

**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, December 12, 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, December 13, 2013 at the Municipal Facility, 201 Acacia Drive, and was convened 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:

Dave Brink, Finance Director
Steve Busa, Treasurer
Joseph V. Consolo, Village Clerk
Richard Ramello, Counsel, Storino, Ramello & Durkin
Edward Santen, Water/Public Works Superintendent

NOT PRESENT:

Frank Alonzo, Chief of Police/Administration

For the record, Mayor Andrews noted Board meetings are being videotaped by the Village as well as video or audio recordings by others.

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 reported that he received notice from Karen Yarborough from the Cook County Recorder of Deeds Office that the County Offices will be offering a property fraud alert program. He noted it has been on the news that some people were finding out their property was sold and someone was recording a deed against the property and people were not aware of it. The purpose of the program is to be added to a list at the County Office so someone would be notified if a deed is being recorded for a property.

Mayor Andrews wished everyone a Merry Christmas and a Happy New Year. He noted that the Village faced a number of challenges during the current year and we all look forward to the new year.

CONSENT AGENDA

Mayor Andrews entertained a motion to approve the consent agenda items, as presented.

Reappointment of Treasurer Busa for the term ending December 31, 2014
Reappointment of Frank Alonzo to the E911 Board for the term ending October 31, 2014
Reappointment of Thomas Brescia as Prosecuting Attorney for the term ending December 13, 2014
Approval of Meeting Dates for 2014

Trustee Walsh moved, seconded by Trustee Wittenberg, to approve the Consent Agenda, as presented. Carried by unanimous roll call vote. (6/0/0).

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

REVIEW AND APPROVAL OF TAX LEVY ORDINANCE FOR FISCAL YEAR 2013/2014, PTELL RESOLUTION AND SEASPAR LEVY (DISCUSSION AND A POSSIBLE VOTE MAY TAKE PLACE)

- 1. Approval of a Tax Levy Ordinance for Fiscal Year Beginning May 1, 2013 and ending April 30, 2014 (Ordinance #2013-11)*

Dave Brink discussed the three financial documents presented to the Village Board for review and approval. He noted in November each year the Village Board must determine the estimated levy and that amount was \$961,000, there was no change from that estimate for the levy year 2013, a Tax Levy Ordinance is required to be passed in December and filed with the County no later than the last Tuesday of December so the County can determine what the tax bill will be on our levy for the next year. Dave Brink stated everything is done in arrears so that is why the levy is done now for tax year 2013 payable in 2014.

Dave Brink noted the tax levy duplicates the Appropriations Ordinance line items that was approved in July, 2013, the levy must be presented to the county in ordinance form, the first two pages of the ordinance have all appropriations listed but nothing raised from the tax levy. He summarized the proposed Tax Levy Ordinance for fiscal year beginning May 1, 2013 and ending April 30, 2014 as follows: Police – the amount appropriated is \$1,526,697 (all corporate purpose levy line items were in that one section) and the amount to be raised by the levy is \$576,000; the next section of the ordinance is the rest of the General Fund accounts (with no amounts to be raised from the tax levy); Water and Sewer Funds (with no amounts to be raised from the levy); the next section lists the Motor Fuel Tax Fund and E911 Fund (with no amounts to be raised from the levy). Dave Brink stated the total amount of revenue from sources other than the levy is \$4,476,951 and the amount to be raised from the levy for General Corporate Purposes is \$576,000; the amount appropriated for the Illinois Municipal Retirement Fund is \$206,366 (\$150,000 to be raised from the tax levy; the amount appropriated for Social Security Tax is \$145,564 (\$115,000 to be raised from the tax levy); the amount appropriated for the Audit is \$39,525 (\$30,000 to be raised from the levy); the amount appropriated for General Liability Insurance is \$93,380 (\$60,000 to be raised from the levy); the amount appropriated for General Obligation Bonds is \$193,626 (these bonds are not paid for through tax levy funds); Special Parks Fund the amount appropriated is \$31,009 (\$30,000 to be raised from the levy). Dave Brink stated the appropriations ordinance has a 25% contingency built into the ordinance and that is why the numbers are higher than numbers in the budget. The grand total for all items to be levied is \$961,000.

Dave Brink stated the Property Tax Extension Limitation Law (PTELL) Resolution goes hand in hand with the levy ordinance due to tax caps. He noted the lesser of 5% or whatever the Consumer Price Index is determines how high the levy can be, the Village always levies higher as a safety measure to instruct the County where the funds should be allocated should an amount be higher than the tax caps and a fund needs to be reduced such as the Liability Insurance Fund by 16.9%, the Audit Fund by 8.45%, IMRF by 42.25% and Social Security by 32.39%. This ratio is using the same formula dollar for dollar levying in those funds. He noted the reason we always levy high is because of the tax caps and we would not be able to recover those tax dollars if the estimate is too low, if we only levy \$900,000 and we were supposed to get \$920,000 not only would be out that \$20,000 this year but another \$20,000 next year and the years after while there is a tax cap in place.

