

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

BOARD OF TRUSTEES
REGULAR MEETING MINUTES

October 14, 2021

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

CALL TO ORDER: Mayor Hinshaw

The regular meeting of the Village of Indian Head Park Board of Trustees was held on Thursday, October 14, 2021, at the Municipal Facility, 201 Acacia Drive, and was convened at 7:00 P.M. by Mayor Hinshaw.

ROLL CALL: Sharon Allison, Village Clerk

PRESENT (and constituting a quorum):

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

ALSO PRESENT:

- John DuRocher, Village Administrator
- Andy Ferrini, Assistant Village Administrator
- Patrick Brankin, General Counsel, Schain, Banks, Kenny & Schwartz
- Argelia Garbacz, Village Finance Manager
- Lisa Bujak, Administrative Clerk
- Steven Stelter, Police Chief
- Michael Kurinec, Assistant Police Chief
- David Karaffa, Cable Station Manager

VISITORS: 2 Residents

MAYOR’S REPORT:

Sidewalks: 4 Main Areas in the Village’s Sidewalk Master Plan:

Acacia Drive: New sidewalks will be added this month (2021) on the southern part of Acacia Drive. The northern half of the Acacia Drive sidewalk project will be done next year.

Plainfield Road and Wolf Road: Both are in Phase I study at this time. Both are County roads. We are expecting to have Wolf Road alternatives available in early 2022 for resident review and comments.

Joliet Road: We are working with our legislators and the village of Countryside for a sidewalk on both sides of Joliet Road.

Acacia Drive Update: The base layer of the southern section of Acacia Drive will be completed near the beginning of November. The northern section of the Drive will be done next spring. Landscaping will be completed next year as well.

I-294 Tollway Update: The on ramp from Joliet Road to I294 north is expected to be completed in November. The tollway construction throughout Indian Head Park will last several years. Please note that the southern half of the sound wall between Joliet Road and Plainfield will be constructed next summer.

Senior Breakfast: On Tuesday, October 19, Police Chief Steve Stelter, Village Administrator John DuRocher, and I, Mayor Tom Hinshaw, will host a Senior Citizen Breakfast from 8:30-10:00 A.M. at the Wilshire Green Clubhouse, 115 Acacia Drive. We will provide updates and answer questions on what is going on in the Village.

Coffee and Donuts with the Mayor: There will be a Coffee and Donuts session Saturday, October 30, from 9:00-11:00 A.M. at the Heritage Center. Please stop by and visit with me, Tom Hinshaw.

Final Comment: Lastly, I suggest that every resident should use our website to open a ticket for a concern or a compliment. You will get updates as the ticket is addressed and it is a great way to let our staff hear your compliment or concern.

PUBLIC COMMENTS: None

CONSENT AGENDA:

Motion to Approve Consent Agenda as Established moved by Trustee Kennedy; seconded by Trustee O’Laughlin.

- A. Approval of the Regular Meeting Minutes of September 9, 2021
- B. Approval of Payables for the Period Ending September 30, 2021, in the amount of \$288,496.50
- C. Approval of Preliminary Financial Report for Month Ending September 30, 2021
- D. Closed Session Minutes Retention Resolution 05-2021

Financial Report was presented by Trustee Metz in the absence of Treasurer Garcia:
Cash on Hand on August 31, 2021, was \$3,025,639.34
Payables for September 2021 amounted to \$288,496.50
Total Revenues for September 2021 amounted to \$714,170.93
Ending Balance on September 30, 2021, was \$3,451,313.77

Motion carried by roll call vote (6-0). Trustees Donnersberger, Eck, Farrell-Mayer, Kennedy, Metz and O’Laughlin voted Yay. No Nay votes.

NEW BUSINESS:

A. ACCEPTANCE OF 2020-2021 ANNUAL AUDIT/MANAGEMENT LETTER

Motion to accept the 2020-2021 Annual Audit/Management Letter was moved by Trustee Metz; Seconded by Trustee O’Laughlin.

Administrator DuRocher explained that the audit/management letter is the most important document that is prepared each year. The review of the audit acknowledges the accuracy and integrity of the financial figures that are presented monthly. The document that is presented by DuRocher, the Village Administrator, and Argelia Garbacz, Financial Manager, acknowledges that the Village is spending money according to the budget, the policies, and the law. Sikich is our auditing firm. Nick Bava, the lead auditor, addressed the Board and congratulated the Finance Department, particularly Argelia, John, and the Board on the “clean bill of health” of the audit.

