

1 **MINUTES OF THE VILLAGE OF OLYMPIA FIELDS**
2 **MEETING OF THE BOARD OF TRUSTEES**
3 **Held on February 27, 2017**
4

5 The Regular Meeting of the Board of Trustees was held on Monday, February 27th, 2017, at the
6 Linzey D. Jones Municipal Building and was called to order by Village President Debra Meyers-
7 Martin at 7:00 P.M. The assembly recited the Pledge of Allegiance. Administrator
8 Mekarski/Village Clerk called the roll.
9

10 Present: Trustees – Gibson, Robinson, Pennington, Byrd, Hudson, and Matz
11 Village President Debra Meyers-Martin
12 Village Administrator/Village Clerk, David A. Mekarski
13

14 Absent: None.
15

16 **APPROVAL OF MINUTES:**
17

18 **Motion by Trustee Gibson, second by Trustee Pennington to Suspend with the Reading of**
19 **the Minutes of January 9th, 2017, Workshop; January 23rd, 2017, Board Meeting; and**
20 **February 13th, 2017, Joint Board Meeting.**

21 **Voice Vote: All Ayes Motion Carried.**
22

23 **Motion by Trustee Gibson, second by Trustee Pennington to Approve the Minutes of the**
24 **January 9th, 2017, Workshop Meeting; the January 23rd, 2017, Board Meeting; and the**
25 **February 13th, 2017, Joint Board Meeting of the Board of Trustees and the Police Pension**
26 **Board, as presented.**

27 **Voice Vote: All Ayes Motion Carried.**
28

29 **BILLS FOR APPROVAL:**
30

31 Village President Meyers-Martin stated that we have Bills for Approval tonight in the amount of
32 \$81,028.81. You have a cover Memo in the Board Packet designating the more significant
33 payouts.
34

35 Trustee Pennington inquired on the Memo under “Water Fund” what the \$6,840.59
36 reimbursement to Kwasi Butler was for. It says, “Caused by a Water Main Break.” Is he to
37 assume that Mr. Butler paid for that and we are just reimbursing him?
38

39 Administrator Mekarski stated that he would have to discuss that with Jim Landini. If you want
40 to pull that, he can pull that from the Bills Payable and have our Public Works Director provide a
41 Memo at the next Meeting. Trustee Pennington stated that would be his recommendation.

42 **Motion by Trustee Pennington, second by Trustee Gibson to Approve the Payment of Bills**
43 **for February 27th, 2017, in the Total Amount of \$74,188.22, with the Tabling of the**
44 **Payment Coming from the Water Fund for the Kwasi Butler Reimbursement.**

45 **Roll Call: Ayes (6-0) Motion Carried.**
46
47

1 **Presentations:**

2
3 **Retirement Recognition – Sergeant Bruce R. Beauchamp** – Village President Meyers-Martin
4 stated that this is bittersweet because we are saying goodbye to one of our long-time officers,
5 Sergeant Bruce Beauchamp. In the audience tonight we have his wife, Gail, and his daughter,
6 Abby. We have our retired Deputy Chief, Carl Frey, and members of the Olympia Fields Police
7 Department and Chief Krull. She thanked everyone for being here.

8
9 Village President Meyers-Martin stated that Sergeant Beauchamp served with the Village of
10 Olympia Fields for many, many years and served us well. We are sorry to see you go, but we
11 know that life goes on. We will certainly miss you. Village President Meyers-Martin stated that
12 we do have a Proclamation that she is going to read in his honor.

13
14 **WHEREAS;** Bruce Beauchamp joined the Olympia Fields Police Department as a Patrol
15 Officer on July 15th, 1988, and received his basic recruit training at the Cook County Sheriffs
16 Police Academy. On May 1st, 2002, Bruce was promoted to Corporal. On April 30th, 2010, Bruce
17 was promoted to Patrol Sergeant. During his career with Olympia Fields, Bruce demonstrated his
18 professional qualifications and his dedication to the law enforcement profession; and,

19
20 **WHEREAS;** Sergeant Bruce Beauchamp helped establish the Department’s firearms
21 training program integrating rapid deployment, team tactics and officer safety concepts into
22 traditional firearms range training thereby increasing the level of officer safety and effectiveness,
23 and has over the course of his career, assisted in the direct supervision of many indoor and
24 outdoor handgun and patrol rifle training programs.

25
26 **WHEREAS;** Sergeant Beauchamp has received many commendations and compliments
27 from other law enforcement agencies, peers, and citizens alike. These tributes range from his
28 excellent supervision of the department, to his constant willingness to assist our residents.

29
30 **WHEREAS;** Sergeant Beauchamp throughout the course of his career has attended
31 training in many different aspects of police work such as breath alcohol testing analysis operator,
32 commercial motor vehicle overweight truck enforcement, Glock armorer’s course, firearms
33 instructor, team tactics for patrol instructor, first line supervisory skills program, field training
34 officer, and most recently graduated from Northwestern University’s School of Police Staff and
35 Command Class #343, in November of 2013.

36
37 **WHEREAS;** Sergeant Beauchamp is to be commended for his many years of unflinching
38 commitment to duty, his honor to the law enforcement profession and loyalty to the Village of
39 Olympia Fields and the Olympia Fields Police Department, and therefore;

40
41 **BE IT RESOLVED,** in accordance with Chapter 2 of the Olympia Fields Code of
42 Ordinances, I, Debbie Meyers-Martin Village President of the Village of Olympia Fields, do
43 hereby present this Retirement Proclamation to Bruce Beauchamp in appreciation of 29 years of
44 dedicated and loyal service to the Village and the Olympia Fields Police Department.

45
46

1 **IT IS THEREFORE APPROPRIATE** that Sergeant Beauchamp be recognized and
2 commended for these fine achievements and his nearly 30 years of dedicated service to all
3 citizens, residents of our community and others by being part of the law enforcement profession.
4 The Village of Olympia Fields was most fortunate to have the loyal and professional service of
5 Bruce Beauchamp. We wish him well in his new endeavors. Dated this 27th day of February
6 2017. (There was a standing ovation and a round of applause).
7

8 Village President Meyers-Martin thanked Sergeant Bruce Beauchamp for his many years of
9 dedicated and honorable service to the Village of Olympia Fields Police Department.
10

11 Chief Krull stated that we are all family here. We are a very small family. We are very strong.
12 He has had the honor of working with Bruce for the past four-years. Undoubtedly, he and his
13 shift were the ones that kept everybody safe late at night when we were all sleeping. Bruce
14 worked the “Night Shift.” He kept everybody in line. He was the one that was out there while
15 everybody was sleeping.
16

17 Chief Krull stated that when he first met Bruce one thing struck him. Bruce is a family man.
18 Chief Krull recognized Bruce’s wife, Gail, and his daughter, Abby. (There was a round of
19 applause). Chief Krull stated thank you so much for sharing him with us. Now we can return him
20 to you safely. He is all yours.
21

22 Trustee Gibson who is the Liaison to Public Safety stated that we will miss you. You have been
23 just wonderful in all of your endeavors for the Village of Olympia Fields. She stated that being
24 the Liaison to the Police Department and Public Safety, she has appreciated him and will
25 continue to think of him as “The Man.”
26

27 Sergeant Beauchamp stated thank you. He stated that it is crazy how fast it goes by. It just seems
28 like yesterday he was bringing his Application in and giving it to Sergeant Fazzini at the time.
29 He takes with this a lot of great memories, and a lot of great friends. Sergeant Beauchamp stated
30 that he has to thank Chief Krull, the Board, and all the Trustees that he has served with over the
31 28-years, all the guys on the Police Department that he worked with that are here or not here, that
32 have retired and moved on, and the midnight guys, and most importantly his wife, Gail, and
33 Abby for putting up with him being on midnights all these years. It has been a great trip. He
34 appreciates it. Thank you. (There was a round of applause).
35

36 Chief Krull presented Sergeant Beauchamp with his retired badge from the Village of Olympia
37 Fields. He stated thank you for your service. He truly appreciates it. (There was a round of
38 applause).
39

40 Chief Krull stated that we have cake and coffee in the Police Department. Everybody is
41 welcome. He thanked Les for helping him to make the coffee. He stated that it would have
42 probably turned out like mud if he had not helped him.
43

44 **Mini Grant Awards – Educational Commission** – Village President Meyers-Martin stated that
45 our next presentation is something very exciting that we do annually now; it is our Mini Grant
46 Awards from the Educational Commission.
47

1 Trustee Byrd stated that we give \$10,000.00 out each year for Mini Grants to schools that serve
2 Olympia Fields. There are three Elementary School Districts and three High School Districts.
3 These awards are used to promote initiatives in these different School Districts in order to
4 enhance education activities. Tonight, Karen McCray and Tonya Davis who are Commissioners
5 on the Educational Commission will be giving out the Mini Grants to 11 different individuals.
6 The checks range from \$1.00 to \$1,000.00. The maximum each individual would get will be
7 \$1,000.00 to help enhance their programs that they have at their schools.
8

