justin Fuller, Public Works Water Superintendent
- David Karaffa, Cable Station Manager

**ABSENT:**

Trustee Brenda O’Laughlin

**VISITORS:** Approximately 25 Residents and Guests

**NEW BUSINESS ITEM A OF THE AGENDA: LIFE SAVING AWARDS—OFFICERS KISSANE AND VERBER:**

Mayor Hinshaw requested that we move Item A of the agenda to the beginning of the meeting so as to give preferential acknowledgment to Police Officers John Kissane and Rob Verber for their recent heroic feat. On the evening of September 1, Officers Kissane and Verber were dispatched to the Walgreen’s on Joliet and Willow Springs Road. They discovered an unresponsive subject in his car. Narcan was applied; the subject was revived and delivered to LaGrange Hospital where he made a complete recovery. Officers Kissane and Verber were presented pins and certificates for their intervention.

**MAYOR’S REPORT:**

**Wolf Road Update:** We are still working with the County and our Village engineering firm Strand on the public meeting comment responses. The new updated goal is to have the newsletter and letters ready for the November Village Board Meeting. The overall process for the release of all the comments and letters is that we wait until all the comments, responses, petitions, etc., have been submitted to IDOT in the Draft Project Development Report before making the comments public.

Strand is still working with the county to get the general amendment to the Intergovernmental Agreement (IGA) prepared, which will include the new addition for the work of the public involvement subconsultant. The new updated goal is to have the amended IGA and contract ready for the December Village Board meeting. After that, it would go to the County Board for approval at their January meeting.

After the County approval of the general amendment to the IGA, we would begin preparing the Public Involvement Plan ((PIP) and coordinating with Illinois Department of Transportation (IDOT). After the PIP has been approved by IDOT, the updated plan today is that we will hold the first Corridor Advisory Committee (CAC) meeting in 2023 to gather more community input.

In this last Wolf Road update, the County will begin the resurfacing of Wolf Road from Plainfield Road north to 31<sup>st</sup> Street. This, of course, is not in the Village of Indian Head Park.

**Sidewalks: Main Areas in the Village’s Sidewalk Master Plan:**

**Plainfield Road and Wolf Road:** Both are County roads and both are in a Phase 1 Study. The County has stated that they will not be pursuing a 5-lane alternative for Plainfield Road.

**Joliet Road:** This is a County road. We are waiting for the state approval to begin Phase 1 for a sidewalk along Joliet Road.

**Acacia Drive Update:** This project is 99% completed. We are working on a punch list of remaining items. We have received many compliments that the road, retaining walls, and sidewalk look great.

**I-294 Tollway Update:** Noise walls along the tollway remain on schedule for completion by the end of the year with the exception of an approximate 200-foot section just south of Sacajawea Park. There will be overnight work planned for the end of October for the Plainfield Road bridge beam work. A resident notification letter was recently mailed to alert residents to the upcoming overnight work. We will be working to get any feedback on the trees and landscaping back to the tollway by the end of the year.

**Coffee and Donuts with the Mayor:** Mayor Hinshaw will be at the Heritage Center on Saturday, October 29, from 9:00-11:00 A.M. to talk about any Indian Head Park projects, budget, feedback and/or other concerns.

**October Employee Anniversaries:**

Police Officer Lee Zeitlen—19 years

Public Works Juan “Pepe” Martinez—18 years

Police Officer--Mike Maher—5 years

**Arbor Day Proclamation:** Mayor Hinshaw stated, as in the proclamation: THEREFORE, I, as the Mayor of Indian Head Park, do hereby proclaim Friday April 28, 2023, as ARBOR DAY in the village of Indian Head Park and urge all citizens to celebrate Arbor Day and to plant trees to gladden the heart and promote the well-being of this and future generations.

**Storm Water:** Tonight, we will hear about a storm water study in part of the Village. In addition to this study, Shawn Kennedy and I have met with local leaders about regional storm water and flooding concerns. It may take a while, but we are working with our area leaders to address the issues as a region. If you are experiencing storm water issues, like a flooded basement, please report your concern on the Village website or let me know.

**Former Mayor, Ed Jaeky:** It has been announced that Ed Jaeky, Former Mayor of Indian Head Park, recently passed away. We extend our sympathies to his wife and family.

