



**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 15, 2021

President Austin called the meeting to order at 6:40 p.m.

1. ROLL CALL

Present at Roll Call: President Austin

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

3.1. COVID-19 Update: Village Manager Barr reported that the number of COVID-19 cases in Illinois dropped yesterday to below 1,000 since last July. As of today, 11.68% of Illinois residents have been fully vaccinated (versus 6.4% two weeks ago) and 12.2% of DuPage County residents have been fully vaccinated (versus 6.5% two weeks ago). Approximately 200,000 DuPage County residents have received the first dose of the vaccine and are scheduled to receive the second dose. DuPage County health officials report that approximately 58% of DuPage County residents over the age of 65 have received the first dose of the vaccine.

3.2. Village Manager Barr's compensation was reviewed in executive session on March 1, 2021 and the Board determined that an adjustment was appropriate. The Board recommended increasing Manager Barr's current compensation by 2.5 percent retroactive to January 1, 2021 plus a \$2,500 bonus. A Resolution was presented for adoption that approves a Fourth Amendment to the Village Manager Employment Agreement dated February 2, 2015.

4. ADDRESSES FROM THE AUDIENCE – NON-AGENDA ITEMS

Derek Berg, Chamber of Commerce President, thanked the Village Board for approving the generous contribution to the Chamber Cares Fund. Mr. Berg stated that those funds have made it

possible for the Chamber to begin a robust marketing campaign. Marketing plans include building out a separate website that will provide a guide to every Village business and will also include industry-specific landing pages. In addition, the Chamber has hired an external marketing agency for a three-month period to begin a device ID campaign. Board members agreed that the Chamber continues to do exciting work on behalf of Village businesses.

5. RECESS TO STANDING COMMITTEE MEETINGS

Trustee Jordan moved to recess to the Administrative and Legislative, Community and Intergovernmental Affairs, Finance, and Land Use Committees at 6:58 p.m. Trustee Freve seconded.

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

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

Nays: None

MOTION CARRIED

Administrative and Legislative

5.1. In order to encourage employee participation in wellness screenings and wellness activities while maximizing incentive funding from IPBC, the Village's health insurance provider, staff recommended passing the incentives received from IPBC through to those employees who participate in the screenings and activities based on their rate of participation. A Resolution was presented for adoption that amends Section 43 of the Village's Personnel Policies and Procedures Manual to allow for wellness incentive passthroughs at the Village Manager's discretion.

Community and Intergovernmental Affairs

5.2. The Clarendon Hills Park District requested authorization to host its annual Dash and Splash event on July 23, 2021. In order to host the event, the Park District will require the use of the Byrd Court right-of-way. Pursuant to the Village's Special Events Policy, the Park District must provide proof of insurance naming the Village as an additional insured and a hold harmless agreement indemnifying the Village from any potential claims, lawsuits, actions, costs, claims, or liabilities arising from or relating to the use of the Village's property. The Park District has agreed to contain the event to one side of the street to ensure that public safety vehicles can pass, if necessary, and will notify all residents who may be affected by the event. A Resolution was presented for adoption that approves a License Agreement between the Village and the Park District for the 2021 Dash and Splash.

5.3. Trustee Hall led a discussion regarding planning for 2021 summer events. He noted that the Chamber of Commerce has canceled the traditional Father's Day weekend Daisy Days event. The Board first discussed the *Dancin' in the Street* summer concert series. It was the general consensus of the Board that this popular community event should continue in July and August because the COVID-19 vaccine is expected to be widely available by that time, the event is relatively small, limited in duration, and is held outdoors. Chamber President Derek Berg also suggested the possibility of hosting smaller music events in June and, possibly, throughout the summer months. He stated that it will not be difficult to hire individual artists to perform at different locations in the central business district and he noted that those performances will not

require the use of a large stage. The Board also discussed the Hinsdale Golf Club (“HGC”) fireworks display, which was canceled last year. Although the annual fireworks display is not a Village event, HGC does rely on Village support. It was the consensus of the Board to allow the fireworks display if the HGC chooses to host it this year. Village Manager Barr stated that he will contact the Park District Director and will follow up with the HGC Manager regarding the Board’s decision.

Finance

5.4. An Ordinance was presented for adoption to abate taxes levied to pay the principal and interest on \$5,500,000 General Obligation Bonds (Alternate Revenue Source) issued to fund the Train Station Improvement Project and the Downtown Revitalization Project. The debt is being repaid through funds reserved in the Village’s Capital Fund and the General Obligation Bond levy must be abated each year.

Land Use

5.5. 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 second consideration and adoption 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 their unlawful removal.

5.6. In 2007, the Village entered into an Illinois Elevator Safety Program Agreement (the “Agreement”) with the Office of the State Fire Marshal (the “OSFM”) which authorizes the Village to establish its own elevator inspection program rather than relying on the OSFM. Thompson Elevator Inspection Services has been conducting elevator permit plan reviews and inspection services since that time. The Agreement has been extended three times since 2007 and will expire on June 1, 2021. Staff requested that the Agreement be extended for another four-year period. A Resolution was presented for adoption that approves a four-year extension to the Agreement with the OSFM with respect to elevator permit plan reviews and inspection services.

5.7. Dean Timson, General Manager of the Country House restaurant, recently requested financial assistance from the Village to install a fire suppression system in the restaurant. Mr. Timson indicated that, because the restaurant’s business has been slow due to the COVID-19 pandemic, this would be an opportune time to temporarily close the restaurant for this improvement. Mr. Timson requested that the Village provide a 50/50 grant towards the cost of the installation of the fire suppression system. Because of its location, the Country House is not eligible for Tax Increment Financing (“TIF”) funding. However, staff believes that this is the type of improvement/assistance that the Village would support as part of the Downtown TIF District. It was noted that the Country House is an older building and is very susceptible to fire. Staff also supports providing financial assistance because the Country House generates significant revenue to the Village through its Places for Eating Tax payments. The Board unanimously supported

Mr. Timson's request to improve the Country House property. Community Development Director Ungerleider stated that he will work with Mr. Timson to prepare the necessary agreement and will present a Resolution approving a 50/50 grant for Board approval at a future meeting.