9 Mrs. McCray stated that our first award goes to a team, Joanne Ruder and Susan Torrance from
10 Arcadia School, Grade: Second. The Grant will purchase materials shared for children to
11 increase comprehension, reasoning skills and improve problem solving, sequencing, fractional
12 parts and organizational writing through their cooking laboratory. She stated how creative. The
13 Grant is for \$857.93. (There was a round of applause).
14

15 Joanne Ruder stated that she is from Arcadia, Second-Grade. Susan Torrence stated that she is
16 from Arcadia. Joanne Ruder stated thank you so much. (There was a round of applause).
17

18 Mrs. McCray stated that the next award goes to Patti Corcoran from Lincoln-Gavin. Grade:
19 Kindergarten through Third, Special Needs. The Grant will be used to purchase materials to give
20 the student the experience using math skills, as they experience birth, caring for newborn animals
21 as the teacher reads stories about live chicken hatching and encourage the students to act out
22 their experiences in the chicken hatching process. The Grant is for \$369.99.
23

24 Patti Corcoran stated that she is from Lincoln School in Chicago Heights. Her kids are going to
25 love this. Now we are going to have live chickens in the room. She stated thank you. (There was
26 a round of applause).
27

28 Mrs. McCray stated that the next award goes to Sue Alfred from Garfield. Grade: Sixth. The
29 Grant will be used to purchase materials to enhance technology. Through robotics students
30 experience logical reasoning, coding concepts and sequential thinking. Students will be able to
31 analyze, reason and communicate ideas as they pose, formulate, solve and interpret solutions.
32 The Grant is for \$1,195.00. (There was a round of applause).
33

34 Sue Alfred stated that they are called Ozobots. They are little robots to help the students learn
35 how to cope. She stated thank you. (There was a round of applause).
36

37 Mrs. McCray stated that the next award goes to Nicole Kaestner from Southland. Grades Nine
38 through Twelve, Special Ed. The Grant will be used for materials to motivate reluctant readers,
39 strengthen inference, sequencing and comprehension. Parallels text, exposes the student to
40 rigorous vocabulary and text complexity paired with modern English translation. These novels
41 are key resources in upholding a differentiated and rigorous classroom. The Grant is for \$853.00.
42 (There was a round of applause).
43

44 Nicole Kaestner stated thank you very much. She is very honored to receive this Grant for her
45 students. It is going to severely help our reluctant readers and really get them interested in these
46 graphic novels. Thank you so much. (There was a round of applause).
47

1 Mrs. McCray stated that the next award goes to Mr. Phillip Crews from Rich Central High
2 School. Grades: Nine through Twelve. The Grant will be used for materials students will use to
3 participate in hands on lessons of history and performance techniques of the djembe. Djembe
4 comes from West African culture as a method of communication before technology of joy, love
5 and all ranges of emotion that make us human. For they enjoy the sunlight as the leaf or fruit of
6 the tree, they must always remember that they are only here as a result of the roots that hold
7 them. The Grant is for \$1,079.00. Mrs. McCray believes that Mr. Crews is at Prairie State today.
8 He multitasks in our community in all variations of music. We will make sure he receives his
9 award. She stated we thank him. (There was a round of applause).

10
11 Mrs. McCray stated that the next award goes to Suzanne VanSlyke from Matteson School.
12 Grade: First through Third. The Grant will be used for materials that will be used in center based
13 learning for increasing specific activities in the areas of mathematics using math games that
14 require critical thinking and problem solving. We have found that literacy centers have a direct
15 impact on the improvement in fluency as well as comprehension in reading. The Grant is for
16 \$645.00. (There was a round of applause).

17
18 Suzanne VanSlyke stated thank you very much. We are excited about implementing the
19 programs that this Grant will support. (There was a round of applause).

20
21 Mrs. McCray stated that the next award goes to a team, Deanna Rollins and Anna Daniels from
22 Illinois School. Grades: K through Eighth. The Grant will be used for supplies that will be used
23 for both art and social studies lessons that will be incorporated into the history of Sankofa. It is a
24 traditional Akan art that students will recreate in hands on activities that represent the need to
25 reflect on the past to build a successful future. The Grant is for \$814.65. (There was a round of
26 applause).

27
28 Anna Daniels stated that these monies will be used to help us continue something that we began
29 last year where the children showed an interest in making Dashikis to go along with African-
30 American History Month. They will be able to make a lot more, and use other art medians to
31 study different cultures and pass it on throughout the community. She stated thank you very
32 much. (There was a round of applause).

33
34 Deanna Rollins stated that we are a great team. This is how magic is made. We want to thank
35 you very much because without this Akan arts would be very difficult to continue. (There was a
36 round of applause).

37
38 Mrs. McCray stated that our next award goes to Ronisha Dubose from Huth School. Grades:
39 Seventh through Eighth. The Grant will be used for materials that will enable students to
40 demonstrate knowledge of music theory concepts, but they can express their own musical
41 compositions, alter/arrange/express the composition of others, demonstrate music literacy and
42 play a musical instrument for students who do not specialize in any other instrument as they
43 realize the abstract. The Grant is for \$999.90. (There was a round of applause).

44
45 Ronisha Dubose stated that she cannot thank you enough for this opportunity. This is going to be
46 something great for our students. Junior High music is sometimes known as “The Black Hole” in
47 music education. With this funding and buying some keyboards for our students she hopes to

1 shine some light into that hole and continue to encourage the enthusiasm in music education.
2 Thank you so very much. (There was a round of applause).
3
4 Mrs. McCray stated that the next award goes to a team, Amanda Torres and Carolyn Delby from
5 Sauk School. Grades: Fourth through Sixth. The Grant will be used for materials students will
6 use to further their understanding of mathematical concepts, build fluency using individualized
7 math practice. The programs permit educators to monitor and support student progress while
8 motivating students using game based fluency practice. The Grant is for \$977.04. (There was a
9 round of applause).
10
11 Carolyn Delby stated that she is super sick so she is going to let Amanda talk. Amanda Torres
12 stated that we are a co-taught studying at Sauk. We are so excited to receive this Grant. We are
13 going to purchase a license to have an online math program that will help us teach the deficit that
14 our students have based on math fact fluency. It is a program they can use at school and at home.
15 We can progress monitor their successes while also targeting their deficits. We are very excited
16 to use this. We thank you so much. (There was a round of applause).
17
18 Mrs. McCray stated that the next award goes to Melissa Sharpe from Richton Square School.
19 Grade: Kindergarten through Third. The Grant will be used for materials which will be used to
20 provide students a fluid/expressive way to focus on the sounds of words. Read without
21 interruption, and provides a model of fluent reading. Audio books also give an important
22 introduction to listening, a skill that must be mastered in order to learn to read. The Grant is for
23 \$924.00. (There was a round of applause).
24
25 Melissa Sharpe stated thank you. Her kids are going to be really excited for this. They like to
26 listen to new stories, and listen on their own, and talking with each other. She is really looking
27 forward to this. (There was a round of applause).
28
29 Mrs. McCray stated that the last award goes to Amanda Godin from Indiana School. Grades:
30 Fourth through Sixth. The Grant will be used for students who are studying Biodiversity as they
31 develop and increase their critical thinking skills learning about local resource in the Central
32 Park Wetlands. Students collect data, help maintain and upgrade parts of the wetland from which
33 the information gathered is used in the visitor information kiosk updates of brochures and videos.
34 The Grant is for \$960.00. (There was a round of applause).
35
36 Amanda Godin stated that this is wonderful. This will help enhance the program of our multiyear
37 Biodiversity Unit that our students work on. Throughout the three-years we visit the Central Park
38 Wetlands and the naturalists come to our classroom and bring the wetlands to us. This will really
39 help to enhance that. Thank you very much. (There was a round of applause).
40
41 Mrs. McCray thanked everyone for their creativity and for their continued dedication to students.
42 We really appreciate you.
43
44 Village President Meyers-Martin asked Mrs. McCray to explain the process of how you come up
45 with the winners, and what criteria you use on the Educational Commission.
46

1 Mrs. McCray stated that we go through each and every Application. We look at the Teacher's
2 Plan, how they plan to use the funds, the types of students that they plan on utilizing the funds,
3 whether it is one class, or two or three classes, will it be an ongoing project that will be an
4 ongoing learning experience or something just for that moment. We try to see the teachers that
5 think outside the box, something that they have conceptualized that will enhance the learning
6 experience of the student. Generally, the funds go towards something that their normal teacher
7 funds will not provide. There is a big push on the arts. Everyone is doing STEM. Everything is
8 important for each student to be a well-rounded student. We know we have a limit of the funds
9 that we have. We would like to award it to everyone. There is a \$10,000.00 maximum that we try
10 to stay within and look at the amount of the Grants, and certainly whatever production is going to
11 be given by the teacher. We like to see the products of your Grant. We would like to make a site
12 visit, or see through a video or pictorial presentation just how the Grants are being used. That
13 helps our Committee to see that this is a good thing that we are doing in the community and that
14 the students are really getting something valuable from that. It's a process that we compare notes
15 to see as a teacher, Mrs. Davis, and see how she looks at it as an educator in her shoes through
16 your eyes, which Grants will be the best ones out of all that we have. All of them are great
17 Grants. We can only award just so many.

