

MINUTES
VILLAGE OF ELBURN BOARD OF TRUSTEES
APRIL 20, 2020
VIA ZOOM VIRTUAL MEETING

Board Members Present: President Jeff Walter, Trustees: Ken Anderson, Sue Filek, Bill Grabarek, Chris Mond, Patricia Schuberg, Matt Wilson

Board Members Absent:

Staff Members Present: Village Administrator John Nevenhoven; Finance Director Doug Elder, Village Attorney Bill Thomas, Police Chief Nick Sikora; Building Commissioner Tom Brennan; Public Works Supt Phil VanBogaert; Village Engineer Julie Morrison

Others Present: Bruce Aderman, Shodeen rep Bob Skidmore

1. Call to Order – Village President Jeff Walter called the meeting to order at 7:10 p.m. (due to virtual meeting connection issues).
2. Pledge of Allegiance – Mayor Walter led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call ensued.
4. Public Comment, Awards & Presentations – Submit a Question or Comment via email – PublicHearing@elburn.il.us – Please submit questions prior to 7:00pm on April 20, 2020 –

One public comment was received via email from Judie Childress. Mayor Walter read the entire email aloud. Mayor Walter stated while the Board does not have to answer questions submitted during Public Comment, he felt the Village could easily respond to the following questions:

1. Has there been any contact with the Village of Elburn State and Crown? If so, what was the content of the communication?
2. Has there been any contact with Village of Elburn Board members and Crown? If so, what was the content of the communication?

Village Admin Nevenhoven stated Village Staff has not been in communication with Crown Since May 2019. The Village of Elburn will not communicate with Crown as long as they are involved with Sugar Grove. Each Board member responded individually that they have had no contact with Crown.

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

**Village Board Minutes*

April 6, 2020

A motion was made by Trustee Schuberg and seconded by Trustee Mond to approve the Omnibus Agenda. A roll call vote ensued. Ayes: Anderson, Mond, Schuberg, Wilson. Nays: None. Motion carried. Trustees Filek and Grabarek did not vote because they temporarily lost their connection to the meeting.

6. Mayor
 - a. Arbor Day Proclamation – Mayor Walter read aloud the proclamation.
 - b. At the last Board Meeting, Mayor Walter discussed a possible Go Fund Me initiative to raise funds to buy gift cards for citizens in need. The Lions Club has agreed to take on this project and

will work with First Midwest Bank to issue debit cards with restrictions (i.e., "Elburn Dollars," etc.). The Elburn Chamber does not want to be involved. This initiative will also work in conjunction with local churches and the food bank. More to follow.

- c. A drive-by birthday party including police, fire, DuKane ABATE, etc. is scheduled on Sunday, April 26, for a little boy turning 5 years old who temporarily lives with his grandparents. His mother (who grew up in Elburn) is a COVID nurse in Detroit and is not able to be with her son on his birthday. Anyone interested in participating should gather at the John Stewart Elementary parking lot at 1:45pm.
7. Village Attorney – Village Attorney Thomas advised IDOT is in possession of all conveyance documents for the Anderson Road Extension project. Additional documentation (some of which is being revised) must be submitted to the IDOT central office by April 29 in order for us to meet the next letting date. Everything is on schedule.
 8. Village Clerk – No report
 - a. Administration – Village Admin Nevenhoven stated business at Village Hall is being accomplished (phone calls, emails, etc.). Office staff are doing a good job working with the public.
 9. Building and Zoning
 - a. Discuss 2020 First Quarter Report – Building Commissioner Brennan highlighted the report which includes 12 years of history. Brennan is ready for the summer which will be more of a challenge with the pandemic.
 10. Finance Department
 - a. Discuss Revenue Projections – Finance Director Elder discussed his memo in the Board packet related to financial considerations due to COVID-19 pandemic. Discussion ensued surrounding: 1) Understanding COVID-19 effect on economy; 2) Understand what we don't know; 3) Potential revenue impact; 4) Discussion of VOE financial response plan. In any case, VOE is looking at a reduction in revenue. Elder highlighted scenarios and stated there are many unknowns. Elder suggested forming a task force or discuss at a future COW to thoroughly study and come up with a game plan on how the Village will handle. Mayor Walter said COW review is best. Department heads are already putting together a list. Elder will put something together for the next COW. Elder discussed late release of local income tax due to delay of income tax filing and staffing issues in the State Comptroller's office. Mayor Walter suggested everyone contact State representatives and demand timely distribution because we have a Village to run. Elder will send a copy of the notice from the Comptroller to the Board for their reference.
 11. Police Department
 - a. Discuss and Approve Purchase of a Patrol Vehicle - \$44,900 – Chief Sikora presented and stated this was approved in the FY21 budget. A motion to approve was made by Anderson and seconded by Wilson. Sikora explained a deal he found for a brand new 2019 vehicle resulting in a cost savings—the dealership is actually taking a loss on the vehicle. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Mondí, Schuberg, Wilson. Nays: None. Motion carried.
 - b. Discuss and Approve Purchase of CSO Vehicle - \$41,375 – Chief Sikora stated the current vehicle is 13 years old and will require a lot of work if we keep it. Bob Jass Chevrolet assured they can find a used vehicle for \$25K out the door. Upgrades will be extra. A motion to approve was made by Anderson and seconded by Filek. Discussion ensued as to estimated cost to repair the current vehicle including replacement of the computer which is so old it can't be upgraded anymore and TriCom won't allow us use it much longer. Another option is to convert the squad car (Squad #1) we are taking out of circulation (see Agenda item #12a above). Overall, trustees like the option of repurposing the old squad car. There will be some cost to outfit the old squad (striping, computer, etc.). Although the current CSO vehicle has relatively few miles on it, Chief does not feel it can be sold for more than a few hundred dollars. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Mondí, Schuberg, Wilson. Nays: None. Motion carried. The re-outfitting of the old squad (approximately \$4500) was not accounted for in the FY21 operating budget. Elder said the funds will be transferred from the capital fund to the operating fund.

