

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

**MEETING MINUTES
BOARD OF TRUSTEES**

“Pursuant to 5 ILCS 120/2.06 (3) minutes of public meetings shall include, but need not be limited to a general description of all matters proposed, discussed, or decided and a record of votes taken.”

Thursday, August 8, 2013

7:30 p.m.

CALL TO ORDER – MAYOR RICHARD S. ANDREWS

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, August 8, 2013 at the Municipal Facility, 201 Acacia Drive, and was called to order at 7:30 p.m. by Mayor Richard S. Andrews. Village Clerk Joseph Consolo called the roll as follows:

ROLL CALL: JOSEPH CONSOLO, VILLAGE CLERK

PRESENT (AND CONSTITUTING A QUORUM):

Mayor Richard Andrews
Trustee Brian T. Bailey
Trustee Tom Hinshaw
Trustee Brenda O’Laughlin
Trustee Norman L. Schnauffer
Trustee Matt Walsh
Trustee Amy Jo Wittenberg

ALSO PRESENT:

Frank Alonzo, Chief of Police/Administration
Dave Brink, Administration Services
Joseph V. Consolo, Village Clerk
Dave Phillips, Senior Vice President, Speer Financial, Inc.
Richard Ramello, Counsel, Storino, Ramello & Durkin

NOT PRESENT:

Steve Busa, Treasurer
Edward Santen, Water/Public Works Superintendent

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Andrews and the Board of Trustees led the audience in reciting the Pledge of Allegiance to the Flag: *“I Pledge Allegiance to the Flag of the United States of America and to the republic for which it stands, one nation under God indivisible with liberty and justice for all”*.

MAYOR’S REPORT – RICHARD ANDREWS

Mayor Andrews announced the Illinois State Toll Highway Authority launched a mobile application on their Website for I-Pass customers to link to the I-Pass management icon to manage accounts on-line.

Mayor Andrews stated the Illinois Housing and Development Authority has an Illinois Foreclosure Prevention Program. He noted part of that program allows someone who might need help as it relates to their mortgage to apply by application. The deadline is September 30, 2013 and fliers are available at the Administration Offices.

Mayor Andrews stated the Board discussed 65th Street at the June Board meeting. He noted at the Board’s direction, he wrote a letter to Lyons Township and as of July he did not hear back from the Township but an official response will be provided by the Township in the near future.

PRESENTATION BY FIRE CHIEF KEVIN DOYLE REGARDING FIRE DEPARTMENT ISO RATINGS

Mayor Andrews stated Pleasantview Fire Protection District Chief Kevin Doyle is present to discuss the fire department ISO Rating and President James Day as well as Trustee Frank Smith from the fire department are also in attendance.

Fire Chief Doyle stated that in October, 2012 ISO (Insurance Services Office) rates over 45,000 fire departments nationwide. In October of last year a week long inspection took place of the Pleasantview Fire Department and its abilities to handle emergencies, dispatch calls, fire department operations including personnel and how the department responds to various types of calls. He noted once the week long inspection is completed it takes about six months for a report to be developed and an ISO rating is assigned to all 45,000 departments across the country. Fire Chief Doyle stated Pleasantview Fire Department improved its rating to a Class 2 which is at the top 1.2% of all fire departments nationwide. He noted there are only 550 departments out of 45,000 fire departments that scored better than the Pleasantview Fire Protection District across the whole country. (A Class 1 rating is the absolute best and Class 9 is the lowest rating).

Fire Chief Doyle stated he is visiting each community the Pleasantview Fire Department serves to officially notify each Board to inform them the fire department is doing its absolute best. The fire department will be sending a newsletter out with a form letter from the fire department that a homeowner or business can use to send to their insurance company for review to determine if a policyholder is eligible for a reduction in premium based on the ISO rating.

Fire Chief Doyle stated forty percent (40%) of the ISO Rating is based on available water supply, Pleasantview Fire Department covers six communities and each individual Public Works/Water Department works very closely with the fire department for two solid days. Chief Doyle presented a certificate to the Indian Head Park Department of Public Works/Water for their time and effort in helping the fire department achieve an ISO score of Class 2 and he thanked Superintendent Ed Santen and Public Works staff.

Fire Chief Doyle read the following certificate presented to the Board: *“A community partner award is being presented to the Indian Head Park Department of Public Works/Water in recognition of your extraordinary efforts in assisting the Pleasantview Fire Protection District in obtaining an ISO Public Protection Class 2. Without your hard work and collaborative efforts we would not have achieved this notable distinction. Our success is owed in great part for the commitment and dedication of the Indian Head Park Department of Public Works. From our entire organization and every citizen we serve, thank you”*.

Mayor Andrews asked Fire Chief Doyle to send a copy of the fire department letter to the Village that will be included in the fire department newsletter regarding the ISO rating. Mayor Andrews stated the ISO rating was discussed at the July Board meeting and Trustee Walsh suggested putting a sample letter on the Village website that residents could use to send to their insurance companies regarding the Class 2 ISO rating. Chief Doyle stated he would send an updated ISO rating letter to the Village to post on the Village website.

