

**MEETING OF THE BOARD OF TRUSTEES REGULAR SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**

Session #006

March 9, 2020

**CALL TO ORDER**

Mayor Fleischer called the Regular Session of the Board of Trustees to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

The Board of Trustees and members of the audience recited the Pledge of Allegiance.

**ROLL CALL/ESTABLISHMENT OF QUORUM**

Clerk Martini called the roll and the following Trustees were present:

Joseph E. Budzyn  
Debbie Engler  
Jillian Hersted  
George Metanias  
Jim Richmond  
Joe Siwinski

Also present were: Clerk Melissa Martini; Village Administrator John Tomasoski; Finance Director Barb Damron; Assistant Village Administrator Kirk Zoellner; Chief Steve Vaccaro; Public Works Director Lou Tiberi; Civil Engineer Dan Peloquin; Community/Economic Development Director Alan Zordan; Building and Planning Director Matt Ziska and Village Attorney Carl Buck.

**DISCOVER MOKENA**

N/A

**PUBLIC COMMENT**

Jim Schlegel spoke about prospective business Zap Taco in regards to public parking, business incentives, utilizing persons with DUI's to assist him with Clean-Up Day and to postpone the construction of Zap Taco for 6-8 months in response to the Coronavirus issue.

**CONSENT AGENDA**

Village Administrator John Tomasoski presented four (4) items on the Consent Agenda for Board approval. These items are strictly administrative in nature.

- a. Motion to accept the recommendation of the Site Plan and Architectural Review Committee, thereby approving the development plans as depicted on the attached exhibits for the property located at 8100 W. 188<sup>th</sup> Street.
- b. Motion to adopt Resolution No. 2020-R-004 to authorize the expenditure of funds for the 191st Street Resurfacing, Wolf Road to US 45, to be funded through the Will County Governmental League Surface Transportation Program and to authorize the Village President and Village Clerk to execute same.

Motion to adopt Resolution No. 2020-R-005 to authorize the expenditure of funds for the US 45 Bike Path, LaPorte Road to Birch Avenue, to be funded through the Will County

Governmental League Surface Transportation Program and to authorize the Village President and Village Clerk to execute same.

- c. Motion to approve the February 17, 2020 Work Session Minutes
- d. Motion to approve the February 24, 2020 Board Meeting Minutes

Trustee Engler made a motion to approve items 6 (a), (b), (c) and (d) as depicted in the March 5, 2020 Request for Board Action prepared by the Village Administrator. Trustee Siwinski seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

### **FINANCE REPORT**

Finance Director Barb Damron presented the accounts payable list for March totaling \$788,374.37. She highlighted the following invoice to be paid:

- \$99,717.80 Currie Motor of Frankfort – 3 New Police SUVs \$99,561.00

Trustee Engler made a motion to approve the monthly accounts payable in the amount of \$788,374.37. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

### **PRESENTATIONS/APPOINTMENTS/PROCLAMATIONS**

#### **The Appointment of Katie Pyznarski to Administrative Assistant**

Village Administrator John Tomasoski presented the appointment of Katie Pyznarski to the Administrative Assistant position.

Administrator Tomasoski reviewed the advertisement options utilized for the Administrative Assistant position which included 22<sup>nd</sup> Century Media's seven south suburban papers including Mokena Messenger, Frankfort Station, Homer Horizon, Lockport Legend, New Lenox Patriot, Orland Park Prairie and Tinley Junction, and local college job boards including Joliet Junior College, Moraine Valley and St. Francis University. The position was also advertised on the Illinois Municipal League website, Channel 6 and the Village of Mokena's website

Administrator Tomasoski received 155 resumes for the Administrative Assistant position. After reviewing these resumes, 19 individuals were brought in to interview with Administrator Tomasoski. Six of those individuals were brought back to interview with Finance Director Barb Damron and Assistant Village Administrator Kirk Zoellner. Two final candidates were then brought back for a skills test.

The hiring process ended with Administrator Tomasoski's recommendation of candidate Kathleen (Katie) Pyznarski bringing to the Board's attention her paralegal/corporate

experience, an Associate's Degree and Paralegal Certification and strong customer service skills.

Katie Pyznarski thanked the Board for the opportunity.

Trustee Engler made a motion to approve the employment of Katie Pyznarski to the position of Administrative Assistant at a Grade 7 Step 11A effective March 10, 2020. Trustee Metanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

#### PUBLIC HEARINGS

N/A

#### PRE-SCHEDULED PROPOSALS/PRESENTATIONS AND VISITORS

N/A

#### OLD BUSINESS

##### **8100 W. 188<sup>th</sup> Street**

Community Economic Development Director Alan Zordan presented a request from Jeff Graefen, property owner who is seeking a Special Use Permit for a Planned Unit Development for the property located at 8100 W. 188<sup>th</sup> Street.

