



**MINUTES OF A SPECIAL  
VILLAGE BOARD MEETING OF  
THE VILLAGE OF CLARENDON HILLS  
PRESIDENT AND BOARD OF TRUSTEES**

**Village of Clarendon Hills  
One North Prospect Avenue, Clarendon Hills, Illinois**

**March 1, 2021**

President Austin called the meeting to order at 6:31 p.m.

**1. ROLL CALL**

Present at Roll Call: President Austin

Present at Roll Call (Electronically): Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Absent: Trustee Knoll

Also Present: Village Manager Barr

Also Present (Electronically): Assistant Village Manager Creer, Community Development Director Ungerleider, Finance Director Potempa, Fire Chief Leahy, Police Chief Dalen, Public Works Director McLaughlin, and Clerk Tandle

**2. PLEDGE OF ALLEGIANCE**

**3. PETITIONS AND COMMUNICATIONS/PRESIDENT'S REPORT**

COVID-19 Update: Village Manager Barr reported that general trends for the virus continue to be “flat” throughout the country. Currently, the State is reporting approximately 2,000 new cases per day and DuPage County is reporting less than 100 new cases per day on a rolling average. Reports also indicate that approximately 6.4% of Illinois residents and 6.5% of DuPage County residents have been fully vaccinated and approximately 136,000 DuPage County residents have received the first dose of the vaccine. The problem continues to be with the lack of supply rather than locations for administering the vaccine. DuPage County health officials believe that supplies will increase this month, particularly with the introduction of the Johnson & Johnson vaccine.

Trustee Freve asked if the Village has the ability to provide guidance to senior residents who may have difficulty navigating through websites to find vendors that have a supply of the vaccine. Village Manager Barr stated that staff will review documentation and information that can be provided to senior residents and try to determine how to best reach residents who may not have access to computers or social media. Assistant Village Manager Creer also noted that the Clarendon Hills Public Library maintains several computers that are available for residents to use and that the library staff is available for assistance if needed. He will contact the Library Director to determine what approach the library is taking regarding this issue.

4. **ADDRESSES FROM THE AUDIENCE – NON-AGENDA ITEMS** – There were none.
5. **RECESS TO STANDING COMMITTEE MEETINGS**

Trustee Jordan moved to recess to the Administrative and Legislative, Land Use and Public Services Committees at 6:40 p.m. Trustee Hall seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Nays: None

Absent: Trustee Knoll

MOTION CARRIED

### **Administrative and Legislative**

5.1. The Village's janitorial service contract is up for renewal. Staff has not been satisfied with the work the current vendor has provided and does not recommend renewing the contract extension. The Village solicited proposals from vendors that previously bid the contract as well as vendors that were recommended by neighboring communities. Only two vendors submitted proposals, Danmar and Alpha Building Maintenance. Although Danmar's proposal is slightly higher than Alpha Building Maintenance's proposal and the current vendor's pricing, staff recommended waiving the competitive bidding process and approving a contract with Danmar, a previous vendor that provided quality services. The Board concurred with staff's recommendation. A Resolution was presented for adoption that authorizes waiving the competitive bidding process and approving a Janitorial Services Agreement between the Village and Danmar for a one-year period with three one-year optional renewal extensions in the annual amount of \$24,960.

### **Land Use**

5.2. During previous Village Board meetings, the Board and staff discussed the terms of a Redevelopment Agreement ("RDA") for tax increment financing ("TIF") incentives and other contingent financial assistance to be provided by the Village for the Mycroft Row Mixed-Use Development. The applicant, Tim French, and the Village have agreed to the terms of the final RDA. An Ordinance was presented for second consideration and adoption that authorizes the Village to enter into an RDA for the Mycroft Row Mixed-Use Development located at 221-231 Burlington Avenue comprising a part of the Downtown TIF District.

5.3. Staff recently discovered that the Village Code does not adequately address the purpose of and process for the issuance of a Stop Work Order, nor does the Village Code define the fines that may be assessed by an adjudicator for the unlawful removal of a Stop Work Order without the consent and approval of the Village's Community Development Director or his or her designee. Staff requested amending the Village Code and revising the Stop Work Order placard to include this information. An Ordinance was presented for first consideration that amends Chapter 21, Section 21.15, of the Village Code regarding the issuance of Stop Work Orders and fines that may be assessed for the unlawful removal of Stop Work Orders.

**Public Services**

5.4. Village Engineer Christopher B. Burke Engineering, Ltd. prepared a final balancing change order to close out the 2020 Chestnut Alley Stormwater Project. The change order increases the original contract by \$67,573.87 and represents the final, measured quantities for the project. Factors driving the increase include unforeseen private utility conflicts, replacement of an additional drainage structure, additional force main installation, concrete apron replacements at each end of the alley, and additional work required to be performed on adjacent private parking areas. A Resolution was presented for adoption that approves Change Order No. 1 to the contract between the Village and A Lamp Concrete Construction, Inc. relative to the 2020 Chestnut Alley Stormwater Project in the amount of \$67,573.87.

