

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

**BOARD OF TRUSTEES
OPEN SESSION MINUTES**

April 14, 2016

“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 Tom Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, April 14, 2016 at the Municipal Facility, 201 Acacia Drive and was convened at 7:31 p.m. by Mayor Hinshaw.

ROLL CALL: Laurie Scheer, Village Clerk

PRESENT (and constituting a quorum):

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

ALSO PRESENT:

John DuRocher, Village Administrator
Maureen Garcia, Treasurer
Patrick Brankin, Counsel, Schain, Banks, Kenny & Schwartz
Ray Leuser, Interim Chief of Police
Edward Santen, Public Works Superintendent

RESIDENTS – 6

PLEDGE OF ALLEGIANCE recited

MAYOR'S REPORT: Reminder to Village Residents any contractor hired to perform work on their property needs to have a valid business license on file with the Village. Licenses can be obtained at the Village Office during regular business hours.

Thank you to all who worked on the 2016/2017 Budget Committee. We are looking at a surplus in the budget for the upcoming year over \$300,000. The Village has not had a surplus in its budget for many years.

If anyone has questions or comments that they would like to discuss, you can reach Mayor Hinshaw via email at thinshaw@indianheadpark-il.gov or phone (708) 246-3080.

A special thank you to Sergeant Novak for his 30 years of service with the Village of Indian Head Police Department. Trustee Wittenberg shared a poem and Village Administrator DuRocher presented Sergeant Novak with a token of appreciation.

Mayor Hinshaw declared April 29, 2016 Tree City USA/Arbor Day in the Village of Indian Head Park.

MOTION TO APPROVE MARCH 10, 2016 REGULAR BOARD MEETING MINUTES moved by Trustee Lopez seconded by Trustee Wittenberg. Motion carried by roll call vote (6-0-0). Trustees Lopez, Wittenberg, O'Laughlin, Farrell-Mayer, Metz, and Mann voted yes.

MOTION TO APPROVE PAYABLES FOR THE PERIOD ENDING MARCH 31, 2016 IN THE AMOUNT OF \$89,794.66 moved by Trustee Metz and seconded by Trustee O'Laughlin. There is no finance report this month. Finance Director Erica Stewart has resigned her position with the Village. An Interim Finance Director has been hired during the Village's search for a replacement. The open position has been posted on the Village website. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Wittenberg, Farrell-Mayer, Lopez, and Mann voted yes.

AUDIENCE COMMENTS: None

NEW BUSINESS AGENDA ITEMS:

- A. MOTION TO ADJOURN THE REGULAR MEETING FOR THE PURPOSE OF CONDUCTING A PUBLIC HEARING FOR THE 2016/2017 ANNUAL APPROPRIATION ORDINANCE** moved by Trustee Metz, seconded by Trustee Wittenberg. Motion carried by voice vote (6-0-0). Trustees Metz, O'Laughlin, Wittenberg, Farrell-Mayer, Lopez, and Mann voted yes.

Trustee Metz explained what the annual appropriation ordinance is and the need to inflate each line item by 25% to cover the unknown changes, if needed. Village

DuRocher explained the two documents being presented tonight (the budget and the resolution).

AUDIENCE COMMENTS: None

MOTION TO ADJOURN THE PUBLIC HEARING moved by Trustee Mann, seconded by Trustee Wittenberg. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Wittenberg, Farrell-Mayer, Lopez, and Mann voted yes.

REGULAR MEETING ATTENDANCE BOARD OF TRUSTEES:

Present:

Mayor Hinshaw

Trustee Farrell-Mayer

Trustee Metz

Trustee Wittenberg

Trustee O'Laughlin

Trustee Mann

Trustee Lopez

Village Clerk Scheer

Village Treasurer Garcia

Village Counsel Brankin

B. MOTION TO APPROVE RESOLUTION R-4-16-1 THE 2016/2017 BUDGET OF THE VILLAGE OF INDIAN HEAD PARK moved by Trustee Metz, seconded by Trustee O'Laughlin. Trustee Metz thanked the Budget Committee for their hard work. This year's document is much easier to understand as to where money is being spent and where money is received by the Village. Prior years it had been a basic spreadsheet. Village Administrator DuRocher added that this is a stand-alone document for 2016/2017. The budget surplus will be placed into the Village reserves. Mr. Corcoran of the Budget Committee added that spending controls put into place by the current administration has turned the Village budget deficit issue from prior years around in a very short amount of time. Motion carried by roll call vote (6-0-0). Trustees Metz, O'Laughlin, Wittenberg, Farrell-Mayer, Lopez, and Mann voted yes.

