

**VILLAGE BOARD OF TRUSTEES WORK SESSION**  
**11004 Carpenter Street, Mokena, Illinois 60448**  
**Monday, July 8, 2024**

**CALL TO ORDER**

Mayor Fleischer called the Village Board of Trustees work session to order at 7:31 p.m.

**ROLL CALL**

The following Trustees were present:

Rob Dauphinais  
Debbie Engler  
Melissa Fedora  
Terry G. Germany  
George J. Metanias  
Terence Smith

Also present were the following: Village Clerk Melissa Martini; Village Administrator John Tomasoski; Finance Director Nathan Pasbrig; Village Attorney/Human Resources Director Carl Buck; Deputy Chief of Police Randal Stumpf; Director of Public Works Jim Kulesa; and Community Development Director Brent Cann

**Radisson Hotel, Lot 3 of Meridian Centre: Special Use Permit/Planned Unit Development Amendment Request**

Community Development Director Brent Cann presented the following item:



## Request

**Applicant**

Jeffrey Dawkins, Owner

**Location**

Lot 3 - Meridian Centre

**Background**

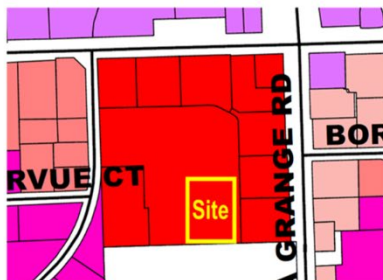
Concept Discussed 2023

**Request**

Seeking positive recommendation to proceed to public hearing before Planning Commission - Special Use Permit for a Planned Unit Development Amendment for 2<sup>nd</sup> Hotel



## Land Use & Zoning:



**Zoning Map Legend:**

- R-6 MULTI-FAMILY RESIDENCE DISTRICT
- C-1 TRADITIONAL SHOPPING DISTRICT
- C1A GENERAL COMMERCIAL DIST. (MIN. 1 ACRE)
- C-2 HIGHWAY COMMERCIAL DISTRICT
- C-3 COMMERCIAL DISTRICT
- C-4 TRADITIONAL DOWNTOWN COMMERCIAL DIST.
- O-1 OFFICE TRANSITIONAL DISTRICT
- O-2 OFFICE INTERSTATE DISTRICT
- I-1 LIMITED INDUSTRIAL DISTRICT

## Background:

- ▶ In 2009, the Board approved the original Development Agreement for the Meridian Centre, which authorized “one hotel use” within the development.
- ▶ In Fall 2016, the Village Board approved development plans for the Holiday Inn Express at 19220 Greenwich Drive.
- ▶ In 2023, Mr. Dawkins presented first Hotel Concept for Lot 3.



## Proposed Development

- 76,000 sq./ft. “upper-upscale” hotel featuring:
  - 108 rooms
  - Radisson Restaurant and Bar & Lounge
  - Indoor swimming pool, fitness center, ballroom



## Elevation – Building Rear




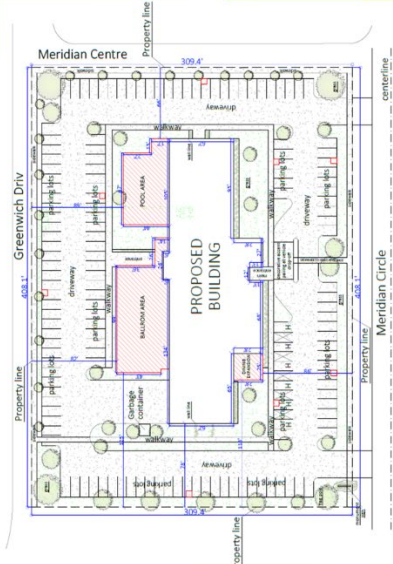
## Elevation – South (Looking North)



