

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

Session #023

November 22, 2021

CALL TO ORDER

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

ROLL CALL/ESTABLISHMENT OF QUORUM

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

Joseph Budzyn
Rob Dauphinais
Debbie Engler
Melissa Fedora
Jim Richmond

Absent: George Metanias

Also present were: Village Clerk Melissa Martini; Village Administrator John Tomaszski; Village Attorney Carl Buck; Finance Director Barb Damron; Finance Director Sharon Dangles; Community and Economic Development Director Matt Ziska; Interim Chief of Police Brian Benton; and Director of Public Works Jim Kulesa

PLEDGE OF ALLEGIANCE

The Board of Trustees recited the Pledge of Allegiance.

DISCOVER MOKENA

Curtain Call Community Theatre Board Member Nicki Blowers announced the theatre's production of A Christmas Carol: A Live Radio Play on December 3 through 5 and December 10 through 12. Tickets can be ordered through the Curtain Call Theatre website at www.cctheatre.com.

Clerk Martini presented the Community Calendar.

PUBLIC COMMENT

Mr. Jim Schlegel discussed his opposition to recreational marijuana being sold in the Village of Mokena.

CONSENT AGENDA

Village Administrator John Tomaszski presented three (3) items on the Consent Agenda for Board approval. These items are strictly administrative in nature.

- a. Motion to grant approval to the Mokena Miracles organization for the delivery of holiday gifts and financial support to Mokena area families in need Sunday, December 19, 2021, utilizing municipal/Village vehicles.
- b. Motion to adopt Ordinance No. 2021-O-019, an Ordinance granting a cable television franchise to Comcast of Illinois VI, LLC, and to authorize the Village President and Village Clerk to execute same.
- c. Motion to approve the minutes from the November 8, 2021 Board Meeting and Work Session.

Trustee Engler made a motion to approve Consent Agenda items 6 (a), (b) and (c) as depicted in the November 18, 2021 Request for Board Action prepared by the Village Administrator. Trustee Richmond seconded.

AYES: (5) Budzyn, Dauphinais, Engler, Fedora, Richmond

NAYS: (0)

Absent: (1) Metanias

Motion carried

APPOINTMENTS/PROCLAMATIONS/PRESENTATIONS

Appointment of Randa Firlit to Accounting Assistant Position

Finance Director Sharon Dangles advised the Board that there has been a vacancy in the support staff since July 2021. After advertising the Accounting Assistant position on multiple platforms, 64 resumes were received from interested applicants.

Finance Director Dangles thanked Finance Director Barb Damron and Director of Public Works Jim Kulesa for completing six first-round candidate interviews for the Accounting Assistant position. Upon completion of first-round interviews, Finance Director Dangles stated that three candidates were brought back for a second interview with herself, Finance Director Damron and Director of Public Works Kulesa.

Finance Director Dangles advised the Board that after completion of second-round interviews, candidate Randa Firlit possessed the skills and qualities that would best benefit the Village for the Accounting Assistant position and further recommended her appointment.

Trustee Engler made a motion to approve the employment of Randa Firlit to the position of Accounting Assistant at a Grade 5, Step 10A effective November 29, 2021. Trustee Richmond seconded.

AYES: (5) Budzyn, Dauphinais, Engler, Fedora, Richmond

NAYS: (0)

Absent: (1) Metanias

Motion carried

PUBLIC HEARINGS

N/A

OLD BUSINESS

Mailbox Ordinance

Director of Public Works Jim Kulesa presented the following item:

Consider Establishing A Mailbox Replacement Policy



- Poor Mailbox Conditions
- Mailbox Work Order History
- Background / Communication Plan
- Village of Mokena Ordinance