Trustee Wittenberg stated she contacted her insurance about the ISO rating after the last meeting and was informed that rates have not yet been changed on the insurance rating system and that a letter would need to be sent to them. Chief Doyle stated insurance companies keep their own databases to update the ratings and there may be a bit of a lag on their end but the fire department letter will state the effective date of the lowering of the ISO rating to Class 2 as of June 24, 2013 which can be used to send to an insurance company. Fire Chief Doyle stated his email address is on the letter from the fire department and he is interested in the outcome from the insurance companies and any discounts depend on the insurance company.

CONSENT AGENDA ITEMS

Mayor Andrews noted the Consent agenda includes a Motor Fuel Tax Resolution that is being presented for Board approval which allows the Board to appropriate and spend Motor Fuel Tax funds for street maintenance, the appointment of Dennis Schermerhorn as Chairman to the Planning and Zoning Commission and an ordinance to regulate park hours as discussed at the last Board meeting and initiated by Trustee O’Laughlin.

Mayor Andrews stated last year Dennis Schermerhorn was asked to fill a vacancy on the Village Board and he was Chairman of the Planning and Zoning Commission at that time. He mentioned Noreen Costelloe is currently the Chairperson of the Planning and Zoning Commission and she suggested if Dennis wished to be restored to the position of Chairman of the Planning and Zoning Commission she would like to stay on as a Commissioner.

Mayor Andrews read an email from Noreen Costelloe: *“Dear Rich, in view of the fact that Dennis Schermerhorn will be reappointed to the Planning and Zoning Commission, I request at this time that he be reappointed as Chairperson if he agrees and I would like to resign as Chairperson and reaffirm my commitment as Commissioner. Thank you and I look forward to having Dennis back on our Board.”*

Mayor Andrews entertained a motion to approve the consent agenda.

Approval of Motor Fuel Tax Resolution, Engineering Agreement and Maintenance Cost Estimates for 2013/2014 for Maintenance of Streets (Resolution #R8-13-1)

Appointment of Dennis Schermerhorn as Chairman to the Planning and Zoning Commission for the term ending August 8, 2016

Ordinance Amending Title 12 of the Indian Head Park Municipal Code Entitled “Streets, Sidewalks and Public Places” to Regulate Park Hours in the Village of Indian Head Park (Ordinance #2013-8) **(This item will be discussed under agenda items).**

Trustee Walsh moved, seconded by Trustee O’Laughlin, to approve the Consent Agenda subject to the ordinance amending Title 12 regarding park hours be removed from the consent agenda and discussed further under agenda items. Carried by voice vote (5/1/0). *Ayes: Bailey, O’Laughlin, Schnauffer, Walsh, Wittenberg, Nay: Hinshaw.*

APPROVAL OF FINANCIAL REPORT

Financial Report for the Month ending June 30, 2013

Finance Director Dave Brink presented the financial report for the month ending June 30, 2013. For the month of June, he noted: total revenues were \$393,999.58; expenditures were \$361,066.08 and fund balances in all accounts at the end of June were \$1,353,734.40.

Trustee Hinshaw asked if all financial information presented to the Board is being posted on-line on the website. Frank Alonzo stated the warrant list is on-line. Trustee Hinshaw stated the June 2013 bank reconciliation report lists a State Bank of Countryside Bond Account for \$245,895.92 and he asked what is allocated in that account. Dave Brink stated the account is used to pay the 2009 General Obligation Bonds and the increase in principal is hitting this year from about \$16,000 to about \$100,000. He noted the revenue that goes into that account is from cell towers and in the budget an actual cash transfer is made every year out of the General Fund into the State Bank of Countryside Bond Account to insure payment of the 2009 General Obligation Bonds.

Trustee Hinshaw stated the Board received two check register statements and he asked what are the differences between the two. Dave Brink stated check register #736 is the check run from June 7, 2013 and check register #737 is a check run from June 21, 2013.

He noted the check register statements were previously scanned and the printout from the program is a more simplified format. Trustee Hinshaw stated on check register #736 there is a Bank of New Mellon payment in the amount of \$25,450.50 and he inquired about the payment. Dave Brink stated the Bank of New Mellon payment was for interest on the bond. Trustee Hinshaw stated on check register #737 there is a payment to Richard Andrews for \$4,318.35 and he inquired about the payment. Dave Brink stated the payment is for reimbursement of ten months of healthcare insurance premiums as liquor commissioner.

Trustee Hinshaw moved, seconded by Trustee Schnauffer, to approve the financial report for the month ending June 30, 2013, as presented by Finance Director Brink. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Bailey, Hinshaw, O’Laughlin, Schnauffer, Walsh, Wittenberg

Nays: None

Absent: None

APPROVAL OF BOARD MEETING MINUTES

Minutes of the Special Board Meeting – June 27, 2013

Minutes of the Regular Board Meeting – July 11, 2013

After review of meeting minutes, Trustee Schnauffer moved, seconded by Trustee Wittenberg, to approve the June 27, 2013 Board meeting minutes, as presented. Carried by unanimous voice vote (6/0/0). After review of meeting minutes, Trustee Walsh moved, seconded by Schnauffer, to approve the July 11, 2013 Board meeting, as presented. Carried by unanimous voice vote (6/0/0).

