

MINUTES OF THE COMBINED SPECIAL WORKSHOP  
AND SPECIAL MEETING  
OF THE VILLAGE OF WESTERN SPRINGS  
PRESIDENT AND BOARD OF TRUSTEES  
Monday, September 19, 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  
James Horvath  
Edward Tymick

Absent: Sheila Hansen

Others Present

Patrick Higgins, Village Manager  
Ingrid Velkme, Deputy Village Manager  
Pamela Church, Director of LES  
Grace Turi, Director of Finance  
Patrick Kenny, Director Fire & EMS  
Martin Scott, Director of CD  
Tracy Alden, Director of Rec  
Michael Jurusik, Village Attorney  
Jeff Ziegler, Village Engineer

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

President Rodeghier led the audience in the Pledge of Allegiance.

**ROLL CALL**

As noted above.

Electronic attendance at meeting: None.

## **READING OF AGENDA – ADDITIONS – DELETIONS**

President Rodeghier noted there were a few minor changes to be made to the WSBA liquor license ordinance.

## **CITIZEN COMMENTS**

There were none.

## **COMED PRESENTATION**

ComEd External Affairs Manager Phil Halliburton provided a briefing regarding work which is ongoing in the Village. Last week, ComEd provided notice and identified a work area needed for installation of new underground power lines that will improve reliability in Western Springs. The project work place is almost entirely on the east side of Wolf Road and was expected to take approximately 7-10 days to complete. Com Ed delivered notice of the work to all homes along Wolf Road. A notice was also posted on the Village website and Facebook page. Discussion of the process of making the improvements followed. A feasibility study of the Foxford work is ongoing.

## **RESOLUTION HONORING ANNE KOZAK FOR 30 YEARS OF SERVICE AS DIRECTOR OF THE THOMAS FORD MEMORIAL LIBRARY**

President Rodeghier read a resolution honoring Director Kozak for 30 years of service to the Thomas Ford Memorial Library. He called for a voice vote to approve the resolution. Following unanimous approval, the resolution was presented to Ms. Kozak. President Rodeghier thanked Director Kozak for her contributions to the Library and to the Village of Western Springs residents. Ms. Kozak thanked the Board for the resolution as well as this and prior Board's support of the Library.

**PUBLIC HEARING CONCERNING THE DECISION ON WHETHER THE VILLAGE SHOULD ACCEPT CREDIT CARD PAYMENTS FOR ALL TYPES OF VILLAGE FEES, CHARGES AND OBLIGATIONS, INCLUDING PAYMENT OF ANY KIND OF BILLS AND REGISTRATION FOR VILLAGE PROGRAMS. THE PRESIDENT AND BOARD OF TRUSTEES HAVE GENERAL DISCRETIONARY AUTHORITY OVER THE MANNER OF ACCEPTANCE OF PAYMENTS OF VILLAGE FEES, CHARGES AND OTHER OBLIGATIONS. THE ADOPTION OF REASONABLE RULES GOVERNING THE MANNER OF ACCEPTANCE OF PAYMENTS BY CREDIT CARD WILL ALSO BE CONSIDERED AT THE PUBLIC HEARING. THIS PUBLIC NOTICE IS BEING PUBLISHED AND THE PUBLIC HEARING IS BEING HELD PURSUANT TO THE ILLINOIS LOCAL GOVERNMENTAL ACCEPTANCE OF CREDIT CARDS ACT (50 ILCS 345/1 et seq.).**

**Open the Public Hearing** – President Rodeghier opened the public hearing at 7:26 p.m. concerning the decision on whether the Village should accept credit card payments for all types

of Village fees.

**Roll Call of Board Members** – Clerk Jasica noted that all Board Members except Trustee Sheila Hansen were present.

**Acknowledging Notice of the Public Hearing** – Clerk Jasica acknowledged proper notice regarding the credit card policy change hearing was published in the Doings on September 1, 2016.