- c. Discuss 2020 First Quarter Report – Chief Sikora highlighted the report. New full-time officer Terek still working his way through the academy—he is finished with book training and is waiting for direction to complete the hands-on items.
- d. There have been some instances of “porch pirating” in Blackberry Creek and there was a burglary at Dunkin Donuts early Saturday morning. There have been similar instances with other communities and are working on a pattern to find a suspect.

12. Public Works Department

- a. Discuss and Approve Purchase of a 2020 Service Truck from Runnion Equipment - \$75,592 – Public Works VanBogaert said the Village Board previously post-poned action on this item to see if a State Bid could be obtained. As of today, the dealership has not received paperwork from the State to issue State Bids. A motion to approve was made by Grabarek and seconded by Anderson. When asked if a better price can be obtained, VanBogaert said he received four prices and they are all within \$1,000. This vehicle is an addition to the fleet, not a replacement. Due to COVID-19 revenue issues, there was discussion if the purchase should be delayed. This purchase is out of the FY20 budget and would be a good addition to the fleet in order to enable Public Works to become more of an in-house shop vs. outsourcing. Mayor Walter said we have been traveling down this path (doing more work in-house) for a while and Elburn is well on its way to become a Village of 10,000 people. When asked if we could sell one of the current fleet to cover some of the cost, VanBogaert said most of the fleet is pretty old (2004, 2006) and will not bring in a lot of money. There is also a 2016 F250 with a service body. The current vehicles are needed for Public Works staff to use. Trustee Mondy said he would rather see one of the older dump trucks replaced. VanBogaert said he does not agree but it is up to the Board. VanBogaert’s goal is to get one well-equipped service truck that will be used at water main breaks, pulling well pumps, etc. A crane and compressor will be installed on the truck out of FY21 funds. The aluminum service body is durable and will be more resistant to rust. Mayor Walter reiterated the Board wanted to bring more work in-house and is the direction the Board has been following. It was suggested the cost be shared with the two enterprise funds (water and sewer—not just Streets Capital) which should not be affected by revenue loss. There was general consensus that this would be a more amicable solution. Trustee Grabarek amended his motion to approve purchase of the service truck with the cost split between water, sewer and street budgets. Trustee Anderson agreed to the amended motion and seconded it. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Schuberg, Wilson. Nays: Mondy. Motion carried.
- b. Discuss and Approve an Amending Ordinance 2020-08 Amending Chapter 1062 “Sewer Rates and Charges Due to Scrivener’s Error – VanBogaert explained there was an error on one of the figures and this ordinance fixes the error. A motion to approve was made by Filek and seconded by Schuberg. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Mondy, Schuberg, Wilson. Nays: None. Motion carried.
- c. Discuss 2020 First Quarter Reports – VanBogaert highlighted the three reports.

13. Bills

- a. Approve the Bills List – A motion was made by Trustee Grabarek and seconded by Trustee Schuberg to approve the bills for Monday, April 20, 2020 for \$153,225.69. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Mondy, Schuberg, Wilson. Nays: None. Motion carried.

14. Executive Session – (5 ILCS 120/2) (2) Collective Negotiating Matters Between the Public Body and Its Employees or their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees – Mayor Walter explained the Board will go into executive session (in a separate virtual meeting) and will not be re-joining the original virtual meeting to adjourn the meeting. There will be no announcements following the executive session. A motion was made by Trustee Grabarek and seconded by Trustee Schuberg to leave regular session and enter into executive session at 9:01 p.m. A roll call vote ensued. Ayes: Anderson, Filek, Grabarek, Mondy, Schuberg, Wilson. Nays: None. Motion carried.

At 9:35 p.m., a motion was made by Trustee Grabarek and seconded by Trustee Schuberg to leave executive session and re-enter regular session. The motion carried by unanimous voice vote.

15. Other Business – None

16. Adjourn - Trustee Mondt motioned to adjourn the meeting at 9:35 p.m. with Trustee Filek seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,


Diane McQuilkin
Village Clerk