

**Village of Indian Head Park**  
**201 Acacia Drive**  
**Indian Head Park, IL 60525**  
**Board Meeting - Notice and Agenda**  
**7:30 p.m. – November 12, 2015**

I) CALL TO ORDER & ROLL CALL

II) PLEDGE OF ALLEGIANCE

III) MAYOR'S REPORT

Go to Thank you to former Finance Director David Brink

IV) CONSENT AGENDA-Vote to establish (must be unanimous), then a vote on the Consent Agenda.

(All items are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or member of the public so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The purpose of this is to consolidate and approve several routine administrative items into one motion.)

A. APPROVAL OF BOARD MEETING MINUTES

Go To

I. October 8, 2015

II. October 8, 2015 Executive Session (not for release, just approval)

Go To B. APPROVAL OF PAYABLES FOR THE PERIOD ENDING OCTOBER 31, 2015 in the  
Go To amount of \$93,616.07 (Trustee Metz)

C. APPROVAL OF FINANCIAL REPORT - Month Ending October 31, 2015 To be distributed 11/10

V) AUDIENCE COMMENTS

VI) NEW BUSINESS

A. Award of Sanitary Sewer Televising Bid (Trustee Mann)

B. Discussion Village Wide Garbage Pickup (Trustee Mann)

C. Website Update (Trustee Lopez)

D. Proposed Water Rate Town Hall Meeting (Admin DuRocher)

VII) REPORTS

A. Trustees

B. Village Clerk

C. Village Treasurer

D. Village Attorney

Go To E. Village Administrator

F. Department Head Reports

VIII) EXECUTIVE SESSION-

IX) NEXT MEETING DATE & ADJOURNMENT

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 65<sup>th</sup> 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

SYS DATE: 10/09/15  
 FROM: 10/09/15

Indian Head Park  
 A / P B O A R D L I S T  
 REGISTER # 841  
 Friday October 9, 2015

SYS TIME: 14:21  
 [NB]

TO: 10/09/15

PAGE 1

PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
ACCURATE ELECTRIC SERVICE, INI 3400	10/09/15 80-00-2310-000		22683	1000.00	1000.00
ACCURATE OFFICE SUPPLY CO 337065	10/09/15 01-41-6338-000		22684	68.77	14.75
	01-21-6338-000				14.75
338094	01-31-6338-000				31.88
	01-21-6338-000				7.39
AFLAC WORLDWIDE HEADQUARTERS 067429	10/09/15 01-00-2011-000		22685	538.68	538.68
AT&T 091570824630805	10/09/15 01-92-6273-000		22686	1247.58	891.23
	01-31-6273-000				85.39
	02-85-6273-000				48.46
	01-41-6273-000				51.87
091570824631619	01-41-6273-000				170.63
CAPERS LLC 0052	10/09/15 01-41-6248-000		22687	1000.00	1000.00
CLEAN ADVANTAGE JANITORIAL & -4326631	10/09/15 01-51-6251-000		22688	1327.50	61.25
4326690	01-51-6251-000				1040.40
4326704	01-51-6314-000				225.85
COMCAST CABLE 0915-8771201900	10/09/15 01-41-6273-000		22689	137.85	68.93
	01-92-6273-000				68.92
DON MORRIS ARCHITECTS P.C. AUGUST 2015	10/09/15 01-55-6252-121		22690	2890.00	1265.00
	01-55-6252-106				1100.00
	01-55-6252-122	400.00			125.00
	01-55-6252-110				400.00
FULLER'S CAR WASH 3386	10/09/15 01-41-6230-000		22691	176.75	176.75
ILHIA 090815	10/09/15 01-41-6243-000		22692	585.00	390.00
092115	01-41-6243-000				195.00
J & L ELECTRONIC SERVICE, INC 88898G	10/09/15 01-41-6273-000		22693	170.00	170.00
KONICA MINOLTA BUSINESS SOLUT 9001740829	10/09/15 01-21-6230-000		22694	183.36	183.36
LA GRANGE HIGHLANDS SANITARY 1761	10/09/15 02-00-4717-000		22695	56.00	56.00
NCPERS - IL IMRF 49891015	10/09/15 01-00-2010-000		22696	112.00	112.00
ROBERT LUPANO 0082821002	10/09/15 02-00-2313-000		22697	17.36	17.36
RUNCO OFFICE SUPPLY	10/09/15		22698	99.23	

