

1 **MINUTES OF THE VILLAGE OF OLYMPIA FIELDS**
2 **REGULAR MEETING OF THE BOARD OF TRUSTEES**
3 **Held on March 25, 2013**

4
5 The Regular Meeting of the Board of Trustees was held on Monday, March 25, 2013, at
6 the Linzey D. Jones Municipal Building and was called to order by Village President
7 Debra Meyers-Martin at 7:00 P.M. The assembly recited the Pledge of Allegiance.
8 Administrator Mekarski/Village Clerk called the roll.

9
10 Present: Trustees – Gibson, Ormsby, Oliver, Pennington, Nale and Waite
11 Village President Debra Meyers-Martin
12 Village Administrator/Village Clerk, David Mekarski

13
14 Absent: None.

15
16 **MINUTES:**

17
18 **Motion by Trustee Oliver, second by Trustee Gibson to suspend with the reading of**
19 **the Minutes of March 11th, 2013.**

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

21
22 **Motion by Trustee Pennington, second by Trustee Nale to approve the Minutes of**
23 **March 11th, 2013, as presented.**

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

25
26 **BILLS FOR APPROVAL:**

27
28 Village President Meyers-Martin stated that she has Bills for Approval in the amount of
29 \$88,811.29. She stated that there is a Cover Memo in the Board Packet designating the
30 more significant payouts.

31 **Motion by Trustee Pennington, second by Trustee Gibson to approve the payment**
32 **of Bills for March 25th, 2013, in the total amount of \$88,811.29.**

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

34
35 **COMMUNICATIONS AND PETITIONS:**

36
37 Village President Meyers-Martin opened up Communications and Petitions at 7:03 P.M.

38
39 **Fire Service** - Village President Meyers-Martin stated that we have two special guests in
40 the audience this evening, Fire Chief Angell and Assistant Fire Chief Kozlowski. She
41 stated that they are here to make a presentation for the Board, as well as the audience
42 regarding Fire Service. Village President Meyers-Martin stated that we are quickly
43 approaching our one-year anniversary with the Chicago Heights Fire Department. She
44 asked that Fire Chief Angell and Assistant Fire Chief Kozlowski, along with Police Chief
45 Krull talk about how this transition has gone forward, and any problems, issues, or
46 concerns that may have come up during this time.

1 Fire Chief Angell stated that we are approaching that one-year anniversary of the Fire and
2 EMS Service for Olympia Fields. He stated that as of February, they have responded to
3 245 calls for Fire Service and 645 EMS calls for a total of 879 calls. Fire Chief Angell
4 stated that they have had no problems. The police department has been spectacular at
5 meeting them at the calls and helping them with the calls. Fire Chief Angell gave kudos
6 to Police Chief Krull. He stated that some residents have emailed him with questions.
7 Trustee Oliver had a gentleman that forwarded some information. Fire Chief Angell
8 stated that there has been a little bit of a communication problem with SouthCom. There
9 are some unique addresses in the Village.

10
11 Fire Chief Angell stated that the City of Chicago Heights Fire Department and the
12 Village of Matteson Firefighters are brothers and sisters. They work wonderfully with
13 them. They have those border calls where it is right on the edge. He stated that they don't
14 bicker. It is about life safety. Whoever gets there will handle it. They have worked
15 together with them on accidents and they have been absolutely wonderful. He stated that
16 there is no animosity between the fire departments.

17
18 Fire Chief Angell stated that when you talk about respond times, it depends on the call.
19 He stated that if a call comes in for a CO call with no symptoms, the fire department
20 responds Code Zero. They do not put lights and sirens on. They drive with the traffic.
21 The reason for that is when people see the lights and sirens they panic a little bit and they
22 don't know what to do. He stated that if it is a Carbon Monoxide Detector going off with
23 no symptoms, they will go to the call non-emergency, Code Zero. He stated that when
24 you see response times of 14 or 16 minutes you have to look at the call to see what it is.
25 He stated that there is no emergency call that has gone past the NFPA statistics or the
26 Ingalls EMS System. He stated that once they go past the 13 minute EMS they have to
27 write paper on it. Ingalls will flag it and ask them why. Fire Chief Angell stated that even
28 with the viaduct on Vollmer Road they have been doing wonderfully with response times.
29 There have been a couple times that they had to go around the viaduct. He stated that
30 Flossmoor has been wonderful.

31
32 Fire Chief Angell stated that we have forged a wonderful relationship with the residents.
33 He stated that the residents in the Village are some of the most pleasurable residents. The
34 men and women on the fire department will call Fire Chief Angell and tell him how
35 pleasurable the residents of the Village are.

36
37 Fire Chief Angell congratulated the Board on their pick for Police Chief. They have had
38 one meeting with Police Chief Krull and Deputy Chief Frey. They have forged a nice
39 relationship.

40
41 Trustee Waite stated that the feedback he has received from his area of the Olympia
42 Fields East Homeowners Association is all positive. The response time is significant
43 because you are a lot closer to that area.

44
45 Trustee Oliver stated that some of the addresses in the Village are pretty unusual. They
46 don't seem to have any rhyme or reason in some cases. He stated that the Village has had

1 three major fires and two of the houses burned to the ground. He stated that it is close to a
2 year and the houses are still being rehabbed. The homes had to be gutted out. Trustee
3 Oliver inquired of Fire Chief Angell whether or not the response time has anything to do
4 with a house burning to the ground.

5
6 Fire Chief Angell stated that any fire is devastating. He stated that if you have a mattress
7 fire, the average time that you will be out of your home is about five months. He stated
8 for a major fire you will be out of your home anywhere from eight months to a year. It
9 has to do with coordinating insurance, cleanup crews, and things like that. He stated that
10 on 6-11-12 there was a porch fire on Oregon Trail. The first major fire was at 20431
11 Greenwood. The cause of that was a turkey fryer which caught the home and went up
12 into the attic. Flossmoor came in and went to the roof. The City of Chicago Heights Fire
13 Department vented it and contained it to the one side of the house. He stated that fire
14 intensifies and grows and doubles in size every minute. They can't control how the fire
15 starts and how fast it is moving depending on what people do.