## Proposed Site Plan

| Minimum Development Standards |                 |                            |
|-------------------------------|-----------------|----------------------------|
|                               | C-3             | Proposed                   |
| Minimum Lot Size              | 12,000 sq. ft.* | <b>133,294 sq. ft.</b>     |
| Minimum Lot Frontage          | 125 ft.*        | <b>294 ft.</b>             |
| Yard                          | Front           | 50 ft.                     |
|                               | Side(s)         | <b>66 ft. &amp; 78 ft.</b> |
|                               | Rear            | <b>82 ft.</b>              |
| Maximum Height                | 50 ft.*         | <b>45 ft.</b>              |

\* Denotes code exceptions approved under the Development Agreement

## Parking Analysis:

| Proposed Use     | Zoning Code  | Parking Ratio                                    | Parking Required |
|------------------|--|--|------------------|
| Hotels or Motels | 1 space per guest room + 1 space/200 sq. ft. of conference room area | 108 guest rooms + 5,000 sq. ft. of ballroom area | 133 spaces       |

|                       |                   |
|-----------------------|-------------------|
| <b>Total Required</b> | 133 spaces        |
| <b>Total Provided</b> | <i>149 spaces</i> |

## Village Board Direction

1. Does the Board support the concept of this development at the proposed location?
2. Are there any terms or conditions of development the Board would like to incorporate as part of the proposed Amendment request?
3. Are there any concerns that should be addressed prior to scheduling the public hearing with Planning Commission?

**Discussion:**

Community Development Director Brent Cann presented a proposal for a Special Use Permit/Planned Unit Development Amendment. The request seeks conceptual approval for the construction of a 108-room, approximately 76,323 sq. ft. hotel on Lot 3 in the Meridian Centre commercial development, located at the southeast corner of Everett Lane and Meridian Circle. Mr. Cann informed the Board that Jeffrey Dawkins of Lewis Dawkins & Associates, LLC., was present, with is development team and project manager, acting on behalf of Choice Hotels International, Inc. and property owner Don Santacaterina of Trinity 19100 Land Development, LLC.

Community Development Director Cann began by providing a background of the development. He noted that in 2009, the Village Board had approved the original Development Agreement for the Meridian Centre, which authorized one hotel use within the development with a maximum height of 50 feet, exceeding the typical 35-foot limit for commercial buildings. He highlighted the approval of Holiday Inn Express on the adjacent property to the south in 2016, which opened in Fall 2020 after facing delays due to various challenges.

Community Development Director Cann then introduced the proposed operations for the new hotel. Initially planned as a "Park Inn" by Radisson, the proposal has been upgraded to an upper-upscale Radisson hotel after collaboration with the Village Staff to meet quality design standards. If approved, this would be Mokena's first upper-upscale hotel, featuring approximately 108 rooms, a 5,000 sq. ft. ballroom, a swimming pool, and a fitness center. This positions it distinctively higher in scale compared to the existing Holiday Inn Express and Super 8 in the area.

Regarding land use and zoning, Community Development Director Cann explained that a Special Use Permit is required for hotels in the Village's commercial zoning districts, and the original Development Agreement would need to be amended to authorize a second hotel within the development. The Board may impose specific terms or conditions, such as construction timelines or completion deadlines.

The conceptual site plan was also discussed. The proposed site plan places the hotel centrally on the lot with surrounding parking. It meets or exceeds the minimum development standards required for the C-3 Zoning District and those specified in the Development Agreement. The plan includes two full access drives off Meridian Circle, aligning with existing and future access points for neighboring properties.

In terms of parking, the site plan proposes 149 onsite parking spaces, exceeding the minimum requirement of 133 spaces as per the Zoning Ordinance, accounting for the guest rooms and ballroom area. The building elevations reveal a four-story structure with a height of approximately 45 feet, featuring brick masonry or stone veneer in cream, desert, and brown tones.

Mr. Dawkins introduced his development team and project manager. He explained that due to corporate reorganization within Radisson, his project had been slowed down. He was now ready to proceed. Mr. Dawkins highlighted the conference rooms and pool area noting the prior requests of the Board during the last meeting.