Jim Kulesa 11/22/2021

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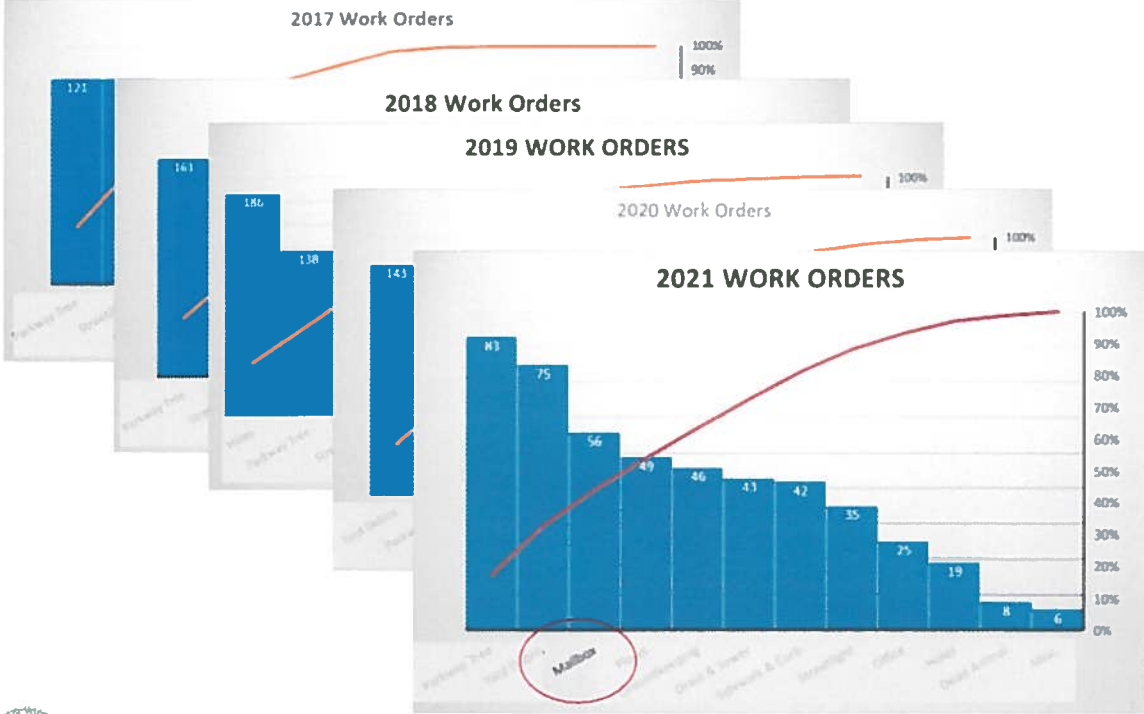
Poor Mailbox Maintenance Throughout Village



 "Where Our Customers Always Come First"

