

## MEMORANDUM

TO: Village President and Board of Trustees

FROM: Robert O. Barber, Village Administrator

DATE: Friday, October 20, 2017

RE: VILLAGE ADMINISTRATOR MATERIALS FOR VILLAGE BOARD MEETING

BOARD MEETING DATE: *Monday, October 23, 2017 at 7:00 p.m.*

## A G E N D A

I. PLEDGE TO THE FLAG

II. ROLL CALL

III. APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS OF THE MONTH

IV. VILLAGE CLERK REPORT

V. RECOGNITION OF AUDIENCE

A. FINANCE AND ADMINISTRATION COMMITTEE - Frank Basile, Marcy Meyer

1. CONSIDER AUTHORIZING THE VILLAGE PRESIDENT TO SIGN AND AGREEMENT WITH BUYBOARD.COM TO PARTICIPATE IN COOPERATIVE PURCHASING. This group is very similar to the National Joint Purchasing Cooperative, the State of Illinois Purchasing Cooperative and the Suburban Purchasing Cooperative and the Village has entered into agreements with all these agencies to participate in joint purchasing. This is just another resource the Village can use to buy supplies. This cooperative was established for school districts but now it is now branching out to municipalities. This cooperative had an exhibit at the IML Conference and they are trying to gain members. Membership is free. Staff recommends approval.

2. CONSIDER DATES AND TIMES TO BEGIN THE STRATEGIC PLANNING PROCESS. Staff hopes to provide the compiled results of the Trustee surveys Monday night, and begin to select dates for some meetings. Some of the suggested dates for a meeting are Monday, October 30<sup>th</sup>, Wednesday, November 1<sup>st</sup>, Monday, November 6<sup>th</sup>, and Wednesday, November 8<sup>th</sup>. We could also meet after the regular Board meeting on Monday, November 13<sup>th</sup> since this should be a short meeting.

B. PUBLIC BUILDINGS AND PROPERTIES, PARKS AND RECREATION COMMITTEE  
- Scott Wehling, Todd Kraus

1. TOT LOT IN FIREMEN'S PARK UPDATE to be provided at the meeting.
2. DAMAGE TO BATHROOMS IN PARK AGAIN. The Supt. will provide an update as to the damage but it is our understanding that the offenders were apprehended and restitution will be provided.

C. PLANNING, BUILDING AND ZONING COMMITTEE - Stacy Mazurek, Jonathan Kypuros

1. BUILDING DEPARTMENT MONTHLY REPORT is enclosed for your review.
2. VILLAGE RECEIVED CMAP LTA GRANT FOR DRAFTING OF NEW COMPREHENSIVE LAND USE PLAN. This is great news and the process will begin soon after the holidays.
3. CONSIDER AN ORDINANCE ADDING SECTION 9-5-16 OF THE VILLAGE CODE PERTAINING TO THE PARKING OF OVERSIZED VEHICLES AND TRAILERS WITHIN ALL PROPERTY OF THE VILLAGE. The Committee met for several hours one evening last month and decided to propose the enclosed ordinance and make it part of the municipal code and not the zoning ordinance so it could be more easily enforced by the police department and interpreted by the code enforcement officer. In short, the any vehicle or trailer in excess of 25 feet in length cannot be parked anywhere in the Village for more than three days unless on property licensed for such use. All recreational trailers and vehicles must also be parked on asphalt or concrete surface and be at least 5' from a property line. This proposed ordinance is for discussion only and can be referred back to committee or to the public safety committee for further review or it can be voted on in its current form. Action on this matter is at the discretion of the Board.

D. PUBLIC SAFETY COMMITTEE - Todd Kraus, Scott Wehling

1. POLICE DEPARTMENT MONTHLY REPORT is enclosed for your review.
2. EMA MONTHLY REPORT is enclosed for your review.
3. CODE ENFORCEMENT MONTHLY REPORT is enclosed for your review.
4. HALLOWEEN TRICK OR TREAT HOURS are set from 4-7 pm. On Tuesday, October 31<sup>st</sup>.
5. POLICE DEPARTMENT MOVES AHEAD WITH PROMOTION OF CORPORALS AND

THE CREATION OF A FULL TIME HIRING LIST. Despite the absence of a Chief, these two processes which were started by the former are continuing. The Department hopes to promote up to two patrol officers to corporal at some point in the future and create a list fo eligible candidates for full-time police officer.