AGENDA ITEMS (DISCUSSION AND A POSSIBLE VOTE MAY TAKE PLACE)

1. Ordinance Amending Title 12 of the Indian Head Park Municipal Code Entitled “Streets, Sidewalks and Public Places” to Regulate Park Hours in the Village of Indian Head Park (Ordinance #2013-8)

Trustee Walsh stated that he and Trustee O’Laughlin discussed an error in the ordinance. He noted that although the Board discussed the Heritage Center the Board did not vote on the Heritage Center being a park, there was no formal discussion on designating the property next to the Heritage Center and therefore should not be included in the ordinance. Trustee Hinshaw stated in the approved minutes from the previous meeting this matter was discussed.

Mayor Andrews stated the ordinance addresses public use of the park land surrounding the Heritage Center, ordinance Section 12.07.010 park hours can be worded to say no public use of the open land surrounding the Heritage Center and that would leave the issue open as to whether it is a park or not. Trustee Walsh stated at the last meeting Mr. Metz brought up the issue of the gate at the Heritage Center and its purpose. Trustee Walsh asked if public parking is allowed in the Heritage Center from sunrise to sunset, will the land next to the Heritage Center be designated as a separate park and further discussion by the Board is needed.

Trustee Hinshaw inquired what the land next to the Heritage Center is designated today. Mayor Andrews stated the property is considered open land surrounding the Heritage Center building, the Board discussed the Heritage Center previously and whether the open land would be a park and what it would be called at a future date. Mayor Andrews stated the Board can vote on the ordinance amending Chapter 12 with the inclusion of the amendment that Sections 12.05 and 12.06 would be included and Section 12.07 would be deleted. Trustee O’Laughlin stated she has a question about the section regarding Sacajawea Park 12.05.030 regarding alcoholic beverages in the park, the website currently says no alcoholic beverages are permitted in Blackhawk Park or Sacajawea Park, there was not a discussion about alcohol in the parks at the previous meeting, the ordinance states a permit is required for alcoholic beverages and there is no mention how much for a permit.

Counsel Ramello stated the code already has a section regarding alcohol in the parks, it is not being amended, the language is just being reprinted in the proposed ordinance and the only part that was changed was Section 12.05.010 that originally read “*no use of Sacajawea Park shall occur after dusk and before dawn*”. That section was amended to change dusk to sunset and to change dawn to sunrise and inserting the phrase “*including but not limited to Kelli’s Playground*”. Trustee O’Laughlin stated that she received the ordinance information on Tuesday and also looked on the website which states no alcoholic beverages in either of the parks. Dave Brink stated the web page about the parks was created ten years ago and may need updating.

Mayor Andrews stated he recalled that other than allowing the Soccer Shots Program to take place on the open land of the Heritage Center typically outside private parties, residents or otherwise have not been allowed to use the parks for events other than Village sponsored events. He noted the Village’s 50th Anniversary party in 2009 was hosted at Blackhawk Park and there was a beer truck at that event as approved by the Board.

Trustee Hinshaw asked what part of the code and ordinance number is being amended. Counsel Ramello stated Chapter 12.05 of the Municipal Code already exists and the only amendment to Chapter 12.05 was section 12.05.010 regarding park hours. Trustee Hinshaw asked if Chapter 12.05 of the Municipal Code is on-line for review, he asked in the future if something is being modified that the original be provided as well as the modifications. Counsel Ramello stated a red-lined version copy is sent that denotes the changes as well as a final version document. Trustee Hinshaw stated a PDF file is sent to the Board. He asked that a red-lined version of documents with modifications be provided to the Board so changes can be reviewed. Trustee O’Laughlin stated she did not see a red-lined version of the document before it was presented to the Board and she asked what is the permit cost for an alcohol permit in the park. Mayor Andrews stated he would have to check the section of the code.

Trustee Walsh recommended that the provision regarding the Heritage Center be removed its entirety from the ordinance and to vote on Sacajawea Park/Kelli’s Playground and Arrowhead Memorial Pointe. He suggested at the next Board meeting a discussion take place with members of the audience about what their vision is for the Heritage Center as well as the open land.

Trustee Walsh moved, seconded by Trustee O’Laughlin, to approve Ordinance #2013-8 amending Title 12 of the Municipal Code entitled “Streets, Sidewalks and Public Places” to regulate park hours, to delete references in the ordinance to the Heritage Center and to delete the section on page four entitled Chapter 12.07 Heritage Center. Carried by unanimous roll call vote (6/0/0). *Ordinance #2013-8.*

Ayes: Trustees: Bailey, Hinshaw, O’Laughlin, Schnauffer, Walsh, Wittenberg

Nays: None

Absent: None

2. Discussion Regarding 2009 Debt Certificates – Dave Phillips, Speer Financial

Mayor Andrews stated Dave Phillips from Speer Financial helped the Board through the process in 2009 regarding the refinancing of the 2001 and 2003 debt certificates. He added that Trustee Wittenberg had asked some time ago what could be done with the debt certificates, Mr. Phillips was invited to discuss this topic and there is interest in finding ways to come up with money for a street maintenance program.