Following the presentations, the Village Board discussed the proposal. The consensus of the Board was to support the development, including the amendment proposed to the Special Use/Planned Unit Development. Further, the consensus of the Board was to advance the project to the Planning Commission for further action. The Board requested that Mr. Dawkins and his group work cooperatively with the Site Plan and Architectural Review Committee to ensure that the architecture, building elements, and landscaping are appropriate for the site. Mr. Dawkins thanked the Board for their patience and said that his team looked forward to working with the Village.

**Hotworx, 19070 Everett Blvd., Unit 8: Special Use Permit Request**

Community Development Director Brent Cann presented the following item:

Special Use Permit Request– Work  
Session Review

19070 Everett Blvd Unit 108

Village Board Work Session  
Work Session Review  
July 8, 2024

## Request

### Applicant

Mr. Jason Tinman, Business Owner

### Location

19070 Everett Blvd Unit 108

### Zoning

C-1A General Commercial District

### Use

Commercial Indoor Recreation

### Request

Special Use Permit to allow "24 Hour Unattended Business with Controlled Access"



## Business Operation

- Virtually Instructed Exercise Program
- Use Infrared Heat Absorption During Workout
- Workouts Include:
  - Hot Yoga
  - Pilates
  - Hot Cycling
  - Hot Rowing
- 24-Hour Access

## Hours of Operation

- Open 24 Hours
  - Staffed Hours
    - Monday – Thursday 11 AM to 8 PM
    - Friday – Saturday 9 AM to 6 PM
    - Sundays entirely unattended

## Safety & Security Measures

- Brivo – Cloud Based Access Control System
  - Used to control access to the facility via an app
- Eagle Eye – Cloud Based Video Security System
  - Used to provide video access to the site during all hours of operation
- Mytrex – Emergency Help Button System
  - Used to provide safety for users through the use of lanyards
  - Each member will wear a lanyard during workouts
  - Lanyard can be used to notify emergency services by pushing a button
  - Lanyard will also utilize myActive Alert+ which detects if someone falls, automatically notifying emergency services

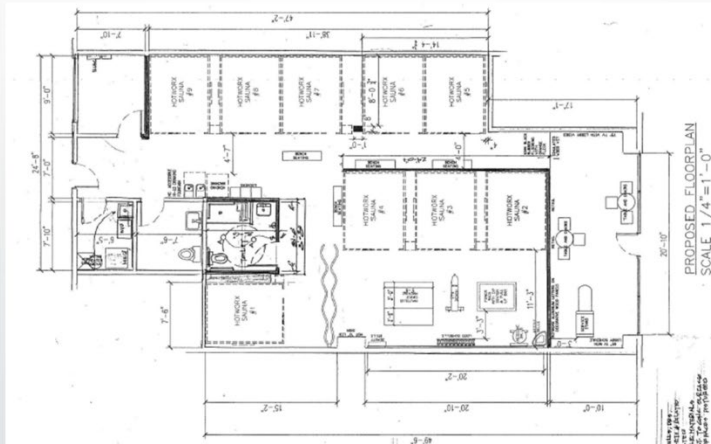
## Mytrex – myActive Alert+

### myActive Alert +

The myActive Alert+ is designed so that a client can push the button for help at any time. It can also automatically activate an emergency alarm if it detects a fall in the event that the user is unable to trigger an alarm by pressing the button due to the fall. The myActive Alert+ button can be used with both the MXD and the MXD-LTE.



## Floor Plan



**Board Direction**

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- 1. Does the Board have any questions or concerns regarding the Plan Commission recommendation?**
  
- 2. Does the Board support placing this request on a regular agenda for final approval?**

Discussion:

Community Development Director Brent Cann presented to the Village Board a request for conceptual approval of a Special Use Permit for Mr. and Mrs. Tinman's business, Hotworx, located at 19070 Everett Blvd Unit 108. The Tinmans are seeking approval for 24-hour access to his facility, which offers virtually instructed exercise programs utilizing infrared heat absorption. The workouts include 30-minute isometric sessions and 15-minute high-intensity interval training (HIIT) sessions, such as hot yoga, Pilates, cycling, and rowing. Hotworx operates approximately 600 locations across the United States.

