



**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**

May 17, 2021

President Austin called the meeting to order at 6:35 p.m.

1. ROLL CALL

Present at Roll Call: President Austin and Trustee Jorissen

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

Absent: Trustee Freve

Also Present: Village Manager Barr and Clerk Tandle

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

Trustee Jordan moved to approve the Special Village Board Meeting Minutes of May 3, 2021. Trustee Knoll seconded.

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

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

Nays: None

Absent: Trustee Freve

MOTION CARRIED

4. APPROVAL OF CLAIMS

4.1. Trustee Jordan moved to approve Claims No. 21-05-01M in the amount of \$1,325. Trustee Hall seconded.

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

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

Nays: None

Absent: Trustee Freve

MOTION CARRIED

- 4.2. Trustee Hall moved to approve Claims No. 21-05-02 in the amount of \$287,175.16. Trustee Knoll seconded.

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

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

Nays: None

Absent: Trustee Freve

MOTION CARRIED

5. PETITIONS AND COMMUNICATIONS/PRESIDENT'S REPORT

Outgoing Trustees Wil Freve, Ken Hall and Don Knoll were acknowledged for their years of service to the Village. Oaths of Office were administered to Trustees-elect Taps Gallagher, Meredith Lannert and Megan Lazar.

6. RECESS TO ACKNOWLEDGE CHANGE OF BOARD

Trustee Jordan moved to recess the meeting at 6:45 p.m. to allow Trustees Gallagher, Lannert and Lazar to take their seats at the dais. Trustee Jorissen seconded.

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

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

Nays: None

Absent: Trustee Freve

MOTION CARRIED

7. ROLL CALL

Present at Roll Call: President Austin and Trustees Gallagher, Jorissen, Lannert, and Lazar

Present at Roll Call (Electronically): Trustees DeDobbelaere and Jordan

Also Present: Village Manager Barr and Clerk Tandle

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

8. PETITIONS AND COMMUNICATIONS/PRESIDENT'S REPORT

- 8.1. Trustee Jordan moved concurrence with President Austin's recommendations for the new Village Board Standing Committee assignments. Trustee Jorissen seconded.

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

Administrative & Legislative:

Chair – Megan Lazar
Vice Chair – Greg Jordan
Member – Matt DeDobbelaere

Community & Intergovernmental Affairs:

Chair – Meredith Lannert
Vice Chair – Carol Jorissen
Member – Taps Gallagher

Finance:

Chair – Carol Jorissen
Vice Chair – Matt DeDobbelaere
Member – Meredith Lannert

Land Use:

Chair – Greg Jordan
Vice Chair – Meredith Lannert
Member – Megan Lazar

Public Safety:

Chair – Matt DeDobbelaere
Vice Chair – Taps Gallagher
Member – Greg Jordan

Public Services:

Chair – Taps Gallagher
Vice Chair – Megan Lazar
Member – Carol Jorissen

- 8.2. Trustee Jordan moved concurrence with President Austin’s reappointments of the Village’s Principal Appointed Officers. Trustee Gallagher seconded.

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

Principal Appointed Officers

Village Manager – Kevin Barr
Chief of Police – Paul Dalen
Director of Community Development (Building Official) – Dan Ungerleider
Director of Finance (Village Treasurer/Budget Officer) – Maureen Potempa
Director of Public Works – Brendan McLaughlin
Fire Chief (Emergency Preparedness Coordinator) – Brian Leahy
Village Attorney – Klein, Thorpe & Jenkins

- 8.3. Trustee Jordan moved to adopt “A Resolution Supporting the Restoration of the Local Government Distributive Fund (LGDF) Revenue” (Resolution No. R-21-20). Trustee Jorissen seconded.

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

Ayes: Trustees Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: Trustee DeDobbelaere

MOTION CARRIED

- 8.4. President Austin announced that Village offices will be closed on Monday, May 31, in observance of the Memorial Day holiday.

- 8.5. The Board reviewed the scheduled dates of all Village Board meetings for June through September to determine whether any summer meetings can be canceled. It was the consensus of the Board to cancel the first meetings in July, August and September if there is no pressing business. The Board also discussed setting a date to conduct the biennial strategic planning session. It was the consensus of the Board to conduct the strategic planning session at 5:00 p.m. on June 21, 2021, immediately prior to the Special Village Board meeting at 6:30 p.m. Both meetings will be held in the police station conference room.