**Presentation – Finance Director Turi/Village Attorney Jurusik**

Director Turi said the Village is trying to formalize a credit card procedure and policy which allows acceptance of credit card payments for fees, provides for modifications, and establishes convenience fees for any transactions.

**Questions and Comments from Board Members**

Trustee Allen clarified that this change adds a 1% convenience fee for Recreation program payments.

**Questions and Comments from the Public and Press**

Mike Vespa asked why a convenience fee would not be charged for all credit card transactions. Director Turi said the Finance Committee will be considering that during the 2017 budget cycle. Trustee Horvath noted that the Recreation Department came to the Finance Committee requesting the adoption of a convenience fee for credit card transactions for recreation programs. He reiterated that the Finance Committee will be evaluating the roll-out of a convenience fee for all credit card payments. Attorney Jurusik noted that the policy will be before the Board for discussion from time to time as modifications are considered.

**Discussion by Board Members**

There was none.

**Close the Public Hearing** – President Rodeghier closed the public hearing at 7:34 p.m.

**CONSIDERATION OF AGENDA ITEMS DURING THE SPECIAL WORKSHOP PORTION OF THE COMBINED MEETING**

**1) PUBLIC WORKS AND WATER – TRUSTEE ALLEN**

**A) Capital Improvements Report**

Trustee Allen presented the monthly capital projects summary report to the Board for their review. Trustee Allen noted that staff did a very good job with the road program with the project coming in on budget and on time with little, if any

complaints from any residents. The sidewalk shaving and sewer televising projects went well. Trustee Allen noted that the East Platform project was delayed by IDOT and other governmental agencies until November which means construction time in 2016 will be lost. This should not impact the Village's cost and work should begin in spring 2017.

B) Ridgewood Oaks Storm Water Study

Trustee Allen reported that James J. Benes & Associates, Inc. provided the Ridgewood Subdivision – Southeast Storm Water Drainage Investigation Report. Project Engineer Lynn Kroll of James J. Benes & Associates then presented an overview to the Board. This study reviewed potential solutions to reduce ponding and overland flow.

Discussion of the cost to make improvements and how the initial sizing and engineering of the sewer storm water system was devised when the subdivision was built followed. President Rodeghier asked what the next step would be. Manager Higgins said all of these pieces would be considered as part of the 2017 budget process. Further discussion on the process of prioritization and location of the improvements followed. Manager Higgins asked if the Village has a right to access the Timberview Lane sewer. Engineer Ziegler said that is something the Village would have to go to the Township to determine. The Benes report will be provided on the Village website.

**2) PROPERTIES AND RECREATION – TRUSTEE GALLAGHER**

A) Recreation Department HVAC System

Trustee Gallagher reported that the Recreation Department HVAC system is at the end of its serviceable life. Director Alden has worked with an engineering company to obtain specification sheets to replace the HVAC system. The project will be going out to bid in 2017.

B) Disbanding of Western Springs Football League

Manager Higgins asked Director Alden to report on the apparent demise of the Western Springs Football League. A month or so ago, Director Alden was contacted by the WS Football Youth League which has disbanded due to lack of interest and competition from other programs. The League member asked Director Alden if the Village would be interested in the equipment owned by the League. Director Alden said the Recreation Department is not interested in obtaining the equipment. Director Alden did suggest the League check their by-laws to determine how to dispose of their assets.

### **3) GENERAL GOVERNMENT – TRUSTEE GLOWIAK**

- A) Western Springs Business Association (WSBA) Liquor License Request – Fall Festival – October 7, 2016

Trustee Glowiak reported that WSBA, in conjunction with Hillgrove Tap, is requesting a liquor license for their Fall Festival. The General Government Committee discussed the request at their meeting on August 26, 2016. The liquor license is being requested by Hillgrove Tap and the special events on Village owned property license is being requested by WSBA. Trustee Glowiak said Director Scott indicated WSBA requested to extend the hours by one hour until 9:30 p.m. The event will be structured similar to the Gathering on the Green which WSBA successfully conducted with liquor in June 2016. With no objection from the Board, the license agreement and ordinance providing for the liquor license was added to the omnibus vote list.