E. PUBLIC WORKS COMMITTEE - Jonathan Kypuros, Stacy Mazurek

1. WATER DEPARTMENT MONTHLY REPORT is enclosed for your review.
2. SEWER DEPARTMENT MONTHLY REPORT is enclosed for your review.
3. BID OPENING FOR WASTEWATER TREATMENT PLANT REHABILITATION PROJECT is scheduled for Tuesday, October 31<sup>st</sup> at 2:00 p.m. at the Village Hall. Consideration of the bids will be at the next Village Board meeting.
4. PENFIELD WATERMAIN RESTORATION UPDATE to be provided by the Supt.
5. SIDEWALK REPLACEMENT PROGRAM FOR 2017 is completed.
6. CHESTNUT STREET LIGHTS UPDATE. We have identified a supplier, Brandon Industries, that will supply us with two high-lumen decorative street lamps and we will price these out once we get a nod from King Electric. We are still waiting an electrical install price. The Supt. Will provide an update.
7. MAJOR PROBLEMS AT WELL #4 AT BASE OF WATER TOWER ON GOULD STREET. This is a 500gpm variable drive system which was installed in 1994. The motor was re-wound in 2004. As of this printing we still do not have all of the facts but on Friday, October 20<sup>th</sup> the motor was leaking fluid and was making unusual noise. The well was placed out of service and the motor was pulled off the shaft. The seal to the bearings to the shaft from the motor were compromised resulting in a vibration and some damage to the motor and the top of the shaft. However, we do not know if the vibration damaged the shaft inside the well. We plan to take the motor into Jays for repair and then reset it on the shaft and test the well. If the shaft is bent, we will have to re-evaluate the entire well and decide if we also replace the intake pipe and trim the bowls, or perhaps upgrade to a 1000 gpm unit as has been the plan for the future. Right now we do not have enough information to make this assessment.
8. ROUTE #1 SHOULDER WIDENING PROJECT has begun and an update will be provided.
9. VALVE TURNING PROGRAM UPDATE to be provided by the Supt.
10. LEAF COLLECTION UPDATE. This program is now in full swing and one pass per week is the goal of the crew.
11. PENFIELD STREET STP UPDATE. It has been a while since we have reviewed the numbers on the cost of this project but as of now the total project cost (engineer's estimate) is

\$4,902,250 which includes the bridge at Trim Creek and the feds are picking up \$3,921,800 (80%) of that amount, leaving the Village on the hook for its 20% match or \$980,450. Please see the enclosed material. Our plan is to borrow for 10 years to pay off our local share but it appears that we may have other options including reducing the amount borrowed or using the cash reserve remaining after the project is completed to do another road project piggy-backed onto the Penfield project. This is only for discussion now but will be on our radar in two years. We are also at the mercy of the feds when our project will be funded. Right now it is programmed for 2020 but historically projects are kicked back an average of one year based on the progress of other jobs. However, 2021 is more than a safe bet at this point.

12. CONSIDER AN ORDINANCE EXTENDING THE DEFERRED TAP-IN FEE PAYMENT AND \$2,000 WATERBILL INCENTIVE FOR A PERIOD OF TWO YEARS AND IMPOSING A 10% LATE PENALTY FOR DEFERRED TAP-INS IF THEY ARE NOT PAID WITHIN ONE YEAR. At the last meeting this was discussed at length and a flat fee of \$7,500 for tap-ins was decided as the best form of penalty. The attorney has weighed in and is concerned with a discrimination complaint since not all tap-in fees are the same for each subdivision and proposes a 10% penalty. Staff can live with a percentage penalty and will reword the agreement and form we currently use. It is recommended that the ordinance be approved.

F. ECONOMIC DEVELOPMENT AND COMMUNITY RELATIONS COMMITTEE  
- Marcy Meyer, Frank Basile

1. NEWSLETTER UPDATE. We hope to have it mailed prior to the meeting. An update will be provided.

2. FACEBOOK PAGE UPDATE. We are also close to launching this new form of outreach and an update will be provided.

3. GOULD STREET BOARDWALK UPDATE. The final piece of railing has been delivered and the installation should be complete prior to the meeting. The contractor recommends it not be seal-coated until Summer of 2018 so we are getting prices to place into the budget. Some boards have already been replaced by the contractor.

4. VETERANS CEREMONY UPDATE. This ceremony is scheduled to take place at 2:00 p.m. on Thursday, November 9<sup>th</sup> at Prairie State College. Several applications have been received from Beecher residents. An update will be provided.

5. SESQUICENTENNIAL UPDATE.

6. CONSIDER A RESOLUTION SUPPORTING ILLINOIS BICENTENNIAL CELEBRATIONS. The State of Illinois turns 200 on December 3, 2018 and just now plans are beginning to celebrate this occasion. All plans were suspended due to the budget crisis and now this newly-formed commission is scrambling to offer events and program for the coming year. There is also a web portal established so local events can be integrated into the States celebration

and there may be opportunities for the Fourth of July Commission and other groups to tie in a bicentennial theme. Please see the enclosed material.

#### G. VILLAGE PRESIDENT REPORT

1. CONSIDER A PROPOSAL TO RECRUIT, SCREEN AND ASSESS POLICE CHIEF CANDIDATES. At the last meeting this option was discussed and the Village President has received three proposals for completing this work which are enclosed for your review. After further consideration, the Village President will also provide some other options to the Board on Monday night which significantly reduces the cost of the recruitment process. A job description and announcement is enclosed for your review, along with salary surveys. The salary in the announcement is the current salary for the Chief's position, but we qualify that offer with a DOQ to provide flexibility when a finalist is selected. A proposed time line for the process will also be provided Monday night. If there are questions or comments regarding specific in-house candidates for the position, an executive session can be held to discuss the appointment of those candidates before action is taken on a selection process.

#### H. OLD BUSINESS

#### I. NEW BUSINESS

#### J. ADJOURN INTO EXECUTIVE SESSION (if necessary)

#### K. ADJOURNMENT