



**MINUTES FOR VILLAGE OF PINGREE GROVE
BOARD OF TRUSTEES MEETING
Village Hall, 14N042 Reinking Rd, Pingree Grove, IL 60140**

**Monday, May 1, 2017
7:00 p.m.**

1. CALL TO ORDER

President Wiedmeyer called the meeting to Order at 7:00pm.

2. PLEDGE OF ALLEGIANCE

The Board recited the Pledge of Allegiance.

3. ROLL CALL

The Roll was called; answering present were President Wiedmeyer and Trustees: Thomas, Spieker, Paszkiewicz, LaMarca, and Pearson. Also present were: newly elected Trustees: Patricia Dulkoski, Amanda Kubiak, and Joe Hirschbein; Police Chief Shawn Beane, Finance Director Karen Plaza, Public Works Director Pat Doherty, Village Attorney Dean Frieders, Village Planner Chris Heinen, and Village Clerk Dawn Grivetti.

4. PUBLIC COMMENTS

Dale Brevik, Owner, 40W939 Oak St, Pingree Grove, IL requested the Village vacate the unimproved street adjacent to his property. Attorney Frieders reminded the Board of potential uses of the unimproved street for future development. The Board will consider the request.

5. SPECIAL PRESENTATIONS / ITEMS

- a. 2017-P-05 A Proclamation for Public Service Recognition Week, May 7-13, 2017
President Wiedmeyer read the proclamation declaring May 7-13, 2017, Public Service Recognition Week.
- b. Community Events Committee Update
Jackie Pierce updated the Village on the following upcoming events:
 - Culvers Night Fundraiser, May 2nd
 - Touch-A-Truck, May 6th
 - Village-Wide Garage Sales, June 15-17th
 - Independence Day Celebration, July 7-8th

6. CONSENT AGENDA

Trustee Paszkiewicz made a motion, seconded by Trustee Thomas to approve the consent agenda which included the Minutes from Village Board Meetings on April 17, 2017 and April 24, 2017; and the Warrant List of May 1, 2017 in the amount of \$183,844.89. A Roll Call vote determined Trustees: Paszkiewicz, Thomas, Spieker, LaMarca, and Pearson answered aye. Roll Call vote passed 5-0.

7. ADJOURNMENT SINE DIE/RECESS

President Wiedmeyer took a short recess.

8. CEREMONIAL PROCEEDINGS

a. Presentation in Appreciation to Outgoing Elected Officials

President Wiedmeyer thanked Trustees Pearson and LaMarca for their service to the Village of Pingree Grove and presented them with plaques in recognition of their years of service to the community.

b. Swearing-In of Newly Elected Officials

Clerk Grivetti swore in the new Trustees, and they took their seats at the board table.

9. VILLAGE BOARD RECONVENED – CALL TO ORDER

President Wiedmeyer called the meeting back to Order at 7:16 pm.

10. ITEMS FOR SEPARATE ACTION

a. Approval of Ordinance 2017-O-06 Amending Building Permit Fees for the Village of Pingree Grove

Attorney Frieders stated this ordinance addresses changes in building permit fees, especially commercial, as this is the only place they are codified in our Village Code. There was discussion regarding other fees presented in the spreadsheet. As this ordinance only addresses building permit fees, the spreadsheet will continue to be updated and Staff will bring it back for continued approval in the near future to reflect all recent changes. Trustee Kubiak made a motion, seconded by Trustee Paszkiewicz to approve Ordinance 2017-O-06, Amending Building Permit Fees for the Village of Pingree Grove. A Roll Call vote determined Trustees: Kubiak, Paszkiewicz, Thomas, Spieker, Dulkoski, and Hirschbein answered aye. Roll Call vote passed 6-0.

b. Approval of Ordinance 2017-O-09 Amending Parking Regulations

Attorney Frieders stated this ordinance addresses parking on unimproved surfaces and updates parking violation fees. He reminded the Board it is already an international property code violation to park on unimproved surfaces. Chief Beane reported overnight parking is a problem, but most violations are inadvertently committed by residents, and it is not the Village's intent to burden residents with higher fines. Trustee Paszkiewicz made a motion, seconded by Trustee Dulkoski to approve Ordinance 2017-O-09 Amending Village Code Section 7-5-2 and 7-5-11. A Roll Call vote determined Trustees Paszkiewicz, Dulkoski, Kubiak, and Hirschbein answered aye. Trustees Thomas and Spieker answered nay. Roll Call vote passed 4-2.

- c. Discussion/Approval of Catastrophic Water Loss Policy
Attorney Frieders presented an overview of water use billing and requests for adjustments. Only credits where there is proof of catastrophic loss (broken pipe, etc.) will be considered. Trustee Hirschbein made a motion, seconded by Trustee Spieker to approve a Catastrophic Water Loss Policy for the Village of Pingree Grove. A Roll Call vote determined Trustees: Hirschbein, Spieker, Thomas, Paszkiewicz, Kubiak, and Dulkoski answered aye. Roll Call vote passed 6-0.

