

MINUTES
VILLAGE OF ELBURN BOARD OF TRUSTEES
JUNE 19, 2023
AT ELBURN VILLAGE HALL

Board Members Present: President Jeff Walter, Trustees: Ken Anderson, Bill Grabarek, Chris Hansen, Matt Wilson

Board Members Absent: Luis Santoyo, Patricia Schuberg

Staff Members Present: Village Administrator John Nevenhoven; Asst Village Admin/HR Chris Ranney; Finance Director Doug Elder, Village Attorney Bill Thomas, Police Chief Nick Sikora; Building Commissioner Tom Brennan; Village Engineer Julie Morrison

Others Present: Resident Charles Munson

1. Call to Order – Village President Jeff Walter called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance – Trustee Hansen led the assembly in the Pledge of Allegiance.
3. Roll Call – A roll call ensued.
4. Public Comment, Awards & Presentations – Resident Charles Munson, 200 Read St – lives a stone’s throw from the two Airbnb properties being discussed tonight. Munson said the owners have done a good job rehabbing the properties. After doing his own research and attending the Planning Commission public hearing, Munson stated he is in support of the petitions.
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*

June 5, 2023 – Santoyo did pledge

**Committee of the Whole*

June 5, 2023

It was noted that Trustee Santoyo led the assembly in the Pledge of Allegiance at the June 5, 2023 Village Board Meeting. A motion was made by Trustee Hansen and seconded by Trustee Wilson to approve the Omnibus Agenda with the correction noted for the June 5, 2023 Village Board minutes. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.

6. Mayor – Mayor Walter reported on the following:
 - a. Liquor Commissioner Update – The State of Illinois has changed the ending date for “cocktails to go” to August 1, 2028. The Village of Elburn will be updating the liquor ordinance accordingly and will notify the appropriate licensees of the change. Dough Brothers has closed. They will be issued a pro-rated refund for their liquor license after surrendering their liquor and video gaming licenses to the Village.
 - b. Elburn Days – The Village Trustee ticket-selling shift is at 2:00pm on Sunday, August 20, 2023.
7. Village Attorney – No report
8. Village Clerk – No report

9. Village Engineer – Village Engineer Morrison advised the Utility Improvement Project is underway. The E Pierce sanitary sewer should be done tomorrow or Wednesday followed by N Second Street and then E North Street next week. There will be detours for the E North Street work and notices will be delivered to businesses and residents who will be affected. A precon meeting for the 2023 Streets Program will be held this week, so we should have a better idea as to when the work will begin.

10. Administration – Village Admin Nevenhoven reported on the following:

- a. Discuss and Approve Ordinance 2023-20 Short-Term Rental Special Use 113 N Babcock Street – The Village Board approved short-term rentals as a Special Use in residential districts. The Planning Commission conducted a public hearing and unanimously recommended approval of this request. A motion to approve was made by Grabarek and seconded by Wilson. Conditions and recommendations from other municipalities were discussed (i.e., wait period if license revoked, etc.). There was agreement for consistency in all dealings and violations Village-wide and staff should have authority to shut down immediately without seeking Board authorization. Trustees Grabarek and Wilson agreed to the amended motion giving authority to Village Staff. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried. Ordinance 2023-20 will be amended accordingly.
- b. Discuss and Approve Ordinance 2023-21 Short-Term Rental Special Use 309 W Shannon Street – A motion to approve was made by Hansen and seconded by Wilson with the same staff authorization referenced in Agenda Item 10a above. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried. Ordinance 2023-21 will be amended accordingly.
- c. Discuss and Approve Ordinance 2023-22 Amend 804.04 Cocktails to Go Repeal Date – The State of Illinois has extended the expiration of “to go” cocktails to August 1, 2028. A motion to approve was made by Hansen and seconded by Wilson. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.
- d. Discuss and Approve a Contract to Update the Zoning Code with Sightline Planning and Zoning – Two quotes were received for the RFP. A motion to approve a contract with Sightline Planning and Zoning to update the Zoning Code in an amount not to exceed \$63,000 was made by Grabarek and seconded by Hansen. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.
- e. Discuss and Approve Final Engineering for 700 W South Street Open City Storage – Nevenhoven advised the property for the proposed use is located on the far western lot in the South Street Business Development. Self-storage is a permitted use in CM zoning, but the lot is over three acres in size and has more than one building, requiring a PUD. The Planning Commission conducted a public hearing and recommended approval with conditions to update the landscape plan to include landscaping along the west and north sides. Nevenhoven stated the landscape plan has been modified and is in compliance. A motion to approve was made by Hansen and seconded by Wilson. The location of the subject property in relation to the railroad tracks was discussed. Trustee Grabarek commented it would be a great location for solar collectors. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.

11. Building and Zoning – No report

12. Finance Department – Finance Director Elder presented the following:

- a. The auditors were onsite last week to conduct fieldwork for the FY23 audit. It went very well, and they will start drafting the report next week. Auditors will attend the August 21 Board Meeting to present the results of the audit.

13. Police Department – Chief Sikora presented the following:

- a. Two press releases went out today. One was regarding the fatal crash on Route 47 at Walker Drive. A full investigation is being conducted. The second was on the prostitution arrest last Tuesday at the massage parlor. The police department had been monitoring, sent an undercover officer inside, and an offer was made. Some zoning violations inside the business have been confirmed by the Building Commissioner and the business has been red-tagged by Building & Zoning. The Village Attorney is drafting an ordinance to deal with this in the future since we don't currently have one. Nevenhoven added massage parlors are being worked into the new Zoning Code revision.

- b. The Police Commission will meet on Thursday to determine how to move forward. If we don't have a candidate, we will miss the August academy slot and will have to wait until January to send someone.

14. Public Works Department

- a. Discuss and Approve Acceptance of the Bid from Structured Solutions for Manhole Lining in an Amount not to Exceed \$313,350.00 – Engineer Morrison presented. Two bids were received, and the low bid was significantly lower. A motion to approve was made by Wilson and seconded by Hansen. There are two alternatives with this bid and Supt. VanBogaert does not suggest the additional warranty, but the Village Board can approve if they would like. Trustee Anderson asked Trustee Wilson how the City of St. Charles typically handles this. Wilson stated St. Charles does not typically do warranties. The regular warranty is for five years. Morrison and VanBogaert will mark calendars one year in advance of the warranty expiration to check the manholes. Wilson added the contractor has been good about coming out to repair if there have been application failures. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.

15. Bills

- a. Approve the Bills List – A motion was made by Trustee Grabarek and seconded by Trustee Hansen to approve the bills for Monday, June 19, 2023 for \$126,731.98. A roll call vote ensued. Ayes: Anderson, Grabarek, Hansen, Wilson. Nays: None. Motion carried.

16. Other Business – None

- 17. Adjourn - Trustee Grabarek motioned to adjourn the meeting at 7:47 p.m. with Trustee Hansen seconding the motion. The motion passed by a unanimous voice vote.

Respectfully Submitted,



Diane McQuilkin
Village Clerk