

MINUTES OF THE WORKSHOP MEETING
OF THE VILLAGE OF WESTERN SPRINGS
PRESIDENT AND BOARD OF TRUSTEES
Monday, November 14, 2016

President William T. Rodeghier, Presiding
Call to Order, 7:00 p.m.
Jeanine M. Jasica, Village Clerk

Board Members Present

Berry Allen
Alice Gallagher
Suzanne Glowiak
Sheila Hansen
James Horvath
Edward Tymick

Others Present

Patrick Higgins, Village Manager
Ingrid Velkme, Deputy Village Mgr
Pamela Church, Director of LES
Grace Turi, Director of Finance
Matthew Supert, Director Mun Svcs.
Brian Budds, Deputy Director LES
Gary Mayor, Deputy Director Fire & EMS
Martin Scott, Director CD
Rita Ligeikis, Rec Coordinator
Pat Schramm, Director Technology
Michael Jurusik, Village Attorney

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

As noted above.

Electronic attendance at meeting: None.

READING OF AGENDA – ADDITIONS – DELETIONS

There were no changes to the agenda.

CITIZEN COMMENTS

There were none.

CONSIDERATION OF AGENDA ITEMS

1) PUBLIC WORKS AND WATER – TRUSTEE ALLEN

A) Capital Projects Update

Trustee Allen presented the monthly capital projects summary report which is largely unchanged from last month.

B) 2017 Tree Trimming Contract Renewal

Last January, the Village awarded a contract to low bidder, Winkler's Tree Service, for the 2016 tree trimming contract. The Village has budgeted \$55,000.00 for tree trimming in 2017. The Public Works and Water Committee recommended exercising the renewal of contract option with Winkler's Tree Service as staff said Winkler's did a good job. Approval of contract renewal, in an amount not to exceed \$55,000, was added to the November 28, 2016 omnibus vote list.

2) PROPERTIES AND RECREATION - TRUSTEE GALLAGHER

A) East Train Platform – Phase II Design Update

Trustee Allen said the bid process for this capital project has been delayed to January 2017 due to other entities. The overall project is estimated to remain as a \$2.4 million project with an 80/20 split between federal grant and Village funds. Village Engineer Ziegler said the East Platform project construction is expected to begin in March 2017 and is expected to be a 10 month project. President Rodeghier noted that these improvements are much needed and, while the project will be disruptive to commuters during construction, the new platforms will be worth the inconvenience.

B) Rejection of Bids – Recreation Center Classroom Wall Project

Trustee Gallagher reported that the bids to repair the damaged, non-structural walls (Recreation Center Classroom Wall Replacement Project) all well exceeded the budget for this project. The committee recommended the Board reject the bids. The committee also recommended that the project be broken up into phases and rebid in the future. The project was specified to happen off-hour which would be time and a half but the project will be revised and rebid in the future to occur during holiday breaks or to move the children around when the project is ongoing.

C) Resolution Approving And Authorizing The Execution Of A Property Conveyance And Donation Agreement For A Portion Of The Property Commonly Known As 4939 Lawn Avenue, Western Springs, Illinois Between The Village Of

Western Springs And The Daniel M. Murphy Trust, Dated April 13, 1995

Trustee Gallagher reported that Mr. Murphy would like to donate a portion of his property back to the Village. The property includes public sidewalk which was recently built on land on the Village easement. Attorney Jurusik recommended the Village take ownership of the land. The approval resolution was added to the November 28, 2016 omnibus vote list.

D) WSCCA Update

Trustee Gallagher said the WSCCA will wind down by December 31, 2016. They are paying off final bills. Any remaining monies will be used to purchase two benches and landscape at Grand Avenue by the new sculpture. If any other funds remain, the WSCCA will donate those funds to the Western Springs Historical Society.

3) GENERAL GOVERNMENT COMMITTEE – TRUSTEE GLOWIAK

A) Internet Router Purchase Request

Trustee Glowiak reported on Director of Technology Schramm’s request for approval to purchase a new internet router which connects the Metropolitan Area Network (MAN) to the internet. This piece of equipment provides the Village with the ability to control how much bandwidth each of the various agencies on the MAN can use. The router will also allow the Village to add other agencies such as LTACC to the MAN. This purchase was planned for early 2017 but Director Schramm would like to expedite the purchase to take advantage of favorable pricing while gaining the control feature this year. He requested approval to move some of this year’s projects (desktop computer replacements) to early 2017 in order to purchase the router this year. The cost of the router and a one year on site service agreement is \$12,040.90. With no objection from the Board, the approval will be added to the November 28, 2016 omnibus vote list.