18

19 Trustee Byrd inquired of Mrs. McCray how many Applications were received. Mrs. McCray
20 stated that we received 47-Applications. Out of the 47 we are awarding 11-Grants. It was a pretty
21 tough decision because everyone is so creative. In these changing times we are trying to keep up
22 with the times, and do keep up with the times. We saw some very creative ideas. We thank you
23 for that. She stated next year, keep sending in those Applications.

24

25 Trustee Byrd thanked Mrs. McCray and Mrs. Davis. They had to go through the 47-Applications
26 to come down to the 11. He is sure that they spent a few hours going through the Applications.
27 Most of them are good teachers looking for money to enhance their programs. He stated that he
28 needed to give them a hand for the time that they put in. (There was a round of applause).

29

30 Village President Meyers-Martin stated that she is very proud of the Educational Commission. It
31 was created in 2006. She stated that from that point until now you have come up with creative
32 ideas in which the Village can support our School Systems, both elementary as well as high
33 school. We thank you as Trustee Byrd said for your time, effort, and the commitment to
34 education here in our region, and in the Village. Village President Meyers-Martin congratulated
35 the award winners. (There was a round of applause).

36

37 **CivicPlus Presentation – Milan Ivancevic, Regional Manager** – Village President Meyers-
38 Martin stated that our next presentation is from CivicPlus.

39

40 Mr. Ivancevic stated that we have over 100 Villages, Cities, and Counties in the State of Illinois
41 alone. He can provide a whole list. There is Chicago Heights, Romeoville, Oak Brook, and
42 Tinley Park. Mr. Ivancevic stated that he is with CivicPlus. He is the Regional Sales Manager for
43 the State of Illinois. He was raised in Bellwood. They are the market leader in websites for local
44 governments that being Villages, Cities, and Counties. That is all they do. Their headquarters are
45 in Manhattan, Kansas. They have over 250-employees. They have zero private clients. They
46 have 2400 customers plus. They noticed that government has unique needs. They bring their
47 clients in about four-times a year to give them ideas about what needs to be coming next. They

1 have over a 90% retention rate. When you call for service you are calling Manhattan, Kansas and
2 you will get one of our techs on the phone. There are no offices. It is an open concept. Our
3 founder is still there. He is in a cubicle next to somebody who is in sales. (Mr. Ivancevic
4 presented a PowerPoint Presentation).

5
6 Mr. Ivancevic stated that four-years ago this is what the Village of Oak Brook's Website looked
7 like. We want to make sure it is easy to get around. We call it "Three Clicks or Less." The
8 website is the face of the Village. They have a changing background. We live in a four-season
9 area. It is good for pictures. It is nice to keep up-to-date with that. Below here is what they
10 consider is most important for their community. These are all custom to your Village. These are
11 things that you might want to look at. If you go to "How do I" you can put the most common
12 things that people are searching for in layman terms. You will get an Account Manager. The
13 Account Manager will do a bi-annual review of your website. You will see what is being hit and
14 what is not being hit. You want to be up-to-date and current on the information that you are
15 presenting to the citizens.

16
17 Mr. Ivancevic stated that the second thing that most people do when they come on the website is
18 do a search. When you upload a document to their website they can convert it to a PDF.
19 Residents could be notified and alerted for construction updates or for an emergency alert, or for
20 many other things. The resident can enter their email or their cell phone number and be texted or
21 emailed for these individual items. People will not be getting things that they don't want. If
22 something is cancelled due to the weather you can send it out one time and it goes to everybody.
23 Calendars on a Government Website are really big. They want to know what is going on. You
24 have a main calendar. They can break it up so if you just want to see something pertaining to
25 Planning and Zoning you can do that. You can have as many calendars as you want. It gives the
26 citizen the ability to be specific as to what they want.

27
28 Village President Meyers-Martin stated that she saw an Icon about "Agendas." Is that
29 interactive? Mr. Ivancevic stated yes. There are 28 different modules that come with the product.
30 He hasn't seen one Village use them all. If you look at the "Minutes," you can break it up by
31 how you want it by "Ad Hoc," "Ad Hoc Legal," "Bid Tabulations." You can pick how you want
32 to see the Agendas themselves. You can separate it out by Commissions. You can archive the
33 Agendas. You can have an Agenda, a packet, you can attach media to it, and you can attach
34 Minutes to it. The citizen can go in and pick and choose what they want.

35
36 Village President Meyers-Martin stated that the other item that has come up and this is motivated
37 by the Economic Development Committee, is the ability for developers and brokers to go to the
38 website and find parcels, and all of the particulars regarding acreage and all of that.

39
40 Mr. Ivancevic stated we could have a tab here or a "How do I." It could be "View," "Land,"
41 "Available," "Parcels" and switch to another page showing the individual parcels. We can set it
42 up for security so that only people that are approved to view this information can see this. They
43 have to come in and give us a Permit, an Application, show us they are bonded and now they are
44 allowed to see what is available here. You control all of that. You can set it up however you want
45 to set it up. Typically, it is going to be a separate site on its own. We want everything staying
46 consistent. We can load maps or anything you want on there to show them these individual
47 parcels. He stated that with the drone technology people are loading videos. They are doing a

1 flyby over the property itself. They will do it if it is a high traffic area at 7 o'clock in the morning
2 to show there is 40,000 cars going by this parcel. All of that can be done by links to anywhere
3 you want to send it to. If it is another site, or another application we can build links to that. It is
4 just a matter of how you want to set it up.

5
6 Mr. Ivancevic stated that if it is really important to you he would suggest one of these buttons
7 right here can be made into that. It could be "Economic Development." You can name it
8 anything you want. As you go up and down the website these buttons stay here. They call them
9 "Sticky Buttons." We can take a link to an interior webpage within our own site. You have a lot
10 of flexibility. We can show you examples of what other clients have done.

11
12 Trustee Byrd inquired whether or not you can highlight the businesses in the Village. Mr.
13 Ivancevic stated that we have highlight buttons. A lot of Villages use that. You want to try to
14 keep it simple. This is pretty typical. They will have "Village News," "Calendar Events," and the
15 "President's Message." You don't want to have too much on there because then you lose people.
16 It takes six-months to build a website. It is a partnership. We have to get information from you.

17
18 Administrator Mekarski stated that there is an action item under the President's Report. She can
19 move that up or keep it where it is on the Agenda.

20 **Motion by Trustee Pennington, second by Trustee Matz to Suspend the Rules and Open**
21 **this up to the Audience if Anybody has Questions Regarding this Website, the Information**
22 **that Could be Available, how CivicPlus Maintains that Website.**

23 **Voice Vote: All Ayes Motion Carried.**

24
25 Mr. George Chandler stated so there is a link and you can have videos and have the Meetings on
26 there. Mr. Ivancevic stated that a lot of people are uploading to You Tube. You Tube has a
27 simple code and you take the code and cut and paste into a certain box on the website and that's
28 it. If you have cameras up and ready to go as far as live video you can do that also. It is called
29 "Civic Media." You just need additional storage for that. That's another product they have. You
30 have a variety of different methods of doing that. The system itself is designed to be easy to
31 maintain, easy to change. We want everyone from each department updating their own
32 information. That's the only way to keep on top of it. Otherwise, it gets stale and old and no one
33 pays attention to it.

34
35 Mr. Davon Glover inquired what the median time is to repair in case it has an issue or goes
36 down. Mr. Ivancevic stated that we have four Redundant Data Centers across the United States.
37 Our up time is 99.996% of the time. The only time we ever run into an issue is "DDOS" they call
38 them. One of our client's is Ferguson, Missouri. During the incidents in Ferguson everything was
39 taken down due to DDOS. Their website was the only one that was held up. Their phones and
40 data were down. The website was the only way they could communicate internally. They
41 communicated to their citizens where to stay away from. We were told that we saved lives. We
42 take security very seriously. You have 24/7 coverage with us. Our normal staffing before you go
43 to an on-call tech is from 7:00 A.M. to 7:00 P.M. The worst one we have seen so far was four
44 and a half hours. That was on the West Coast. It took down about 50% of everybody else's sites
45 out there.