16
17 Fire Chief Angell stated that as a Fire Service they would rather work on fire prevention
18 than fire suppression. He stated that the amount of time that a fire goes undetected is
19 important too. That is why they tell everyone to have smoke detectors and to check them
20 every month because it gives everyone a 50% better chance of escaping a fire. The fire at
21 Greenwood was a six minute response time. He believes that the Occupancy Permit has
22 been given for the home on Greenwood.

23
24 Trustee Ormsby asked for clarification regarding Trustee Oliver's comment. She stated
25 that there have not been three houses that have burned to the ground since the City of
26 Chicago Heights Fire Department has come on board.

27
28 Fire Chief Angell stated that there has been no house burned to the ground. He stated that
29 there was a fire on Apollo Court. That fire had very light damage. The fire on Platte Trail
30 was on November 17th. It occurred at a semi-vacant home. The home was taken by the
31 bank. People were moving in and out of there. The Village's Fire Investigator handled
32 that one with the insurance company. The cause of that fire was deemed electrical.

33
34 Administrator Mekarski stated that went undetected for hours. It smoldered for hours.
35 Fire Chief Angell stated that he, along with Assistant Chief Kozlowski respond to all
36 fires.

37
38 Trustee Ormsby stated that she thought that was a little misleading regarding three houses
39 burning to the ground and she wanted clarification of what happened through the year.
40 Fire Chief Angell stated that the fire on Platte Trail was a nine minute response time. The
41 other major fire was at 20429 Attica. That was a runaway furnace. The fire got outside
42 the furnace and it burned the furnace. It burned into the plenum and started running in
43 every vent in the house. They had about five points of origin in the upper upstairs area.
44 The Village of Matteson responded to that fire. There were several fire departments there.
45 He stated that there was a lot of damage but the house is still structurally sound enough

1 that they are going to rebuild that house. He stated that to say a house “burned down” is a
2 misnomer. He stated that the house on Attica will be rebuilt.

3
4 Trustee Oliver stated that Fire Chief Angell did a wonderful job clarifying a number of
5 things for him. He stated that the number one issue the Board is responsible for is public
6 safety.

7
8 Fire Chief Angell stated that he is available 24 hours a day. He stated that he is the
9 Village’s Fire Chief and we are your fire department. He stated that if you have a
10 question you have a right to call me anytime you want to. The City of Chicago Heights
11 Fire Department is honored to have the Village as a family. He stated that as a fire
12 department there is no difference whether you are a citizen of the City of Chicago
13 Heights or Olympia Fields, you get that same 100% care. Fire Chief Angell stated that he
14 is proud to wear the badge and he is proud of what they do.

15
16 Trustee Oliver inquired of Fire Chief Angell whether or not he would be amenable to
17 meet with the Arcadia Homeowners Association. Fire Chief Angell stated absolutely.

18
19 Trustee Nale stated that on the television there was a discussion between two different
20 types of fire alarms. Trustee Nale inquired of Fire Chief Angell whether or not there is
21 anything to that. Fire Chief Angell stated that the ionization detects fast moving fires. The
22 other one detects smoldering fires. He stated that they both respond equally.

23
24 A gentleman in the audience inquired of Fire Chief Angell whether or not it makes any
25 sense to go into a crawl space for protection from a tornado. Fire Chief Angell stated that
26 they recommend that you go to the basement. If you are on a grade level, you are to go
27 inside of an interior room with no windows. He stated that you don’t open any windows.
28 The safest spot is the lowest point in your house or an interior room. He stated that a
29 crawl space would be okay because there are no windows there and it is probably the
30 lowest point in your home.

31
32 Trustee Waite stated that you want to be against the wall. He stated that you don’t want to
33 get under a bed; you want to be alongside the bed when things start crashing down.

34
35 Trustee Ormsby inquired of Fire Chief Angell when they need back up, whether or not
36 their first call is to Flossmoor or Matteson. Fire Chief Angell stated that the Village of
37 Flossmoor is their automatic aid. He stated that every town in the area works under the
38 Mutual Aid Box Alarm System. The Auto Aid Policy is with the Village of Flossmoor.

39
40 Trustee Oliver stated that during the initial tours of the Village and as part of the testing
41 response time, he inquired of Fire Chief Angell whether or not they were averaging eight
42 minutes. Fire Chief Angell stated just driving regularly the average was eight minutes. He
43 stated that it is a known fact that lights and sirens don’t give you that much more of an
44 advantage with time. He stated that people panic when you get to an intersection. He
45 stated that it is our job even at green lights to slow down and stop. He stated that our job
46 is to get there safely.

1 Trustee Oliver stated that you are basically averaging around eight minutes. Trustee
2 Oliver inquired of Fire Chief Angell that there could be a time in which the outlying area
3 is 11 or 12 minutes. Fire Chief Angell stated that there was an accident with injuries over
4 on Vollmer and Crawford. His entire department was at the furthest east point of Chicago
5 Heights for a Training Session. They got there in nine minutes. He stated that we always
6 have Flossmoor as a backup. He stated that there are so many mitigating factors such as
7 time of day and the weather. Fire Chief Angell believes that they have done a tremendous
8 job.

9
10 Administrator Mekarski stated that exceeded the Village's GIS Projections. He stated that
11 in most cases they have met or exceeded our map of projected time for emergency
12 response.

13
14 Fire Chief Angell stated that there is always room for improvement. He and the Assistant
15 Chief think about it every day in making improved services.