B) Ordinance Amending Title 4 (Liquor Control), Chapter 1 (Alcoholic Liquor), Section 4-1-10a(7) (Limitation On Number Of Licenses) Of The Western Springs Village Code Of 1997, As Amended, Relative To The Number Of Class “G” (Fine Wine, Premium Spirits, Beer And Gourmet Food Store License; Premium Spirits, Beer And Wine Only) Liquor Licenses Which Can Be Issued In The Village Of Western Springs, Cook County, Illinois (Bumba Restaurants, Inc. D/B/A Solstice Restaurant At Unit #104 In The 800 Hillgrove Avenue Building)

C) Ordinance Amending Title 4 (Liquor Control), Chapter 1 (Alcoholic Liquor) Of The Western Springs Municipal Code Of 1997, Relative To Updating Notice Requirements For Applications For Class “H” (Outdoor Liquor Cafe) Liquor Licenses, Class “I” (Special Events On Property Owned Or Leased By A Not-For-Profit Organization) Liquor Licenses, Class “J” (Special

Events On Village Owned Property; Beer And Wine Only) Liquor Licenses, And Class “L” (Limited Special Event License; Tastings Of Beer And Wine And Beer And Wine Package Sales Only) Liquor Licenses; Amending The Permitted Types And Size Of Alcohol Containers; And Allowing Mechanical / Electronic Amusement Devices To Be Operated In Restaurants With Class “B” (Full Service Restaurant With A Patron Bar) Liquor Licenses And Class “C” (Full Service Restaurant; Beer And Wine Only (No Patron Or Service Bar)) Liquor Licenses

Trustee Glowiak reported that the Board had previously discussed various changes to the liquor control ordinances. Trustee Glowiak presented two draft ordinances (agenda items B & C) which provide for changes to the Liquor Control Ordinance and the issuance of a class “G” license for Solstice Restaurant which gives them the ability to sell package items.

The draft ordinances also propose allowing sales of single cans as part of 4, 6 or 12 packs that can be mixed or matched in a similar fashion allowed in other communities. This particular request came from Solstice. This section of the ordinance also addresses sales in corrugated fiberboard boxes.

The final modification in the draft ordinances addresses notice requirements for special events and outdoor liquor cafés/dining and brings the notice requirement in line with zoning public hearings.

The General Government Committee reviewed these changes as well as Solstice’s request for a Class “G” license and recommended approval. The Liquor Commission reviewed the draft ordinances and discussed the various issues on November 7. The Commission agreed that the proposed code changes and license request are appropriate and recommended approval.

Attorney Jurusik said the draft ordinances include allowing billiard, pool tables or mechanical devices but prohibiting gaming devices. This was included previously at the request of Hillgrove Tap but the request has been rescinded. President Rodeghier suggested this provision be removed from the ordinance and considered in the future should a Village business request permission to operate these devices in their establishment.

The two draft ordinances, which will be modified to remove the billiard, pool tables or mechanical devices language, were added to the November 28, 2016 omnibus vote list.

- D) Ordinance Amending The Western Springs Municipal Code Of 1997, As Amended, Title 10 (Development Control Ordinance), Chapter 4 (Development Standards Of General Applicability), Section 10-4-5 (Temporary Uses) Relative To Expanding The Season For Outdoor Cafés

The General Government Committee and Liquor Commission also recommend

approval of the request to extend the season for outdoor cafes, however, this modification requires a public hearing. As such, the Plan Commission, will need to conduct a public hearing before the Board considers approval of this modification. The Board directed staff to move the matter to the Plan Commission for a public hearing.

4) PUBLIC HEALTH AND SAFETY - TRUSTEE HANSEN

- A) Ordinance Amending The Western Springs Municipal Code Of 1997, As Amended, Title 6 (Police Regulations), Chapter 2 (Animals) Relative To Certain Updates To Animal Regulations

Trustee Hansen presented a draft ordinance to update animal regulations which the Public Health and Safety Committee recommended be approved. Trustee Hansen said the committee was not able to come to a consensus on the provision regarding clean-up of animal waste because there was concern that the provision would be difficult to enforce. Discussion followed. At the recommendation of Attorney Jurusik, the clean-up of animal waste provision will be addressed by a separate motion on November 24, 2016. The ordinance regarding the other updates (including the vicious dog portion) to animal regulations will be on the omnibus vote list for approval.

