

MINUTES
VILLAGE OF ELBURN BOARD OF TRUSTEES
AUGUST 20, 2018

Board Members Present: President Jeff Walter, Trustees: Ken Anderson, Sue Filek, Bill Grabarek (arrived 6:51pm), Dave Gualdoni, Patricia Schuberg, Matt Wilson

Board Members Absent:

Staff Members Present: Village Administrator John Nevenhoven; Finance Director Doug Elder, Village Attorney Britz, Police Chief Nick Sikora; Public Works Supt Phil VanBogaert; Village Engineers Steve Dennison & Tim Weidner

Others Present: Residents Chuck Urbasek, Dan Kolzow, James Matichak, Aaron Michealson, Carla Stacey, Charles Munson, Mike and Gina Greenen, Tom Reynolds; Elburn Chamber rep Tracy Leach; Elburn Herald Reporter Susan O'Neill; Shodeen rep Bob Skidmore, Lakeshore Recycling Systems rep Katie Neary; Lauterbach & Amen Auditor Jennifer Martinson

1. Call to Order – Village President Jeff Walter called the meeting to order at 6:45 p.m.
2. Pledge of Allegiance – Trustee Anderson led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call vote ensued.
4. Public Comment, Awards & Presentations

James Matichak, 1335 Beed Ave – Stated he and his wife are residents in a new home built by Shodeen. Their first water bill was \$524 due to watering new sod. Matichak inquired why there is no waiver for sewage treatment in the case of sod watering. Matichak estimated he was overcharged \$261 as a result. Mayor Walter stated there is no separation in the Village Ordinance for this. Village staff will research and the information provided by Mr. Matichak will be reviewed.

Aaron Michealson, 1297 Corrigan St – Inquired if Shodeen determined how many children will reside in Elburn Station and whether or not park/open space and schools will be able to accommodate. Mayor Walter stated this was considered and the school district chose to receive cash vs. land because the existing schools can accommodate. Shodeen rep, Bob Skidmore, stated the school district formula was used to calculate open space and Elburn Station has well exceeded the requirements.

Carla Stacey, 1345 Corrigan – Regarding the new park at Corrigan and Blackberry Creek Drive, the park is located in a curve and sometimes as many as ten cars are parked on the street. Are there plans to create a parking lot? In addition, some children have been playing ball from one side of the street over to the other and is dangerous. Mayor Walter stated there will be no parking lot but signage will be installed in the area alerting drivers of children playing. The Village is also considering enforcing no park usage after dark.

Stacey inquired if the Village Board will be voting on waste removal. She stated due to comments in social media, residents are happy with the service Waste Management provides. For such a minimal amount of savings, she inquired why the Board does not take their comments into consideration. "If it's not broken, why fix it?" Mayor Walter stated Ms. Stacey's is the only feedback the Board has received. The Board is responsible for getting bids and has received feedback asking why this has not been researched. When asked if the Village received a fee for changing the contract, Mayor Walter stated no.

Charles Munson, 200 Read St – Inquired if the speed limit going north from the downtown area could be reduced due to the east/west pedestrian crosswalk across Route 47 to the Jewel is dangerous.

The limit increases to 35mph north of downtown and drivers seem to lose their focus and are not always perceptive of pedestrians. Mayor Walter stated the Board will be considering a speed limit decrease both north and south of the downtown.

Gina Greenen, 8 South Main St – Asked the Board to reconsider incorporating trees in the downtown sidewalks. Someone is willing to donate the trees and there are tree species that are tolerant to salt.

Tom Reynolds, 757 N Third St – In favor of trees downtown and thinks they will look nice. Believe it will be a great project for the Village and Chamber of Commerce to partner.

5. Omnibus Agenda (Omnibus Vote) – All items listed with an asterisk (*) are considered to be routine by the Village Board or were recommended unanimously by the Committee of the Whole and will be enacted by one motion. There will be no separate discussion on these items unless a Board Member or citizen so requests in which event the item will be removed from the Omnibus (Consent) Agenda and considered in its normal sequence on the Agenda.

*Minutes

<i>*Village Board</i>	<i>August 6, 2018</i>
<i>*Committee of the Whole</i>	<i>August 6, 2018</i>
<i>*Executive Session</i>	<i>August 6, 2018</i>

A motion was made by Trustee Wilson and seconded by Trustee Schuberg to approve the Omnibus Agenda. A roll call vote ensued. Ayes: Ken Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.