Dave Phillips, of Speer Financial, stated he put together a chronological view of the 2009 debt certificates to show some history of the original issue as well as conversations that took place in 2012 with the Mayor and most recently conversations with Treasurer Busa in looking at that issue. He noted the 2009 debt certificates refunded some earlier debt as well as discussions at that time to add \$100,000 and \$200,000 for additional projects and restructuring of the original issue. Dave Phillips stated the following: (1) the 2009 Debt Certificate issued was \$1,050,000; (2) the debt certificate term sheet was provided to the Board with the interest rates that were offered by Apple River State Bank; (3) proceeds of the certificates were to be used to pay prior obligations, for capital projects and to pay the costs for issuance of the certificates; (4) the debt certificates due 2017 through 2020 are callable in whole or in part on any date on or after December 15, 2016; (5) at that juncture the Village can either repay the certificates in their entirety or as the Board did in 2009 restructure the issues as well; (6) bonds are callable after a certain date meaning that the original shorter term certificates are not callable; (7) the IRS has gotten more strict as it relates to debt certificates or any other municipal obligations regarding funds for public purpose initiatives because the government does not earn income on tax exempt bonds; (8) if someone is a personal investor and investing in municipal bonds that person is not paying Federal income tax which does not help balance the Federal budget so the government says you can only do it one time not twenty times; (9) the bonds issued in 2009 are able to be called in 2016 but not up until that time because the Village restructured the debt in 2009; (10) the debt service schedule reflects the last four certificate maturities are callable in 2016 and if it is refunded prior to that date it is legally possible to do it but it becomes less viable as a refund because the Village is having to refund tax exempt bonds with taxable bonds; (11) an allocation of proceeds was provided regarding refunding the series 2001 and series 2003 certificates, \$101,245.83 of capital money from the 2001 series certificates was received; (12) Mayor Andrews about a year ago asked Speer Financial to take a look at refunding certificates and some new money options as a planning tool.

It was determined at that time there was a negative of \$92,892 projected even with lower interest rates at that time than today so there was no benefit and it would have been a liability if refunding of certificates did take place; (13) comparisons were provided showing adding \$500,000 of new money as well as debt comparisons which resulted in a deficit of \$823,718 (\$500,000 of that amount was new money added); (14) two model schedules were sent to Treasurer Busa in July, 2013. One model showing new money of about \$300,000 and the other showing new money of about one million dollars; (15) model one extends the debt until 2022 or only two more years and generates just over \$300,000 for capital at \$170,000 annual debt service (\$350,000 is added to the 2021 and 2022 maturities which are after the 2009 certificates are retired). No refunding or restructuring is needed. The original debt certificates are retired in 2020 and these would have been started and feathered in behind that 2009 debt certificate. Model 2 extends to 2032 at \$170,000 annual debt service and generates an estimated \$1,018,000 of project revenues. In 2021 there is an ability to extend out those debt certificates with the new money to be wrapped behind the 2009 debt certificates (this would add about \$73,000 per year as interest costs up until the time when the bonds and certificates are retired and the bonds are paid off). An opportunity for new money exists but there is not an applicability of the 2009 issue until the year 2016 (in 2016 the last four maturities can be massaged so that it would fit accordingly); (16) the concept was to try to solve about \$170,000 per year as a debt service loan which goes back to the existing debt service certificate from 2009. The 2009 debt certificate payments this year went from about \$68,000 in payments to about \$155,000.

Dave Phillips stated that he would be happy to answer any questions, Speer Financial has a lot of clients that mention there is a lower interest rate environment and they want to take advantage of that low rate. The Village looked into that option in 2012 and it did not turn out to be worthwhile and Treasurer Busa is also reviewing some possibilities of new money concepts. He noted the model scenarios were provided as a proper planning tool to be able to make policy choices as a Board to determine if debt certificates could be refunded or not or to add some new money behind the existing issue and how much. Dave Phillips stated based on the scope of the capital projects the Village is considering those figures and number of years could be factored into the projections but the Board would need to determine the level of commitment out of the operating fund budget to make the debt certificate payments. The higher the number the shorter the maturity schedule would be and the longer the maturity schedule is the interest cost would be higher (he noted this would be similar to a 30 year mortgage rate compared to a 20 year mortgage rate).