- B) Ordinance Amending The Western Springs Municipal Code Of 1997, Title 7 (Motor Vehicles And Traffic), Chapter 10 (Seizure And Impoundment Of Motor Vehicles), Relative To Administrative Tows And Impoundments

Trustee Hansen said this ordinance brings Village code in line with Illinois Vehicle Code regarding administrative tow and vehicle impoundment procedures. A few minor revisions are needed and this is a housekeeping issue. The Public Health and Safety Committee recommended approval. With no objection from the Board, the ordinance was added to the November 28, 2016 omnibus vote list for approval.

- C) Ordinance Authorizing The Disposal Of Surplus Personal Property Owned By The Village Of Western Springs Department Of Fire And EMS (Fire Hose)

Trustee Hansen presented a request from the Department of Fire and EMS to declare as surplus and dispose of fire hose in a variety of sizes which are beyond their service life. Deputy Chief Mayor said replacement fire hose has already been purchased and put into service. With no objection from the Board, the ordinance authorizing disposal was added to the omnibus vote list scheduled on November 28, 2016.

- D) CALEA Accreditation
Trustee Hansen congratulated Chief Church, Deputy Chief Budds and the entire Law Enforcement Services Department on the news that the Department received accreditation from CALEA for the fifth consecutive year.

5) FINANCE - TRUSTEE HORVATH

- A) Fire Pension Fund Update

Trustee Horvath said the Fire Pension Fund assets at the end of 2015 were \$288,000. At September 30, 2016, the assets were \$284,000. The \$4,000 change is a net change based on employer contributions, plus earnings on investments, less payments to beneficiaries. The funding ratio, the fixed assets currently on hand versus the actuarially determined liability at 12/31/2015, was at 84%. Next year the Village will contribute \$10,000 to the fund. That with the earnings of approximately \$12,000 basically covers the payment to one beneficiary.

- B) Police Pension Fund Update

Trustee Horvath reported that the Police Pension Fund met on October 19 and the first order of business was to introduce newly elected Board member Officer Roger Jage who took the seat vacated by former Village Police Officer Ryan Postal who took a position with the Lombard Police Department. Officer Jage and Sergeant John Piest represent the active police officers on the five member Police Pension Board. Retired Lt. David Dayhoff represents the retired police pensioners, and there are two civilian representatives, Mark Doyle and George Graves.

The Police Pension Board reviewed the financial results through September 30, 2016. At year end 12/31/2015 assets were \$13.4 million and at the end of September 30, 2016, the assets were \$14 million. This \$600,000 net increase, (contribution from the Village, plus earnings on the investment, less what is paid out to beneficiaries) is a 4.5% return for that nine month period. The Board was apprised by their actuaries, Lauterbach and Amen, as to the actuarially determined contribution to be made in 2017 amounting to \$1,027,880, which is an increase of \$125,356. The Police Pension Board recommended the \$1,027,880 be included in the 2017 budget and that contribution has been included in the Village's 2017 budget.

- C) Determination of Levy Resolution

Trustee Horvath presented the resolution determining the estimated real property tax levy for the year 2016, to be collected in 2017. The resolution indicates this is the Village's best estimate at this time and represents an increase of 2.75%, representing a .7% increase based on CPI and 2.05% increase based on new growth. The Village's proposed levy is \$6,100,871, which is a 2.75% increase.

The dollar amount of the increase is \$163,136 and the Police Pension Fund contribution increase, which was just mentioned, is \$120,919, representing 75% of the total increase of the Village's levy. The Police Pension Fund is a burden on municipalities as it is on the State and throughout the country.

The estimated total levy included in the draft resolution is \$7,416,688. That amount represents the combination of the Village's levy of \$6,100,871 and the Thomas Ford Memorial Library levy of \$1,315,817. This represents a 2.8% increase for both the Library and Village year over year. The approval of this resolution announcing the proposed amount of the levy was placed on the November 24, 2016 omnibus vote list. A public hearing will be conducted on December 5, 2016 and the proposed 2016 levy will not be final until Board approval scheduled for December 19, 2016.