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Work Orders Pareto Charts

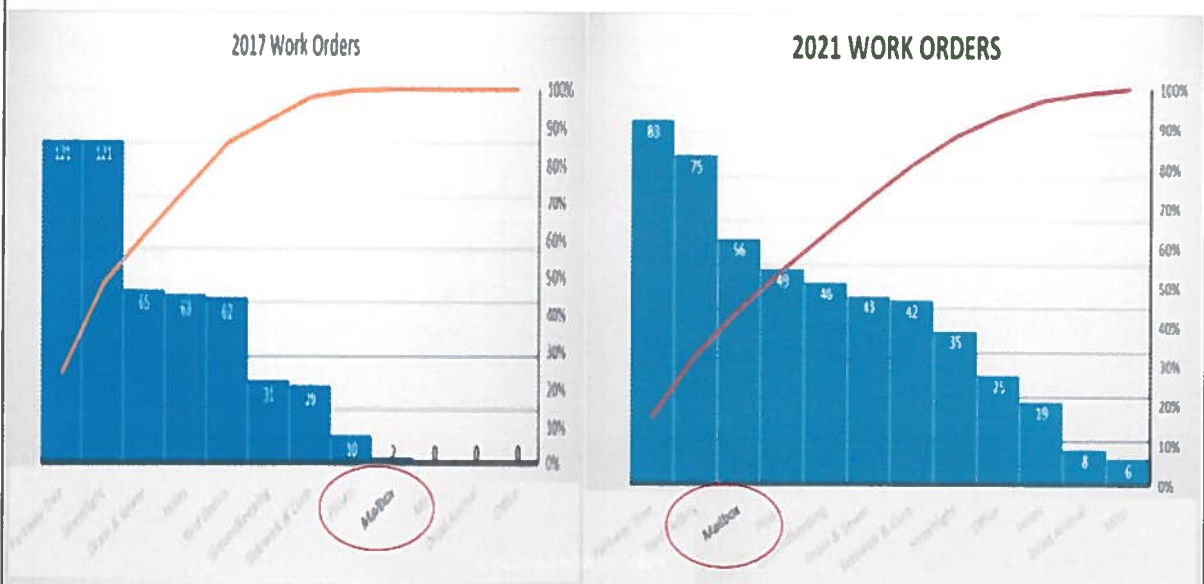


Category	Count
Mailbox	83
Street Lighting	75
Street & Utility	56
Street	49
Street & Storm	46
Street & Earth	41
Streetlight	42
Office	35
Water	25
Street & Storm	19
Other	8
Other	6

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Work Orders Pareto Charts

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MailBox 2017 – 2021 (2 → 6 → 8 → 21 → 56)



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Background/ Communication Plan

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▲ BACKGROUND

- Eight of the nine communities evaluated have a written policy or ordinance
- Used surrounding village policies/ ordinances as guide to create ordinance
- Reviewed with Board members for comment Nov. 8th

▲ IF ADOPTED

- Start tracking list of mailboxes in Village in poor condition
- Add to next newsletter
- Post on Mokena.org in the What to Do section
- Post on everbridge NIXLE
- Community Development will notify resident to repair to USPS code or not eligible for reimbursement



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Village of Mokena Proposed Ordinance


7-1-9 Snowplow Damaged Mailbox

A. Within the Village of Mokena, if a resident's mailbox is damaged by the Village of Mokena because of snow plowing operations on public ways, residents must notify Village Hall to have a work order created. Public Works will make temporary repairs, or try to provide a temporary mailbox, to all reports of damage so that residents continue to receive postal service. When the snow-removal season ends, permanent repairs can be made, and replacements can be installed.

B. To qualify for reimbursement, a damaged mailbox must have met and will be repaired to meet the following criteria:

1. The mailbox must meet the USPS guidelines.
2. The post, supports and box must be determined to be in good shape prior to being damaged.
3. Residents requesting reimbursement must have previously entered a work order with Public Works at the time of damage.
4. When these criteria are met, the Village of Mokena will reimburse residents up to \$150 for repair or replacement materials for mailboxes.
5. Decorative mailboxes may be eligible for reimbursement, based on the discretion of the Public Works Director. Resident must have proof that a public works vehicle directly hit the mailbox. Snow rolling off the plow is not considered direct contact.


C. All claims for reimbursement, with receipt, must be received by the Village by May 1st. Mailboxes that do not meet these criteria are not eligible for reimbursement.




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Questions / Comments



Request Board Adopt Mailbox Ordinance



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Director of Public Works Kulesa presented to the Board a proposed ordinance policy regarding snow damaged mailboxes and the criteria for Village reimbursement. The Public Works Department analyzed the last five years' worth of work orders to look for opportunities for improvement and data showed mailbox reimbursement has increased every year for the last five years. While some damage to mailboxes during the winter season is unavoidable, the increase is partially caused by mailboxes not meeting United States Postal Service (USPS) standards and are in very poor condition throughout the Village.

Director of Public Works Kulesa advised that a study was conducted to review policies and/or ordinances from surrounding communities. Eight of the nine communities evaluated have a written policy or ordinance. The Village of Mokena does not currently have a policy or ordinance in place regarding snow damaged mailboxes.

Director of Public Works Kulesa advised that staff used surrounding village policies/ordinances as guide to create the Village of Mokena's proposed ordinance. If adopted, the ordinance will require publication prior to becoming effective because it calls for the possible expenditure of public funds for both enforcement and remedy. The ordinance will become effective 30 days after publication. Staff will begin tracking the condition of mailboxes throughout the Village, provide residents information regarding the ordinance through various media sources, and utilize the Community Development department to contact residents to determine and ensure proper USPS guidelines or its eligibility for Village reimbursement.