Community Economic Development Director Zordan reviewed the location of the property.

The petitioner is seeking to make several modifications to the subject property with the intent of leasing it to Atlas Bobcat.

The proposed modifications include:

- Construct a 4,000 sq./ft. building addition
- Pave the fenced in gravel yard
- Modify the existing pole sign
- Add landscaping to the property

Community Economic Development Director Zordan reviewed the Future Land Use Map and the Current Zoning Map.

The existing building is roughly 6,400 sq./ft. in size with a mix of office and warehouse space. The proposed addition will add roughly 4,000 sq./ft. of warehouse space. The existing gravel yard will be entirely paved.

A proposed site plan was presented.

Community Economic Development Director Zordan compared the proposed building elevations to the existing structure, reviewed the color renderings and proposed signage.

In order to accomplish the proposed improvements, a Special Use Permit for a Planned Unit Development will be required to address the following:

- A reduction in the amount of masonry materials utilized on the exterior façade of the building.
- Outdoor storage of compact contractor rental equipment, including bobcats and loaders.
- Utilization of the existing non-conforming pole sign.
- Relief from certain landscaping requirements.

On September 23, 2019, the Village Board conceptually reviewed this request and generally supported the request. On January 16, 2020, the Planning Commission held a public hearing. The Planning Commission unanimously recommended approving the SUP. On February 24, 2020, the Village Board reviewed the terms of the draft SUP ordinance. The Board provided comments and directed staff to prepare the final documents for Board consideration. On March 4, 2020, the Site Plan Architectural Review Committee reviewed the plans and passed the motion to approve.

Community Economic Development Director Zordan discussed notable sections of the Special Use Permit Ordinance.

- Village agrees to waive landscape requirements related to the foundation landscaping and perimeter lot landscaping, while Owner agrees to add plantings on 188th Street in general conformance with the landscape plan.
- Owner agrees to install a black vinyl-coated chain-link fence, with “winged” privacy slats that provide 90% coverage around the outdoor storage yard, with the exception of an 80’ wide display area along Interstate 80. Owner agrees to install privacy slats in the east elevation of the fence should the natural vegetation in this area be removed in the future.
- The existing 26’ tall pole sign is an existing non-conforming structure as defined by Village code and regulated by section 9-5-6. Village agrees to allow the Owner to modify and further utilize the existing 26’ tall non-conforming pole sign, as shown on the sign plan. The sign faces shall be static and not include any movement or flashing of lights.
- Village agrees to allow the Owners to utilize non-masonry building materials as shown on the building elevations.

Community Economic Development Director Zordan provided a summary of the property improvements including paving of the gravel lot, increased landscaping on 188<sup>th</sup> Street, new fencing with privacy slats, new 4,000 square foot building addition and exterior upgrades to the existing building, upgraded signage on I-80 , which will provide for the growth and expansion of Atlas Bobcat.

Trustee Engler made a motion to adopt Ordinance No. 2020-O-005 granting a Special Use Permit for a planned unit development for the property located at 8100 W. 188<sup>th</sup> Street and authorize the Village President and Village Clerk to execute same. Trustee Siwinski seconded.

Trustee Budzyn had questions regarding the language of Paragraph (h) in the Special Use Ordinance in regard to the 26' pole sign. Trustee Budzyn's interpretation of the language is that the word "permitted" is inappropriate because the sign did not have a permit. Village Counsel Buck explained that it is a permitted use by way of the Special Use Ordinance and that regular maintenance is allowed for the pole. Trustee Budzyn requested wording specifying that the pole is being built without a permit.

Trustee Siwinski commented that it was agreed by the Board that the business can build the base of the pole with concrete so the pole is solid on the bottom and that it was his understanding that the business would maintain the existing pole with whatever it took to keep the project moving forward.

Trustee Herstead stated it was her interpretation that if an installation of a new pole was to happen, then it would need to be approved by the Board.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

## **NEW BUSINESS**

### **Front Street Paver Bid Recommendation**

Public Works Director Lou Tiberi stated that bids were recently received for the 2<sup>nd</sup> phase of paver installation on Front Street. This is a maintenance project which includes excavation, disposal, prep of base, installation of brick pavers, and restoration of affected areas on the north side of Front Street between Mokena Street and Division Street in order to match what has already been installed between Wolf Road and Mokena Street. It also includes the node area on the south side of Front Street at Division Street. This contract requires the successful bidder to be a Unilock licensed installer and attend the pre-bid meeting.