D) 2017 Budget – 1st Draft

Trustee Horvath reported that the first draft of the 2017 budget is available for review. A hard copy of the budget will be available at Village Hall as well as Thomas Ford Memorial Library for inspection. A public hearing on the 2017 budget will take place on December 5, 2016 with the final vote on the budget on December 19, 2016. Increases in wages are 2.5%, health care costs have been increased 5%, and required IMRF contributions were reduced 9%. Trustee Horvath noted that the Village is being squeezed by mandated expenses and is limited in what can be done in terms of property tax increases to cover the costs.

Therefore, some fee increases are under consideration as part of the 2017 budget process including an increase to \$50 for vehicle license stickers. An increase to the senior citizen discount is also being reviewed. Credit card fee increases are also under consideration which would help cover the additional expenses the Village incurs for accepting credit cards for resident payments. A \$1.00 increase in the water rate is included in the 2017 budget bringing the rate to \$11.10 per 1,000 gallons. This increase is consistent with other communities in the area.

The challenge in the Water Fund is that some of the expenses related to water have been kicked down the road. The Finance Committee did not feel it would be appropriate to increase the water rates while the conversion to the reverse osmosis system was ongoing. When the system was brought on-line, a \$2.00 increase did not seem appropriate which is why the increase last year was held to \$1.00, with a second \$1.00 increase at this time.

The problem is that this is still not enough and the Finance Committee is studying this situation and will be recommending a solution for this problem. There are several options under review. The 2017 budget does include the \$1.00 per 1,000 gallons rate. The Committee has considered a \$1.50 per 1,000 gallons rate increase to make up the deficit. If the Village moves forward with Well #5, the funds to finance it will need to come from the Water Fund. The Finance

Committee may recommend instituting a capital contribution on the water bill for future infrastructure development associated with the water and includes water lines under the street. The Village can make sewer repairs using part of the bond money that is out there but we cannot do all of it. Drainage related items that improve the drainage on the roadway surface itself are eligible. The capital infrastructure fee which is being studied would be \$10 on the bi-monthly water bills and would amount to \$60 per year on each water account. A joint meeting with Public Works and Water and the Finance Committee will be scheduled in the near future to discuss these ideas. The money would be a reserve to finance improvements such as Well #5, if that happened to come down the road. The leak detection efforts which were put in place identified leaks which the Village addressed. With those repairs, the Village is now operating and meeting current demand with one well. This will be studied further. Discussion about what is needed to be in balance operationally in the Water Fund, as well as to address capital improvements will be ongoing. Trustee Allen asked about rate changes for building fees. Manager Higgins said that increases to those fees are included in the 2017 budget. There will be a public hearing on December 5, 2016 on the 2017 budget. Manager Higgins stated that there is good news in that the 2017 budget is in balance. Discussion about the recently approved, Safe Roads Amendment to the Illinois Constitution and its possible impact on the Village followed.

E) Resolution Determining the Estimated Property Tax Levy for Year 2016

Trustee Horvath noted that this levy will be on the omnibus for consideration on November 28, 2016. It is anticipated that the final amount of the 2016 levy will remain unchanged from the draft levy amount of \$7,416,688 presented to the Board this evening.

C) Resolution Approving Budget Amendments and Transfers

Trustee Horvath presented a variety of budget amendments and transfers for the Board's review and consideration of approval at the November 28, 2016 meeting. They are as follows:

- Director of Municipal Services Supert requested a budget amendment to Water and Sewer Repair Parts to cover the cost of repair and replacement of 22 hydrants which were discovered broken during the 2016 hydrant flushing program. Additional costs included in the budget amendment were for repairs connected to water-main and service line leaks that were discovered during the Village's 2016 leak detection program. The budget amendment is for \$30,000.
- Several amendments and one transfer were recommended by Director Turi. The Village approved the purchase of a fire truck through the Office of the State Fire Marshall Truck Revolving Loan Program. The Village received a \$350,000 loan to pay for the purchase of a new truck. The

repayment schedule starts on November 1, 2016. The budget amendments add the principal and interest payment line items in the Debt Service Fund that were not included in the FY 2016 budget. To cover the debt service payments, an additional amendment transferring the funds from the Capital Improvement Fund to the Debt Service Fund is also necessary. The total impact is \$41,446. Additionally, the Finance Department is currently understaffed due to a vacancy. To fulfill the duties of the vacant position, a temporary part-time individual is being utilized. The budget transfer moves monies from the Full Time Salary line item to the Part Time – Other line item. This transfer has no impact on the General Fund balance.