There being no comments from the Board, Mayor Andrews entertained a motion to approve the tax levy ordinance. Trustee Hinshaw moved, seconded by Trustee Wittenberg to approve the Tax Levy Ordinance for fiscal year beginning May 1, 2013 and ending April 30, 2014, as presented. Carried by unanimous roll call vote. (6/0/0). Ordinance # 2013-11).

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

Nays: None

Absent: None

2. ***Approval of a Property Tax Extension Limitation Law (PTELL) Resolution (Resolution #R12-13-1)*** Mayor Andrews entertained a motion to approve the Property Tax Extension Limitation Law Resolution. Trustee Wittenberg moved, seconded by Trustee Schnauffer, to approve the Property Tax Extension Limitation Law Resolution, as presented. Carried by unanimous roll call vote(6/0/0).***Resolution#R12-13-1.***

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

Nays: None

Absent: None

Dave Brink noted a sheet detailing the tax rates for the past few years was distributed to the Board from 2008 through 2013. He noted the drop in assessed valuation after the triennial review took place we went from a high assessed valuation of 184 million in 2009 to 145,000 in 2011. Dave Brink stated when the assessed valuation goes up, tax rates go down because of the tax cap, the tax cap is not based on the valuation but based on the tax rate itself and there are limitations on how high we can go, if the assessed valuation jumps up because of reassessments that means the tax rate paid per 100 dollars of EAV goes down and that does not mean if the assessed valuation jumps 30% in a year we can get 30% more money.

3. ***Resolution to Approve S.E.A.S.P.A.R. Levy Amount for the Village of Indian Head Park for Fiscal Year 2014/2015 (Resolution #R12-13-2)***

Mayor Andrews stated representatives from S.E.A.S.P.A.R. asked that we approve a resolution to set the levy amount for fiscal year 2014/2015. He noted information was previously distributed regarding the history of contributions to S.E.A.S.P.A.R from member communities including Indian Head Park. Mayor Andrews stated in 2012/2013 the S.E.A.S.P.A.R. contribution was \$28,351, we budgeted \$24,807 and the amount will be reduced further in 2014/2015 for the levy amount to be \$24,192. Mayor Andrews stated that Trustee Wittenberg had inquired about the number of participants from Indian Head Park in S.E.A.S.P.A.R., information was provided from S.E.A.S.P.A.R. including a ten year history of participation, the current level of participation from Indian Head Park is twenty six and in prior years there were about fifty two to fifty four participants. He noted if one participant signs up for two programs that is counted as two in the total participant count, there was a reduction in participation possibly due to a change over in staff to run the programs. However, already this year the participation in programs is up from previous years.

Mayor Andrews entertained a motion to approve the S.E.A.S.P.A.R. Levy Resolution, as presented. Trustee Bailey moved, seconded by Trustee Wittenberg, to approve the S.E.A.S.P.A.R. Resolution. Carried by unanimous roll call vote. **Resolution #R12-13-2.**

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

Nays: None

Absent: None

APPROVAL OF FINANCIAL REPORT

Financial Report for the Month ending October 31, 2013

Treasurer Steve Busa presented the financial report for the month ending October 31, 2013. For the month of October, he noted: total revenues were \$381,814.30; expenditures were \$236,583.09 and fund balances in all accounts at the end of October were \$1, 673,813.07. Treasurer Busa stated a substantial portion of the revenues received were from water and sewer revenues.

Trustee Hinshaw asked about the budget to date information that was distributed there is a sentence at the end about the budget that mentions a deficit of \$69,000 but when removing depreciation for certain purposes results in a surplus of \$24,000. Dave Brink stated the purpose of providing the information was to show how we are doing cash wise six months into the fiscal year, the depreciation itself is not cash and auditors would make the final entries after the fiscal year ends.

Trustee Schnauffer moved, seconded by Trustee O’Laughlin, to approve the financial report for the month ending September 30, 2013, as presented by Treasurer Busa. 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 Regular Board Meeting – November 14, 2013

After review of the regular meeting minutes, Trustee Bailey moved, seconded by Trustee O’Laughlin, to approve the November 14, 2013 Board meeting minutes, as amended. Carried by unanimous voice vote (6/0/0).