Motion was accepted by roll call vote (6-0). Trustees Donnersberger, Eck, Farrell-Mayer, Kennedy, Metz, and O’Laughlin voted Yay. No Nay votes.

B. SMOKE SIGNALS DISCUSSION/BUDGET AMENDMENT

Motion to amend the annual budget increasing the line item for Smoke Signals from \$12,000 to \$40,000 was moved by Trustee Farrell-Mayer; seconded by Trustee Donnersberger.

Trustee Farrell-Mayer met with the Communications Commission which recommended that the Smoke Signal be increased from a quarterly to a monthly communication. A lengthy discussion followed aimed at clarifying the need to communicate Village news to more residents. The recommendation of the committee is to amend the budget to allow for an increase from \$12,000 to \$40,000 to send monthly news by mail for 8 months and to announce that after 8 months only on-line Smoke Signals will be provided.

Motion approved to amend the budget by roll call vote (4-3). Trustees Donnersberger, Eck, Farrell-Mayer, and Mayor Hinshaw voted Yay. Trustees Kennedy, Metz, and O’Laughlin voted Nay.

C. SECURITY CAMERAS DISCUSSION

Police Chief Stelter and Deputy Chief Kurinec picked up the discussion about Security Cameras after being introduced by Administrator DuRocher. Many questions about cameras and software and specifications and results and other municipalities and Requests for Proposals (Bids) were discussed. The process of choosing the best product for use in Indian Head Park is definitely on-going.

REPORTS:

TRUSTEES:

- Trustee Donnersberger, through the Economic Development Committee, will soon be meeting with a company that designs building facades, in particular, those buildings on the strip mall in the Triangle. She also brought attention to Indigenous Peoples Day which took place on October 4. It is a day in which we celebrate and honor native people and their traditions, particularly people who came before us in the area. She encouraged the beauty and love of the land of the Potawatomie and she encouraged us to do the same.
- Trustee Kennedy is presently researching street signs in the Village and replacing signs currently out of compliance. The 2020-2021 road program is wrapping up. Public Works is upgrading Blackhawk Park with trees and foliage plantings.
IHP is working on its Tree City application once again.
- Trustee Metz reminded residents about Coffee and Donuts with the Mayor on October 30.
- Trustee O'Laughlin thanked all for their help at the biggest Movie Night at the Park. Great success.
- Trustee Farrell-Mayer announced that the Communications Committee has a village-wide survey ready to be distributed to all in the November issue of Smoke Signals.
- Trustee Eck reports that the Planning and Zoning Committee met on October 5. They discussed the 2-story building that has been approved in the village. Sheds in the Bartlett homes subdivision that have not handled their new zoning issues were discussed. A Planning and Zoning Commission training program is being considered.

VILLAGE ATTORNEY: None

VILLAGE CLERK: None

VILLAGE ADMINISTRATOR:

Administrator DuRocher encouraged residents to go to the Village website to get a quick snapshot of the Village Goals—what they are, what has been accomplished, and what still needs to be done. He also announced that the Village Hall would be closed on October 15 for a Training Day for employees.

VILLAGE ASSISTANT ADMINISTRATOR:

Assistant Administrator Ferrini announced that 9 building permits were issued during the month of September. He also stated that Leaf Vacuuming throughout the Village will take place on the following dates: November 1, 15, and 29. In addition, Ferrini encouraged residents to complete the Community Survey which is now available in the November Smoke Signals and on-line. The survey is very comprehensive in determining what residents feel are the good points of the Village as well as what points could be improved upon. One completed Survey per household is permitted. The closing date of the survey is December 3.

DEPARTMENT HEADS:

VILLAGE FINANCE MANAGER:

Argelia Garbacz reported on the current status of the bank balance in the Village. When Garbacz joined the Village Staff in May 2016, the Village had \$1.4 million dollars. Today, the balance is \$3.4 million dollars. This amount is a \$2 million dollar, a 70 %, increase.

PUBLIC COMMENTS: None

At 8:28 P.M. Trustee Farrell-Mayer moved to adjourn to Closed Session for the review of Closed Session minutes per 5 ILCS 120/2(c)21, Collective Bargaining 5 ILCS 120/2(c)2 and Personnel 5 ILCS 120/2(c)1 with no intention to return to Open Session; seconded by Trustee O'Laughlin.

Motion carried by roll call vote (6-0). Trustees Donnersberger, Eck, Farrell Mayer, Kennedy and Metz and O'Laughlin voted Yay. No Nay votes.

Meeting Adjourned

**Sharon Allison
Village Clerk**