

APPROVED

COUNCIL OF THE WHOLE MEETING **NEW LENOX BOARD OF TRUSTEES**

**New Lenox Village Hall,
One Veterans Parkway
Monday, October 19, 2015**

#15-27

CALL TO ORDER

The Council of the Whole Meeting of the New Lenox Village Board of Trustees was called to order at 7:03 p.m. by Mayor Baldermann in the Council Chambers of the New Lenox Village Hall.

ROLL CALL

Upon Roll Call by the Clerk, the following members of the corporate authorities answered "Here" or "Present":

Trustees Smith, Finnegan, Madsen, Bowden and Mayor Baldermann

The following were absent:

Trustees Johnson and Butterfield

QUORUM

There being a sufficient number of members of the corporate authorities in attendance to constitute a quorum, the meeting was declared in order.

OTHER OFFICIALS IN ATTENDANCE

Also in attendance were Village Administrator Kurt Carroll, Deputy Village Clerk Cindy Srygler, Village Engineer Will Nash, Finance Director Kim Auchstetter, Building and Zoning Administrator Warren Rendleman, Community Development Director/Assistant Administrator Robin Ellis, Director of Public Works Brian Williams, Deputy Chief Bob Pawlisz and Attorney Chris Spesia

DISCUSSION ITEMS

Discussion of Audit

Mayor Baldermann introduced Matt Schipley of McGladrey to discuss the audit.

Mr. Schipley said the audit went very well. The Audit Report is being submitted to GFOA who once again will honor the Village and Ms. Auchstetter with a certificate. The audit is required to be filed with the state Controller's Office at the end of the month.

Mr. Schipley reported the Village is in its first year of implementing the two new pension standards that are impacting all governments in the state of Illinois and all across the country. The implemented GASBY 67, which changes some of the key disclosures that are reported on the Police Pension Fund. Next year the Village will implement GASBY

68 which will impact how the Police Pension Fund information is presented within the full government wide financial statements. These changes impact all municipalities across the state and the country.

Mr. Shipley went on to highlight a few things on the comprehensive annual financial report. The Village received the highest level opinion that can be achieved. It's a clean opinion and represents that McGladrey is comfortable with the numbers and had no issues with performing the audit.

Mr. Carroll thanked McGladrey for their thorough work and how they prepare us for the next year. He went on to thank Kim Auchstetter and her Staff for doing an excellent job.

Trustee Smith asked why the Village doesn't change auditors.

Mr. Carroll answered we do in terms of changing the teams over a period of time. It has been the same auditing firm but not the same team of people.

Ms. Auchstetter stated there are firms that are cheaper but those do not produce the standards the same as McGladrey. McGladrey has high standards and a huge review process.

Mayor Baldermann stated they do an outstanding job with no issues.

Trustee Smith said he has no complaints.

Trustee Bowden stated she will trust Ms. Auchstetter's judgement.

Discussion of Community Room/Rotunda and Performing Arts Pavilion Policy

Mr. Carroll stated that Ms. Ellis worked with Staff to address issues with our current Community Room/Commons policy and some recommended resolutions to the issues.

Ms. Ellis reported the existing policy has Saturday hours, which at that time the Village Hall was open on Saturday's and Friday evenings. We have switched over to only allow use for as long as the cleaning Staff is in the building or if Staff is in the building so they can make sure everything is locked up without incurring overtime costs. Staff is suggesting that we amend the hours to what our current hours of operation are or add a premium fee to cover costs.

Mayor Baldermann stated some of these organizations need to meet on Saturday's. He said he has personally gotten phone calls to open the building. Mayor Baldermann does not want to say no Saturday's unless a premium fee is paid.

Trustee Bowden suggested that whoever is in charge of the Community Room will give out a contact number when an organization has booked the room. There will still be a formal approval process.

Mayor Baldermann said we can have a written policy but suggested to Staff before they tell somebody no, let him know.

Trustee Smith stated there should be guild lines that are followed by everyone.

Mayor Baldermann stated he does not want to turn anyone down.

Trustee Bowden asked what the current process is.

Ms. Ellis stated a person or organizations fills out an application. Ms. Srygler makes sure the application is complete, make sure the facility is available, coordinates with Public Works and the Police (if need be). She then went over the application process.

