



**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**

July 19, 2021

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

1. ROLL CALL

Present at Roll Call: Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, and Lazar

Also Present (Electronically): President Austin (Trustee Lannert joined the meeting at 7:43 p.m.)

Also Present: Village Manager Barr, Police Chief Dalen, Public Works Director McLaughlin, and Clerk Tandle

Also Present (Electronically): Assistant Village Manager Creer, Finance Director Potempa and Fire Chief Leahy

2. PLEDGE OF ALLEGIANCE

3. PETITIONS AND COMMUNICATIONS/PRESIDENT'S REPORT

Clerk Tandle administered the Oath of Office to Police Officer Brett Robak. President Austin announced that the Board of Fire and Police Commissioners selected Officer Robak to be promoted to the rank of Sergeant effective as of May 25, 2021. President Austin acknowledged Sergeant Robak for the significant contributions he has made and the many accomplishments he has achieved since he began in 2015. Police Chief Dalen also acknowledged Sergeant Robak and noted that he has served his last four years as a detective in the Department.

4. ADDRESSES FROM THE AUDIENCE – NON-AGENDA ITEMS

Resident Ed Koznarek stated that he was concerned to read that the Board was considering prohibiting all parking on Coe and Middaugh Roads. He stated that the Village would be better served by strictly enforcing speed limits rather than banning parking. Trustee Jordan responded that this issue was raised for the Board's consideration in a broad sense during the recent Goal Setting Session and that no action has been taken or is anticipated to be taken to prohibit parking on any street in the Village. Assistant Village Manager Creer presented data which the Police Department frequently updates to identify problem areas. The data indicated that approximately 85% of motorists travel at or nominally faster than the posted speed limit on those roads.

5. RECESS TO STANDING COMMITTEE MEETINGS

Trustee Jordan moved to recess to the Administrative and Legislative, Community and Intergovernmental Affairs, Finance, Public Safety, and Public Services Committees at 6:55 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

Absent: Trustee Lannert

MOTION CARRIED

Administrative and Legislative

5.1. During the June 21, 2021 Goal Setting Session, the Board and staff discussed prior goals and created new goals that will impact the Village's CY 2022 and CY 2023 budgets. Assistant Village Manager Creer presented a list of all goals, both those that have not yet been accomplished and the newly created goals, as well as issues that were discussed but were not adopted as goals. The Board accepted the goals as presented.

5.2. The Park Avenue Condominium Association of Clarendon Hills (the "Association") requested authorization to lease ten spaces in the Village-owned lot located at 318 Park Avenue. Currently, the Village is leasing a portion of the east side of the lot to the Clarendon Hills Post Office. The remainder of the lot is available for daily commuter use and quarterly permit use for individual residents. The Association requested that the Village reserve ten spaces on the west side of the lot for use by its residents and proposed leasing each space for \$1,000 per year and providing any necessary signage. It was the consensus of the Board to approve the Association's request on an annual basis. Staff will prepare and present the required documents for formal Board approval at an upcoming meeting.

Community and Intergovernmental Affairs

5.3. The Knights of Columbus Council, Saint Joachim Council #15296, requested issuance of a Class T-Temporary Special Event Retailer's Liquor License and waiver of the liquor license fee to host an Oktoberfest celebration on October 2, 2021 on the campus of Notre Dame Parish. All proceeds from the event will support the Parish.

5.4. The Chamber of Commerce is planning to host a community event on September 11, 2021 and has requested authorization to use the Village rights-of-way on Prospect Avenue. The event will include live music, carnival games, and beer and wine sales in a similar manner as the traditional Daisy Days. A Resolution was presented for adoption that authorizes Village Manager Barr to negotiate and approve a License Agreement between the Village and the Chamber to control certain Village rights-of-way during the event.

5.5. The Chamber of Commerce also requested issuance of a Class T-Temporary Special Event Retailer's Liquor License and waiver of the liquor license fee for its September 11, 2021

community event. The Chamber confirmed that the members who will be serving alcohol will comply with BASSET training, wristband and clear cup requirements.