6. Mayor
- a. A thank you note was received from Metra West for the gift basket donated by Elburn (was assembled by the Chamber of Commerce).
 - b. Elburn Days was an overall success; the weather was great, thank you to all volunteers.
 - c. The Railside 4/7 race occurred on Saturday and was a successful event.
 - d. A letter was received from Walgreens advising of employee Bruce Remquist's 45 year anniversary with the company. The Village will do something special in honor of this milestone.

7. Village Attorney – No report

8. Village Clerk – No report

9. Administration

- a. Discuss and Approve Contract with Lakeshore Recycling Services (LRS) for Residential Waste Hauling – Village admin Nevenhoven stated the Village attorney has reviewed the contract and nothing has changed since the Board last reviewed it. A motion to approve was made by Gualdoni and seconded by Wilson. Some discussion ensued as to details of the service (bulk items, stickers for electronic recycling, tote sizes, yard waste). Flyers will be mailed to all residents with details. LRS rep, Katie Neary, advised an email address specifically for Elburn residents will be set up. In addition, the LRS website and customer service will be available 24 hours/day. When asked if Elburn has a Welcome Wagon, it was stated the Chamber of Commerce is revisiting welcome packets for new residents. Currently, Village Hall hands out data sheets to new residents with this type of information on it. Landscape pickup will continue beyond November 30 depending on the season. Electronic recycling (requiring stickers) will occur quarterly—dates and sticker amounts for various items will be announced. A roll call vote ensued. Ayes: Ken Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
- b. Discuss and Approve Elburn Station Community Park Concept Design – Nevenhoven said responses to a number of questions from the Board have been answered by Hitchcock and are in the Board packet. The cost of applying for the OSLAD grant is included in the contract with Hitchcock. Three cost estimates are included in the packet: Keslinger/Liberty Community Park OSLAD Grant (\$798,600), Keslinger/Liberty Community Park – Phase 1 (\$1,078,963) and Keslinger/Liberty Community Park (\$1,979,899).

Another issue is the Village is bound by the annexation agreement and Master Plan and Design Guidelines (MPDG) with Shodeen. The MPDG indicates the subject 22 acre site as "open space," not "park" space. The annexation agreement states "... the OWNER shall provide for the open space sites depicted on the preliminary plan. The open space areas of the plan shall be improved at OWNER'S expense, with trails and other substantial landscape features acceptable to the VILLAGE and consistent with the MPDG." Discussion ensued if an amendment to the annexation agreement should occur to change the designation of the property as a "park." This would require a public hearing. The Village may fund park improvements through Special Service Area #6. It was stated this would be a huge imposition on the SSA. In addition, the property needed for full access is owned by a third party. Acquisition cost of the additional property, traffic studies, turn lanes and traffic light is not included in the costs above.

The Village can move forward with the OSLAD process and amend the annexation agreement in the meantime. Engineering of the property is not necessary until after the OSLAD grant is approved. Thus far, the Village has paid for Hitchcock's time and expertise for the design of the open space. Skidmore stated Shodeen is a 50/50 partner with the Village including road improvements on Keslinger and the Hitchcock fee. Skidmore said Shodeen has reached out to the neighboring property owner regarding acquisition of some of their property for the full access. The OSLAD grant plan will only be a right-in/right-out access. Skidmore added if the grant is approved, you are not tied 100% to the plan as long as the concept remains—five uses are required for an OSLAD grant. Shodeen recommends moving forward with the concept for the \$800K OSLAD grant which is a match grant of \$400/\$400K (\$200K from the Village and \$200K from Shodeen) and buildout must be complete within two years. An additional grant for Phase II can be applied for as we move toward Metra and Station Blvd with a buildout of 3-4 years.

Trustee Schuberg stated she does not want all "open space" areas re-designated as "parks" at this time—only the subject parcel.

Trustee Anderson stated the subject parcel is almost 100% floodplain and is deeply concerned about this as well as the soils. Another concern is \$200K the Village would have to come up with as their share should the grant be approved. Trustee Anderson said the Village of Elburn is not a park district—it is a municipality charged with maintenance of village streets, sidewalks, police and infrastructure. Staffing and funding to maintain the property is an additional cost that would have to be considered. Anderson would like residents of Elburn to have a say as to the establishment of a park district or an increase in funding to provide for parks via referendum. If passed, the additional funding would be used rather than the Village Board having to decide how to come up with \$200K to establish a park on less than ideal land.

Skidmore said continued maintenance should be handled by the SSA and not come out of Village funds. The SSA will consist of 2,275 units plus 200K SF of commercial who will contribute to the SSA and will provide significant cash flow; however, it will be a 15-20 year buildout. As Elburn Station continues to develop, the EAV will go up and the SSA will be funded. Nevenhoven said the SSA specifies it can hire employees and funds can be used for maintenance. It also says if there is a shortage of funds, the shortfall goes to the owner. When asked at what point Shodeen is no longer the owner, Nevenhoven said he will research and report back to the Board. There was discussion if there are options for greener grants to lessen impervious surface (i.e., paver parking lots, etc.).