Mayor Baldermann stated he understands that Staff is trying to make a policy that will be followed but this will make more restrictions. It's not fair to Staff if the Board approves a policy and then tells them not to follow it. We want to avoid confusion for Staff. He went on to say we are elected by the residents and we bend over backwards for the residents. Staff follows the policy that the Board sets.

Mr. Carroll stated he would like to see the policy worded that weekends and off hours call for special accommodations and if there is an on-going need and we need Staff that we can recuperate the costs.

Mayor Baldermann stated he wants to be involved with unusual requests. And prior to denying the Mayor should be notified. He went on to say if the business is for profit they will have to pay the fees.

Trustee Bowden concurred and also would like to be involved.

Ms. Ellis stated we have a lot of recurring requests so Staff suggests that November 1st be the starting points for accepting applications for the next year. Because of all of the Village's events we would like to put a caveat that the date/event can't be approved until all of the Village's events are scheduled. Ms. Ellis went on to say the policy requires a security deposit, even with the not-for-profit organizations, which the Village has not been enforcing. To protect and be consistent we are suggesting non-profits, civic organizations and homeowners associations will not have to provide the deposit. The policy also requires a certificate of insurance which most of these organizations don't have the ability to provide this. So for use of the Community Rooms Staff is suggesting that they do a Hold Harmless Agreement instead of providing insurance. For the larger events that use the pavilion and the Commons we have been getting insurance and are suggesting that we maintain this in the policy.

Mayor Baldermann stated in the policy it charges \$100.00 an hour if an organization uses our sound and they have to have insurance.

Ms. Srygler stated that there have been a number of events where the fee has been waived.

Mayor Baldermann said he doesn't want to turn events away because they can't afford the fees. He went on to say there will always be a scenario that is this policy won't fit.

Ms. Ellis said her main concern is what are we opening up the Village to if we don't have insurance and if something were to happen would it now a claim against the Village?

Mayor Baldermann asked if they could sign the Hold Harmless Agreement.

Mr. Carroll said it's the magnitude of the event. If the event is inside you know how many people will be at the event. With an outside event there could be a thousand people.

Ms. Ellis said most of the outside events have been for charitable organizations or civic groups where the fees have not been paid. Because our venues are getting more attention and we have such a great facility we are seeing more requests.

Mayor Baldermann said he would like the policy to say unless you are a New Lenox organization you cannot use our facility. There has to be some connection like providing services for our residents.

Deputy Chief Pawlicz stated the organizations that have 5-K's supply all of the necessary insurance. It is very rare to have any issues with these types of events.

Ms. Ellis stated we are not looking to make money on these events. Because there is a lot of demand for these types of events, weather it is for a resident, business or an organization, is this something the Board wants to subsidize.

Mayor Baldermann said no matter what the policy says there are exceptions.

Mr. Carroll said it sounds like the Board is saying if an organization is affiliated with the Village and non-for-profit there's a willingness by the Board to subsidize to a minimal cost.

Mayor Baldermann said if it is an organizations in the Village we don't mind subsidizing ESDA for a 5-K but we will set guidelines for the hours.

Mr. Carroll said that Staff will adjust the policy to reflect the Boards comments.

Mayor Baldermann stated the Board is on the same page with this issue. If Staff thinks they might have to deny an organization call a Board member to confirm.

QUESTIONS OR COMMENTS FROM THE BOARD

Bill Walter questioned the routes for the 5-K's.

Deputy Chief Pawlicz said they are not allowed on Cedar Road or Route 30. Most of the 5-K's have the same route.

Mr. Walter thanked the Village Staff and Board for their efforts to get the Nelson Road extension.

Mr. Walter asked the Board about the status of the BP tanks.

Mr. Carroll reported the state will remove the tanks with the Village having a \$5,000 deductible which will be reimbursed by the state.

ADJOURNMENT

Motion to Adjourn the Meeting made by Trustee Smith and seconded by Trustee Bowden. Upon voice vote, the motion carried recording Trustees Johnsen and Butterfield as ABSENT. The Council of the Whole Meeting of the Village of New Lenox Board of Trustees held on October 19, 2015 was adjourned at 8:20 p.m.

Laura Ruhl, Village Clerk