Finance

5.6. The Village has established a General Fund Reserve Policy which provides that the General Fund minimum balance shall be fifty percent (50%) of the current annual budgeted expenditures for the General Fund based on the most recently audited Comprehensive Annual Financial Report (“CAFR”). Based on the recently completed audit and the CAFR dated December 31, 2020, the General Fund had an unassigned balance of \$5,236,541. The General Fund’s current expenditure budget for calendar year 2021 is \$7,089,037, and 50% of this budget is \$3,544,519. The difference between the unassigned fund balance and the 50% target is \$1,692,023. In accordance with the General Fund Reserve Policy and based on the December 31, 2020 CAFR, staff requested approval of the CY 2020 fund balance transfer of \$1,692,023 from the General Fund to the Capital Projects Fund.

5.7. On December 19, 2016, the Village entered into a Collection Services Agreement (the “Agreement”) with Municipal Collections of America (“MCOA”) for police-related debt collection. Staff requested authorization to add an addendum to the Agreement to extend MCOA’s service to include collection for ambulance fee-related debt. MCOA would receive 25% of the proceeds paid on all debts collected. A Resolution was presented for adoption that approves an addendum to the Agreement to include the additional debt collection service.

Public Safety

5.8. The Police Department is in possession of two 2017 Ford Explorer patrol vehicles which have been in service since early 2017. It is the Department’s policy to replace patrol vehicles every four years or 100,000 miles. Due to the expiration of the current Suburban Purchasing Cooperative contract, issues caused by the COVID-19 pandemic, and the semi-chip shortage, the Department cannot order any new patrol vehicles for delivery until the end of the year. Once ordered, delivery could then take six to nine months. There may be an opportunity in the near future to purchase Ford or Chevrolet patrol vehicles that were ordered by other municipalities but were declined. Staff requested authorization to purchase and up-fit whichever two vehicles are available first. A Resolution was presented for adoption that authorizes waiving the competitive bidding process and approves the purchase and up-fitting of two 2021 Ford or Chevrolet patrol vehicles from Currie Motors Commercial Center in an amount not to exceed \$82,000.

Public Services

5.9. On June 7, 2021, the Board adopted Resolution No. R-21-24 entitled “A Resolution Approving an Agreement between the Village of Clarendon Hills and TriCore Environmental, LLC of Naperville, IL for the Installation of Water Main on Eastern Avenue between Park Avenue and Ann Street in the Estimated Amount of \$119,334.57.” Resolution No. R-21-24 contained a scrivener’s error in the title, referencing the estimated amount of the Agreement to be “\$119,334.57” rather than the actual estimated amount of “\$199,334.57.” A Resolution was

presented for adoption that corrects the scrivener's error. All other provisions of Resolution No. R-21-24 will remain the same.

5.10. A bid opening was conducted on June 16, 2021 for the Burlington Plaza and Alley Improvement Project at the corner of Prospect and Burlington Avenues. Three bids were submitted for consideration. After reviewing the bids, staff recommended that the Board reject them all to allow staff to reevaluate the project to determine if cost savings can be identified to complete the project within budget. Evan Menk of Legat Architects provided a brief description of the Burlington Plaza and Alley Improvement Project and an update regarding the status of the Train Station Improvement Project.

5.11. A bid opening was conducted on July 7, 2021 for the 2021 Crack Sealing Program. Five bids were submitted for consideration. A Resolution was presented for adoption that awards the contract to Patriot Pavement Maintenance, the lowest responsive and responsible bidder, in the amount of \$21,739, plus a 20% contingency, for crack routing and sealing at various locations throughout the Village.

5.12. A bid opening was conducted on July 7, 2021 for the 2021 Pavement Patching Program. Five bids were submitted for consideration. A Resolution was presented for adoption that awards the contract to Schroeder Asphalt Services Inc., the lowest responsive and responsible bidder, in the amount of \$49,800, plus a 10% contingency, for pavement patching at various locations throughout the Village.

5.13. Staff requested approval of the annual Motor Fuel Tax (MFT) Resolution for Maintenance under the Illinois Highway Code and the associated Estimate of Maintenance Costs which itemizes projects, materials, and maintenance activities in the total estimated amount of \$279,410. The MFT Resolution is submitted annually to the State of Illinois' Department of Transportation to document proposed MFT expenditures throughout the fiscal year.