- B) Resolution Providing for Review and Approval of Executive Session Meeting Minutes for Regular and Special Meetings and Workshop Meetings of the President and Board of Trustees

Trustee Glowiak stated that the General Government Committee reviewed Board of Trustees Executive Session minutes and with the counsel of Attorney Jurusik determined which topics would need to be withheld from release. The minutes were also reviewed for approval. The committee recommended approval of the resolution which was added to the omnibus vote list for later in the evening.

### **4) PUBLIC HEALTH AND SAFETY – TRUSTEE ALLEN**

- A) CALEA Assessment Report

Trustee Allen stated that the CALEA report was provided for the Board to review. Director Church said that on June 6 - 9, 2016, the CALEA on-site was conducted. The assessors performed an in-depth review of all policies and procedures in order to determine whether the Department of Law Enforcement Services was in compliance with CALEA's internationally accepted standards. The Department complied with a total of 484 standards. As a result of the comprehensive review, the assessment team recommended that the Department be considered for accreditation. On November 5, 2016, Chief Church and Accreditation Manager Cindy Gonzalez will attend a hearing in Charleston, South Carolina to review the Department's on-site assessment report. After the hearing, Chief Church anticipates the partial commission will formally recommend the Western Springs Law Enforcement Services Department for full accreditation. The Department was initially accredited in 2004 and this will be the Department's fourth accreditation. President Rodeghier congratulated Chief Church on the report and this significant accomplishment which is due in large part to her leadership. Discussion of a few items in the report including possible future building

expansion plans and LTACC grant requests followed.

B) Amendments to Animal Regulations

Trustee Allen said the ordinance presented to the Board for review was somewhat in response to some vicious dog attacks. Village Attorney Jurusik reviewed the existing ordinance and clarified and updated a few things with this code amendment. The biggest change essentially gives Village Law Enforcement Services added protection in the case of dangerous or vicious dogs. The reporting requirements under the Cook County Department of Animal Control continue but these modifications give the Village Control Officers a little bit more authority in certain circumstances. Village Attorney Jurusik said that State Law, under the Animal Control Act, governs dogs that are aggressive or cause injury, but doesn't talk about other animals. The revised ordinance talks about other animals and defines the nuisance abatement control process. These are minor changes. Attorney Jurusik stated that the police department has always complied with the Animal Control Act when dealing with vicious or dangerous dogs. There is a reporting process that goes through Cook County's Department of Animal Control which is required by State Law. These types of animals have to go through that regulatory process. The Department has always followed that law. The code amendment just clarifies the process further.

Trustee Allen noted that the Public Health and Safety Committee reviewed the code amendments and recommend approval. He noted the ordinance was not listed on the omnibus vote list for this evening. With no objection from the Board, the approval will be considered in October.

Amy Graves, a volunteer Chicago Animal Care and Control and several animal rescues, said the regulations were brought to her attention due to her involvement with these organizations. She asked if additional ordinances would be added including a vicious animal ordinance and a charge for someone whose animal mauls someone else's animal. Village Attorney Jurusik said there are substantially more animal regulations than a leash law. A penalty is in place for citations for violating the law. There is a vicious/dangerous dog section of the animal regulations. Chief Church said she would follow-up with Ms. Graves on her concerns on a recent incident which occurred in the Village.

C) Trick or Treating Recommended Hours

Residents were reminded of Halloween trick or treating hours which are scheduled for Monday, October 31, from 3:00 p.m. until 8:00 p.m.

D) CodeRed Updates

Trustee Allen noted there has been an upgrade to the CodeRed notification enrollment on the Village website which allows users to receive text messages.