16
17 Trustee Gibson stated that after a comparison of what the Village did have, and what it
18 has now, she believes that the Village is in very good shape. She stated that they are
19 doing a remarkable job and the Board is proud of that. She doesn't see any problems that
20 the Village is having. Trustee Gibson believes that the response time is wonderful. She
21 stated that it can't be as well done from their Vollmer Road and their Joe Orr Road to the
22 furthest side of Olympia Fields. She stated that was the same thing that happened with the
23 Matteson Fire Department. She stated that there was a difference in time.

24
25 Fire Chief Angell stated that the people in Graymoor and Wysteria are in much better
26 shape. He stated that they devised an imaginary line. An ambulance will come out of
27 Division Street to do this side. The other ambulance will come out of Joe Orr Road and
28 take the Vollmer Road side.

29
30 Trustee Gibson stated that in spite of some of the hazards that we have like the Vollmer
31 Road underpass, you are still doing a wonderful job and she appreciates that. Fire Chief
32 Angell thanked Trustee Gibson for her comments.

33
34 Mr. Larry Mullins inquired of Fire Chief Angell how they respond to a fire on a gated
35 piece of property. Fire Chief Angell stated that they would make a forced entry. They
36 have extrication tools. They can use saws, bolt cutters, and their hydraulic equipment.
37 They can use their jaws of life to open those up. He stated that they will always get into a
38 gated community. They know where the gated communities are.

39
40 Village President Meyers-Martin echoed Trustee Gibson's comments and compliments.
41 She believes that it has been a great relationship. They have served the Village well. She
42 has only heard compliments on the service. She is glad that they came tonight and
43 clarified the phrase "burned to the ground." She stated that is a very scary phrase. It
44 causes concern amongst residents. Village President Meyers-Martin thanked Fire Chief
45 Angell for clearing that up for the Board and the residents. She enjoyed going to the
46 Homeowners Association Meetings with Fire Chief Angell and Assistant Fire Chief

1 Kozlowski. She believes that it is important that the residents get to meet them and
2 understand the service.

3
4 Village President Meyers-Martin stated that at that time we were stressing the fact that
5 the homeowners need to make their addresses more visible. She has noticed that so many
6 of the homes you can't tell what their address is. She is going to push at the Homeowners
7 Association Meetings that they should make that a project.

8
9 Fire Chief Angell thanked the Board for the kudos. He stated that if there is a negative
10 comment or something happens he needs to know about it. He stated that he and the
11 Assistant Fire Chief will be more than happy to address those homeowners. They go to
12 their homes and talk to them. It is a service that they provide.

13
14 Village President Meyers-Martin inquired of Police Chief Krull whether or not he wanted
15 to talk about how the police have worked with the fire department in response to the
16 calls.

17
18 Fire Chief Angell stated that Deputy Chief Frey gave them the same Mapping System the
19 police use. The addresses are on that. He stated that when they get a call they put that into
20 their GPS. He stated kudos to the police department because they have taken them under
21 their wing and have helped them a lot.

22
23 Police Chief Krull stated that they had a meeting on March 19th. They discussed a wide
24 variety of things on how they can improve service to the residents of Olympia Fields, and
25 how we can help our friends in the fire service do their jobs better. He is very pleased
26 with the amount of cooperation and professionalism he has seen so far and he expects it
27 to continue. He is very, very happy with the service. Village President Meyers-Martin
28 closed Communications and Petitions at 7:31 P.M.

29
30 **CONSENT AGENDA:**

31
32 **5(A). Ordinance #2013-07** – An Ordinance Abating the 2012 Tax Levy for the General
33 Obligation Bonds, Series 2012A, of the Village of Olympia Fields (First and Second
34 Reading).

35
36 **5(B). Ordinance #2013-08** – An Ordinance Abating the 2012 Tax Levy for the General
37 Obligation Bonds, Series 2012B, of the Village of Olympia Fields (First and Second
38 Reading).

39
40 Village President Meyers-Martin stated that we have Ordinance #2013-07 and Ordinance
41 #2013-08 on the Consent Agenda. She stated that copies of the Ordinances are in the
42 Board Packet.

43 **Motion by Trustee Oliver, second by Trustee Pennington to approve under the**
44 **Consent Agenda Items 5(A) and 5(B).**

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

46

1 **FINANCE:**

2
3 **2013 Audit Schedule** – Trustee Pennington stated that he did not have a Formal
4 Financial Report this evening. In the Board Packet is a copy of the Audit Schedule for
5 this year. The planning sessions have already taken place. The Preliminary Fieldwork
6 will start on Tuesday, May 7th, and will continue throughout the summer months. The
7 final presentation of the 2013-2014 Audit to the Board of Trustees will be determined at a
8 future time.

9
10 **Budget Review of the 2013-2014 Budget by the Board** – Trustee Pennington stated that
11 the Board had its first review of the 2013-2014 Budget on Saturday, March 23rd. He
12 stated that it went well. The Board will have another Budget Review Meeting on April
13 13th, 2013.

14
15 **BUILDING:**

16
17 **Family Dollar Update** – Trustee Ormsby stated that the Family Dollar Store located on
18 Lincoln Highway is expected to open at the end of the month. The inspections have been
19 completed. Their goal is to open April 1st. She stated that we hope that everyone will
20 patronize the Family Dollar Store.

21
22 **Saint James Hospital** – Trustee Ormsby stated that the Village received two more
23 Permit Applications for renovations to the hospital. This shows that the hospital is
24 investing in this community. They are improving their radiology build out and doing
25 some flood renovation.

26
27 Village President Meyers-Martin inquired of Trustee Ormsby if she would provide the
28 audience with the things that were required of Family Dollar by the Village in order for
29 them to have this occupancy. She is aware that Trustee Ormsby worked closely on this
30 project.