**PUBLIC COMMENTS:**

**Resident Concerns:**

A resident inquired about money available in the Village from the sale of unusable property adjacent to the Tollway in the amount of \$510,000. Could this money, unencumbered recently, be used to replenish the landscaping along the Tollway? Mayor Hinshaw stated that the Village Board can put unencumbered funds to any use. This resident also questioned whether the Village’s code pertaining to sheds covers tarp coverings, etc., for things that cannot be stored because of no shed. As a member of the Planning and Zoning Committee, she feels that the Board may be faced with other similar incidences requesting variances.

A resident expressed concern that he and other neighbors were not given advance notice when the party doing the engineering Storm Water Study did their walk-through throughout the affected properties.

A resident questioned if any information is yet available regarding what grants the Village has applied for and whether they have been accepted or rejected. Mayor Hinshaw stated that this topic is being talked about at present.

A resident questioned when landscaping would take place on Acacia Drive. Assistant Administrator Ferrini stated that trees will be planted toward the end of October. And both Comcast and ComEd will be working in the area in the near future.

A resident questioned if the Storm Water Study is available to residents. She was told that it is available on line.

A resident questioned on-line about the safety of the ingress and egress of a Dunkin’ Donuts if it were to be approved on the old Dome property. And will it affect the business of the Oak Pantry?

**CONSENT AGENDA:**

**Motion to Approve Consent Agenda as Established moved by Trustee Farrell-Mayer; seconded by Trustee Metz.**

- A. Approval of the Regular Meeting Minutes of September 8, 2022
- B. Approval of Payables for the Period Ending September 30, 2022, in the amount of \$389,801.23
- C. Approval of Preliminary Financial Report for Month Ending September 30, 2022

Preliminary Financial Report was presented by Treasurer Maureen Garcia:  
 Cash on Hand on August 31, 2022, was \$3,081,698.95  
 Total all Warrants for September 2022 was \$389,801  
 Total Revenues for September 2022 amounted to \$891,644.42  
 Ending Balance on September 30, 2022, was \$3,583,542.14

**Motion carried by roll call vote (5-0). Trustees Donnersberger, Eck, Farrell -Mayer, Kennedy, and Metz voted Yay. No Nay votes. Trustee O’Laughlin was absent.**

**NEW BUSINESS:**

**A. LIFE SAVING AWARDS FOR POLICE OFFICERS KISSANE AND VERBER**

Previously acknowledged at beginning of meeting.

**B. FIRST LOOK AT VINE STREET PUD AMENDMENT**

The owners of the property used by Salon Suites approached the Board to see if the Board would agree to the use of a small house on the property that is presently designated as commercial. In order for fulfillment of their request, the PUD would need to be re-designated as commercial/residential. Several members of the Board did not encourage the use of the small building for residential use.

**C. FIRST LOOK AT DUNKIN’ DONUTS AT WOLF/JOLIET ROADS PUD DEVELOPMENT**

A representative of Keystone Architects presented a First Look for a Dunkin’ Donuts at the corner of Joliet/Wolf Roads (the Triangle). They are presenting the architectural site-plan for a single-lane drive-through building of 800 square feet on a third of an acre space. After a Q-and-A period, several Trustees said they liked the proposal which now can be presented to the Planning and Zoning Committee for further consideration.

**D. ORDINANCE 2022-34—SEQUOYA LANE FENCE**

**A motion to pass, based on the recommendation of the Planning and Zoning Commission, Ordinance 2022-34, an ordinance allowing for the continued use of a fence at 11399 Sequoya was moved by Trustee Farrell-Mayer; seconded by Trustee Eck.**

Assistant Village Administrator Ferrini explained that the owner (in attendance) of the property requested to maintain a fence that may be the oldest fence in the Village, perhaps as old as the 1800's when the property was a farm. The condition that the fence be removed when the owner sells the property still stands.