If the Board decides to go forward with the grant, it is unknown what other costs there might be (additional engineering, traffic studies, etc.). Trustee Grabarek said while he agrees with these amenities for residents, can the Village swing the deal while meeting the needs of the Village—we do not want to outrun revenue streams. Trustee Wilson said the Board has not yet seen the completed CIP which will give a forward view of necessary infrastructure cost. Trustee Gualdoni added there are many needs and wants in the Village.

Skidmore said from Shodeen's perspective, the decision tonight is just to see if someone will give us a grant in order to move forward with a park. Will large parks bring people and families to

Elburn Station? Yes, absolutely. It provides a great spot for families and will generate revenue for business. Everyone is in favor of more parks—why not give it a shot.

The timeline for the public hearing to amend the annexation agreement requires public notice 15-30 days in advance. The grant deadline is the end of September. The Village can turn down the grant if it is determined engineering and roadway expenses are found to be too large.

A motion to approve the Elburn Station Community Park Concept Plan was made by Gualdoni and seconded by Filek. A roll call vote ensued. Ayes: Filek, Grabarek, Gualdoni, Schuberg. Nays: Anderson, Wilson. Motion carried.

- c. Discuss and Approve Land and Water Conservation Fund Program Resolution – Nevenhoven stated this will grant authority to himself or Mayor Walter to sign off on the grant discussed above. A motion to approve was made by Schuberg and seconded by Gualdoni. When asked what the dollar amount is to move forward with the grant, Nevenhoven stated \$7,500 which has already been paid to Hitchcock. Half of this will be paid by Shodeen. It was stated the Village can accept or decline the OSLAD grant if additional costs are prohibitive. A roll call vote ensued. Ayes: Filek, Grabarek, Gualdoni, Schuberg. Nays: Anderson, Wilson. Motion carried.

10. Building and Zoning

- a. Discuss and Approve a Sign Variance for the Shodeen Design Center, 730 S Anderson Road – Nevenhoven reported the Planning Commission recommended approval with the condition that the second sign is removed when a business is constructed to the south of the subject building. A motion to approve the request was made by Anderson and seconded by Gualdoni. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.

11. Finance Department

- a. Review and Approve the FY2017-18 Audit Report – Lauterbach and Amen auditor, Jennifer Martinson, was present to briefly review the report. She reported the auditor's opinion is unmodified which is the highest rating possible. The new GASB Statement No. 74 was discussed. A motion to approve the FY2017-18 Audit Report was made by Schuberg and seconded by Grabarek. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
- b. Discuss and Review the July 2019 Treasurers Report – Finance Director Elder presented the report. Revenue and expenses are in line with the budget year and Elder commended department heads for their diligence in managing their budgets. A motion to approve the report as presented was made by Schuberg and seconded by Filek. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
- c. Discuss and Review the Fiscal Year to Date Expenditure Report – Elder presented the report. A motion to approve the report as presented was made by Schuberg and seconded by Grabarek. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.

12. Police Department

- a. Elburn Days – Chief Sikora reported there were no major incidents at Elburn Days last weekend. There were some traffic and other issues which will be addressed in the debrief meeting and corrected next year. It was asked if communication can be made with the neighborhood surrounding Lion's Park with details regarding traffic flow, etc. In addition to the Elburn Days and Village of Elburn Facebook pages, it was agreed flyers will be handed out annually. CERTS volunteers can help with flyer distribution. There is an ongoing issue of rotating committee chairs and personnel not documenting/transferring their plans and knowledge to successors. A better event plan is crucial to ensure everyone is following the same set of rules. Chief Sikora and the Fire Chief both have concerns and hope to improve logistics going forward. The Village can be more demanding with the Lions Club in order to make this annual event more considerate of the neighborhood and the community. Rotating committee chairs and lack of knowledge transfer to successors resulted in more issues this year than in the past. Some of this feedback has not been received well by the Club. A Lions Club member will attempt to address some of the issues

internally. The goal is to improve communications in order to have an even better event next year.

- b. HBO is scheduled to film in downtown again on Friday. It will be communicated that Route 47 will be closed from 9am-8pm. Kaneland schools have been involved in the planning since school will be in session. There will be a break in the afternoon to allow for school buses and children coming home. A press release has been issued and information is/will be posted on social media. HBO will make sure business owners aware. Businesses will be open all day and arrangements for delivery trucks will be made. The focus will be north of the railroad tracks.