31
32 Trustee Ormsby stated that it is a pretty complicated process. They have to submit their
33 architectural drawings to the Planning Commission. Administrator Mekarski is part of
34 that as well as Trustee Oliver and the Village's Planner. The architect submits
35 architectural drawings to the Building Commissioner. That is complicated. The HVA
36 System has to be looked at. The drainage has to be looked at. The lighting has to be
37 looked at. The meetings continued on with the Family Dollar Store until they are in
38 compliance and the Building Commissioner is completely satisfied. Once the process
39 starts it is continually inspected. There is also landscaping involved in that. That is the
40 last piece because it is still cold outside. That is not finished. It is a requirement that
41 anyone that comes into the Village has to submit a Comprehensive Landscape Plan. The
42 signage goes through Trustee Gibson, Trustee Ormsby, and Mr. McDonnell. She stated
43 that the Village has a wonderful Building Commissioner and nothing gets past him.

44
45 Village President Meyers-Martin stated that she is very excited about St. James Hospital.
46 They are closing their locations in Chicago Heights. The Village will feel the benefit of

1 them bringing close to 300 employees to the Village. She believes that the Village should
2 be able to capitalize on the fact that there are 300 additional employees in the Village and
3 having them take advantage of the services that the Village has to offer.

4
5 Trustee Ormsby stated that the Village has had seven Permits this year from St. James
6 Hospital not including the two that she previously mentioned. She stated that they have
7 been doing a lot of renovating. They have improved their ER. They have worked hard on
8 their customer service. The Village has received positive feedback regarding the hospital.
9 She stated that we are happy to have the hospital and the new personnel coming into the
10 Village.

11
12 Village President Meyers-Martin believes that their renovations are close to
13 \$50,000,000.00.

14
15 Trustee Ormsby stated that we are going to try to get representatives from the hospital in
16 for a visit within the next few months. Village President Meyers-Martin stated that they
17 are very excited about working with the Village in terms of marketing.

18
19 **PLANNING:**

20
21 **Educational Commission – College and Career Readiness Program Update** – Trustee
22 Oliver stated that the Educational Commission decided that the best way to provide for
23 our students that come from Olympia Fields and feed into Rich School District 227 is to
24 begin to start to work with them in the Middle Schools. The Educational Commission has
25 partnered with the South Metropolitan Higher Education Consortium (SMHEC),
26 Southland College Prep Charter High School, and District 162. They are taking over the
27 actual conference that the Educational Commission was planning to hold. The
28 Conference will take place on Friday, April 19th, 2013, at the Southland College Prep
29 Charter High School from 8:00 A.M. to Noon. Trustee Oliver provided the Board with
30 the schedule, the assignments, and some information about the workshop presenters. He
31 stated that 165 students will be attending the conference. The schools involved are:
32 Parker Junior High, Huth, Infant Jesus of Prague, St. Joseph, and Illinois School. The
33 planners of the conference would like the Trustees to attend the conference as
34 representatives of Olympia Fields. Trustee Oliver stated that the Educational Commission
35 is one of three partners in this endeavor. It is a huge deal and he believes that it would
36 bode well if members of the Board are present that day.

37
38 Administrator Mekarski stated that the Educational Commission had the idea for this
39 conference. They formulated a partnership with SMHEC, District 162, and Southland
40 College Prep Charter High School. He stated that it is significant because the Village is
41 one of the only communities in the State of Illinois that has a premiere, Blue Ribbon
42 Committee of local government providing not only an oversight role to its Educational
43 System, Middle School and High School, but a partnership. The Board has provided
44 annual funding to the Educational Commission to make these projects and events
45 possible. Dr. Davis in the spirit of this partnership would like the Village President and

1 the Board of Trustees to attend to engender the spirit of education to the parents and the
2 children of the sixth, seventh, and eighth-grade.

3
4 Trustee Oliver stated that it will give the Board the opportunity to see what the
5 Educational Commission's role and responsibility is in terms of its mission and how this
6 is going to come into fruition during this conference. Trustee Oliver requested that the
7 Board let him know as soon as possible whether or not they can attend the conference.
8 Lunch is being provided and that is one of the accommodations that have to be taken into
9 consideration.

10
11 Village President Meyers-Martin stated that originally the Educational Commission was
12 the driving force behind this event. She inquired of Trustee Oliver now that it is a
13 collaboration what is the role of the Educational Commission in this event. She inquired
14 of Trustee Oliver whether or not the Educational Commission is still taking the lead, or
15 are they just one of the partners, or are they hosting the event.

16
17 Trustee Oliver stated that the Educational Commission had the idea to move on this. It
18 turned out to be something that the schools themselves can actually do. The Educational
19 Commission is a partner in this event. SMHEC is involved in this too. They are having
20 difficulty retaining the students in college. He stated that it is a win-win for all of us
21 involved.

22
23 Administrator Mekarski stated that the Educational Commission is active with the
24 Planning Committee. Commissioner Rutherford from the Educational Commission is on
25 the Planning Committee and she attends all of the planning sessions. The Educational
26 Commission is playing more of an oversight role. District 162 is donating their
27 Administrators, Clerical Personnel, Teachers, and some of their Principals to put this
28 together. They are the arms and legs that the Educational Commission did not have as a
29 volunteer group. The mission of the Educational Commission in the Ordinance is not to
30 replace or do what the School Board is suppose to do, but to inspire the School Board to
31 go above and beyond the daily diet of education and do something special for the
32 students. The Educational Commission is all about moving the schools to a path of
33 educational excellence. He stated that the Blue Ribbon Committee brings some of the
34 best experts from around the region to inspire our Administrators and our Teachers to do
35 just that.

36
37 Village President Meyers-Martin stated that it is great that the Educational Commission is
38 collaborating. She stated when the event was originally scheduled for September and then
39 December the Educational Commission had asked her to speak. She stated that has
40 probably changed since the Educational Commission is not the lead organizer now but a
41 partner.

42
43 Trustee Oliver stated that the Village President Elect will have a role in welcoming
44 everyone to the conference.

45

1 Trustee Ormsby inquired whether or not all the schools are invited to this. She didn't see
2 St. Lawrence O'Toole.

3
4 Administrator Mekarski stated that they opened it up to School District 159 and the Park
5 Forest School District.