46

1 Mrs. Shakira Glover stated that she is looking to get access to the documents for the Agenda on
2 the website. It is a six-month process before you come up with a finished product. Is there
3 something that you can do in the interim in terms of if there is an important item to kind of move
4 forward with the Agenda and the Minutes, even if it is just a basic PDF sheet which is links to
5 PDF and the documentation to support that Agenda?
6

7 Mr. Ivancevic stated that with the current website we call it “CMS, Contact Matter System,” we
8 can’t do much with regards to bringing the Agenda faster. He can’t do anything until they are up
9 and running. When it is up and running we will have the old Agenda and Minutes in there
10 depending how many years you want us to go back. He believes that they include three-years
11 going back in Agendas in a current year. They have an Agenda Builder within their product. In
12 order to get consistency amongst the different Committees and Board Meetings you use that.
13 Once you have a template ready to go it is the same throughout. That is all part of this product. It
14 will be a lot easier to find things.
15

16 Mrs. Glover inquired of Mr. Ivancevic whether or not the \$7,700.00 cost includes consultation as
17 well. Mr. Ivancevic stated yes. When you come onboard you will have “CivicPlus Elements” and
18 then “CivicPlus University.” It is Manuals, Tutorials, Webinars, and Videos of how to get around
19 the website. You have the ability to request a chat. You have a blog available. We have over
20 60,000 users of our product in government. You can talk to others and find out how they are
21 doing things and what they are doing. The citizens can setup their own dashboard. You can have
22 your own things on there.
23

24 Administrator Mekarski stated that CivicPlus is one of the leading firms in the nation. They have
25 over 111 Municipal clients in Illinois. They have over 60,000 Municipal Users. The Economic
26 Development Committee spent a number of months looking at various products. They made a
27 recommendation to this Board to go with CivicPlus.
28

29 Mr. Nate Grant stated that his question is regarding the scope of work. Were you given some
30 parameters? Do clients give you some ideas of what they want and you meeting that scope of
31 work? This addresses our needs. How did we get to this point? How much daily staffing do our
32 people have to do with maintaining this website?
33

34 Mr. Ivancevic stated that the Village’s staff can do as much as they want with maintaining the
35 website. It isn’t so much as maintaining, as bringing current information. Mr. Grant stated that he
36 is trying to get into the scope of work. You have to recommend this, and this, and this. Mr.
37 Ivancevic stated that there are certain facts we look at when we put together a Proposal for the
38 Village. We look at the size of the Village. We have indicators based on best practices what you
39 need. You have different needs than Lake County. Lake County has a million plus users. They
40 have 58 different Departments. We do best practices. We do it based on the interviews we have
41 with our point of contact. Where are you at? What do you want to achieve? What are your goals?
42 Everything they do is goal driven. The scope of work is just simply an outline. A true scope of
43 work never really starts until you sit down and talk to the individual people. That’s usually after
44 this occurs. As much as the Committee has their goals, sometimes people within the organization
45 have different goals. Our job as the website professionals is to bring that all together, to make
46 sure everyone is on the same page going forward, and make sure that what we are presenting is
47 right. Maintenance wise from their standpoint will be content. The biggest killer of websites is

1 old content. People forget to take things down. Just about everything they put on their website
2 gives you an option for a start and date, start and time. When you put something up for the
3 winter season it won't be there in June. If we know a certain event is going to run from
4 November 30th to December 31st, they put that in there. They can make it reoccurring when they
5 know that something is going to happen every year from this date to this date. That's key.
6

7 Mr. Ivancevic stated that we are very big on ADA Compliance. One of the biggest things
8 happening right now in Villages and Counties is the Federal Government is coming in and
9 saying you are not ADA Compliant. Someone who can't see might be using a reader. Every
10 picture that you put on our website we make you put what is called "All Text" in there. The All
11 Text allows the reader to see what is going on. If you have a picture of a horse, it will read to that
12 person that it is a picture of a horse. All of these things are important especially with government
13 websites.
14

15 Mr. Grant stated that form follows function. Is there an existing Proposal that this concept was
16 addressed? In other words, it followed a particular Proposal.
17

18 Village President Meyers-Martin stated that he would not know that. She knows that. The
19 Economic Development Committee is the one that actually researched the different firms that
20 could assist us in doing this type of upgrade to our website. She stated that George Chandler is
21 here and he was involved in that search. He went out and did the research and brought back the
22 clients that we could choose from to the Economic Development Committee. They were in favor
23 of CivicPlus because they have so many Municipal clients and they did the scope of work that
24 we were looking for. Mr. Grant stated thank you.
25

26 Mr. Carlando Owens stated that currently the Village has a cable channel. Right now it flashes
27 one item and then goes onto the next, goes onto the next, goes onto the next. Is there any way
28 that your site can make that more interactive?
29

30 Mr. Ivancevic stated they are controlling cameras. It is a little difficult at times. He stated if we
31 have control of the cameras, we would use what is called "Civic Media." We put more storage
32 available to bring live streaming video within the website itself. If somebody else is controlling
33 it, it is kind of hard for us to go ahead and do that. He is not 100% on that. He will get back to
34 the Board. He will have Justin research that and get back to you.
35

36 Administrator Mekarski stated that the Board of Trustees just passed a new Franchise Agreement
37 with Comcast. That Agreement has a Plan to upgrade the fiber optics coming to this building to
38 build the capacity for new camera equipment, and to allow the Board to consider televising its
39 Board of Trustees and Planning and Zoning Commission Meetings. It would be implemented by
40 the Board probably in the beginning of the next Fiscal Year.
41

42 Village President Meyers-Martin stated that we could bring this up from the President's Report if
43 everybody is comfortable with the Presentation.
44

45 Trustee Pennington stated in looking at the various packages on the second page, it gives us the
46 Premium Package Pricing and the Optional CivicPlus Advantage Plan. He is kind of curious as

1 to why we are looking at the CivicPlus Advantage Plan, the Three Year Plan versus the Four
2 Year Plan which is a little bit cheaper.

3
4 Mr. Ivancevic stated that based on experience, a lot of times upfront being a big number is hard
5 for Villages to Budget for. We take the upfront costs which are usually the highest and we take
6 the following two, three, or four-years of maintenance and add it all together and just divide it
7 up. He stated that from a budgeting standpoint it is an even number going all the way across. He
8 stated no matter whether you are paying over a three-year CPA or a four-year CPA, it is the
9 exact same number overall. We do it with no interest. It is interest free. It is just a different way
10 of budgeting.

11
12 Trustee Pennington stated in looking at the Plan that is being proposed to us this evening, is he
13 correct in assuming that the first year of the Agreement which would include the discounted rate
14 of the development costs, would that also include the service fee as well.

15
16 Mr. Ivancevic stated that your first year is \$16,280.00. Trustee Pennington stated yes and then
17 \$3,525. That is for the first year. In order to get to the \$7,776.00 the first year as he calculates it
18 would include the development costs plus the first year in one, and in years two and three you
19 would add the \$3,525.00 which gives us in actuality \$23,330.00 divided by three that gives you
20 the \$7,776.00. Mr. Ivancevic stated exactly. That is the CPA Program. He stated that for some
21 Villages it is easier to Budget an equal number, a smaller number over three-years, versus you
22 saying here is \$16,000.00 for this. And then we will go ahead and start paying \$3,500.00 starting
23 in year two. The normal way of doing this is you cut us a check for \$16,000.00, and then starting
24 in year two you pay \$3,500.00 a year for maintenance and updates. That's also included within
25 the maintenance. Any kinds of updates or enhancements in the product are automatically
26 uploaded. You will be alerted to that on your dashboards of what we are doing and when we are
27 doing it so you know we have new features coming out. That's where that comes in. If you go to
28 the four-year they are just adding one more \$3,500.00 number to it and then divide by four.
29 Trustee Pennington stated yes.

30
31 Village President Meyers-Martin stated that was the math that we did. It was done with the
32 Economic Development Committee.

33
34 Trustee Byrd stated that was the same thing he was looking at too was that basically there is no
35 maintenance fee charge. Trustee Pennington stated that was the thought that he had that on the
36 first year there was no maintenance fee.

37
38 **REPORT OF THE VILLAGE PRESIDENT:**

39
40 **Authorization for the Village President to Enter into a 3-Year Agreement to Provide**
41 **Village Web Page Development Services and Annual Support Not to Exceed \$7,776.00**
42 **Annually.**

43
44
45
46
47

1 **Motion by Trustee Byrd, second by Trustee Gibson to Authorize the Village President to**
2 **Execute a 3 Year Agreement with CivicPlus to Provide Village Web Development Services**
3 **and Annual Support in an Amount Not to Exceed \$7,776.00 Annually; as Recommended by**
4 **the Village’s Economic Development Committee, with Funds from Budgetary Variances in**
5 **this Year’s Fiscal Year 2017 Budget with the Condition that the Service Contract Meet the**
6 **Approval of the Village Attorney Prior to Execution.**

7 **Roll Call: Ayes (6-0) Motion Carried.**

8
9 Mr. Ivancevic stated thank you. We look forward to being a part of the Village. Village President
10 Meyers-Martin stated that we look forward to the new website.