Mayor Andrews referred to the debt certificate schedule provided by Dave Phillips (page 17). He asked if that is when one million dollars of new money was obtained. He pointed out from the year 2013 to 2021 there are no principal payments just interest payments. Mayor Andrews asked if that is above and beyond what the Village is already required to pay on the 2009 debt certificates. Dave Phillips responded, yes. Mayor Andrews stated in 2014 on page 17 the annual interest payment shown is \$95,736.95 as well as \$155,741.00 interest payment on the 2009 debt certificate on page 5. Dave Phillips stated there is an annual aggregate with a subtotal and in December 2014 the amount is \$132,370.50. Mayor Andrews stated the total combined payments would be about \$240,000 and that would get about one million dollars of borrowed money and a combination of payments through the year 2032 to pay it off. However, the 2009 certificates would be paid off in 2021.

Dave Phillips stated the two payments combined would be about \$220,000 to \$225,000 per year (about \$155,000 for the 2009 debt certificates and about \$70,000 to \$75,000 in interest payments on the 2013 certificates). Dave Phillips noted that would be the aggregate debt service through the year 2020 and in 2021 it would drop down to about \$165,000 to \$170,000. He added if the payment of \$225,000 was fine that level could be continued and shorten the schedule or let it drop down and let a future Board in 2021 or 2022 have room to perhaps revisit the issue because the level would be maintained and there may be some budget room to address it at that time.

Trustee Wittenberg asked if there are any other alternatives that are a little bit more unconventional other than what is being proposed that the Board should consider. Dave Phillips stated there are certainly constraints as to the revenue stream and the Board could do a zero coupon and capital appreciation with no payments until 2021 and then have the accumulated interest all payable downstream. He noted this option would be extremely expensive but that approach is available. Trustee Wittenberg stated the Village has already refunded at one point and took advantage of that option. She asked if the Village can refund again. Dave Phillips stated not until the year 2016 and that option is not shown in the model. Trustee Wittenberg stated that may be another alternative. Dave Phillips stated in theory the same pieces are moved around so it really does not change markedly and the question becomes what will the interest rates be in 2016 that can be used in the model because interest rates are constantly changing. Trustee Wittenberg stated possibly a hybrid model to look at would be helpful to show differences. Dave Phillips stated it is fixed with the same principal amount in 2016, the Village is paying now a set interest rate, the interest rate may be lower than the 2009 certificates but unless the certificates are delayed until 2016 instead of 2032 and extending out to 2036, the numbers are still the same.

Mayor Andrews thanked Dave Phillips from Speer Financial for the presentation to the Board. He stated as we go forward with a street maintenance program and determine how to raise revenue to help pay the cost of the program, there may be questions down the line.

3. Discussion Regarding Resident Participation in Village Finance Process

Mayor Andrews stated it was suggested that we have residents work with our finance team on a voluntary basis in preparing our budget. Mayor Andrews further stated he has given thought to it and his preference and proposal is that we look for two volunteers from the Village who can work with the finance team (Dave Brink, Finance Trustee Norm Schnaufer, secondary Finance Trustee Brenda O’Laughlin) with regard to the budget process.

Trustee Wittenberg asked if the suggestion with resident participation is to have a committee of the whole that would be a finance committee. Mayor Andrews stated he is not suggesting a finance committee but a voluntary advisory group that would be comprised of two residents, two finance trustees and Dave Brink. He noted it is the Village Administrator’s responsibility with the help of Dave Brink to present the budget, over time finance trustees have participated in the budget process and resident input in an advisory capacity is being proposed. Mayor Andrews stated once resident participation is established they can work with the finance team to work on budget issues with an eye toward getting the next budget on-line or perhaps done earlier or no later than the April meeting next year so it is in place when the fiscal year begins.

He added this year there were reasons why the budget was not done earlier. The advisory group would be on an informal basis when they can meet and there would be no constraints on when they gather to meet.

Trustee Wittenberg stated she understands to keep things more informal and more flexible but asked what would be the advantage of the informal process rather than a committee of the whole. She noted many Village websites have committees of the whole (one being Western Springs), she did not recall an informal finance team but is open to that concept but from a standpoint of what has been standard practice for other Villages that have finance committees.

Mayor Andrews stated he is not aware of what is standard in other towns, there is an advantage of the informal group to help get the budget done and when it becomes a committee of the whole then we end up with a scheduled meeting date that requires an agenda with minutes. He further stated his past experience in zoning matters is that when seven zoning commissioners met with the Board as a committee of the whole, nothing got done because there was too much input.

Trustee Walsh asked if there are any Open Meetings Act considerations either to the informal process or a formal process that other Villages have in place. Mayor Andrews stated he is proposing to facilitate resident involvement with two residents and two trustees to work with the finance team to meet when they are available. Counsel Ramello stated if the group is recognized as a formal subsidiary of the Board of Trustees, it would be subject to the Open Meetings Act and requirements would need to be followed with regard to posting notice of meetings and taking minutes. Trustee Walsh asked if the informal process proposed by Mayor Andrews is subject to the Open Meetings Act. Counsel Ramello responded, yes. He noted if a finance committee structure is being created with set members it would be subject to the Open Meetings Act requirements. Trustee Walsh stated he is in favor of the idea but has concerns about creating a level of bureaucracy that exposes the Village to Freedom of Information requests or other things that could bog down the process of trying to work collaboratively on the budget.