6
7 Trustee Ormsby inquired whether or not it is open to Infant Jesus of Prague but not St.
8 Lawrence O'Toole. Administrator Mekarski stated that he didn't know. He has not been
9 sitting on the Planning Committee. Trustee Ormsby stated that she didn't want this to be
10 something where we excluded people. She stated that if you are inviting Infant Jesus of
11 Prague and St. Joseph's but not St. Lawrence O'Toole that doesn't give an inclusive feel
12 to her.

13
14 Trustee Oliver stated that different schools are represented on the Planning Committee
15 and they selected the schools to be involved. This is the first time this event will be held
16 and the partnership is hoping to build on this.

17
18 Trustee Ormsby inquired of Administrator Mekarski whether or not St. Lawrence
19 O'Toole was invited or if they chose not to attend the conference. Administrator
20 Mekarski stated that we will find that out.

21
22 Trustee Pennington inquired of Administrator Mekarski how this particular event is now
23 being underwritten. Administrator Mekarski stated that it is being underwritten by a cost
24 center that was approved by the Board of Trustees. He stated that we are using monies
25 from the last Fiscal Year which was encumbered by a Memorandum of Understanding
26 with SMHEC, about \$3,800.00 from that Agreement, and then the remaining from this
27 Fiscal Year's Budget. The total expenditure should not exceed \$6,000.00. He stated that
28 we should make the Budget for the Educational Commission with probably a \$1,000.00
29 variance. Trustee Pennington inquired of Administrator Mekarski whether that variance
30 would be up or down. Administrator Mekarski stated \$1,000.00 up, plus or minus but we
31 are going to make the Budget.

32
33 Trustee Waite inquired of Trustee Oliver whether or not School District 227 applied for
34 any Mini Grants. Trustee Oliver stated not this year. Trustee Waite inquired of Trustee
35 Oliver whether or not School District 227 applied for any Mini Grants last year. Trustee
36 Oliver stated that they did not. Trustee Waite inquired of Trustee Oliver whether or not
37 there was a reason for that. Trustee Oliver stated that he didn't have an answer for that.
38 They were invited to apply for the Mini Grants just like everyone else. They just never
39 applied.

40
41 **School District 227 Candidates Forum** – Trustee Oliver stated that on March 2nd, 2013,
42 the Educational Commission and the Enhancement Organization collaborated on a
43 District 227 Candidates Forum at Rich South High School. That is now being
44 broadcasted on the Village's Local Cable Channel 4. It will be played continually until
45 after the election on April 9th. The video of the Candidates Forum will soon be available
46 to be viewed on the Village's Website by clicking on a link. Trustee Oliver stated that the

1 video will be shared with the neighboring communities and we will encourage them to
2 broadcast it on their Public Access Station as well.

3
4 Administrator Mekarski stated that on Friday the Village mailed the disc along with a
5 letter to every Mayor and Manager in Rich Township asking that in the spirit of
6 partnership for the educational betterment of our region that they play the Candidates
7 Forum on their Government Access Channel. The Candidates Forum was professionally
8 done following the Rules and Procedures by the League of Women Voters. It was
9 sponsored in partnership with the Educational Commission and the Enhancement
10 Organization. There was a professional videographer there. He requested that if anyone
11 knows the Mayors or Managers in Country Club Hills, Park Forest, Matteson, or Richton
12 Park, to encourage them to put the Candidates Forum on their Public Access Channel. He
13 stated that correspondence went out to Comcast. They are trying to find two time slots.
14 They are going to try to get it out regionally at least two times before the election on
15 Comcast.

16
17 **PUBLIC WORKS:**

18
19 **Award of Bid – Traditions Subdivision Storm Sewer Cleaning and Televising**
20 **Improvements – IKE Community Stabilization Program Grant 08-357006 -** Trustee
21 Waite stated that have the bids in for the Phase II portion of The Traditions Subdivision
22 Storm Sewer Cleaning and Televising Improvements. He stated that the Village is in the
23 process of Phase II under an IKE Community Stabilization Program Grant. He stated that
24 the bids range from \$58,000.00 to \$103,000.00 from three different contractors. The
25 engineers estimate for the work that was done by Robinson Engineering was for about
26 \$63,000.00. The low bid was about \$58,000.00. He stated that is who we are
27 recommending that the bid be given to for the Sewer Cleaning and Televising
28 Improvements. Trustee Waite stated that this is for storm drains not sewage drains.
29 **Motion by Trustee Oliver, second by Trustee Ormsby to award the bid and**
30 **authorize the Village President to enter into a contract with National Power**
31 **Rodding to complete Traditions Subdivision Storm Sewer Cleaning and Televising**
32 **Improvements – IKE Community Stabilization Program Grant 08-357006, in the**
33 **total amount not to exceed \$58,439.00.**

34
35 Village President Meyers-Martin reminded the Board that this is a Grant. It is not
36 involved with any property tax. It is all Grant money.

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

38
39 **HUMAN RESOURCES:**

40
41 **Executive Safety Committee’s Recommendation to Adopt Safety Policies Identified**
42 **by IRMA the Village’s General Liability/Workers Compensation Insurance**
43 **Carrier –** Trustee Nale stated that she has six Policies scheduled for approval. She stated
44 that Brian Markendorf is an Intern from IRMA which is the Village’s Liability Insurance
45 Company. He provided the resources for the Policies during the summer months. Trustee
46 Nale wanted to thank Mr. Markendorf. She stated that he was a big help.

1 **Risk Management Plan** – Trustee Nale stated that the first Policy is the “Risk
2 Management Plan.” It is pretty self-explanatory. It is just the idea of having a plan that is
3 going to be established and the Village will follow it.