**5) FINANCE – TRUSTEE HORVATH**

A) Fire Pension Fund Update

No report. The Board will be meeting next month to review third quarter results.

B) Police Pension Fund Update

No report. The Board will be meeting next month to review third quarter results.

C) Budget Amendment

Trustee Horvath presented a request for a budget amendment from Director Alden to increase an expense line item by \$50,000 due to the independent contractor agreement with Christopher Spartz for the basketball program. The proposed amendment will be offset by additional revenue fees from the Christopher Spartz Basketball program. This program was not included in the 2016 budget which is why this amendment is needed. The resolution approving the budget amendment was added to the omnibus vote list scheduled for later this evening.

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

Downtown Parking Study

Trustee Tymick reported that the RFP for a Downtown parking study mentioned in August was prepared by staff and reviewed by the Planning and Zoning Committee during July. Consultant responses were received and reviewed by Village staff. Staff is recommending going forward with a group led by Kelly Connolly, a LaGrange resident, who is an engineer by profession and has worked on several similar studies. The recommendation is to approve on omnibus later this evening an agreement with Sam Schwartz Transportation in an amount not to exceed \$27,330.00. Manager Higgins added that he included funds to cover the study in his 2016 budget. Trustee Allen asked what sort of ideas or projects are anticipated to come forth from this study. Manager Higgins said that at a minimum, the study would serve as a baseline. The last Downtown parking study was completed in 1978 and there were a number of recommendations that came out of that study, some of which were implemented. The success of the restaurants in the area, which is a good thing, have impacted traffic. It would be good to have a baseline before the Foxford project construction begins and to plan more frequent, less comprehensive studies on a regular basis. There are a whole host of issues to be studied. Trustee Tymick asked if near term easy fixes and more involved recommendations could be included in the study.

**OTHER**

President Rodeghier said there has been an opening on the Board of Zoning Appeals and some matters will be coming before that Board in the near future. President Rodeghier announced his intention to appoint Jeffrey Fus as Member of the Board of Zoning Appeals for a three year term to expire in December 2019. With no objection from the Board, the appointment was added to the omnibus vote list.

**CONSIDERATION OF AND ACTION ON AGENDA ITEMS DURING THE REGULAR MEETING PORTION OF THE COMBINED MEETING**

**EXPLANATION OF THE OMNIBUS VOTING PROCEDURE**

President Rodeghier said the Illinois State Statutes allow a municipality to collectively vote on a group of ordinances, resolutions, and other motions, such as awards of contract, appointments, etc. This is known as an omnibus vote. All the items contained on the omnibus vote list have been previously discussed by the President and Board of Trustees on at least one occasion, and often on several occasions. By placing them on the omnibus vote list, a single vote may be taken to approve them. A Trustee may remove any item from the list and have it discussed and voted on separately, prior to the omnibus vote.

**CONSIDERATION OF AN OMNIBUS VOTE:** (Trustee Glowiak)

MOTION:

Trustee Glowiak moved that the following ordinances, resolutions and motions as contained on the meeting agenda for September 19, 2016 be adopted and/or approved under an omnibus vote:

AGENDA ITEM NO. 7 - APPROVAL OF MINUTES OF THE MEETING OF AUGUST 22, 2016 AS READ

AGENDA ITEM NO. 8 - ORDINANCE 16-2846 AMENDING TITLE 4 (LIQUOR CONTROL), CHAPTER 1 (ALCOHOLIC LIQUOR), SECTION 4-1-10A(10) OF THE WESTERN SPRINGS VILLAGE CODE OF 1997, AS AMENDED, RELATIVE TO THE NUMBER OF CLASS "J" (SPECIAL EVENTS ONLY ON VILLAGE-OWNED PROPERTY; BEER AND WINE ONLY) LIQUOR LICENSES WHICH CAN BE ISSUED IN THE VILLAGE OF WESTERN SPRINGS, COOK COUNTY, ILLINOIS FOR THE WESTERN SPRINGS BUSINESS ASSOCIATION FOR THE FALL FESTIVAL 2016 EVENT TO BE LOCATED ON THE WATER TOWER GREEN AREA AND PORTIONS OF THE ADJACENT RIGHTS-OF-WAY OF HILLGROVE AVENUE, GRAND AVENUE AND WALNUT STREET (SPECIAL EVENT DATE: OCTOBER 7, 2016