5.14. Since 2007, the Village has purchased parkway trees through the Suburban Tree Consortium ("STC"). This year, 80 parkway trees were purchased and planted at an average cost of \$377.10 per tree. A Resolution was presented for adoption that approves waiving the competitive bidding process and authorizes the purchase of parkway trees through the STC in the amount of \$30,168.

6. RECONVENE THE VILLAGE BOARD MEETING

Trustee Jordan moved to reconvene the Village Board meeting at 7:56 p.m. Trustee Jorissen seconded.

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

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

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 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

- 8.1. Approval of the Special Village Board Meeting Minutes of June 21, 2021 – OMNIBUS VOTE
- 8.2. Approval to Waive the Liquor License Fee and Authorize the Issuance of a Class T-Temporary Special Event Retailer’s Liquor License for the Knights of Columbus Council to Host an Oktoberfest Celebration on October 2, 2021 – OMNIBUS VOTE
- 8.3. Adoption of “A Resolution Authorizing the Village Manager to Negotiate and Approve of the License Agreement between the Village of Clarendon Hills and the Clarendon Hills Chamber of Commerce for an Event on September 11, 2021” (Resolution No. R-21-25) – OMNIBUS VOTE
- 8.4. Approval to Waive the Liquor License Fee and Authorize the Issuance of a Class T-Temporary Special Event Retailer’s Liquor License for the Chamber of Commerce to Host an Event on September 11, 2021 – OMNIBUS VOTE
- 8.5. Approval of the CY 2020 Fund Balance Transfer of \$1,692,023 from the General Fund to the Capital Projects Fund in Accordance with the Village’s General Fund Balance Policy – OMNIBUS VOTE
- 8.6. Adoption of “A Resolution Authorizing an Addendum to the Village’s 2016 Agreement with Municipal Collections of America to Include Additional Eligible Debts” (Resolution No. R-21-26) – OMNIBUS VOTE
- 8.7. Adoption of “A Resolution Amending Resolution No. R-21-24, Approved on June 7, 2021, Entitled ‘A Resolution Approving an Agreement between the Village of Clarendon Hills and TriCore Environmental, LLC of Naperville, IL for the Installation of Water Main on Eastern Avenue between Park Avenue and Ann Street in the Estimated Amount of \$119,334.57,’ to Correct a Scrivener’s Error Therein” (Resolution No. R-21-27) – OMNIBUS VOTE
- 8.8. Adoption of “A Resolution Rejecting Bids for the Burlington Plaza and Alley Improvement Project” (Resolution No. R-21-28) – OMNIBUS VOTE
- 8.9. Adoption of “A Resolution Awarding a Contract for Crack Sealing at Various Locations in the Village of Clarendon Hills to Patriot Pavement Maintenance in the Amount of \$21,739

Plus a Twenty Percent (20%) Contingency” (Resolution No. R-21-29) – OMNIBUS VOTE

- 8.10. Adoption of “A Resolution Awarding a Contract for Pavement Patching at Various Locations in the Village of Clarendon Hills to Schroeder Asphalt Services Inc. in the Amount of \$49,800 Plus a Ten Percent (10%) Contingency” (Resolution No. R-21-30) – OMNIBUS VOTE
- 8.11. Adoption of the Annual MFT “Resolution for Maintenance under the Illinois Highway Code” and Associated Estimate in the Total Amount of \$279,410 (Resolution No. R-21-31) – OMNIBUS VOTE
- 8.12. Approval of Claims No. 21-06-01M in the amount of \$59,020.29 – OMNIBUS VOTE
- 8.13. Approval of Claims No. 21-07-01 in the amount of \$293,563.94 – OMNIBUS VOTE
- 8.14. Approval of Claims No. 21-07-01M in the amount of \$663.00 – OMNIBUS VOTE
- 8.15. Approval of Claims No. 21-07-02 in the amount of \$254,951.91 – OMNIBUS VOTE