4 **Motion by Trustee Nale, second by Trustee Pennington to approve the Policy**
5 **entitled “Risk Management Plan” as part of the Village’s compliance to the IRMA’s**
6 **Intergovernmental Management Assessment Agency Report (IMAP) Requirements;**
7 **incorporating said Policy into the Village’s Employee Handbook; and further**
8 **requiring all employees to accept and sign the new Policy.**

9
10 Trustee Gibson inquired of Administrator Mekarski whether or not to prevent any
11 misunderstanding with this Policy and any negotiated Agreement that we are in the
12 process of negotiating now with the police department, if they need to share this Memo
13 and the information in this Memo with the negotiation team.

14
15 Administrator Mekarski stated that is an excellent suggestion. Administrator Mekarski let
16 Mr. Murphey know that the Board is considering changes to its Policy Manual and that
17 most of those should not impact the bargaining unit, but the employees are going to be
18 asked to review it and sign it. Mr. Murphey asked Administrator Mekarski to forward the
19 packet to him and he will forward it to the attorney for the bargaining unit. If they see
20 anything that needs to be negotiated it will be done at the bargaining table.

21
22 Trustee Nale stated that she didn’t think that there would be any problem with that
23 because this is an independent Risk Management Agency that the Village is dealing with.
24 Trustee Pennington stated that since IRMA is the Village’s General Liability Carrier,
25 anything that comes under that umbrella would impact not only the Village’s side, but the
26 police side as well. He stated that there would be some impact and they would have to
27 look at it. He stated that it makes sense to send it over to them for further consideration.

28
29 Administrator Mekarski stated that the primary one that probably would have some direct
30 correlation to what is on the bargaining table right now is the “Return to Work Policy.”

31
32 Village President Meyers-Martin stated that the attorneys have to be apprised of what is
33 going on. Trustee Nale stated that she has no problem with that.

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

35
36 **Return to Work Policy** – Trustee Nale stated that the second Policy is the “Return to
37 Work Policy.” It involves transitional duties. She stated that if somebody has an accident
38 or is unable to work, they could be used in other capacities depending upon what they are
39 able to do and on Doctor’s Orders. It involves a “Statement of Incident” as to exactly
40 what happened and the result of that happening. IRMA has its own forms which have to
41 be filled out and sent in.

42 **Motion by Trustee Oliver, second by Trustee Pennington to approve the Policy**
43 **entitled “Return to Work Policy” as part of the Village’s compliance to the IRMA’s**
44 **Intergovernmental Management Assessment Agency Report (IMAP) Requirements;**
45 **incorporating said Policy into the Village’s Employee Handbook; and further**
46 **requiring all employees to accept and sign the new Policy.**

1 Administrator Mekarski stated that IRMA has been telling the Village that when one of
2 its employees gets injured it is important to bring them back to work as soon as they can
3 even for light duty or transitional duty. Studies show that the longer someone stays on
4 Workmen’s Comp or is home on injury, the injury becomes prolonged, sometimes more
5 intense, and sometimes there is dependency on various drugs and painkillers. They are
6 going to work hard with the Department Head Team to try to push for light duty or
7 transitional duty.

8
9 Trustee Pennington stated that once that is implemented you will see a material change in
10 your Workmen’s Comp premium. It will go downward. He stated that this is quite
11 important.

12
13 Trustee Nale stated that IRMA is mostly responsible for these Policies. She stated that on
14 Page 5 under Number 1, it states as follows: “Making sure designated IRMA Medical
15 Management Network Facility is aware of and understands the Transitional Duty Policy.”

16
17 Trustee Oliver inquired of Trustee Nale whether or not this becomes the boilerplate or the
18 rule now. Trustee Nale stated that it is not necessarily the rule. Trustee Oliver inquired of
19 Trustee Nale whether or not it can be amended. Trustee Nale stated yes. Trustee Oliver
20 stated that on Page 5, B(4) suggests that the Supervisor accompanies the employee to the
21 medical facility. Trustee Oliver was wondering how realistic that might be in the Village.

22
23 Trustee Pennington stated that he believes it would depend upon the circumstance. It
24 wouldn’t be necessary in all cases. It would depend upon the incident.

25
26 Trustee Ormsby stated that on Page 5, B(3) suggests that the Supervisor arranges the
27 transport. She stated that may have to be amended a little. Administrator Mekarski stated
28 that we follow that right now. He stated that if one of Mr. Alexa’s employees is injured
29 on the job he will be going to St. James. The employee may be going in an ambulance but
30 Mr. Alexa will be going behind him. Trustee Ormsby stated that the “arranges” part
31 needs to be tweaked a little bit. She stated that if somebody is in a truck and they are hurt,
32 you are not going to call back to Mr. Alexa to call the ambulance.

33
34 Village President Meyers-Martin stated that there is a Motion on the floor but you are
35 changing the language slightly. Trustee Nale stated that she thought we should bring it
36 back to IRMA. She would like to table it until there is further discussion on it.

37 **Motion by Trustee Pennington, second by Trustee Oliver to rescind the Motion.**

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

39
40 **Motion by Trustee Oliver, second by Trustee Pennington to table the Return to**
41 **Work Policy.**

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

43
44 **Accident Investigation and Reporting** – Trustee Nale stated that the “Accident
45 Investigation and Reporting Policy” is chiefly fact finding and interviewing when there is

1 an accident, analysis of an accident, investigation of the accident, causes, and
2 constructive action we might take to avoid further incidents.

3 **Motion by Trustee Oliver, second by Trustee Ormsby to approve the Policy entitled**
4 **“Accident Investigation and Reporting” as part of the Village’s compliance to the**
5 **IRMA’s Intergovernmental Management Assessment Agency Report (IMAP)**
6 **requirements; incorporating said Policy into the Village’s Employee Handbook; and**
7 **further requiring all employees to accept and sign the new Policy.**

8
9 Trustee Pennington inquired of Administrator Mekarski whether or not the Village
10 already has this in affect. Administrator Mekarski stated that we conduct an accident
11 investigating and reporting process. Deputy Chief Carl Frey works with the Department
12 Heads for any accident. This replaces, refines, and revises the formal and informal
13 Policies that the Village has. Trustee Pennington inquired of Administrator Mekarski
14 whether or not there is a document like this in writing that we have made a part of our
15 existing manual. Administrator Mekarski stated that he doesn’t believe that it is in
16 writing. Village President Meyers-Martin stated that it does incorporate it into the
17 Employee Handbook.