**Motion passed by roll call vote (5-0). Trustees Donnersberger, Eck, Farrell-Mayer, Kennedy, and Metz voted Yay. No Nay votes. Trustee O'Laughlin was absent.**

**E. AUDIT PRESENTATION ACCEPTANCE**

**A motion to accept the Annual Audit as presented was moved by Trustee Metz; seconded by Trustee Donnersberger.**

Administrator DuRocher stated that the Audit is the most important document that the Village and Staff present each year! This year, for the first time, Lauterbach and Amen conducted the Audit. The auditor praised the professional manner in which the Audit is presented—"clean" and the highest level a Village can achieve. Trustee Metz of the Finance Committee, thanked the Staff, John DuRocher, and Argelia Garbacz, the Finance Manager, for its diligence in preparing for the Audit. John DuRocher thanked Argelia Garbacz for the major role she plays preparing for the Budget and Audit.

**The Audit accepted by a unanimous Voice Vote with Trustees Donnersberger, Eck, Farrell-Mayer, and Metz voting. Trustee O'Laughlin was absent.**

**F. STORM WATER STUDY—45 ACRES AND 4 SUB-AREAS DISCUSSION**

Representatives from Thomas Engineering were present to report on the recent Storm Water Study that took place in the Village. Rob Flatter reported extensively about the various areas of the Village that are being affected by storm water. The Village has requested that anyone who is experiencing water issues to contact the Village so that Public Works can have an initial examination of what the problem is. The Village will attempt to interview anyone that makes contact re: this issue. The entire report is available on-line on the Storm Water Study page. In the meantime, more information will be gathered and discussed at a near-future Board Meeting.

**G. ESTABLISHMENT OF LANDSCAPING/TREE COMMITTEE**

**A motion to approve the establishment of a Landscaping/Tree Committee and to accept the following to the Committee as nominated by Mayor Hinshaw: Trustee Shawn Kennedy (Chair), Trustee Brenda O'Laughlin, Bill King, Michael Pochron, Frank Saballus, Rosemary Mazzola, and Susan French was moved by Trustee Kennedy; seconded by Trustee Farrell-Mayer.**

Trustees Eck and Donnersberger sought more information about the newly-nominated members of the Committee.

**The original motion was amended to continue the matter until the next regular Board Meeting by Trustee Eck; seconded by Trustee Donnersberger.**

**Motion failed by roll call vote (2-3). Trustees Eck and Donnersberger voted Yay. Trustees Farrell- Mayer, Kennedy, and Metz voted Nay. Trustee O’Laughlin was absent.**

**The original motion to approve the establishment of a Landscaping/Tree Committee and to accept the nominated Committee members was approved (3-2). Trustees Farrell-Mayer, Kennedy, and Metz voted Yay. Trustees Eck and Donnersberger voted Nay. Trustee O’Laughlin was absent.**

**H. REJECTION OF BIDS—KEYLESS ENTRY TO VILLAGE HALL**

**A motion to reject all bids for the Village’s Keyless System project was moved by Trustee Farrell-Mayer; seconded by Trustee Kennedy.**

Administrator DuRocher explained that the bids came in higher than was acceptable by the Board. Though the Staff is enthusiastic about the future of a keyless system, the issue will be re-visited after the upcoming Facilities Study.

**Motion approved by roll call vote (5-0). Trustees Donnersberger, Eck, Farrell-Mayer, Metz, and Kennedy voted Yay. No Nay votes. Trustee O’Laughlin was absent.**

**I. SIGNS—VILLAGE HALL/GENERAL STREET SIGNS**

Assistant Administrator Ferrini announced that Public Works Water Superintendent Justin Fuller would be presenting samples of signage throughout the Village.

Regarding street signs: Board consensus was to have wooden or composite posts with brown metal signs with white letters. This issue was determined by the following: being in compliance with current standards of signs, reflectivity, height of letters, maintenance regarding rotted wood of posts, fading paint, etc. The street sign issue will be brought to an upcoming meeting.

Regarding the Village Hall sign: Justin showed samples of signs from other towns. The previous sign literally fell apart and is in need of replacement. Choices were discussed and will be decided at a later date.