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

- 1. Appointment to Finance Committee – Trustee Schnauffer as Chairman to the Finance Committee, Trustee O’Laughlin as Secretary to the Finance Committee, Resident Terrance J. Coleman for a one year term ending December 12, 2014 and Resident Thomas M. Hawrysz for a one year term ending December 12, 2014.***

Mayor Andrews stated the Board passed an ordinance last month establishing a Finance Committee. The ordinance provides for the appointment of two trustees, two staff members and two residents from the Village to serve on the committee as well as authorizing the Mayor to appoint a chairman and secretary to the committee.

Mayor Andrews stated that he discussed with Trustee Schnauffer about being appointed Chairman to the Finance Committee as well as Trustee O'Laughlin as Secretary, Frank Alonzo as Administrator, Dave Brink as the Finance Director and two residents. He noted applications of interest in serving on the Finance committee from residents were received, six applicants submitted letters of interest, Terrance Coleman, John Corcoran, Tom Hawrysz, Rima Hoak, Shirley Yang and Charles Zona. Mayor Andrews stated he interviewed all candidates, all candidates had good qualifications, he thanked everyone for interest in serving and recommended the appointment of Terrance Coleman and Tom Hawrysz as the two residents to serve on the Finance Committee for a one year term each, as provided by State Statute.

Mayor Andrews entertained a motion to appoint Terrance Coleman to the Finance Committee for a one year term. Trustee Walsh moved, seconded by Trustee Bailey to consent to the appointment of Terrance Coleman. Carried by roll call vote (5/0/1).

Ayes: Trustees: Bailey, O'Laughlin, Schnauffer, Walsh, Wittenberg

Nays: Hinshaw

Absent: None

Mayor Andrews entertained a motion to appoint Tom Hawrysz to the Finance Committee for a one year term. Trustee Walsh moved, seconded by Trustee O'Laughlin, to consent to the appointment of Tom Hawrysz. Carried by unanimous roll call vote (6/0/0).

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

Nays: None

Absent: None

Mayor Andrews pointed out the Finance Committee meetings are subject to the Open Meetings Act with proper notice and agenda to be given of any meetings. He noted the focus and charge of the committee will be to assist with the budget this year.

2. An Ordinance Providing for and Requiring the Submission of the Proposition of Issuing General Obligation Bonds to the Voters of the Village of Indian Head Park at the General Primary Election to be Held on the 18th day of March, 2014 (Ordinance #2013-12).

Mayor Andrews stated the street bond referendum was previously discussed by the Board. He noted the question that will be on the election ballot in March is "*Shall the Village of Indian Head Park, Cook County, Illinois undertake to make roadway improvements with the Village and issue its bonds to the amount of not to exceed \$2,500,000 for the purpose of paying the costs thereof?*".

Mayor Andrews stated he consulted with legal counsel as well as Dave Phillips from Speer Financial, no one wants to pay 9% interest but that is the maximum rate that the bonds can be, it does not reflect a term of payment and the actual interest will be determined when we have the bids for the bonds prepared. Mayor Andrews stated based on conservative estimates in the bond marketplace we are looking at about 4.5% interest and he recommended approval of the ordinance as previously discussed at the last meeting in November.

Trustee Hinshaw stated it is a great idea to do something with roads, he supports whatever the Board decides, personally he would be in favor of a ten year repayment of the bonds and beyond that time period more work may need to be done with roads. Trustee Walsh stated that he respects Trustee Hinshaw's opinion for a ten year bond and some are in favor of a fifteen year bond. He asked at what point would the length of the bond be determined. Counsel Ramello stated the bond consultant will provide an opinion on the market at the time the Board goes out for the bonds and it is not part of the referendum question process.

Mayor Andrews pointed out the current road bond referendum does not invoke the PTELL limitations so it will be up to the Board to communicate to residents in the Village if the referendum is approved and we borrow the money for the roads, it will be repaid from an increase to the property taxes.

Mayor Andrews entertained a motion to approve the ordinance to submit a question to the voters regarding a road bond referendum. Trustee Walsh moved, seconded by Trustee Hinshaw, to approve an ordinance providing for and requiring the submission of the proposition of issuing general obligation bonds to the voters of the Village of Indian Head Park at the General Primary Election to be held on the 18th day of March, 2014 (*Ordinance #2013-12*). Carried by roll call vote.

Ayes: Trustees: Hinshaw, O'Laughlin, Schnaufer, Walsh, Wittenberg

Nays: Bailey

Absent: None

QUESTIONS AND/OR COMMENTS FROM THE AUDIENCE

Joan Metz stated she noticed there is no referendum on the agenda for the Heritage Center or Arrowhead Memorial Pointe. Mayor Andrews stated those topics are not on the March ballot and he deferred consideration of those items at this time.

ADJOURNMENT

There being no further business to discuss, Trustee Walsh moved, seconded by Trustee O'Laughlin, to adjourn the regular Board meeting at 8:20 p.m. Carried by unanimous voice vote (6/0/0).

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