On Wednesday, February 26, 2020, the bid opening was held. Two (2) bids were received for the project. The low bid was received from Groundskeeper Landscape Care of Mokena, Illinois in the amount of \$50,556.80. After reviewing both bids it was determined that they were in accordance with the bid documents and Village requirements.

Groundskeeper Landscape Care has not performed landscaping work for the Village of Mokena in the past, but is currently under contract for the Village's snow plowing needs. Staff has checked their references and determined that they have adequate experience to complete the project.

This bid had an alternate for consideration. The alternate bid would require Village Staff to remove and truck away cobbles, as well as some site preparation prior to the contractor starting work. This work is extensive relative to the alternate bid cost difference. Selection of the total bid eliminates any possible scheduling conflicts between Village Staff and contractor working in conjunction.

Public Works Director Tiberi stated that Staff will be installing concrete in the seven remaining areas along the south side of Front Street as was discussed at the January 27, 2020 Work Session. Concrete was recommended in these areas to match existing concrete that was previously installed.

Trustee Engler made a motion to award a contract for the Front Street landscape paver installation to the lowest bidder, Groundskeeper Landscape Care of Mokena, Illinois in the amount of \$50,556.80 and to authorize the Village President and Village Clerk to execute same. Trustee Metanias seconded.

Trustee Budzyn asked if the southeast corner of Mokena Street and Front Street was included for pavers. Public Works Director Tiberi stated that it was included in the bid.

AYES: (5) Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (1) Budzyn

Absent: (0)

Motion carried

#### **VILLAGE ADMINISTRATOR'S COMMENTS**

Community/Economic Development Director Alan Zordan updated the Board on development and business activities along with new businesses. He highlighted businesses offering supplies for St. Patrick's Day.

Assistant Village Administrator Kirk Zoellner advised the Board and public regarding resources available to deal with the Coronavirus.

Village Administrator Tomasoski requested that Chief Vaccaro provide an update to the burglary issue discussed at the last Board meeting.

Chief Vaccaro expressed his appreciation to the Board, residents, Neighborhood Watch Committee and police staff for their support in combating car thefts and burglaries.

Village Administrator Tomasoski expressed his appreciation to retiring Administrative Assistant Judi Frieling for her many years of dedicated service.

#### **TRUSTEE'S COMMENTS**

Trustee Siwinski expressed his thanks for Judi Frieling's many years of service with the Village and offered his well wishes for retirement.

Trustee Metanias echoes Trustee Siwinski's comments regarding Judi Frieling's retirement and gave his best wishes.

Trustee Engler expressed her well wishes for Judi Frieling's upcoming retirement

Trustee Richmond offered his thanks to Chief Vaccaro and the Mokena Police Department for their efforts and let him know that he has the continued support from the Board if he should need anything. Secondly, he commented on his in-favor vote regarding the Front Street Pavers and that it is his hope that Front Street is now put in the rear-view and that focus can be places on other efforts and capital expenditures. Lastly,

Trustee Richmond sent his condolences in regard to the passing of one of Mokena's oldest residents, Mary Glisch.

### **CLERK'S COMMENTS**

Clerk Martini presented the Community Calendar.

### **MAYOR'S COMMENTS**

Mayor Fleischer commented that he will miss Judi Frieling after her retirement. He reminded residents about the early voting hours at the Village. Mayor Fleischer also commented that he will continue to put time and effort into Front Street and to make it a very important part of the Village. He commented on Coronavirus and how the community should be diligent.

### **EXECUTIVE SESSION**

Trustee Siwinski made a motion to enter executive session at 7:46 p.m. to discuss:

- Executive Session: Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property pursuant to 5 ILCS 120/2 (c) (8) and the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to 5 ILCS 120/2 (c) (5).

Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

### **RECONVENE BOARD MEETING**

Trustee Siwinski made a motion to reconvene the regular session at 8:39 p.m. Trustee Engler seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

### **ADJOURNMENT**

Trustee Siwinski made a motion to adjourn the Regular Session at 8:40 p.m. Trustee Matanias seconded.

AYES: (6) Budzyn, Engler, Hersted, Metanias, Richmond, Siwinski

NAYS: (0)

Absent: (0)

Motion carried

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Respectfully submitted,

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Frank A. Fleischer, Village President

ATTEST:

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Melissa Martini, Village Clerk