Counsel Ramello pointed out when designated officials and designated residents are assigned it would become more of a formal level with a formal subsidiary of the public body subject to the Open Meetings Act. Trustee Hinshaw asked if one or two Board members would be considered a formal level. Counsel Ramello stated if there is a majority of the quorum of the Board, it would then become a meeting of the Board of Trustees and that would need to follow the Open Meetings Act requirements. He noted even if it is only one Board member with a subsidiary finance or subcommittee of the Board that is generally considered a public body under the Open Meetings Act.

Trustee Bailey asked if the Open Meetings Act applies when he and Trustee Wittenberg as Public Works Trustees want to sit down with Frank Alonzo and Superintendent Santen for a meeting. Counsel Ramello stated if two Trustees want to meet with staff and there is no set meeting but just to discuss the budget, it would not be subject to the Open Meetings Act. He added if a specific meeting date and time is set, that is generally creating a subsidiary of set members of the Board of Trustees which is subject to the Open Meetings Act.

Trustee Bailey stated if a date and time is set to meet with Frank Alonzo and Ed Santen to discuss a street program does that fall under notice requirements. Counsel Ramello, responded, no because there is no set membership to a committee and someone else could meet with them also on another date and time.

Trustee Bailey stated that he and Trustee Wittenberg are designated as Public Works Trustees. He asked what the difference is between them meeting with Frank Alonzo and Ed Santen and volunteers informally meeting to talk about the budget. Counsel Ramello stated a subcommittee of the Board was not formed but merely two individual trustees assigned as liaisons to a department. Trustee Wittenberg stated that possibly there could be an adhoc committee rather than a committee with structure with a specific agenda. Counsel Ramello stated the problem may be that two members of the public would be designated to meet with two set members of the Board and staff and that may be creating a committee.

Trustee Wittenberg stated that some Villages have workshop meetings, Western Springs has five committees and then they have workshops every three months standing on the calendar. She noted the workshops set agendas for the committees that want to have an agenda for the workshop. Trustee Wittenberg stated she reviewed the summaries of the meeting agendas for Western Springs and they must have to do the workshop to get around creating a committee because they have a pension committee, a budget committee, finance committee as well as a police or public safety committee similar. Trustee Wittenberg stated it is a great idea to try to do it in some way and if the only way to do it is by a committee of the whole, then it should be done sooner rather than later.

Counsel Ramello stated he is not suggesting a committee of the whole but defining a committee of any form whether it is a subcommittee of the Board and what the requirements would be to meet. Trustee Wittenberg stated the Board can publicly put a notice and agenda out to inform people of a meeting if a committee is formed. Frank Alonzo asked if it is still a committee if the two Trustees did not meet but only two members of staff meeting periodically with two residents. Counsel Ramello stated if the two residents are designated to meet with Village representatives that may be forming a committee and the Open Meetings Act requirement would need to be followed. Mayor Andrews stated staff is in the office during the day and asked will the two residents be available to meet during the day?. He noted it will be an open meeting with an agenda but it would need to take place when staff is in the office. Counsel Ramello stated an open meeting can be held during the day as long as a proper notice is posted. Mayor Andrews stated he is interested to know what other towns are doing regarding meetings, possibly Counsel Ramello can contact the West Central Municipal Conference to survey other member communities outside the immediate area to seek input and that information can be shared with the Board at the September Board meeting.

Trustee Wittenberg stated she can reach out to the President of Western Springs to obtain information from that community. Trustee Hinshaw stated it is a great idea, open meetings are good, we have some great firepower within the community that could help, three would be a good number of people for meetings if someone is not able to attend.

He added twelve people would be too many and with the recent discussion about the bond issue that could be part of the budget process. Trustee Hinshaw stated it is a good idea to have someone on a committee from the community who works with finances as their job day in and day out.

Mayor Andrews entertained a motion to continue the discussion regarding resident participation in the Village finance process to the September Board meeting to allow time for input from the West Central Municipal Conference on the process in other towns and input from Trustees on their preferences to establish a process that would require posting of an agenda and having set meetings with preparation of minutes. Trustee Bailey moved, seconded by Trustee O'Laughlin, to continue the discussion regarding resident participation in the Village finance process to the September Board meeting. Carried by unanimous voice vote (6/0/0).

4. Budget Calendar Discussion

Mayor Andrews stated Trustee Wittenberg shared a budget document from the Village of Burr Ridge website with a suggestion to create a one page budget calendar of a more formal nature with various dates and action. He noted the Burr Ridge calendar lists when the tax levy is presented, when the notice of public hearing takes place, the date of a public hearing and action taken by the Board. Mayor Andrews stated the calendar details when budgets are distributed to department heads including a list of goals and objectives, when it is reviewed by the finance director and Village administrator, a budget message is prepared, revenue estimates are projected and the document is distributed to the Trustees for final action.