9. NON-CONSENT AGENDA ITEMS

- 9.1. Trustee Jordan moved to Adopt “A Resolution Authorizing Waiving the Bidding Process and Authorizing the Village Manager to Enter an Agreement to Purchase Two (2) Squad Vehicles from Currie Motors Commercial Center in an Amount Not to Exceed \$82,000” (Resolution No. R-21-32). Trustee DeDobbelaere 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
- 9.2. Trustee Jordan moved to Adopt “A Resolution Waiving the Bidding Process and Authorizing the Purchase of Trees from the Suburban Tree Consortium in the Amount of \$30,168” (Resolution No. R-21-33). 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

10. REPORTS OF OFFICERS

- Village Manager Barr stated that the Board will be recessing to executive session this evening. He reported that there has been a recent rise in COVID-19 cases and hospitalizations in certain parts of the country which is likely attributed to the number of people who have not been vaccinated and the Delta variant. If the Governor does not extend the disaster proclamation, the Board will be required to return to in-person

attendance at future Village Board meetings and meetings will again begin at 7:00 p.m. Manager Barr also stated that he was pleased with this year's fund balance transfer.

- Assistant Village Manager Creer reported that the *Dancin' in the Street* concerts have been very successful this year and that resident feedback has been positive. He stated that staff will be discussing issues regarding future concerts, including securing volunteers, food vendors and sponsorships. Mr. Creer stated that he received a request from the Chamber of Commerce requesting authorization to continue its Christmas Tree Program this year. The Board supported continuing the Chamber's program.
- Finance Director Potempa stated that vehicle stickers were due by July 1. The Village offered a 30-day grace period to purchase and display stickers. However, effective August 1, the price of vehicle stickers will increase by \$20 and cars without stickers may be ticketed.
- Fire Chief Leahy reported that the Department responded to two serious EMS calls last Saturday and Sunday, one involving a motor cycle accident on 55th Street and the second involving a resident who fell off of an apartment building balcony. Both individuals are currently in intensive care at a local trauma center.
- Police Chief Dalen provided additional information regarding the motorcycle accident to which Fire Chief Leahy referred. He also reported that there was an armed carjacking at Rte. 83 and 69th Street last week at 3:00 p.m. The stolen vehicle has been recovered. Chief Dalen reminded residents to remain vigilant and to be aware of their surroundings.
- Public Works Director McLaughlin reported that he will be overseeing the completion of the Train Station Improvement Project. He reported that construction continues at the Hamel Dental project, the Mycroft Row project, and the Tierra distillery project. He reported that the Village was overwhelmed with significant rainfall three weeks ago. The Chestnut alley pump experienced one minor difficulty but otherwise worked well and quickly pumped overflow out of residents' back yards. Director McLaughlin reported that he anticipates work will begin on the Public Works building improvements in the next few weeks.

11. OTHER BUSINESS

Trustee DeDobbelaere asked if the traffic signal study near Tracy's Tavern had ever been conducted. Village Manager Barr stated that a study had been discussed but was never approved by the Board. He also noted that a potential developer recently indicated that he would like to move forward with purchasing the property, so this issue may be revisited.

Trustee Gallagher expressed concern that the Clarendon Hills Post Office has been flying the American flag 24 hours per day without illuminating it. He also expressed concern that the POW flag is flying above the American Flag. Village Manager Barr stated that, although the Village has no jurisdiction over the Federal Government, staff will contact the Post Office to discuss these concerns.

12. EXECUTIVE SESSION

Trustee Jordan move to recess into Executive Session under Sections 2(c)(6) and 2(c)11 of the Open Meetings Act to discuss the setting of a price for the sale of property owned by the Village and to discuss pending litigation at 8:27 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

13. RECONVENE THE VILLAGE BOARD MEETING

The Village Board meeting was reconvened at 8:55 p.m., with the following Village Board members present: President Austin and Trustees DeDobbelaere, Gallagher, Jordan, Jorissen, Lannert, and Lazar.

14. ADJOURNMENT

There being no further business to come before the Board, Trustee Jordan immediately moved to adjourn the meeting at 8:55 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

Dawn M. Tandle
Village Clerk