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

19
20 **Public Works Department Job Safety Analysis** – Trustee Nale stated that the next
21 Policy is the “Public Works Department Job Safety Analysis.” There are four basic steps
22 in this Policy. The recommendations are noted on the second page.

23 **Motion by Trustee Pennington, second by Trustee Waite to approve the Policy**
24 **entitled “Public Works Department Job Safety Analysis” as part of the Village’s**
25 **compliance to the IRMA’s Intergovernmental Management Assessment Agency**
26 **Report (IMAP) requirements; incorporating said Policy into the Village’s Employee**
27 **Handbook; and further requiring all employees to accept and sign the new Policy.**

28
29 Administrator Mekarski stated that this is designed for Public Works because they deal
30 with heavy machinery.

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

32
33 **Public Works Department Safety Communication Policy** – Trustee Nale stated that
34 the fifth Policy that she has for approval is the “Public Works Department Safety
35 Communication Policy.” That consists of safety communications and assignments of
36 responsibilities, timetables for safety, communications and documentation.

37 **Motion by Trustee Oliver, second by Trustee Waite to approve the Policy entitled**
38 **“Public Works Department Safety Communication Policy” as part of the Village’s**
39 **compliance to the IRMA’s Intergovernmental Management Assessment Agency**
40 **Report (IMAP) requirements; incorporating said Policy into the Village’s Employee**
41 **Handbook; and further requiring all employees to accept and sign the new Policy.**

42
43 Trustee Pennington stated that he had one point for discussion and it appeared in the
44 other four Policies but he didn’t bring it up then. Trustee Pennington stated that in
45 looking at the Cover Memo it indicates that the Executive Safety Committee had made
46 minor amendments. Trustee Pennington inquired of Trustee Nale what minor

1 amendments were made in this particular document. Trustee Nale stated that there is no
2 change in this whatsoever.

3
4 Administrator Mekarski stated that the Department Heads were working with the intern
5 and making minor amendments throughout the process. The process has been going on
6 for over a year. That is a global sentence for changes that were made throughout the
7 process. He stated that the main substantive change that they made with the whole set of
8 Policies and the final review at the last Committee Meeting was only to Building/ Facility
9 Self-inspection. He stated that IRMA was recommending doing that on a monthly basis
10 and we changed it to twice a year. Administrator Mekarski stated that there were minor
11 changes throughout all of the documents as they were being formulated. There were some
12 minor changes by him and by Cindy Saenz. They didn't track those changes. Village
13 President Meyers-Martin stated that you didn't track those changes specifically to each
14 Policy. Administrator Mekarski stated that is correct.

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

16
17 **Building/Facility Self-Inspection** – Trustee Nale stated that the last Policy has to do
18 with “Building/Facility Self-Inspection.” She stated that this basically has to be in
19 compliance with IRMA’s Management Assessment. It contains information about Fire
20 Control, Housekeeping, and Health and Sanitation.

21 **Motion by Trustee Pennington, second by Trustee Waite to approve the Policy**
22 **entitled “Building/Facility Self-Inspection” as part of the Village’s compliance to the**
23 **IRMA’s Intergovernmental Management Assessment Agency Report (IMAP)**
24 **requirements; incorporating said Policy into the Village’s Employee Handbook; and**
25 **further requiring all employees to accept and sign the new Policy.**

26
27 Village President Meyers-Martin stated that this was designed to be done monthly. One
28 of the minor changes deals with it being done semi-annually because monthly would be a
29 cumbersome thing to do.

30
31 Administrator Mekarski stated that it is a real detailed process. He stated that it takes a
32 day of time of our Public Works Director and our Building Commissioner, and in many
33 cases participating with the other Department Heads. They feel if they do it very
34 comprehensively twice a year it should be more than adequate with IRMA.

35
36 Trustee Waite inquired of Trustee Pennington whether or not our insurers are likely to
37 have their own representatives come out and inspect insured buildings. Trustee
38 Pennington stated that it all depends upon the issue. Administrator Mekarski stated that
39 we also get State OSHA Inspections of our buildings and our shops.

40
41 Trustee Ormsby inquired whether or not the Employment Bulletin Boards and Records,
42 the six items, if they are to be in this Village and Public Works. Administrator Mekarski
43 stated yes, they are. They are in the police department, and the cafeteria in the Village
44 Hall, and at Public Works. They get standardized postings that are updated on a
45 subscription basis.

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

1 Trustee Nale stated that she will report on the one Policy that has to have some revisions
2 to it at a later date. She stated that at the Executive Safety Committee Meeting all of these
3 Policies were reviewed and approved by all of the Department Heads.

4
5 **Human Resource Committee** – Trustee Nale stated that the Human Resource
6 Committee is discussing a lot of ideas for the upcoming year. One of the plans includes
7 an association with the Horton Group. The program is called “Virgin Health Miles”
8 where employees walk a certain distance that is recorded. The one that walks the most
9 distance after six-months or a year gets a small gift token. Trustee Nale has attended
10 several of their seminars. Trustee Nale stated that most of the people on the Human
11 Resource Committee agree that this would be a most profitable idea for the Village,
12 because it would save on absences if everybody remained healthy and it would be good
13 for our employees.

14
15 The Human Resource Committee has been talking about incentives for work related
16 conferences to improve the employee’s knowledge.

17
18 Trustee Nale stated that the Human Resource Committee has been discussing a
19 progressive length of service that the employees have. In other words, do the people that
20 have been working for the Village for five-years get the same salary as those that are
21 working 10, 15, 20, and 30-years? They would like to have that looked into.