AGENDA ITEM NO. 9 - ORDINANCE 16-2847 AMENDING THE WESTERN SPRINGS MUNICIPAL CODE OF 1997, AS AMENDED, TITLE 1

(ADMINISTRATION), CHAPTER 13 (CONTRACTS, PURCHASES AND FINANCIAL REGULATIONS) TO ADD A NEW SECTION 1-13-12 ENTITLED “ACCEPTANCE OF CREDIT CARD PAYMENTS”

AGENDA ITEM NO. 10 – RESOLUTION 16-2361 APPROVING THE CONTENT OF AND/OR RELEASE OF CERTAIN EXECUTIVE SESSION MINUTES OF REGULAR AND SPECIAL MEETINGS AND WORKSHOP MEETINGS OF THE PRESIDENT AND BOARD OF TRUSTEES

AGENDA ITEM NO. 11 – RESOLUTION 16-2362 APPROVING AND AUTHORIZING THE EXECUTION OF AN INDEPENDENT CONTRACTOR AGREEMENT FOR DOWNTOWN PARKING STUDY SERVICES (SAM SCHWARTZ CONSULTING, LLC)

AGENDA ITEM NO. 12 – RESOLUTION 16-2363 APPROVING BUDGET AMENDMENTS OVER \$10,000.00 TO THE FISCAL YEAR 2016 OPERATING BUDGET IN THE RECREATION FUND

AGENDA ITEM NO. 13 - MOTION TO APPROVE A MOTION TO APPROVE A LICENSE AND INDEMNIFICATION AGREEMENT FOR TEMPORARY USE OF A PUBLIC RIGHT-OF-WAY TO OPERATE A BEER AND WINE RETAIL SALES TENT AND ALCOHOLIC BEVERAGE SALES/CONSUMPTION AREA AT A SPECIAL EVENT [Western Springs Business Association for Fall Festival 2016 Event]

AGENDA ITEM NO. 14 - MOTION TO APPROVE THE APPOINTMENT OF JEFFREY FUS AS MEMBER OF THE BOARD OF ZONING APPEALS FOR A THREE YEAR TERM TO EXPIRE IN DECEMBER 2019

The motion was seconded by Trustee Allen.

The motion passed on a roll call vote. Voting aye: Trustees Horvath, Tymick, Allen, Gallagher, Glowiak, and President Rodeghier. Voting nay: None. Absent: Trustee Hansen.

13) MONTHLY FINANCIAL REPORT (Horvath)

The August report will be presented at the October Board meeting.

14) VILLAGE PRESIDENT RODEGHIER

No report.

15) VILLAGE MANAGER HIGGINS

Manager Higgins said there has been some interest in the air flight pattern changes which had impacted Western Springs. Village staff received confirmation today that changes were made temporarily to complete some runway maintenance.

16) VILLAGE ATTORNEY JURUSIK

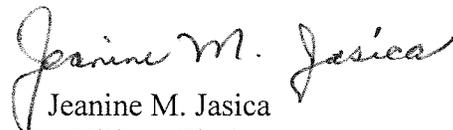
Attorney Jurusik reminded Board members of the upcoming Illinois Municipal League Conference scheduled for September 22 through 24, 2016 in Chicago.

**ADJOURN**

MOTION:

Trustee Tymick moved, seconded by Allen, to adjourn at 8:33 p.m. The motion passed on a unanimous voice vote.

Respectfully submitted,

  
Jeanine M. Jasica  
Village Clerk