Mayor Andrews stated that from his personal experience the budget process has become internalized with regard to the calendar. There is a process that is followed. The Village Board of Trustees knows the deadlines that are required and the budget gets done. He is not opposed to creating a budget calendar, it is a good idea, Dave Brink and Frank Alonzo can work on preparing a budget calendar that can be updated each year and Trustees can provide input to place the calendar on-line.

Mayor Andrews entertained a motion to direct Dave Brink and Frank Alonzo to prepare a tentative budget calendar for the Board's review to review at a future meeting before it is finalized. Trustee Hinshaw stated the budget calendar gives about one month from the calendar that starts March 2nd to April 9th from when the Board gets the proposed budget to approve. He suggested a longer window or more time if one or more public hearings are needed to allow resident input before a budget is approved. Mayor Andrews stated he inherited the budget process, in the past the budget has been done later, there were some personal circumstances this year, we should try to have a budget in place when the new fiscal year starts and he agrees more time should be given for Trustees to work on the budget. Mayor Andrews stated Burr Ridge is quite a bit bigger and they have five people in-house on staff that work on the budget and we have two. Mayor Andrews stated Burr Ridge has a good example of a budget calendar but Willow Springs is more comparable in size to Indian Head Park and possibly they have a sample budget calendar.

Mayor Andrews stated Frank Alonzo and Dave Brink can work on a timeframe for a budget calendar and what action needs to take place along the way. He noted tax levy requirements are already set by law. Trustee Bailey stated there are two dates on the Burr Ridge calendar in March and, if those are public hearings those are open meetings open to the public and the same would apply to Indian Head Park. Trustee Hinshaw stated he spoke with the director of the Illinois Municipal League who stated there is some advantage in waiting to approve the ordinance closer to the end because if there are changes in revenue those can be factored into the budget.

Dave Brink stated the Village is required to approve the appropriations ordinance within the first quarter of the fiscal year which was done in July. He noted if a budget is passed in April, the appropriations ordinance could be passed in May but for the reason just stated by Trustee Hinshaw we would not want to do that to go back and have to amend it if revenue streams change. Dave Brink stated he will work on a budget calendar with Frank Alonzo, whether it is passed at the April or May meeting the calendar should not say the July meeting is when the appropriations should be approved. Dave Brink mentioned Burr Ridge may be under a budget process and Indian Head Park must follow the appropriations ordinance process and the ordinance must be passed and filed before July 31st each year but a budget can be passed in April or May. Mayor Andrews stated a budget is used as a tool and the appropriations ordinance is based on the budget which can be done earlier.

Mayor Andrews entertained a motion to direct Dave Brink and Frank Alonzo to prepare a budget calendar as soon as possible. Trustee Hinshaw moved, seconded by Trustee O’Laughlin, to direct Dave Brink and Frank Alonzo to prepare a budget calendar as soon as possible for the Board’s consideration. Carried by unanimous voice vote (6/0/0).

5. Discussion Regarding Earmarking Timber Trails Impact Fees

Mayor Andrews stated at the July meeting he announced that the developer of Timber Trails sent a check in the amount of \$7,000 for impact fees to Indian Head Park as part of a commitment still owed of \$200,000 from the developer going back to the original agreement of \$500,000 from Timber Trails Development. Mayor Andrews stated at that time he said we could take all the impact fee money and put it in a fund for a street maintenance program. He added that alone was not his decision to make but it is a Board policy decision. Mayor Andrews suggested we have the finance team take all funds from Timber Trails as the money is received and place it in a separate account and designate that money as it builds up over time for a street maintenance program if the Board agrees.

Trustee Schnauffer stated a street maintenance fund is a good idea and maybe there are some streets that would only need minor repairs and some of the funds could be used for that purpose. Mayor Andrews stated if \$12,000 is spent for crackfilling and \$15,000 on something else as the money is coming in we might accomplish a lot of little things but many streets are still in disrepair and might need to be repaved. Mayor Andrews stated Trustee Bailey and Trustee Wittenberg are working on a street maintenance program so we will have a better idea when that is proposed what is needed.

He noted there is no prediction on how the money will come in from Timber Trails other than as occupancy permits are issued we will receive funds (\$1,000 for the first 10 occupancy, \$2,000 for each of the next 30, \$3,000 for the 30 after that and \$5,000 after that to reach the \$200,000 amount).

Trustee Hinshaw stated he agrees that money will be received in smaller amounts but he would like to see those funds put towards properties impacted by Timber Trails, it is not enough money to do much with roads and that can be discussed at a later date with money to be kept in a fund. Mayor Andrews stated he would like to see the money earmarked for street maintenance and the impact fee is to the Village and a source of revenue to help off-set the money we will need for not only streets but all infrastructure. He suggested a separate account be established. Dave Brink stated an account was established with State Bank of Countryside and as money comes in the funds will be kept in an interest bearing account until it is determined how to use those funds. Trustee Hinshaw stated this would be a good issue for the finance committee to review. Trustee Walsh suggested that we do not limit the funds for streets but for infrastructure and to establish the account for that purpose. Mayor Andrews stated he personally has a preference to earmark the funds for street maintenance. Trustee Bailey stated he has concerns that if we are not going to use the funds to patch the streets, \$200,000 is not much to repair or pave all the streets in town and he would rather put it towards infrastructure. Mayor Andrews stated that if we borrowed one million dollars and do bigger streets, we would have accumulated \$200,000 from Timber Trails and maybe we could pay off a loan debt instrument in advance with that \$200,000 and open up credit for future street projects.