22
23 The Human Resource Committee would like to finish updating the Employees Manual.
24 They have been in the process of doing that, but they are waiting until they have the
25 union settlement with the police department to complete that.

26
27 Trustee Nale stated that they are trying to provide in-services to each department as is
28 appropriate to their particular work and their time schedules.

29
30 **PUBLIC SAFETY:**

31
32 Trustee Gibson stated that she did not have a Formal Report this evening.

33
34 **REPORT OF VILLAGE ADMINISTRATOR:**

35
36 **Village Receives a Grant** – Administrator Mekarski stated that the Village just received
37 a Grant from the Chicago Metropolitan Agency on Planning. That Grant ranges in value
38 from approximately \$50,000.00 to \$100,000.00. They are going through a consultant
39 selection process with the agency. The Grant will look at the Transportation Oriented
40 Development area at the 203rd Street Corridor. It includes the following: Vollmer Road to
41 the north; Kedzie Avenue to the west; The Village line, or the railroad and the Country
42 Club to the east; and 203rd Street. It is not a typical Planning Study. It will go beyond
43 Homes for a Changing Region and the EPA Building Blocks that Dr. Gibson and Joe
44 Martin participated in. They are going to look at the vacant tracts and try to work with the
45 community, the banks, and the Homeowners Associations to make changes to the
46 Planned Unit Developments that regulate that area. They hope to have the Bank of

1 Countryside who owns the condominium site on that Steering Committee, and the Bank
2 of Delaware who owns the site by The Coves. They will have the Homeowners
3 Associations from the Lakes of Olympia and the Olympia Club single-family, and
4 possibly the primary builder who owns the majority of the lots there Sligo 5; Members of
5 this Board and our Planning Commission Liaison, Trustee Oliver, and the Chairman of
6 the Planning Commission, Victor Blackwell. The goal is to look at those regulatory
7 controls and revise them to meet the new conditions of the market.

8
9 Administrator Mekarski stated that everybody knows that we are not going to get the
10 luxury condominiums that were marketed starting at \$350,000.00, 1600 square feet. They
11 were going to have 80-units on that condo site. He stated that it is probably unrealistic in
12 today's market. The bank is sending the Village undesirable projects for low income,
13 high density apartments and things that would bring down property values.

14
15 Village President Meyers-Martin stated Alzheimer's Facilities. Administrator Mekarski
16 stated that it doesn't take advantage of the train station. He believes that the Homeowners
17 Associations will be encouraged by it. He stated that in Lee Langon's Homeowners
18 Association they are not going to be sitting in a subdivision that will be vacant with one
19 or two houses moving a year. It doesn't help their property values. He stated that we are
20 going to reexamine it and perhaps we can change some of the uses in there to allow some
21 condominiums or townhomes like they have in Wysteria and still build some of the
22 single-family homes. He stated that it is an exciting thing. It is a competitive Grant. He
23 stated that there are no taxes and great opportunity. The Village got it because it was at
24 the table and the Village did its best to put its best foot forward.

25
26 **REPORT OF VILLAGE PRESIDENT:**

27
28 **Economic Development Committee** – Village President Meyers-Martin stated that the
29 Economic Development Committee will be meeting on April 3rd to discuss the Bizios
30 Plaza, as well as the new restaurant, and some expansions going on in that plaza. It will
31 bring them up to 98% occupancy.

32
33 **UNFINISHED BUSINESS:**

34
35 The Board did not have any Unfinished Business to discuss this evening.

36
37 **NEW BUSINESS:**

38
39 **Irons Oaks** – Trustee Ormsby stated that she did hear from Irons Oaks. They have
40 reached out to the Village to meet again. She will keep the Board informed.

41
42 **Chicken & Waffles** – Trustee Oliver stated that he had a discussion with the owner and
43 the attorney for Chicken & Waffles. It is a high-end restaurant. They are quite busy in the
44 Chicago area. They opened another restaurant in Evanston. Trustee Oliver wants to
45 provide that information to Administrator Mekarski. They are looking for the cut sheets,
46 the profile of the area. He stated that we should move on it if there is any possibility to

1 bring some additional businesses into the area. He will provide Administrator Mekarski
2 with the information.

3
4 Village President Meyers-Martin stated that when we presented the cut sheets at the
5 ICSC it was too many pieces of paper and very hard for a particular retailer to look
6 through all of that information. The Village is working to condense that to one piece for
7 the Village's marketing process. She believes that would be quite conducive to get that
8 information out in a concise way.

9
10 **RESIGNATIONS AND APPOINTMENTS:**

11
12 Village President Meyers-Martin stated that she did not have any Resignations or
13 Appointments this evening.

14
15 **EXECUTIVE SESSION:**

16
17 **To Discuss Matters of Collective Bargaining - Open Meetings Act Section**
18 **5ILCS120/2(c)(2) –**

19
20 **To Discuss Matters of Property Acquisition – Open Meetings Act Section**
21 **5ILCS120/2(c)(5) -**

22 **Motion by Trustee Pennington, second by Trustee Ormsby to go into Executive**
23 **Session at 8:35 P.M. to Discuss Matters of Collective Bargaining according to the**
24 **Open Meetings Act Section 5ILCS120/2(c)(2) and to Discuss Matters of Property**
25 **Acquisition according to the Open Meetings Act Section 5ILCS120/2(c)(5).**

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

27
28 Village President Meyers-Martin stated that the Board will not be taking any action once
29 it comes back into Open Session. She thanked everyone for attending the meeting this
30 evening.

31
32 **RETURN TO OPEN SESSION:**

33
34 **Motion by Trustee Pennington, second by Trustee Gibson to go back into Open**
35 **Session at 9:20 P.M.**

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

37
38 **ADJOURNMENT:**

39
40 **Motion by Trustee Gibson, second by Trustee Pennington to adjourn at 9:20 P.M.**

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

42
43 **Respectfully submitted by Faith Stine.**