9. ADDRESSES FROM THE AUDIENCE – NON-AGENDA ITEMS – There were none.

10. RECESS TO STANDING COMMITTEE MEETINGS

Trustee Jordan moved to recess to Administrative and Legislative, Land Use, and Public Safety Committees at 7:03 p.m. Trustee Jorissen seconded.

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

Administrative and Legislative

10.1. The Board approves salary ranges and wages for all Village employees annually. Staff recently identified an error in the 2021 stipend schedule for certain Public Works employees that was presented for Board approval in December 2020. An Ordinance was presented for adoption that amends the Assignment of Classifications to Pay Grades by substituting the correct Public Works stipend schedule for calendar year 2021.

Land Use

10.2. As presented and discussed during the April 5, 2021 Village Board meeting, Sadie Belman, owner and operator of The English Garden Flower Shop located at 8 S. Prospect Avenue, is under contract to purchase the building located at 10-14 S. Prospect Avenue. Ms. Belman intends to significantly renovate the building to accommodate the flower shop on the first floor and two apartments on the second floor. She is seeking financial assistance from the Village for

costs associated with installing a fire alarm, a fire suppression system, an elevator, and ADA-compliant restrooms as well as costs associated with restoring the building's façade and mansard roof. Ms. Belman has asked for consideration of the reimbursement of both eligible capital improvements and façade improvements from funds generated by the Downtown Tax Increment Financing ("TIF") District for a maximum eligibility of \$152,690. An Ordinance was presented for first consideration that authorizes the Village to enter into a Redevelopment Agreement with Ms. Belman for the 10-14 S. Prospect LLC development comprising a part of the Downtown TIF District.

Public Safety

10.3. The Police Department recently purchased a new administrative vehicle, a 2021 Ford Explorer, to replace a 2007 Ford Explorer. Staff believes that maintaining the 2007 model is no longer prudent and requested authorization to dispose of it. An Ordinance was presented for second consideration and adoption that authorizes selling the surplus vehicle through an on-line auction service.

10.4. The annual contract with Village Prosecutor Christine Charkewycz expires on May 31, 2021. A Resolution was presented for adoption that approves a one-year renewal contract between the Village and Ms. Charkewycz from June 1, 2021 through May 31, 2022. It was noted that there is no proposed increase in her per session court fee or in any other fees or rates this year.

11. RECONVENE THE VILLAGE BOARD MEETING

Trustee Gallagher moved to reconvene the Village Board meeting at 7:27 p.m. Trustee Jorissen seconded.

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

12. ADDRESSES FROM THE AUDIENCE – AGENDA ITEMS

Resident Lori Blanchett asked what the Local Government Distributive Fund (the "LGDF") is, whether the Village has to "chase" those funds, and how the Village receives them. President Austin stated that the State's budget includes sharing a percentage of total annual income tax collections with municipalities through the LGDF on a per capita basis and that the Village receives its percentage monthly. Village Manager Barr stated that, although these shared revenues have been reduced, the Village continues to receive its legal share.

Outgoing Trustee Wil Freve apologized for missing the first part of tonight's meeting due to a work conflict. He welcomed the newly-elected Trustees and thanked them for their willingness to serve the Village.

13. CONSENT AGENDA/OMNIBUS VOTE

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

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

13.1. Waive First Consideration, Second Consideration/Adoption of “An Ordinance Reestablishing Wages and Salaries for Employees of the Village of Clarendon Hills for the Calendar Year 2021” (Ordinance No. 21-05-10) – OMNIBUS VOTE

13.2. First Consideration of “An Ordinance Authorizing a Redevelopment Agreement with 10-14 S Prospect LLC for the Development of 10-14 S. Prospect Avenue Comprising a Part of the Downtown TIF District of the Village of Clarendon Hills” – OMNIBUS VOTE