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TO: 10/09/15

PAGE 2

PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
625067-0	01-21-6338-000			99.23	
SHEILA HAYES 092015	10/09/15 01-21-6252-108		22699	935.00	935.00
STORINO RAMELLO & DURKIN 67944 67947	10/09/15 01-92-6252-118 01-92-6252-118		22700	7681.69	7608.19 73.50
THOMAS J. BRESCIA 1001-1031	10/09/15 01-92-6252-118		22701	850.00	850.00
THOMPSON ELEVATOR INSP. 15-3613	10/09/15 01-55-6252-111		22702	200.00	200.00
TRI-RIVER POLICE TRAINING REG 3838	10/09/15 01-41-6243-000		22703	400.00	400.00
UPS STORE 0000Y743X8365	10/09/15 01-41-6250-000		22704	4.81	4.81
WESTFIELD FORD 93015-760151120	10/09/15 01-41-6230-000 02-85-6230-000		22705	2033.57	754.83 1278.74
WILLOW HILLS RESTAURANT 100615	10/09/15 01-41-6247-000		22706	65.52	65.52
WORKRIGHT OCCUPATIONAL 328565 SEPTEMBER262015	10/09/15 01-41-6247-000 01-41-6247-000		22707	220.00	110.00 110.00
** TOTAL CHECKS ISSUED				22000.67	
TOTAL FOR REGULAR CHECKS:				22,000.67	

SYS DATE: 10/26/15  
FROM: 10/26/15

Indian Head Park  
A / P B O A R D L I S T  
REGISTER # 842  
Monday October 26, 2015

SYS TIME: 09:53  
[NB]

TO: 10/26/15

PAGE 1

PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
ANDERSON PEST SOLUTIONS		10/26/15	22708	401.72	
3468917/3469733	01-51-6249-000				179.54
3469791/3467918	01-51-6239-000				85.32
3541730	01-51-6249-000				53.04
3541731	01-51-6234-000				46.37
3542582	01-51-6239-000				37.45
BEN'S RENTAL & SALES		10/26/15	22709	68.75	
2876	01-31-6228-000				68.75
CITY OF COUNTRYSIDE		10/26/15	22710	53274.84	
090115-100115	02-85-6352-000				53274.84
COMMONWEALTH EDISON-PW		10/26/15	22711	2027.28	
1015-0219018167	10-95-6224-000				1531.49
1015-1551006057	10-95-6224-000				11.19
1015-1647066083	02-85-6317-000				446.20
1015-8766494006	02-85-6317-000				38.40
GROOT		10/26/15	22712	456.48	
13577735	01-31-6252-117				456.48
HD SUPPLY WATERWORKS, LTD.		10/26/15	22713	1017.43	
E583051	01-31-6322-000				930.43
E584565	01-31-6322-000				87.00
ILLINOIS TOLLWAY		10/26/15	22714	29.15	
G15686387	01-31-6338-000				29.15
KUBOTA LEASING		10/26/15	22715	6514.85	
2850001	01-31-6348-000				6514.85
LAGRANGE HIGHLANDS SANITARY D10		10/26/15	22716	56.00	
100115	01-51-6239-000				56.00
NATIONAL KURB KUT OF ILLINOIS		10/26/15	22717	945.30	
0000061	01-31-6230-000				945.30
NATIONAL SEED		10/26/15	22718	758.50	
556458SI	01-31-6322-000				758.50
NICOR		10/26/15	22719	607.09	
081815-091815	01-31-6317-000				100.16
081815-191815-1	01-31-6317-000				34.32
81815-91715-2	01-31-6317-000				472.61
PRAXAIR DISTRIBUTION INC		10/26/15	22720	101.65	
53811751	01-31-6228-000				101.65
RAGS ELECTRIC		10/26/15	22721	1303.25	
20301	01-51-6234-000				874.85
20302	01-51-6249-000				428.40
SAFETY-KLEEN CORPORATION		10/26/15	22722	326.81	
68007793	01-31-6228-000				326.81
SIMS OFFICE EQUIPMENT INC		10/26/15	22723	360.00	
15478	01-31-6338-000				360.00
SPRING-GREEN		10/26/15	22724	39.00	