Mayor Andrews entertained a motion to direct the finance team to create a separate account for the Timber Trails impact fees with the intent of the Board to use that for infrastructure as the Board determines in the future. Trustee Walsh moved, seconded by Trustee Hinshaw, to direct the finance team to create a separate account for the Timber Trails impact fees with the intent of the Board to use that for infrastructure as the Board determines in the future. Carried by unanimous voice vote (6/0/0).

QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

Mayor Andrews welcomed Dennis Schermerhorn back to the Planning and Zoning Commission as Chairman. He stated he appreciates the willingness of Dennis Schermerhorn to work on updating the Village zoning ordinance (64-1).

Trustee Walsh suggested that a representative of Timber Trails be invited to the September Board meeting to make a presentation to the Board as well as residents on exactly what is taking place in the development. He added eight or nine years ago there was an approved plan and we are not sure if that is still the same plan or what the timeline is for completion, there is a lot of activity taking place, some residents have questions and possibly there are brochures that can be provided.

Joan Metz, of Arrowhead Court, stated at a neighborhood watch meeting and in the news there was a mention of three heroin overdoses in Indian Head Park in the last two months.

Chief Alonzo stated there was a misinterpretation. He noted we had three heroin incidents and this is happening elsewhere also where people are using heroin privately in their homes and that does not mean heroin is being sold in Indian Head Park. He noted the cases in Indian Head Park were people in their 20's using heroin with friends. Chief Alonzo stated about a year ago Naperville had a number of deaths from heroin overdoses, there are heroin mixtures out there that is being used that can cause death, the drug is being purchased elsewhere and they come back to their private home to use it, the drug is very cheap, we do not know what our neighbors are doing inside their homes and more information will be discussed at another meeting.

Chris Metz, of Arrowhead Court, asked if a street plan is available. Frank Alonzo stated a street plan was shared with the Board and it will be narrowed down with a list of priority streets that are in need of repairs in the next two years and which streets can be done in five or six years. He noted the street maintenance plan as well as information about the water infrastructure system and a map of all the watermain breaks that have occurred will be available at the September Board meeting and also available to residents on the Website. He noted cost estimates for repairs will also be included and the Board will have to decide what needs to be done and also input from the Village engineer is needed. A resident asked if all streets in the Village would be evaluated. Frank Alonzo stated all streets will be listed and those that are most in need of repairs will be prioritized and some streets can be done at a later date.

Chris Metz, of Arrowhead Court, asked how residents will be chosen for public participation in the finance committee and if those individuals will be chosen by the Mayor or if the Board will entertain volunteers as the plan. Mayor Andrews stated he would solicit input from residents and in terms of formality it is not appropriate to burden the whole Board to interview applicants and maybe he and Frank Alonzo or Trustee Schnauffer or Trustee O'Laughlin can determine who the best candidates are and he would make a recommendation for appointment to the Board. Chris Metz stated Dennis Schermerhorn is a great candidate for Chairman of the Zoning Board and he has no objections to the appointment but he asked how it came about that Dennis Schermerhorn was appointed to the zoning board and was input from the Board received. Mayor Andrews stated Dennis Schermerhorn was in that position for a number of years, he stepped up to fill a vacancy on the Village Board and Noreen Costelloe was assigned Chairperson, Dennis has a lot of experience on the Planning and Zoning Commission to fill that spot and Noreen Costelloe asked to stay on as Commissioner on the Planning and Zoning Commission as she previously served.

Dennis Schermerhorn, of Blackhawk Trail, asked if Cook County could come out to repair some of Wolf Road that is in bad shape. Frank Alonzo stated the Village has been in contact with the county about Wolf Road.

EXECUTIVE SESSION

Trustee Walsh moved, seconded by Trustee Wittenberg, to adjourn to executive session pursuant to 5 ILCS 120/2 (c) (1) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees. Carried by unanimous roll call vote (6/0/0).

Ayes: Trustees: Bailey, Hinshaw, O'Laughlin, Schnauffer, Walsh, Wittenberg
Nays: None
Absent: None

MOTION TO RETURN TO THE OPEN BOARD MEETING

There being no further matters to be discussed by the Board in the executive session, Trustee Walsh moved, seconded by Trustee Wittenberg, to return to the open meeting. Carried by unanimous voice vote (6/0/0).

ADJOURNMENT

There being no further business to discuss, Trustee Schnauffer moved, seconded by Trustee Bailey, to adjourn the regular Board meeting at 9:45 p.m. Carried by unanimous voice vote (6/0/0).

Minutes prepared by,
Kathy Leach, Deputy Clerk/Recording Secretary