- d. Approval of Civil Engineering Agreement for Village Hall / Public Works Facility
Preliminary design plan contemplates greater service for a municipal building site for salt building as well as Village Hall/Public Works buildings. The newly elected trustees showed concern over a lack of information or details regarding the projects. There was some discussion regarding tabling the item for new trustees to be further informed. President Wiedmeyer reminded them the project has been budgeted for FY18. Attorney Frieders recommended only approving preliminary design services not to exceed \$5,000. Trustee Thomas made a motion, seconded by Trustee Paszkiewicz to approve an agreement with Engineering Enterprises, Inc, for professional services relating to preliminary design services of a municipal building site, not to exceed \$5,000. A Roll Call vote determined Trustees: Thomas, Paszkiewicz, Spieker, Kubiak, Dulkoski, and Hirschbein answered aye. Roll Call vote passed 6-0.

Trustee Paszkiewicz left the meeting at 8:15pm.

- e. Approval of Conceptual Drawing Agreement for Village Hall / Public Works Facility
Attorney Frieders informed the Board approval of this item waives competitive bidding for an architect pursuant to the Professional Services Selection Act. Selection will be based on qualifications, not competition. Initial costs can be rolled into construction designs if approved. Trustee Dulkoski made a motion, seconded by Trustee Kubiak to approve an agreement with A+M Architect, LLC, for professional services relating to the conceptual design of a municipal building and to waive the requirements of the Professional Services Selection Act. A Roll Call vote determined Trustees: Dulkoski, Kubiak, Thomas, and Hirschbein answered aye. Trustee Spieker answered nay. Trustee Paszkiewicz was absent. Roll Call vote passed 4-1.

- f. Discussion/Approval of Niko's Tavern Renovations
Planner Heinen reviewed the proposed changes as presented. Trustee Spieker made a motion, seconded by Trustee Thomas to approve the elevations and plans, inclusive of the sign permit and outdoor seating area renovations, subject to the issuance of applicable building permits. A Roll Call vote determined Trustees: Spieker, Thomas, Kubiak, Dulkoski, and Hirschbein answered aye. Trustee Paszkiewicz was absent. Roll Call vote passed 5-0.

- g. Approval of Ordinance 2017-O-10 Amending the Village Budget for FY 17
Attorney Frieders clarified, Staff is seeking approval for a transfer of funds, not an amendment to the FY17 Budget. He discussed the fiscal policy of surplus fund

balance transfers; and Director Plaza discussed the importance of timing and regularity of cash flow analysis in order to determine how much should be transferred. Trustee Spieker made a motion, seconded by Trustee Thomas to approve Ordinance 2017-O-10 amended to reflect a transfer of funds rather than a budget amendment. A Roll Call vote determined Trustees: Spieker, Thomas, Kubiak, Dulkoski, and Hirschbein answered aye. Trustee Paszkiewicz was absent. Roll Call vote passed 5-0.

11. PRESIDENT'S REPORT

President Wiedmeyer reported on a meeting with Finance Director Plaza and a financial institution to lower the Police Department General Obligation Bonds in combination with a new loan amount for a proposed Village Hall/Public Works building. Director Plaza further discussed the Village's bond rating.

12. STAFF REPORTS AND DISCUSSION

a. Legal

Attorney Frieders reported the municipal aggregation for residential electric. He is working with a consultant to compare aggregate rates with ComEd rates. The completed water rate study is expected by the end of July. He spoke with Dollar General regarding opening here; and reported on lessons learned from the Dixon fraud case.

Attorney Frieders further spoke on the request to vacate the Grove St. right of way. He recommend consulting the plans for Pingree Creek Development, the Rt 20 Roundabout, City of Elgin, and future development plans for any potential use of said property before making a decision that would hamper future access to development. The property owner spoke to the historical and future uses of the property. Staff will investigate further and report back to the Board.

b. Police

Chief Beane yielded his time to a resident who was not present at the time of Public Comments. President Wiedmeyer allowed the resident to speak.

Connie Kraus, 1681 Sandcastle Lane, spoke regarding mailboxes and no parking restrictions on Sandcastle Lane. Mail is not getting delivered when mailboxes are blocked. Chief Beane replied he has consulted with Village engineers regarding this street and others throughout the Village. Ordinance 2017-O-09 just approved should address this topic.

c. Finance

Director Plaza had nothing further to report

d. Public Works

Director Doherty addressed the purchase of a new van, stating he was not able to find a vehicle within the Board's specifications, and will return with new and used options. He will also present a request for a new lawn mower. Director Doherty

reported on Village Hall beautifications; and park, curb and sidewalk maintenance performed throughout the Village.

e. Engineering

There was nothing to report.

f. Planning

Planner Heinen reported home occupation affidavit guidelines need to be addressed. He is looking for Board direction to review and amend village zoning codes regarding certain occupations.

g. Clerk/Communications

Clerk Grivetti reported the reduction of the water meter fee previously approved by the Board will begin when the next complete billing cycle takes effect. These dates are May 1st – June 30th, and will be reflected on the July Utility Bill. Several final bills had already been issued for the March 1st –April 30th billing cycle which will be billed in May.

13. OLD BUSINESS

There was no old business discussed.

14. NEW BUSINESS

Trustee Kubiak addressed the proposed Hampshire Area Chamber of Commerce Golf Outing and the potential for this to be an annual fundraiser for the HACC and the Village. There was some discussion as to how the revenue would be budgeted.

15. EXECUTIVE SESSION—To discuss Personnel pursuant to 5 ILCS 120/2(c)(1)

There was no Executive Session.

16. ADJOURNMENT

Trustee Thomas made a motion to adjourn the meeting, seconded by Trustee Kubiak. President Wiedmeyer directed that a voice vote be taken. All present answered aye, and President Wiedmeyer declared the motion passed; the meeting adjourned at 9:26 pm.