11
12 **CONSENT AGENDA:**

13
14 **A. Recommendation for Payment of Invoice #17010370 to Robinson Engineering for Work**
15 **Completed in Connection with the Vollmer Road Reconstruction Preliminary**
16 **Engineering Project (Project No. 14-590) in the Amount of \$19,648.89.**

17
18 Village President Meyers-Martin stated that this brings us to the Consent Agenda. Normally,
19 Consent Agendas are routine Agenda items that have been discussed previously and don’t
20 require discussion.

21
22 Trustee Pennington stated that he would like to take this out of the Consent Agenda forum. He
23 has a couple of points he would like to get clarified with respect to this particular Invoice from
24 Robinson Engineering.

25 **Motion by Trustee Pennington, second by Trustee Byrd to take this out of the Consent**
26 **Agenda Forum.**

27 **Voice Vote: All Ayes Motion Carried.**

28
29 Trustee Pennington stated that he doesn’t have any particular issue with the Invoice itself. There
30 are a couple of things he would like to get clarified. Trustee Pennington inquired that since this is
31 an 80/20 Program and we advance the costs subject to our 80% rule and we get 20% reimbursed
32 back to us from IDOT and Cook County, how quickly does IDOT and/or Cook County
33 reimburse the Village for our advance payments.

34
35 Administrator Mekarski stated that is a question that probably Cynthia Saenz from the Finance
36 Department could respond. It is usually within a two to three-month process.

37
38 Trustee Pennington stated that the amount that is being reimbursed to us is not quite the full
39 amount of the Invoice. It’s that 20% figure. He inquired whether or not he is correct in that.
40 Administrator Mekarski stated that essentially 20% is being paid by Cook County and 80% is
41 being paid by IDOT. The Village is getting reimbursed 100%.

42
43 Village President Meyers-Martin stated that if you recall, the State does not have a Budget.
44 There are a lot of people that are not getting paid.

1 Trustee Pennington stated that he understands that. He just wanted the clarification. Village
2 President Meyers-Martin stated that we are not expending any dollars for this project at all. It is
3 all reimbursable. Trustee Pennington stated that he understands.
4

5 Trustee Pennington stated that on Page 12 of the “Timesheet Audit Detail,” it has “Project,
6 Phase, Task, and Labor Codes.” We see a lot of numbers here in terms of the total hours, quarter
7 hours on certain dates. The task figures, and the phase numbers are reflected in the individual
8 timesheets that is forward of Page 12. What we don’t know is what the Labor Code is: For
9 example, “1480.0000.” You see that a lot throughout the document. All he is suggesting that we
10 consider, or have Robinson consider is to provide us with a legend of their Billing Classification
11 Codes so we know with specificity what “1480.0000” is. If they could provide us with the
12 information concerning their Task, and the Phase, and the Project, they can provide us with the
13 Labor Codes and what that means.
14

15 Village President Meyers-Martin stated that she believes that is a reasonable request to find out
16 what their Labor Codes are.
17

18 Trustee Pennington stated that they could just attach a sheet detailing those Labor Codes and
19 what that particular Engineer, or what that particular Technician, or what that particular Senior
20 Partner did under that particular Code. Trustee Pennington stated that would be his
21 recommendation.
22

23 Village President Meyers-Martin stated that we will make that recommendation to Robinson
24 about the Labor Codes. Trustee Pennington stated thank you.

25 **Motion by Trustee Gibson, second by Trustee Matz to Approve the Payment of Invoice**
26 **#17010370 to Robinson Engineering for Work Completed in Connection with the Vollmer**
27 **Road Reconstruction Preliminary Engineering Project (Project No. 14-590) in the Amount**
28 **of \$19,648.89.**

29 **Roll Call: Ayes (6-0) Motion Carried.**
30

31 Village President Meyers-Martin thanked Trustee Pennington for the recommendation.
32

33 **FINANCE:**
34

35 **December 2016 Financial Statements -** Trustee Byrd stated that before you are the Expenses
36 and Revenues for the month of December 2016. Trustee Byrd stated that at the last Meeting
37 Trustee Pennington had asked him a question about the sewer and water. He received an
38 explanation from the Director of Finance. There had been a changeover for the Commercial side
39 for the meters. The new meters read in gallons. The old meters read in thousands. The new
40 meters changeover and the software that was currently in place was still reading in thousands,
41 but the meters were spinning out in gallons. There had to be a correction in that software. That
42 has been corrected. You will see a change in this month’s report for the Water Fund. In
43 November it was down quite a bit. That was the reason why there was no billing that was done
44 for that period of time because there was a problem with the software reading in gallons instead
45 of reading in thousands.
46

1 Trustee Byrd stated that if you look at the Revenue side for December, in the General Fund the
2 Village budgeted \$324,486.00. The actual Revenue for the month was slightly down at
3 \$280,349.00. In the Water Fund the Village budgeted \$325,913.00. The actual Revenue received
4 was \$472,650.00 which is a lot different than what we had in November. In the Sewer Fund the
5 Village budgeted \$134,704.00 in Revenue. The actual Revenue was \$148,015.00.

6
7 Trustee Byrd stated that with regard to Expenses for the month of December, in the General
8 Fund the Village budgeted \$487,389.00. The actual Expenses were \$563,260.00. In the Water
9 Fund the Village budgeted \$544,374.00 in Expenses. The actual Expenses were \$486,368.00. In
10 the Sewer Fund the Village budgeted \$185,195.00 in Expenses. The actual Expenses were
11 \$196,500.00. There was a slight increase in Expenses in the General Fund than was budgeted for
12 that month. On the whole, when we get down to the Final Report you will see that we are still
13 running lower in Expenses for this Fiscal Year.

14
15 Trustee Byrd stated that on the second page if you go to the Year to Date Surplus/Deficit, in the
16 General Fund as of December, the Village budgeted a \$220,335.00 deficit for those months up to
17 December. The actual deficit is \$211,161.00. There is a small positive there of about \$9,000.00.
18 We are still in the black for the months that we ran for the Fiscal Year of 2017. In the Water
19 Fund the Village budgeted to have a \$107,171.00 deficit from April until December. We have a
20 \$70,002.00 surplus. That's about \$177,000.00 in the black. In the Sewer Fund the Village
21 budgeted to have a \$5,127.00 deficit. The deficit is \$132,060.00. He spoke with Mrs. Saenz, the
22 Director of Finance, about that today. The Village sells water to the Country Club. The Village
23 doesn't collect any Sewer Revenue from the Country Club. He believes that they still use their
24 own private Sewer System over there. Trustee Byrd stated that he will have more details on that
25 at the next Meeting.

26
27 **Treasurer's Report for December 2016** – Trustee Byrd stated that if you go to the Treasurer's
28 Report, we have a total of \$4,869,647.88 in cash. The institutions are listed there. Most of the
29 Village's money is in the IMET Funds. The next page shows you the Interfund and what is being
30 owed to the General Fund by any other Funds that are out there. The Water and Sewer are zeroed
31 out. There is no money owed from the Water Fund and the Sewer Fund to the General Fund. We
32 still have Asset Forfeiture Money that is due in and was budgeted in. Most of the time that
33 money comes in at different times and we can't always predict when it will be here.

34
35 Village President Meyers-Martin inquired of Trustee Byrd whether or not Don Theobold is
36 scheduled to come at any point. Trustee Byrd stated that he usually comes every quarter. Trustee
37 Byrd stated that he has not spoken with Mr. Theobold but he will find out tomorrow when he is
38 due to come here.

39
40 Trustee Byrd stated that on the Detailed Report on the Revenue side, you can see where the Sales
41 Taxes are currently at. He didn't ask Cindy today when they usually come in. Trustee Byrd
42 stated that he knows that things are short and late because of our State trying to balance
43 everything.

44
45 Administrator Mekarski stated that we have information through October. The next period will
46 be sometime at the end of March where we should get the next quarter.

47

1 Trustee Byrd stated that as he always states, the best way to find out what is going on is to look
2 at that Detailed Report at the Revenue side and the Expenses side. The Expenses we can control
3 a lot more. If you look at the Expenses, most every department is below their budgeted Expenses
4 for the year currently. If we continue to go forward on that, he doesn't see why we would not
5 make our Budget for the year, or have an additional surplus because the Expenses have been held
6 to a minimum. He thanks the Departments for that.