13.3. Second Consideration/Adoption of “An Ordinance Authorizing the Sale of Surplus Property (2007 Ford Explorer) through an ‘On-Line’ Auction Service” (Ordinance No. 21-05-11) – OMNIBUS VOTE

13.4. Adoption of “A Resolution Approving an Agreement between the Village of Clarendon Hills, Illinois and Christine Charkewycz, Village Prosecutor” (Resolution No. R-21-21) – OMNIBUS VOTE

14. NON-CONSENT AGENDA ITEMS – There were none.

15. REPORTS OF OFFICERS

- Village Manager Barr stated that he will be contacting members of the Land Use Committee to schedule a date to discuss issues related to group homes in the Village. He stated that staff would like to purchase decorative canopies to improve the appearance of the concrete barricades which have been set up for outdoor dining. The cost for the canopies is approximately \$2,500. The Board unanimously supported that purchase. Manager Barr stated that the numbers of new COVID-19 cases are stabilizing or starting to go down. Approximately 43% of DuPage County residents have been fully vaccinated (compared to 36% two weeks ago) and approximately 88% of DuPage County residents age 65 and over have received at least one dose of the vaccine. DuPage County health officials have indicated that, although vaccines are widely available, some residents are hesitant to receive them. Pursuant to current CDC guidelines, people who have been fully vaccinated are no longer required to wear masks in most situations but people who are not vaccinated should continue to wear masks. The Village is going to follow this policy and require that all Village employees who have not been fully vaccinated must continue to wear masks in the workplace. He also confirmed that individual businesses have the right to require that patrons wear masks.

Trustee DeDobbelaere asked if the Board will be considering any updated Downtown TIF guidelines that were discussed with the Village's consultant last week. Manager Barr stated that this matter can be included for discussion at an upcoming Village Board meeting, but clarified that the Downtown TIF guidelines have not been amended. Now that the Village has completed its first year of increment for the Downtown TIF, staff met with the Village's consultant to ask for assistance with future planning and to provide additional guidance regarding the use of TIF funds.

- Finance Director Potempa reported that T-Mobile recently indicated that it will be terminating its cell tower lease agreement as of June 30, 2021, which will result in a loss of approximately \$45,000 of annual cell tower lease agreement revenue and will significantly impact the Village's 10-year plan. She suggested discussing the impact to the Capital Fund from this revenue loss at the upcoming strategic planning session. She announced that the on-line sale of vehicle stickers is proceeding well. She reported that approximately 200 *Dancin' in the Street* stickers are still available for purchase and noted that the Village has received over \$4,000 in donations for the annual concert series.
- Police Chief Dalen thanked School District 181 families for making this year's "Stuff the Squad" food and supply drive such a success. He reported that background checks are being completed for new police officer candidates and that the Board of Fire and Police Commission are anticipated to meet soon to discuss various options regarding the promotion of one police officer to fill the police sergeant vacancy and the appointment of one new police officer to fill the vacancy created by the new police sergeant position. He also reminded residents to continue to remove all valuables from their cars and to secure and lock their cars and houses.
- Community Development Director Ungerleider announced: (1) the Chamber of Commerce is scheduled to hold its monthly meeting on May 19; (2) the ZBA/PC is scheduled to meet on May 20 to review a new plat of subdivision; and (3) the first expanded farmers' market of the season will be held on May 20 in front of the Village Hall. He stated that the train station's new outbound shelter is nearing completion and that both the inbound and outbound shelters are anticipated to be completed by July 1. He also stated that Board members are welcome to contact him or Village Manager Barr with any questions they may have regarding the Downtown TIF District or any potential new businesses.
- Public Works Director McLaughlin reported that the Eastern Avenue pedestrian bridge replacement project is anticipated to be completed in the next two weeks. Public Works crews have completed landscaping in the islands at the north end of Blackhawk Heights and will complete the south end over the next two weeks. He also reported that ComEd is continuing to install new power lines and poles.

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

17. **EXECUTIVE SESSION** – There was none.

18. ADJOURNMENT

There being no further business to come before the Board, Trustee Jorissen moved to adjourn the meeting at 8:05 p.m. Trustee Jordan seconded.

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

Ayes: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar

Nays: None

MOTION CARRIED

Dawn M. Tandle
Village Clerk