Under the Village Code Table 9-9-3.2, a 24-hour unattended business with controlled access requires a Special Use Permit in all Commercial Districts. The Tinmans proposed having three employees at the Mokena location with staffed hours from Monday to Thursday, 11:00 am to 8:00 pm, Friday from 9:00 am to 6:00 pm, and Saturday from 11:00 am to 4:00 pm. Sundays would be entirely unattended. They intend to use Brivo, a cloud-based access control system, for member access through an app, Eagle Eye, a cloud-based security system, and Mytrex, an emergency help button system.

The Tinmans initially submitted the buildout plans in early March 2024. During the review of the business license applications, it was determined that the 24-hour unattended operation would require a Special Use Permit. This requirement frustrated the Tinmans, who assumed the use was entirely permissible within the C-1A zoning district. Despite his agitation, Staff have worked diligently to expedite the approval process.

The Village Board was reminded of a precedent set in February 2023 when The Golf Facility proposed a similar 24-hour unattended access in a C-1A zoning district. The Board did not recommend moving the project forward due to concerns about the business plan and 24-hour access. The Golf Facility later removed their request for 24-hour access and was granted a Special Use Permit in July 2023.

The Hotworx project was presented at the Village Board Work Session on May 28, 2024, where the Board was split 3-3 on recommending approval. However, on June 20, 2024, the Planning Commission unanimously recommended approving the Special Use Permit for 24-hour unattended access.

Mrs. Tinman presented on behalf of the applicant. The Board was advised that there were 600 other locations which have this business format and that it was economically impractical to provide staffing 24 hours a day. As a result, the Tinmans believed the use was appropriate at this location.

Mayor Fleischer began the Board's discussion with Trustee Fedora who enthusiastically supported the request and believed that such use was appropriate citing the change in business practices and that over 600 other locations existed with this use. Trustee Metanias reiterated his safety concerns for unattended use but indicated that he would support the Board's decision. Trustee Engler was not in favor of the request citing safety concerns. Trustee Dauphinais concurred with Trustee Engler and did not support the proposal citing safety concerns and community concerns related to other businesses that may want 24-hour operation without any employees present. Trustee



Germany supported the request stating that he did not have a problem with the unattended nature of the business. Trustee Smith asked some operational questions including how many people can attend at one time (27) and how members reserve a slot and enter the facility. Trustee Metanias stated that The Golf Facility should be contacted with respect to this issue and Mayor Fleischer concurred directing Staff to take that action. Trustee Smith supported the request after having his questions answered. While the Village Board did not provide a unanimous decision during the work session, Staff was directed to prepare the project for final Village Board action during the next regularly scheduled Board meeting on July 22, 2024.

### Municipal Software Consultant

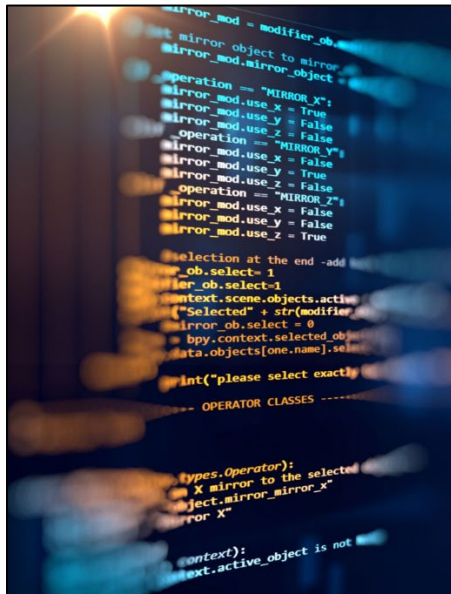
Finance Director Nathan Pasbrig presented the following item:

## Village of Mokena Municipal Software Consultant

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Board of Trustee Work  
Session  
July 8, 2024






### Software Status

- Initially purchased in 1989
- Software is only used for finance, business licenses and utility billings.
- Requires several manual processes and is heavily paper-based.
- Hardware is due to be updated.