7
8 **Fiscal Year 2017-2018 Budget Process** – Trustee Byrd stated that as you know, we are right
9 now in the Budget Process. You should have your Memo for that. Everybody has been keeping
10 their Expenses down. We ask you to keep those Expenses down even more because Budget time
11 is coming up. He has a Budget Meeting tomorrow at 7 o'clock. You can sit in if you wish. He
12 assumes that the Department Heads have been informed when their meeting is scheduled. They
13 are scheduled in March. They will be getting a schedule on what day they will be meeting with
14 the Finance Committee.

15
16 Village President Meyers-Martin inquired whether or not Trustee Byrd let Trustee Matz know
17 because she will be sitting in with Public Works.

18
19 Trustee Byrd informed Trustee Matz that she will be sitting in with Public Works. He stated that
20 Public Works is always a good one to sit-in because they always make sure that their Budget is
21 good. They have done an excellent job in the past.

22
23 Trustee Pennington stated that he had a question with respect to the Water Fund. He stated that in
24 looking at the Detailed Packet, Page 14, the Revenue Section of the Water Fund, he is curious as
25 to why there is no Revenue being showed coming in for the Country Club for the month of
26 December.

27
28 Trustee Byrd stated that he sees that there is a zero balance there. He will speak with Cindy
29 about it tomorrow. The billing cycle and the problem they had with the software which happened
30 in November, he doesn't know if the Country Club is on that same cycle or not. He will find out.

31
32 Trustee Pennington stated turning to Page 15, on the Expense Section, you see the "Principal
33 Country Club," you show an Expense of \$155,000.00, as well as the interest of \$43,965.63. He
34 doesn't know why that is appearing that way. Perhaps this might have some bearing on what you
35 just stated.

36
37 Trustee Byrd stated that he doesn't think so. He believes it has something to do with the
38 payments. He will find out more details for you.

39
40 Trustee Pennington stated that the reason why he raised that question is because in reviewing the
41 Detailed Report, he has never seen the Revenue not being reported from the Country Club in the
42 past.

43
44 Trustee Byrd stated some of it got reported last November. It was only on the Commercial side.
45 That's why. The problem was in November. He will find out from Cindy tomorrow and we will
46 report back to you.

47

1 Trustee Pennington inquired of Trustee Byrd whether or not he anticipates a restatement of this
2 particular month as a result of that problem.

3
4 Trustee Byrd stated that it will pop up in January. It will be put in the January's Report. It won't
5 be restated back in December if it is not there. He will discuss it with Cindy.

6
7 Village President Meyers-Martin stated that Trustee Byrd keeps referring to "Cindy," but she is
8 the Director of Finance and puts together these sheets for our Report. She stated that asking her
9 for a Report for clarification would be the most efficient way to address the question.

10
11 Trustee Pennington stated that he quite agrees with that. He only brings it up because Trustee
12 Byrd is the Finance Liaison.

13
14 Administrator Mekarski stated that this is one of our major capital projects. It was between \$2.3
15 Million and \$2.6 Million. It was to bring an east/west waterline from the west side of the Village
16 to the east side crossing the Country Club. That was to provide fire flows and adding water
17 pressure for all of those on the east side. The Board accomplished that Capital Project with 100%
18 reimbursement. He stated that 50% of the debt service is being paid by the Country Club. That
19 was for the waterline itself and the repaving of Country Club Drive. The remaining debt service,
20 our 50% share is being paid for by the new water sales of 12 million gallons to the Country Club.
21 That water sale exceeds our debt service and interest.

22
23 Village President Meyers-Martin suggested having the Director of Finance provide those
24 numbers for clarification. Trustee Byrd will discuss that with Cindy.

25
26 Village President Meyers-Martin stated that the Trustee Meeting for March 11th for the Budget
27 Review will be after her Coffee with the Mayor. She is not changing that day.

28
29 Administrator Mekarski stated that he assumes that the Meeting on March 25th will begin at 9
30 o'clock since she doesn't have the Coffee with the Mayor. Village President Meyers-Martin
31 stated that she would like to do it at 8:30 A.M. on March 25th.

32
33 **BUILDING:**

34
35 Trustee Hudson did not have a Formal Report this evening.

36
37 **PLANNING:**

38
39 **Variance Application – 20040 Western Avenue – To Approve the Construction of a Storage
40 Garage Reducing the Side Yard Setback from 12.5 Feet to 6 Feet and Increase the
41 Maximum Floor Area of an Accessory Structure from 200 Square Feet to 432 Square Feet.**

42
43 Trustee Pennington stated tonight we have before us consideration of an Application for a
44 Variance Approval to construct a storage garage, 18-feet wide by 24-feet deep, and 15-feet high
45 located at 20040 Western Avenue. The Petitioner is requesting a reduction in the side yard
46 setback from 10-feet to six-feet so as not to disturb mature trees. The Petitioner is also requesting
47 an increase in the maximum floor area square footage of an accessory building from 200 square

1 feet to 432 square feet. The Assessor's Parcel Number of the subject property is: 31-13-201-016-
2 0000.

3
4 Trustee Pennington stated that the Planning and Zoning Commission for the Village of Olympia
5 Fields met on February 21st. We held a Public Hearing on that day to consider the Application
6 for the Variance pursuant to Chapter 22, Article VI, Division 1, 22-342 accessory buildings and
7 accessory uses. We also have a Report from Teska Associates. The Petitioners are here this
8 evening. Mr. John McDonnell our Building Commissioner is here this evening. Trustee
9 Pennington asked that the Petitioners, Mr. and Mrs. Steven Schurch, come forward and update
10 the Trustees with respect to their Petition.

11 Mr. Schurch thanked the Board for their consideration. He stated that we did meet with the
12 Zoning Board and there were several questions brought up. There was a revised sheet that was
13 turned into the Village for the questions that were brought up by the Zoning Board. We have
14 talked to the neighbors on the two sides of us. As we talked to the Zoning Board, and they
15 pointed out too that it was an unusual circumstance due to the lot layouts and the property size
16 where it is located at. It is pretty self-explanatory on the sheets unless you have some specific
17 questions.

18
19 Mr. McDonnell stated that the only thing that he wants the Board Members to understand is that
20 the Village has given a Variance for the size of an accessory structure before. The Village has
21 not granted a reduction in side yard setback. The side yard setback that they are requesting is six-
22 feet. The minimum that we have in the Ordinance for a Residential District is 10-feet. That's
23 what they would be asking for a Setback Variance for that area. It is also noted that there are
24 substantial hardship requirements required for a Variance. He believes that they meet the
25 requirements for the size of the accessory structure due to the fact this property is very large. He
26 stated like a lot of the properties in the Village, the lots are very large. This lot is exceptionally
27 large. He stated that putting in a larger accessory structure on that property just makes sense. The
28 only thing that he doesn't believe they met is the hardship as far as the setback requirements are
29 concerned. The property is so large that the accessory structure can go in numerous places in this
30 yard without affecting other things and without asking for a Variance. There are some trees
31 there. In the past we have allowed Variances for accessory structures where they have had to
32 remove trees, or relocate smaller trees, or protect trees. There are things to protect the root
33 system of a tree and the trunk of the tree so it does not get impacted so much from the
34 construction.

35
36 Trustee Hudson inquired of the Petitioners what type of material will be used. Mr. Schurch stated
37 that it will be a concrete slab, thickened edge slab up to Codes. He is a retired Carpenter. He
38 stated for 40-years he ran concrete jobs. It will be a stick built. It will all be in compliance with
39 matching the house and the other structures there. The property on the side of the property is
40 Betty Jones. She has a horse barn. The side where the Variance would be would be on the side
41 by her horse barn and the horse pens which are right there. It would be no hindrance or anything
42 to anyone because the six-foot setback would be from the horse pens. It's an unusual
43 circumstance. He doesn't think there are other places in Cook County that have horses, or very
44 few. He likes the horses. There is no complaint there. It would be next to the horse pens.

45
46 Trustee Gibson inquired of Mr. Schurch how would this structure that you are going to put up,
47 how will it fit with the garage you have in the back.