**J. HOLIDAY MARKET—FUNDING**

The Economic Development Committee is seeking to have the Village sponsor a Holiday Market in the location of the Triangle, during the first or second weekend of December. The activity will include a Christmas Tree Lighting, carolers, Santa Claus, and decorations and gifts, etc., for sale. Food, hot chocolate, and perhaps mulled wine would be available. Trustee Donnersberger brought the issue to the Board from the Economic Development Committee to determine a consensus about the possibility of this Holiday Market. Based upon the shortage of time to plan this event, a motion was passed to proceed.

**A motion to have the Village sponsor a Holiday Market with a budget of \$15,000 on an early weekend in December for one to two days was moved by Trustee Donnersberger; seconded by Trustee Eck.**

**Motion approved by roll call vote (4-1). Trustees Donnersberger, Eck, Farrell Mayer, and Kennedy voted Yay. Trustee Metz voted Nay. Trustee O’Laughlin was absent.**

**K. MOTION—UNENCUMBERING TOLLWAY FUNDS**

**A motion to make the tollway funds previously-received part of the General Fund was moved by Trustee Eck; seconded by Trustee Farrell-Mayer.**

Administrator DuRocher offered a full explanation of the 2020 sale of unusable property where funding proceeds had been originally planned to build a road from Wolf Road to Vine Street. The Village received \$510,000 for the sale of this property. Because the road cannot be built where originally planned, any road connecting Vine St. to Wolf Road is impractical. It is now recommended that this fund be unencumbered and delegated to the General Fund which could be used for any purpose that the Board sees fit.

**Motion approved by roll call vote (5-0). Trustees Donnersberger, Eck, Farrell-Mayer, Kennedy and Metz voted Yay. No Nay votes. Trustee O’Laughlin was absent.**

**L . DISCUSSION: USE OF ARPA FUNDS**

The second and final payment of the ARPA (American Rescue Plan Act) funds were recently received by the Village in the amount of \$253,000 (\$506,000) total. This money was intended for helping the economy recover. The Village must determine how to use this money by December 31, 2024. Administrator DuRocher requested that the Board start thinking about projects that could be benefitted by this money.

**REPORTS**

**Trustee Farrell-Mayer:** The Communications Committee will have a meeting on Tuesday, October 18.

**Trustee Kennedy:** Re: roads: Acacia Drive is now 99% complete and Acacia Circle will be blacktopped soon. In addition, half of the roads in 45 Acres will be blacktopped as well, to be determined by worst getting done first.

**Village Clerk:** No Report

**Village Attorney:** No Report

**Village Treasurer:** No Report

**Village Administrator DuRocher:** No Report

**Assistant Administrator Ferrini:** Leaf Vacuuming will begin the week of October 31, the week of November 14, and the week of November 28. One package of brush will also be picked up without a sticker. The Newsletter will be published quarterly. Other times a shortened e-newsletter will be available for sign- up on-line on the Village website.

The Staff has suggested, because good art is not available in the Village Hall, that a Photo Competition take place among the residents. So, get out your cameras and start taking artsy IHP pictures.

**Police Report :** In the absence of Police Chief Kurinec, Commander Steve Ruban gave the Police Report. There were 785 police incidents and 485 premise checks from September 1 to today's date, October 13. Four vehicles were tampered with and one car stolen, all of which had keys in the cars. Commander Ruban requested that all vehicles be locked at all times.

IDOT and Flock will be putting cameras at Joliet and Wolf Roads in 8-10 weeks.

Trick or Treating on Halloween is coming up. Keep the children safe.

**Public Works Report:** Administrator DuRocher announced that the bids have come in for the re-construction of the Water Pump Station. It will be discussed at the November Board Meeting.

#### **PUBLIC COMMENTS:**

A resident, new to our neighborhood, has had major problems in her backyard which has been uninhabitable due to water problems. She is very concerned about the report given by the Thomas Engineering representative. She is grateful to Assistant Administrator Ferrini and Water Superintendent Fuller for the help they have offered. She requests help from the Village.

Another resident recalled her yard water experiences. Her family built a rain garden. She gained knowledge from her experience and offered to help with this similar water issue.

#### **ADJORNMENT:**

**At 10:27 P.M. Trustee Donnersberger moved to adjourn the Meeting; seconded by Trustee Metz.**

**Motion carried by voice vote.**

**Meeting adjourned.**

**Respectfully submitted,**

**Sharon Allison  
Village Clerk**