## How did we get here?

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- August 2023
  - Initial meeting between Greg Anderson, Jim Kulesa, Nate Pasbrig
  - Discussed software needs and wants
- Several follow-up meetings in August & September.
- October 16, 2023 – BS&A Presentation
- November 15, 2023 – Tyler Technology Presentation
- November 16, 2023 – Springbrook Presentation



## Initial Software Analysis

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### Advantages

- Cloud based system
- No hardware or software upgrades and maintenance
- System backup is automatic and offsite
- Eliminate manual tracking and duplicating programs which will reduce staff time
- Integrate the same software between all departments
- Increase resident engagement

### Disadvantages

- Significant amount to train staff
- Risk of staff not accepting the software and the significant changes
- Provides several add-ons that may or may not benefit Mokena.
- Does the software meet the Village's needs?

## Benefits of using a consultant

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- Experts with different types of municipal software.
- Purchase the best software for the next 15-20 years.
- Staff is limited.
- Will assist with staff buy-in.
- Verify software will actually fit our needs.
- Verify Village doesn't purchase unnecessary add-ons.
- Assist in final vendor demonstrations to help clarify software benefits and disadvantages.
- Previously used consultants:
  - Police Station
  - Phone System



## Software Consultants

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- Interviewed the following consultants:
  - Baecore Group
  - Government Finance Officers Association (GFOA)
- Both consultants offered various services, but requested the following assist:
  - Review current processes, challenges, goals, objectives, department needs and software.
  - Develop a strategy to implement the above items which may include recommended changes to processes and potential policy changes.
  - Software RFP guided selection
  - Contract review & recommendation
- Consultant would need between 6-10 months to completed their analysis and bring the Village to signing of the contract for new software.
- Proposed contract does not include cost of the software or any additional consulting services after signing contract for new software.
  - Second agreement will be necessary for implementation.

## Baecore Group

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- Based in Streamwood, IL
- Worked with Municipalities of all sizes throughout the United States.
- Consultant Investment

|                                  |                 |
|----------------------------------|-----------------|
| Software Assessment              | \$26,075        |
| RFP Guided selection             | 23,313          |
| Contract review & recommendation | <u>6,825</u>    |
| Investment                       | <u>\$56,213</u> |

## Government Finance Officers Association

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- Based in Chicago, IL
- Department will be dedicated to assisting Mokena
- Consultant Investment

|                                  |                  |
|----------------------------------|------------------|
| Software Assessment              | \$ 48,000        |
| RFP Guided selection             | 50,000           |
| Contract review & recommendation | <u>12,500</u>    |
| Investment                       | <u>\$110,500</u> |
- GFOA also recommending additional services not included above.

## Consultant Analysis

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Staff talked to Tinley Park, Itasca, Chicago Heights:

Comments:

- Assessment was beneficial when determining which software to go with.
- Baecore recommended modules that shouldn't be included because of restrictions with staff.
- Baecore is very honest, upfront, direct and indicate what will and will not work.
- If it wasn't for Baecore, the Village would have been off track within a few months.
- Baecore will push to get the project completed on time.
- Assisted with integrating other technologies into the new software.
- Major benefit with negotiate price of the software.

## Board Direction

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- Does the Board have any questions?
- Does the Board agree with hiring a consultant to assist with the purchase of new Municipal Software?
- Does the Board support to place this request on a regular agenda for approval?

### Discussion:

Village Administrator Tomasoski added to the presentation that during the interview process for former Finance Director Dangles, several interviewed candidates mentioned that implementing municipal software was like a second full-time job above their normal duties due to the amount of work necessary.

Trustee Metanias asked which consultant is being recommended. Finance Director Pasbrig indicated Baecore Group. Trustee Metanias asked what the budgeted amount is for software and Village Administrator Tomasoski indicated \$275k.

Trustee Smith asked the approximate cost of new municipal software. Finance Director Pasbrig indicated that based on which company and the modules selected it would range between \$200-400k.

The Board's agreed with the hiring of the consultant which will be placed on the July 22, 2024 agenda.

There being no further business to bring before the Mayor and Village Board of Trustees, Mayor Fleischer adjourned the work session at 8:22 p.m.