6. RECONVENE THE VILLAGE BOARD MEETING

Trustee Jordan moved to reconvene the Village Board meeting at 7:28 p.m. Trustee Hall seconded.

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

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

Nays: None

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 Knoll seconded.

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

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

Nays: None

MOTION CARRIED

8.1. Approval of the Special Village Board Meeting Minutes of March 1, 2021 – OMNIBUS VOTE

8.2. Adoption of “A Resolution Approving a Fourth Amendment to the Village Manager Employment Agreement and a Performance Bonus in Relation Thereto” (Resolution No. R-21-11) – OMNIBUS VOTE

8.3. Adoption of “A Resolution Approving Certain Amendments to the Village of Clarendon Hills’ Personnel Policies and Procedures Manual” (Resolution No. R-21-12) – OMNIBUS VOTE

8.4. Adoption of “A Resolution Approving a License Agreement between the Village of Clarendon Hills and the Clarendon Hills” (Resolution No. R-21-13) – OMNIBUS VOTE

8.5. Approval of Claims No. 21-03-02 in the amount of \$1,383,663.84 – OMNIBUS VOTE

8.6. Waive First Consideration, Second Consideration/Adoption of “An Ordinance Abating the Tax Hereto Levied for the Year 2020 to Pay the Principal and Interest on \$5,500,000 General Obligation Bonds (Alternate Revenue Source), Series 2020, of the Village of Clarendon Hills, DuPage County, Illinois” (Ordinance No. 21-03-04) – OMNIBUS VOTE

- 8.7. Second Consideration/Adoption of “An Ordinance Amending Chapter 21 of the Clarendon Hills Village Code in regard to the Issuance of Stop Work Orders” (Ordinance No. 21-03-05) – OMNIBUS VOTE
- 8.6. Adoption of “A Resolution Approving an Illinois Elevator Safety Program Agreement between the Village of Clarendon Hills, Illinois and the Office of the State Fire Marshal” (Resolution No. R-21-14) – OMNIBUS VOTE

9. **NON-CONSENT AGENDA ITEMS** – There were none.

10. **REPORTS OF OFFICERS**

- Village Manager Barr thanked the Board for approving his compensation adjustment. He noted that the next Village Board meeting is scheduled for April 5. He announced that the Public Services Committee is scheduled to meet at 5:00 p.m. on March 17 to discuss the Pavement Condition Study and maintenance repairs at the Public Works building. Manager Barr also announced that the Federal government approved a COVID-19 relief package last week. It appears that, on a per capita basis, the Village will receive approximately \$1 million in two payments, one in June and the second a year later. He noted that there are certain limitations and restrictions regarding distribution of those funds.
- Finance Director Potempa reported that the Finance Department has started making ACH payments to as many vendors as possible, which is the safest method of payment. The Finance Department has also begun the process of digitizing invoices and routing them electronically to Department Heads. She thanked Melissa Chandler in particular for working tirelessly to ensure that this new process works successfully. She also reported that auditors from Sikich LLP will be onsite virtually next week to begin fieldwork for the CY 2020 audit. She noted that this process is starting one month earlier than last year thanks to the diligence and efficiency of the Finance Department staff.
- Police Chief Dalen again reminded residents to lock their cars and houses with the approach of warmer weather and longer days. Trustee DeDobbelaere stated that the Police Department’s new graphic reminding residents of the “9:00 p.m. Routine” is very well done and effective. Trustee Freve stated that he supports the availability of the police station lobby as a safe and secure location for people to complete internet purchase exchange transactions.
- Community Development Director Ungerleider reported that the Downtown Design Review Commission (“DTDRC”) met on March 9 to review two concept plans by Legat Architects for the Burlington Plaza/Alley Project. Legat will prepare a final plan for the DTDRC’s review and approval. The DTDRC’s recommendation will be presented at an upcoming Village Board meeting. He reported that the Economic Development Committee (“EDC”) met on March 10 to review the draft application and application packet for property owners seeking Downtown TIF funding for capital and aesthetic building improvements. The EDC’s recommendations will also be presented at an upcoming Village Board meeting. He reported that the Train Station Improvement Project is nearing

completion and that construction of the outbound shelter is anticipated to begin later this month. He also noted that the ZBA/PC meeting scheduled for March 18 has been cancelled.

11. OTHER BUSINESS

Trustee DeDobbelaere asked for an update regarding Tierra Distilling's project. Community Development Director Ungerleider stated that the owners are taking a conservative approach and are currently working out specifics regarding replacement of the building's gas service line and interior demolition and clean-up before construction begins. He anticipates that the project will begin in earnest in the next few weeks.

Trustee Freve stated that he received an absentee ballot for the April 6 Consolidated Election and noticed that only one person's name is listed on the ballot for the three open Village Trustee seats. President Austin explained that the candidate listed on the ballot was able to obtain the required number of petition signatures. He stated that there are five additional residents who filed as write-in candidates. He anticipates that those candidates will independently campaign for election.

12. EXECUTIVE SESSION – There was none.

13. ADJOURNMENT

There being no further business to come before the Board, Trustee Jordan moved to adjourn the meeting at 7:50 p.m. Trustee Knoll seconded.

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

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

Nays: None

MOTION CARRIED

Dawn M. Tandle
Village Clerk