**6. RECONVENE THE VILLAGE BOARD MEETING**

Trustee Jordan moved to reconvene the Village Board meeting at 7:10 p.m. Trustee Hall seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Nays: None

Absent: Trustee Knoll

MOTION CARRIED

**7. ADDRESSES FROM THE AUDIENCE – AGENDA ITEMS – There were none.**

**8. CONSENT AGENDA/OMNIBUS VOTE**

Trustee Jordan moved to approve the Consent Agenda as itemized by President Austin. Trustee Hall seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Nays: None

Absent: Trustee Knoll

MOTION CARRIED

8.1. Approval of the Rescheduled Special Village Board Meeting Minutes of February 16, 2021 – OMNIBUS VOTE

8.2. Approval of Claims No. 21-02-01M in the amount of \$53,640.03 – OMNIBUS VOTE

8.3. Approval of Claims No. 21-03-01 in the amount of \$163,412.43 – OMNIBUS VOTE

8.4. Second Consideration/Adoption of “An Ordinance Authorizing a Redevelopment Agreement for the Mycroft Mixed-Use Development Comprising a Part of the Downtown TIF District of the Village of Clarendon Hills (221-231 Burlington Avenue)” (Ordinance No. 21-03-03) – OMNIBUS VOTE

- 8.5. First Consideration of “An Ordinance Amending Chapter 21 of the Clarendon Hills Village Code in regard to the Issuance of Stop Work Orders” – OMNIBUS VOTE
- 8.6. Adoption of “A Resolution Approving Change Order No. 1 in the Amount of \$67,573.87 to the Contract Between the Village of Clarendon Hills, Illinois and A Lamp Concrete Construction, Inc. Relative to the 2020 Chestnut Alley Stormwater Project Contract” (Resolution No. R-21-09) – OMNIBUS VOTE

## 9. NON-CONSENT AGENDA ITEMS

- 9.1. Trustee Hall moved to adopt “A Resolution Authorizing the Waiving of a Bidding Process and Approving an Agreement for Janitorial Services between the Village of Clarendon Hills, IL and Danmar of Woodridge, IL in the Annual Amount of \$24,960” (Resolution No. R-21-10). Trustee Freve seconded.  
On the call of the roll, the vote was as follows:  
Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen  
Nays: None  
Absent: Trustee Knoll  
MOTION CARRIED

## 10. REPORTS OF OFFICERS

- Village Manager Barr reported that new windows have been successfully installed throughout the Village Hall. He thanked the Public Works Department staff for managing this project. He stated that the new windows are keeping the building much quieter and should also help to reduce natural gas costs. Manager Barr stated that there are a few potential liquor license applications that may be submitted soon. He anticipates scheduling a Local Liquor Commission meeting to review the applications before formal recommendations are presented to the Village Board. Manager Barr reported that DuPage County election officials have requested using the Village Hall Board Room as a voting site for the April 6, 2021 Consolidated Election. Other sites are unavailable due to construction and COVID-19 restrictions. He is planning to allow this because he expects the impact to be limited. Manager Barr also stated that the Village Board will be recessing into Executive Session at the conclusion of tonight’s meeting.
- Assistant Village Manager Creer reported that staff has begun delivering communications to residents regarding transitioning to the new refuse provider. A paper mailer and an email were sent to all residents with information that should make the transition as easy as possible. Samples of the 35-gallon, 65-gallon and 95-gallon carts will be available for residents to view in the Village Hall lobby.
- Community Development Director Ungerleider announced that he will be scheduling a meeting with the Economic Development Commission to review formal TIF programs and TIF grants for local businesses and property owners before bringing formal recommendations to the Village Board. He announced that the Downtown Design Review Commission is scheduled to meet on March 9 to review concept plans for the Burlington

Plaza/Alley Project. Director Ungerleider provided an update regarding the status of the Downtown Revitalization Project and anticipated completion dates.

- Public Works Director McLaughlin stated that his staff is looking forward to warmer weather and beginning spring construction projects.

**11. OTHER BUSINESS** – There was none.

**12. EXECUTIVE SESSION**

Trustee Jordan moved to recess to Executive Session under Section 2(c)(1) of the Open Meetings Act to discuss the employment, compensation and performance of a specific employee of the Village at 7:23 p.m. Trustee Jorissen seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Nays: None

Absent: Trustee Knoll

MOTION CARRIED

**13. RECONVENE THE VILLAGE BOARD MEETING**

The Village Board meeting was reconvened at 8:00 p.m., with the following Village Board members present: President Austin and Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen.

**14. ADJOURNMENT**

There being no further business to come before the Board, Trustee Jordan immediately moved to adjourn the meeting at 8:00 p.m. Trustee Hall seconded.

On the call of the roll, the vote was as follows:

Ayes: Trustees DeDobbelaere, Freve, Hall, Jordan, and Jorissen

Nays: None

Absent: Trustee Knoll

MOTION CARRIED

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Dawn M. Tandle  
Village Clerk