Trustee Engler made a motion to adopt Ordinance No. 2021-O-020, an Ordinance pertaining to the snowplow damaged mailboxes in the Village of Mokena; and to authorize the Village President and Village Clerk to execute same. Trustee Richmond seconded.

Trustee Richmond thanked Director of Public Works Jim Kulesa for a proactive policy that will assist the taxpayers.

AYES: (4) Budzyn, Dauphinais, Engler, Richmond

NAYS: (1) Fedora

Absent: (1) Metanias

Motion carried

NEW BUSINESS

N/A

VILLAGE ADMINISTRATOR'S COMMENTS

Village Administrator John Tomasoski requested Director of Community and Economic Development Director Matt Ziska present the Schedule of Development.

Community and Economic Development Director Ziska presented the Schedule of Development. The Business Spotlight highlighted grocery stores in Mokena.

Village Administrator John Tomasoski informed residents of drop off locations for new and unused toys benefitting local needy families through Frankfort Township Charities/Food Pantry.

TRUSTEES' COMMENTS

Trustee Dauphinais asked Interim Chief of Police Brian Benton for an update on the gun activity and nuisances at the unincorporated property west of the Whisper Creek North Subdivision.

Interim Chief Benton advised that the Mokena Police Department has been working with the Will County Sheriff's Department and was advised the property owner has been located and contacted. Once the property owner signs a Trespass Agreement, the Will County Sheriff's Department can proactively enforce trespassers on the property.

Trustee Dauphinais thanked Interim Chief Benton for the update. He thanked the Chamber of Commerce for organizing the Parade of Lights and everyone involved in assisting with the event. He wished everyone a happy Thanksgiving.

Trustee Richmond thanked Trustee Engler for organizing the Parade of Lights. He thanked Clerk Martini for her assistance with providing the parade commentary.

Trustee Engler thanked everyone involved with the Parade of Lights including her husband, Mike and resident Mark, ESDA Director Greg McElyea and the Mokena, Lemont, Homer Glen, New Lenox and Manhattan ESDA Departments, all parade participants, Girl Scouts for their hot chocolate sales, Chamber of Commerce for handing out 3D glasses, Lashology with Ana and Elsa from Frozen for pictures, Health from Within for the Grinch and Cindy Lou, Resale for Rescues for their holiday festivities, Trustee Richmond and Clerk Melissa Martini for their parade commentary, Tim Franson and crew for recording the parade, the Public Works Department for setting up the Christmas lights and decorations on Front Street, and the Police Department for crowd control. Trustee Engler mentioned this year's parade had the biggest turnout yet. She thanked Santa Claus and the Grinch for taking pictures throughout the evening and wished everyone a happy Thanksgiving.

Trustee Budzyn wished residents a happy, safe, and healthy Thanksgiving.

Trustee Fedora echoed Trustee Engler's thanks and expressed her gratitude for a safe parade event. She advised that this year's Parade of Lights video will be available soon on Channel 6 and the Village's webpage at mokena.org, as well as a variety of other resourceful videos. She highlighted the Village's Business Directory at mokena.org and reminded residents to shop local this holiday season. Trustee Fedora advised that the Chamber of Commerce's 2022 calendars are available at the Village Hall, Berkot's,

Chamber of Commerce office and the Mokena Park District. She further thanked everyone who sent in photos and contributed to the Chamber of Commerce's 2022 calendar.

CLERK'S COMMENTS

Clerk Martini thanked Trustee Richmond for assisting her with this year's Parade of Light's commentary. She also wished everyone a happy Thanksgiving.

MAYOR'S COMMENTS

Mayor Fleischer wished everyone a happy and safe Thanksgiving on behalf of himself and his wife, Laurie.

ADJOURNMENT

Trustee Engler made a motion to adjourn the regular session and enter into the scheduled work session at 7:25 p.m. Trustee Richmond seconded.

AYES: (5) Budzyn, Dauphinais, Engler, Fedora, Richmond

NAYS: (0)

Absent: (1) Metanias

Motion carried

Respectfully submitted,



Frank A. Fleischer, Village President

ATTEST:



Melissa Martini, Village Clerk