1 Mr. Schurch stated that it would be directly behind it, but about 50-feet away. He doesn't
2 remember the exact number. He had it laid out on the drawing. The reason too as mentioned in
3 there is to keep outside the canopy of the trees. It helps protect trees. These are the big, 100-year
4 old Oaks or even larger than that. He doesn't want to damage the roots. He did some preliminary
5 digging in the area where it would be to make sure there was no root system there.
6

7 Trustee Gibson stated realizing that the back of your property going west is Irons Oaks. There
8 are no residents living back there.
9

10 Trustee Pennington stated that you mentioned during the Public Hearing for your Petition, that
11 you had tested the area for tree removal. How many trees do you think would have to be
12 removed if you didn't get this particular setback?
13

14 Mr. Schurch stated that he would probably remove at least two, due to the fact he would want to
15 know before he even constructed the building if it was a case of even getting near them. He
16 would look to take down two big trees which he doesn't want to do. Trustee Pennington inquired
17 of Mr. Schurch these are mature trees. Mr. Schurch stated yes.
18

19 Village President Meyers-Martin stated that she had a question for Trustee Pennington. It is her
20 understanding reading through the packet that there was a question with legal precedence being
21 set by this Variance. Can you explain why the Planning and Zoning Commission are
22 recommending this?
23

24 Trustee Pennington stated that the legal precedent centers on the fact that they are building this
25 particular size facility to say nothing of the setback too. It largely centers on the size of the
26 building. Keep in mind that we are going over our Ordinances now to tighten them up in certain
27 areas. As Mr. McDonnell stated earlier, we have made Variances and considerations for oversize
28 type buildings, but not setback. That is the precedence setting feature of this particular Petition.
29

30 Village President Meyers-Martin inquired of Trustee Pennington whether or not the Planning and
31 Zoning Commissioners understood that. Trustee Pennington stated that the Planning and Zoning
32 Commissioners did understand that. The fact that we are going over and revising our Ordinances,
33 we thought that this would be a good test for that. The area in which they want the setback is not
34 going to impede on anyone's particular property. It is still on their property. It's not going to
35 prevent any issues of easement concerns, so hence the recommendation of the Planning and
36 Zoning Commission to bring this forward to the Board of Trustees for final resolution.
37

38 Trustee Gibson stated that you have a driveway that goes to the back garage. This structure is
39 going to be to the north of that. Mr. Schurch stated it will be to the west of it. As the driveway
40 comes in on the north side of the property, it will be straight west back of it. Trustee Gibson
41 inquired whether or not it would be visible from the street. Mr. Schurch stated no. They had
42 turned in pictures of that also from Western Avenue to show the line of sight, the property line,
43 the driveway; to everywhere it will not be visible.
44

45 Mr. McDonnell stated that he wanted to clarify visual from the street. He stated visible from the
46 street because it is hidden behind other shrubberies and trees. It would be visible from the side of

1 the house. It would stick out farther to the north of the house than the house is coming out north.
2 He just wanted you to be clear so that you know.

3
4 Trustee Gibson stated that you already see the garage there which goes to the north as well. This
5 will be behind the garage. She stated that what you said is probably what you will see.
6

7 Village President Meyers-Martin stated that in looking under the recommendation of the last
8 page of your packet, the mid paragraph it says, "A reduction in the side yard setback could be
9 less of a negative impact on the adjacent property than the loss of trees and maybe preferable." Is
10 there a reason why you are selecting that particular area as opposed to adhering to the setback of
11 10-feet?
12

13 Mr. Schurch stated that if it goes back further there would be trees on the back side of the lot. If
14 he goes back to the south further, then he is going into trees. There are a lot of trees on that
15 property in the backyard alone. There are a lot of trees there. He stated putting it next to a horse
16 barn, and a horse pen is probably the least visual or obstructing of anything from our property to
17 our neighbor's property. He laid it out and marked it out.
18

19 Village President Meyers-Martin stated that Trustee Pennington stated that the Planning and
20 Zoning Commission were aware of those legal ramifications and are okay with it.

21 **Motion by Trustee Pennington, second by Trustee Byrd to Approve a Variance of Chapter**
22 **22, Article VI, Division 1, 22-342 (C), Allowing the Construction of an Accessory Structure**
23 **to be Constructed Greater than 200 Square Feet but no Larger than 432 Square Feet, and**
24 **to Approve the Request for Variance of Chapter 22, Article VI, Division 1, 22-342 (A); and**
25 **Chapter 22, Article V, Division 2, 22-189 (2), to Allow a Reduced Side Yard Setback of a**
26 **Minimum of 10 Feet, to be Reduced to 6 Feet, and Allow a Waiver of the Requirement for**
27 **an Accessory Structure to be Behind the Primary Structure, Allowing the Accessory**
28 **Structure to be a Minimum of 6 Feet from the Property Line for the Property Address**
29 **20040 Western Avenue, PIN # 31-13-201-016-0000, with the Following Provisions:**
30

- 31 (a) That the Structure will not be used for Commercial Use;
32 (b) The Neighbor to the North is in Agreement with the Reduced Setback;
33 (c) The Trees Directly to the South of the Proposed Shed Location are to Remain;
34 (d) The Proposed Structure will be Aesthetically Similar to the Primary House.
35

36 Trustee Hudson stated that she doesn't know what size your garage is. She was wondering if the
37 Petitioner thought about enlarging his garage instead.
38

39 Mr. Schurch stated that from where the garage is there is really no way to add-on because we
40 would be once again going to the north of the property line.

41 **Roll Call: Ayes (6-0) Motion Carried.**
42

43 Mr. Schurch thanked the Board. He stated that he will get something in writing from the
44 neighbor to the north so that the Village has something on record. Administrator Mekarski asked
45 Mr. Schurch to relay that to John McDonnell. Mr. Schurch stated that he will do that.
46
47

1 **PUBLIC WORKS:**

2
3 Trustee Matz stated that she did not have a Formal Report this evening. The line item that was
4 removed from the Approved Bills by Trustee Pennington for \$6,840.59 for reimbursement for
5 damages caused by a water main break, she will have that Report for the next meeting. Trustee
6 Pennington stated thank you.

7
8 **HUMAN RESOURCES:**

9
10 **Human Resources Committee** - Trustee Robinson stated that he does not have a Formal Report
11 tonight. The Human Resources Committee met on February the 6th. In their discussion they
12 recommended a revision of their Meeting dates to be held once a month as opposed to quarterly.
13 The reason for that was to restructure their Committee and establish a more formal procedure for
14 the Human Resources Committee, and to identify some goals and objectives for 2017 in terms of
15 being able to meet with our Department Heads and establish some of the things that were put
16 forth by some of our residents in terms of transparency. He stated more so to establish a working
17 relationship with our Village Hall.

18
19 **Library Board Update** – Trustee Robinson stated that the Library Board met on February 22nd.
20 There is no Formal Report to give other than the fact that we discussed the Budget. The Library
21 Board is hosting an event for the students at Arcadia Elementary School. They started this
22 morning. They are going to be hosting two Kindergarten Classes tomorrow morning at 9 o'clock.
23 The kids will be transported from Arcadia to the Library. They will spend half a day doing a
24 Reading Project. On Wednesday, March 1st. they will be hosting two First-Grade Classes at the
25 Library in Park Forest. If anyone wants to attend tomorrow morning or Wednesday morning
26 March 1st, you are more than welcome. Trustee Robinson stated that he will be in attendance
27 tomorrow morning.

28
29 Village President Meyers-Martin stated that she is happy to hear that. She received a concern that
30 the Matteson Library was more interactive with our School District than Park Forest, and Park
31 Forest is our Library. She is glad that they are now more participatory with the school.

32
33 Trustee Robinson stated that was his first meeting with the Library Board. He was pleased with
34 the progress that the Library Board is making.

35
36 Village President Meyers-Martin stated that she had approached one of the Trustees on the
37 Library Board about that to find out what that policy was. They acted pretty quickly.

38
39 Trustee Robinson stated that they did. He sees good things ahead for the Library Board.

40
41 Trustee Hudson stated that Miss Pierson stated that they were going to have another stand alone
42 library, the little ones like at The Barn.

43
44 Trustee Robinson stated that they talked about that. There were some issues. We are in
45 discussion right now. They were talking with Jim Landini in regards to finding a suitable
46 location. That was discussed on Wednesday night. Once they come to some sort of an agreement
47 he will present that at our next Board Meeting.

1 **PUBLIC SAFETY:**

2
3 **Thank you email from Resident – Patrol Officer Sean Barry** – Trustee Gibson stated that she
4 has two items tonight to report relative to our Public Safety Team, and our very energetic
5 officers and Chief who are continuously serving our Olympia Fields Residents, and their
6 involvement and dedication not only to our residents but the surrounding areas when they see
7 something that needs to be done. It is with pride that she shares these two Reports of
8 professionalism, dedication, commitment, and service by our outstanding Police Department.
9 The first item is a Report concerning Patrol Officer Sean Barry.

10
11 Patrol Officer Sean Barry received a thank you e-mail from Ms. Area Couch of the 100 block of
12 Graymoor Lane for his actions during a recent dog bite incident which occurred on February 6th,
13 2017.

14
15 Ms. Couch’s 14 year old daughter suffered a severe dog bite from a neighbor’s Bull Mastiff dog
16 in the morning hours of February 6th. Officer Barry was the responding officer and assisted in
17 rendering immediate first aid, calming the child and contacting the Chicago Heights Fire
18 Department.