C. CODE ENFORCEMENT – Trustee Mann discussed the need to review the Village Codes, fines for violations and how to enforce Village Codes. Trustee Mann will work with Director Santen to develop steps to be taken to inform residents and steps to be taken in the case of a code violation.

D. SACAJAWEA PARK IMPROVEMENTS – Trustee O'Laughlin updated the Board on the work completed at the park.

REPORTS:

A. TRUSTEES

Trustee Farrell-Mayer *Communications/Planning & Zoning* – Smoke Signals is in the mail. Thank you to Bob Bersin for his expertise and putting the newsletter together. The Planning & Zoning Committee has not met this month.

Trustee Metz – *Finance/Economic Development* – Thank you to Maureen Garcia our Village Treasurer for her help on the budget.

Trustee Wittenberg *Police Department/911//Economic Development/Planning & Zoning*— The Village Easter Egg hunt was a huge success. Thank you to the “Fun Committee”, the Police Department, Ed Santen and the Board for all their work. If you are interested in being on the “Fun Committee” please contact either Trustee O’Laughlin or Trustee Wittenberg.

Trustee O’Laughlin *Parks and Recreation/Finance/Police/911* – SEASPAR will be hosting a barbeque at Blackhawk Park September 9, 2016 from 6:30 p.m. to 8:30 p.m. They will be having a band perform and have information about SEASPAR and what the organization provides to our community.

Trustee Mann *Public Works* – The new Public Works employees are working out well and are attending school.

Trustee Lopez – *Special Projects/Communications* – Work on the new Village website is going well. Focus has been on adding and updating content for different departments. May 6th is the current deadline to add information.

B. VILLAGE CLERK: *Laurie Scheer - No Report*

C. TREASURER’S REPORT: *Maureen Garcia - No Report*

D. ATTORNEY REPORT: *Patrick Brankin No Report*

E. ADMINISTRATOR REPORT: *Mr. DuRocher -*

- a.** Village yard waste stickers are available for purchase at the Village Hall. We accept cash, check and credit cards.
- b.** Water meter program – the software installation is almost complete.

STAFF REPORTS:

- A. Ed Santen *Public Works* – ComEd will begin underground work adding cable within the Village.
- B. Ray Leuser *Interim Chief of Police* – the police department is hosting a community awareness program on street drugs on Tuesday, April 26th in the Village Board Room at 6 p.m. The program is free for anyone who would like to attend. It is presented by Region 8 Emergency Management System.

AUDIENCE COMMENTS:

Mo Javadi discussed his current lot issues with the Village. Village Counsel Brankin, Village Administrator DuRocher and Mayor Hinshaw will meet to discuss.

Lou Mini complimented the Mayor, Administration and Budget Committee for the hard work and decisions made to present a balanced budget with a cash reserve for next year.

Motion to Close Open Session and Enter into Closed Session Pursuant to Illinois Statutes to Discuss the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Employees of the Public Body or Legal Counsel of the Public Body Specifically 5 ILCS 120 Section 2(c)(1) and Pending Litigation 5 ILCS 120 Section 2(c)(11) at 8:40 p.m. moved by Trustee Farrell Mayer, seconded by Trustee O’Laughlin. Motion carried by roll call vote (6-0-0). Trustees Farrell Mayer, O’Laughlin, Metz, Mann, Wittenberg and Lopez voted yes.

Return to Open Session Roll Call at 9:16 p.m.

Present:

Mayor Hinshaw
Trustee Wittenberg
Trustee O’Laughlin
Trustee Metz
Trustee Lopez
Trustee Mann
John DuRocher, Village Administrator
Patrick Brankin, Counsel, Schain, Banks, Kenny & Schwartz

Motion to Adjourn the Regular Meeting at 9:17 p.m. moved by Trustee Farrell Mayer, seconded by Trustee Metz. Motion carried by voice vote (6-0-0). Trustees Farrell Mayer, Metz, Wittenberg, O’Laughlin, Mann and Lopez voted yes

Submitted by Laurie Scheer, Village Clerk

Village of Indian Head Park, Illinois
April 14, 2016 Regular Open Session Board Meeting