- Deputy Director of Law Enforcement Services Budds requested several budget transfers. In the Patrol Services program, a budget transfer in the amount of \$33,000 from Full Time Salaries to Overtime was requested. The Patrol Division has experienced significant staffing shortages due to employee injuries, FML usage, and new officers attending basic training. As a result, in order to staff the patrol shifts at the required shift minimums, the department has had to hire officers back at an overtime rate of pay. The amount of the transfer is \$33,000. In the Criminal Investigation program, a budget transfer in the amount of \$20,000 from Patrol Services Full Time Salaries to Criminal Investigation Overtime was requested. The Criminal Investigation Division has experienced several major crimes task force calls-outs and investigations throughout the year resulting in a significant shortage of funding in this account. In the Communications/Information Management program, a budget transfer in the amount of \$19,000 from Full Time Salaries to Overtime is requested. The Communications Center has also experienced significant staffing shortages during the year resulting in unbudgeted backfill and shift coverage costs.
- Deputy Village Manager/Director of Administrative Services Velkme requested a budget amendment in the amount of \$70,000 to the Labor Relations account. The increase is requested due to costs associated with labor relations and ongoing litigation.

With no objection from the Board, the resolution approving the amendments and transfers was added to the omnibus vote list scheduled for November 28, 2016.

6) **PLANNING AND ZONING - TRUSTEE TYMICK**

A) **Downtown Parking Study Update**

Trustee Tymick provided an update on the parking study which the Village engaged Sam Schwartz Transportation Group to complete in the Village. Data gathering has been ongoing via the feedback on the survey and at the fall festival as well as conducting parking counts in the Village. In January, the Group will provide an update at the workshop meeting regarding the initial findings and the

remainder of the study. As results are tabulated, they will be posted on the Village website. Manager Higgins said the online survey is still available for residents and interested parties to complete.

- B) **Foxford Station Update**
Trustee Tymick provided an update on Foxford. ComEd has been on site physically working on plans for the feeder line relocation which is the most critical thing to insure connectivity to the substation while the project is ongoing. The developers are finalizing their demolition plans and site fencing is now installed. The goal would be to demolish both the former Tischler and Breen buildings and bring those sites to grade, flush to the ground, before Thanksgiving.

- C) **Economic Development Commission Meeting - November 16, 2016**

Trustee Tymick stated the Commission will be meeting on November 16, 2016 at 7:00 p.m. and the Foxford developers will be in attendance at the meeting. This will be an opportunity for the Commission members to meet the developers which will be helpful as the Commission will be required to review TIF reimbursement requests in the future related to the project.

7) VILLAGE PRESIDENT RODEGHIER

No report.

8) MANAGER HIGGINS

- A) **Appointment of Director of Law Enforcement Services**

Manager Higgins said it is his intention at the November 28, 2016 meeting to ask for the concurrence of the Board to appoint Deputy Director Brian Budds as Director of Law Enforcement Services effective December 31, 2016. Trustee Hansen will make the motion that evening. Deputy Director Budds will officially be sworn into office at the end of the year when Director Church leaves and will formally be sworn in front of the Board in January.

- B) **Roadway Referendum**

Manager Higgins thanked the residents for passing the Village's roadway bond issue referendum by a significant margin. The vote was almost 2 to 1, at 62.25% favorable, which was almost 2% higher than the last successful roadway bond issue referendum. Final results were: voting for the bond issue: 4,351; voting against the issue: 2,624. The Village will probably issue the bonds in three tranches beginning with the first issuance in 2017 but not before March. The Finance Committee will be meeting on December 1, 2016 to discuss further the water main underneath the roadway projects.

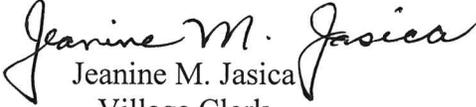
9) **VILLAGE ATTORNEY JURUSIK**

No report.

MOTION:

Trustee Tymick moved, seconded by Glowiak, to adjourn the meeting. The motion passed on a unanimous voice vote. The meeting adjourned at 8:03 p.m.

Respectfully submitted,


Jeanine M. Jasica
Village Clerk