19
20 While the juvenile was being transported to St. James Hospital in Chicago Heights, Officer Barry
21 located the owners of the dog and performed the necessary follow-up investigation including
22 contacting the veterinarian’s office, verifying rabies inoculation and arranged to have the dog
23 impounded for observation. Officer Barry then cited the owners of the dog and provided the
24 court date information to Ms. Couch, while wishing the juvenile victim a speedy recovery.
25 Officer Barry remained in contact with the victim’s family for the next week to make sure they
26 had all the information needed to further pursue the matter.

27
28 Officer Barry should be recognized and commended for his continued efforts to serve our
29 residents in a fair, impartial and compassionate manner.

30
31 A copy of the e-mail from Ms. Couch is attached and will be put in Officer Barry’s folder. There
32 is no need for a Motion. It is for information only.

33
34 **Thank you Letter – Olympia Fields Ducks Youth Football & Cheerleading** – Trustee Gibson
35 stated that the second item Olympia Fields Ducks Youth Football and Cheerleading.

36
37 On February 20th, 2017, Sergeant Derrick Blasingame received a thank you letter and a plaque
38 from Ms. Brenda Marshall on behalf of the Olympia Fields Ducks Youth Football and
39 Cheerleading organization. The Olympia Fields Ducks Youth Football and Cheerleading
40 organization uses the Rich Central High School football field for their home games.

41
42 Ms. Marshall wished to thank Sergeant Blasingame and Olympia Fields Police Department
43 personnel for providing a safe environment and a visible police presence at this event. In her
44 letter, Ms. Marshall related that Olympia Fields Police Department personnel were always very
45 helpful, friendly, exhibited a high level of excellence and were fine representatives of the
46 Village.

1 Sergeant Blasingame and all Olympia Fields Police Department personnel should be recognized
2 and commended for their actions promoting the Village and the law enforcement profession.

3
4 Trustee Gibson stated that she is very, very excited about all of the things that our police officers
5 do for this Village, for the residents of this Village, and we can really rest assured that we do
6 have a very wonderful, and dedicated, professional Police Department.

7
8 **REPORT OF THE VILLAGE PRESIDENT: (Continued)**

9
10 **Black History Month Celebration** - Village President Meyers-Martin stated that she already
11 dealt with the business that was under her Report. This past Saturday, February 25th, we had a
12 Black History Month Celebration at Village Hall. It was absolutely wonderful. We had Dr. Ernie
13 Gibson who was our Keynote Speaker. He spoke about his relationship with Dr. King. Many in
14 the audience had no idea that he had such an up close and personal relationship with Dr. King.
15 That was wonderful.

16
17 Village President Meyers-Martin stated that our Honoree was Staff Sergeant Paul Cruz, Sr. who
18 was a World War II Veteran. He participated in five different battles, including D-Day. She
19 stated that unfortunately for her D-Day just comes to mind in the Saving of Private Ryan. It was
20 visual. She stated that to know that he survived that was amazing. His story was amazing. We
21 had a wonderful time. We will continue to do that. That was our First Annual Celebration of
22 Black History Month. She stated that actually in celebrating Black History Month it should go
23 year round. We can celebrate residents who live right here in the Village. She thought that was
24 great. We certainly have plenty of residents to celebrate. Village President Meyers-Martin
25 thanked the Enhancement Organization for providing refreshments. That was a nice touch. It was
26 very, very nice.

27
28 **REPORT OF THE VILLAGE ADMINISTRATOR:**

29
30 Administrator Mekarski did not have a Formal Report this evening.

31
32 **UNFINISHED BUSINESS:**

33
34 **Senior Citizen Advisory Board** - Village President Meyers-Martin stated to Trustee Gibson that
35 last week the recommendation came up that we create a Senior Citizen Advisory Board. Trustee
36 Matz had the suggestion that that could be a Subcommittee of the Community Relations
37 Commission. She thought it was an excellent idea, even though many of our seniors serve on
38 Boards and Commissions, that the Community Relations Commission could address that in
39 terms of a Subcommittee, kind of structure that so we can do some outreach in addition to
40 Brookdale.

41
42 Trustee Hudson stated that Brookdale has a very good program for their seniors that live there.
43 Village President Meyers-Martin stated maybe that is something that the CRC could partner with
44 them. Trustee Gibson inquired what the object of this is. Village President Meyers-Martin stated
45 that there are issues that senior citizens have that may be more specifically addressed through
46 this Subcommittee. She stated sort of like the Veterans, we talk about benefits. We talk about the
47 Memorial. There may be things that would come out of the Subcommittee.

1 Trustee Matz stated that she has an outline that she can provide to Trustee Gibson. Trustee
2 Gibson stated that we do not meet in March. We meet every other month. We are in the process
3 now of preparing and getting all the things necessary for the Volunteer Reception which is one of
4 the big projects that CRC has.

5
6 **Volunteer Reception** – Trustee Gibson stated that the Volunteer Reception will be on April 1st
7 at the Olympia Fields Country Club from 9 o'clock until 11:30 A.M. All of those persons who
8 volunteer their time, and their energy, and the things that they know can help us will have a
9 special invitation. She believes the invitations will go out tomorrow. We will meet directly after
10 April 1st. Village President Meyers-Martin stated so you will be able to broach that subject.
11 Trustee Gibson stated yes.

12
13 **NEW BUSINESS:**

14
15 The Board did not have any New Business to discuss this evening.

16
17 **RESIGNATIONS AND APPOINTMENTS:**

18
19 Village President Meyers-Martin stated that she did not have any Resignations or Appointments
20 this evening.

21
22 **COMMUNICATIONS & PETITIONS:**

23
24 Village President Meyers-Martin opened Communications & Petitions at 9:08 P.M.

25
26 **Agendas Available in the Back of the Board Room** - Mr. Carlando Owens stated that he
27 thought it would benefit the audience more if the Agendas for the meeting were in the back of
28 the room since everybody comes in through the back. That way everybody doesn't come all the
29 way to the front to have to get an Agenda and then go back.

30
31 Village President Meyers-Martin stated that is fine. She doesn't have a problem with putting it in
32 the back. She stated so innovative.

33
34 **Request to Provide Materials for Agenda Items** - Mr. Nate Grant stated that the President had
35 said that they would provide materials at each meeting relative to the actions that the Board is
36 taking. They said they would setup a table and literally have those materials. He stated often
37 times we, in the audience, are looking for information and just have no context for that
38 information. Although it is public information he had asked a couple of times, and Madam
39 President had said that she would provide information. For example, on tonight's items on the
40 Agenda, they make a lot of sense in context. Out of context it's English, they are just words. He
41 would like to know if that again is the wishes of the Board to provide information ahead of time
42 so we, the residents, can be more informed.

43
44 Village President Meyers-Martin stated that she understands that request. In looking at the big
45 picture, we have been discussing how inefficient it is for Board Members to have this much
46 paper. We are killing trees like crazy. The whole interactive suggestion makes a lot more sense
47 where each Trustee would be able to pick that up digitally, as well as residents. We have not

1 begun to provide that information in mass like that. Usually there is no way of telling how many
2 copies we would need. As you can see there are several pieces to the Agenda which Staff time is
3 taken up just in providing for six people as opposed to an audience full of people. Your
4 suggestion is well-taken. If, in fact, we cannot move to that degree where the information can be
5 provided digitally and interactively, then I guess we will have to do that for specific elements of
6 the Agenda. It is difficult to prepare that many packets of information for the audience. She
7 understands his suggestion.

8

9 Mr. Grant stated that the digital is six, eight, months away. What you are saying is in the
10 meantime that can't happen?

11

12 Village President Meyers-Martin stated no, the gentleman stated that the website to be digitally
13 interactive would probably take him six months. She is working with our IT person now to
14 embed more information so that you may be able to get it online previous to that. Naomi was
15 here but she is gone. Naomi is our IT person for the present time before we start working with
16 CivicPlus.

17

18 Mr. Grant inquired whether or not something could be done. He understands and appreciates the
19 Staffs responsibilities and sometimes packets are big and other times they are not. Maybe things
20 could be done in summary, or at least where there is an opportunity to provide the residents with
21 advance information if that could be done, he would appreciate it.

22

23 Village President Meyers-Martin stated that your point is well-taken. Village President Meyers-
24 Martin closed Communications & Petitions at 9:15 P.M.

25

26 **ADJOURNMENT:**

27

28 **Motion by Trustee Pennington, second by Trustee Gibson to adjourn at 9:15 P.M.**

29

Voice Vote: All Ayes Motion Carried.

30

31 **Respectfully submitted by Faith Stine.**

32

33

34

35

36