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TO: 10/26/15

PAGE 2

PAYABLE TO INV NO	GL NO	CHECK DATE DESCRIPTION	CHECK NO	AMOUNT	DISTR
5044709	01-51-6234-000			39.00	
SUBURBAN LABORATORIES, INC. 127231	10/26/15 02-85-6252-116		22725	65.00	65.00
TAMELING INDUSTRIES INC 0105515-IN 0105664-IN	10/26/15 01-31-6322-000 01-31-6322-000		22726	1008.00	636.00 372.00
TRAFFIC CONTROL & PROTECTION, 84464	10/26/15 01-31-6330-000		22727	352.80	352.80
UNDERGROUND PIPE & VALVE, CO. 011345	10/26/15 01-31-6322-000		22728	675.22	675.22
VULCAN MATERIALS 31021519	10/26/15 01-31-6322-000		22729	608.60	608.60
W.W. GRAINGER, INC. 9847555274	10/26/15 02-85-6334-000		22730	87.84	87.84
WESTFIELD FORD 09182015	10/26/15 02-85-6230-000		22731	386.28	386.28
ZEE MEDICAL INC. D2300401	10/26/15 01-31-6345-000		22732	143.56	143.56
** TOTAL CHECKS ISSUED				71615.40	
TOTAL FOR REGULAR CHECKS:				71,615.40	

To: Mayor Hinshaw and Board of Trustees  
From: John J. DuRocher, Village Administrator  
Subject: November 12 Board Meeting Agenda and Report  
Date: November 6, 2015

Please find attached the Agenda and Board packet for the upcoming meeting. The weekly report will be published Monday.

1. Mayor's Report

Mayor Hinshaw would like to honor former Finance/Administrative Services Director David Brink with a customized Indian Head Park Bicycle jersey.

2. Consent Agenda Items

- a. Approval of Minutes
- b. Approval of Payables. Item of note: Final payment to Kubota for the lease for Public Works Equipment (\$6,514.85).
- c. The Budget Report and Financials for October will be published on Tuesday November 10.

3. New Business

- a. Staff is receiving bids for the televising of the sanitary sewer system early next week. We will have the bid analysis and recommendation prepared and distributed by Wednesday.
- b. Discussion of Village-wide garbage pickup. I would like your thoughts on the Village awarding a franchise agreement for garbage pickup in certain residential areas. (Agreements of this type typically do not apply to condos or apartments.) By awarding a franchise, the Village gives exclusive rights to a contractor for pickup of garbage/recycling. As part of a garbage contract, free pickup is usually provided to the Village Hall/Police Department, and Public Works. We can also provide for leaf pick up.

This is a start of the discussion. No action is expected.

- c. Website. Trustee Lopez and I are recommending Civic Plus as our "webmaster". We will be reporting on our meeting

November 10<sup>th</sup> meeting with them.

- d. I propose having the final water rate Town Hall meeting November 19<sup>th</sup> at 7:00 p.m.

#### 4. Administrator's Report

- a. The Village is issuing an RFQ for Auditing Services. The contract with Baker Tilly has expired and I believe it to be in our best interests to see what else is out there. The Audit RFQ is based on the model recommended by the Government Finance Officers Association.
- b. Codification- The ordinances have been sent off for codification.
- c. I sent a letter to the owner (copied the Willow Hills Restaurant) of the Brookside Plaza reminding them that the Village requested additional delivery information. To date, no response has been received.
- d. When I first arrived I was informed of a neighbor dispute between two homeowners on Hiawatha regarding the construction of a pergola (to the best of my understanding, a pergola is a really really nice gazebo). The pergola has been constructed within the constraints set for by the variance allowed by the Village. The matter is now closed. I wrote the homeowner and neighbor conveying this fact.
- e. I have asked all the departments to update their respective job descriptions (for themselves and their departments). Next will be creation of evaluation criteria.
- f. Sacajawea Park Improvements- I will have an update at the meeting.