13. Public Works Department

- a. Discuss and Approve a Contract for the Fabrication of Digester Covers for the WWTP in an Amount of \$153,320.00 – EEI engineer Steve Dennison was present. Steve has been working with John Wartenbe and Phil VanBogaert and found this is the option to go with. Steve explained the role and process the digesters will play at the WWTP—freezing during the winter months has been the biggest issue. Seven options were reviewed and the Enduro system is the most appropriate for Elburn. Installation will be completed by Whittaker who was the contractor for the WWTP upgrade a few years ago. The Village of Hampshire has the Enduro covers and Whittaker completed the installation. This has been helpful to have a facility close by to experience the system first-hand. Putting together a proposal package for this would have cost the Village an additional \$5-10K. After the order is placed, it will be 15-19 weeks before the covers are on site and another four weeks for installation (which is January). Certain sections of the contract have a generous warranty (20 years)—Steve will provide warranty information to the Board in the near future. A motion to approve was made by Gualdoni and seconded by Schuberg. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
- b. Discuss and Approve a Contract for Installation of Digester Covers for the WWTP in an Amount of \$49,375.00 – A motion to approve was made by Gualdoni and seconded by Schuberg. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
- c. Elburn Days – Public Works Supt VanBogaert stated overall, Elburn Days went well. Next year, there will be better communication with the Lions Club to have people in place to assist with traffic/barricades as the Village does not have sufficient staffing. The streets throughout town were swept and downtown was swept following the parade.
- d. South Street Business Park – VanBogaert stated while making 6” taps into the water main, it was discovered the water main (which was installed in the 1980s) is in very bad condition. A 40’ section will be replaced.
- e. It was asked if construction traffic for lot 4 of the South Street Business Park can be required to enter via Thryselius rather than Route 47. It was also stated that some of the large trucks are not being aware of walkers and children on South Street. Eventually sidewalks (it is not known if the sidewalks will be asphalt or concrete) will be installed for walkers. Any damage to South Street caused by heavy construction trucks will be repaired by Frasz. VanBogaert will speak with Frasz to have construction trucks temporarily use Thryselius to access lot 4 during construction.

14. Bills

- a. Approve the Bills List – A motion was made by Trustee Grabarek and seconded by Trustee Gualdoni to approve the bills for Monday, August 20, 2018 for \$263,010.33. A roll call vote ensued. Ayes: Ken Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.

15. Executive Session – (5 ILCS 120/2) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting – A motion was made by Trustee Gualdoni and seconded by Trustee Filek to leave regular session and enter into executive session at 9:10 p.m. A roll call vote ensued. Ayes: Ken Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried. It was announced there most likely would be an announcement following the session.

At 9:33 p.m., a motion was made by Trustee Gualdoni and seconded by Trustee Wilson to leave executive session and re-enter regular session. The motion carried by unanimous voice vote.

16. Approve Settlement Release Agreement with Latoza/Mannella – A motion to approve was made by Schuberg and seconded by Gualdoni. A roll call vote ensued. Ayes: Ken Anderson, Filek, Grabarek, Gualdoni, Schuberg, Wilson. Nays: None. Motion carried.
17. Other Business – Mayor Walter said he would like consensus from the Board as to whether trees should be included in the downtown sidewalk project. Trustee Filek said it will make the downtown area more attractive and thinks we should give it a try—especially if someone is willing to donate the trees. Trustee Schuberg said she agrees and recently communicated with a community who has had them for 30 years. They said it has made an economic benefit in the downtown area. Schuberg continued perhaps if a tree dies or needs maintenance, donations can cover—the Chamber said they would provide volunteers to help. Trustee Gualdoni said as trees mature, there will be issues with underground utilities (the trees should be in tree vaults) plus the trees will have to be trimmed, watered and replaced. Schuberg said her resource suggested silva cells to help with root growth and utilities. Trustee Anderson suggested, if approved, it should be someone else's responsibility for maintenance as this would be a burden on Village staff. If approved, it was suggested a funding mechanism be identified to make this work long term. There was consensus from the Board to move forward with trees downtown (Trustees Anderson and Gualdoni voted no).

Mayor Walter said it has been suggested to reduce the speed limit on Route 47 beyond downtown. Since it is a State route, IDOT will have to conduct a study. Chief Sikora will find the last traffic study conducted. We will have to go on a waiting list and the State will give us their findings. There was consensus from the Board to authorize staff to move forward with this.

18. Adjourn - Trustee Gualdoni motioned to adjourn the meeting at 9:34 p.m. with Trustee Filek seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,



Diane McQuilkin
Village Clerk