

MINUTES OF THE COMBINED WORKSHOP AND SPECIAL MEETING
OF THE VILLAGE OF WESTERN SPRINGS
PRESIDENT AND BOARD OF TRUSTEES
Monday, June 13, 2022

President Alice F. Gallagher, Presiding*
Call to Order, 7:00 p.m.
Village Clerk Edward Tymick

Board Members Present

Alan Fink
Scott Lewis
James Tyrrell

Ellen Baer, Village Manager
Casey Biernacki, Dep. Vlg. Mgr.
Grace Turi, Director of Finance
John Mastandona, Asst. Dir. of Finance
Matt Supert, Dir. of Mun. Svcs.
Jeff Koza, Director of Eng.
Elaine Haeske, Deputy Village Clerk
Nick Partipilo, Municipal Svcs
Amanda Segreti, Municipal Svcs
Inga Cebelis, Staff Engineer
Michael Jurusik, Village Attorney

Electronic Attendance: James John
(due to illness)

Absent: Nicole Chen
Heidi Rudolph

CALL TO ORDER

The meeting opened at 7:00 p.m.

PLEDGE OF ALLEGIANCE

President Gallagher led the audience in the Pledge of Allegiance.

ROLL CALL

As noted above.

CITIZEN COMMENTS

There were none.

NEW BUSINESS

1. Board and Commission Appointments (President Gallagher)

- A. Appointment of Doug DeRock as a Member of the Liquor Commission for a three-year term to expire in June 2025;
- B. Appointment of Brian Cronin as Chair of the Liquor Commission for a three-year term to expire in June 2025;
- C. Appointment of Pat Turner as Member of the Plan Commission for a three-year term to expire in June 2025;
- D. Appointment of Brandon Calvert as Chair of the Board of Zoning Appeals for a five-year term to expire in June 2027; and
- E. Appointment of Steve Greska as a Member of the Board of Zoning Appeals for a five-year term to expire in June 2027

President Gallagher stated that she would like to move forward with the board and commission appointments as noted above. Each of the trustees received the applications and resumes of the candidates. With no objection from the Board the appointments will be considered on the omnibus vote list later this evening.

2. Stormwater Utility Fee Feasibility Study (Deputy Village Manager Biernacki)

The Board received an update on Phase 1 results of the Stormwater Utility Fee Feasibility Study from Deputy Village Manager Biernacki and Raftelis Financial Consultants. A stormwater utility fee is a charge for a property’s demand on the village-wide stormwater system. Deputy Village Manager Biernacki presented on the known capital infrastructure maintenance and improvement projects, their associated costs, and funding options for those projects, including the stormwater utility fee as delineated by Raftelis. Both presentations can be found on the Village website at www.wsprings.com. Residents are encouraged to watch the presentations. Discussion followed.

Village Manager Baer stated that staff will be conducting open houses and will also be available at events including the Gathering on the Green on June 26, 2022 and at the Ravinia in Ridgewood on July 9, 2022 to answer questions about this study and obtain resident feedback.

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

1. PROPERTIES AND RECREATION – TRUSTEE CHEN

- A. Ordinance Amending Title 5 (Public Health and Safety), Chapter 5 (Trees and Shrubs) of the Western Springs Municipal Code Relative to the Development and Implementation of an Urban Forest Management Plan for Guidance on Urban Forestry Issues and the Appeals Process for Enforcement Actions Taken Under the Urban Forest Management Plan

Trustee Fink reported that in past meetings, the Board talked about creating an Urban Forest Management Plan and this ordinance provides revisions to the current municipal code. In the agenda packet is the draft ordinance which includes some of the changes. The big changes are to clarify the permitting process and updates procedures for the removal of public trees and speaks about what departments people are going to go to in order to answer questions about this.

President Gallagher noted that there were a few things she wished to discuss about the ordinance. President Gallagher provided those suggested modifications to the draft ordinance and with some discussion and no objection from the Board, the changes will be incorporated into the final version. Trustee Tyrrell will add the words “as amended” to the title of Ordinance 22-3083 when he reads the omnibus vote list later this evening.

B. Update on Village’s Energy Contract

Trustee Fink provided an update on the Village energy contract. In February 2022, the Board authorized the Village Manager to lock in prices since they are only fixed for a 24-hour period. Village Manager Baer signed a three-year contract with AEP Energy, which is the Village’s existing provider.

C. Capital Summary Report

Trustee Fink stated that staff has received a verbal agreement with the Forest Preserve to start planting trees between the bike path and Wolf Road. That should start this week.

The first and second floor stairs on the interior of the historic water tower need to be replaced and there is \$50,000 budgeted for this project. This project is going to bid and the hope is to get both the first and second floors done this year. If that is not possible, work will be completed on the first floor this year with the second floor scheduled in 2023.

2. PUBLIC WORKS AND WATER – TRUSTEE FINK

A. 2022 Asphalt Resurfacing Bid Results and Award Recommendation

Trustee Fink reported on the 2022 Asphalt Resurfacing Program. The bidding process is complete and the lowest bidder is M&J Paving Company for \$1,079,107.37. M&J completed the 2020 Motor Fuel Tax (MFT) Resurfacing Program work. The committee recommended an award of bid later this evening on omnibus.

B. Water Treatment Plant Generator – Project Completion Date Change Order

Staff knew this project was going to take a long time to complete. The original completion date for the project was December 31, 2022. The contractor, ABS Electrical of Downers Grove, Illinois has requested an extension of the project completion date due to supply chain issues that have caused unexpected delays in the delivery and installation of the generator and related parts. Whenever the original contract completion time of a public works project contract increases by thirty (30) days or more, a change order must be approved by the Board. This change order will change the completion date from December 31, 2022 to May 31, 2023.

C. Public Works Dump Truck – Bed

There are two medium duty dump trucks that the Village owned. Recognizing that trucks were getting very expensive, Public Works staff decided it would make more sense to replace the beds of the trucks since they are rusting out. Staff has budgeted \$15,000 and has requested the Board accept a quote from Alum-line, Inc. for an aluminum dump bend in the amount of \$15,566.00. Consideration of approval of this purchase will be on the July 11, 2022 omnibus vote list.

D. Capital Summary Report

Trustee Fink reported that a resident meeting is scheduled on June 28, 2022 for the Central Avenue Reconstruction/MWRD Sewer Separation Project.

Trustee Fink said that the Village did not receive any bids during the May bid opening for the Well No. 5 Landscaping project. Staff is requesting to include a six-month warranty on plants and shrubs and to rebid the project. Village Manager Baer said staff discussed the landscaping for Well No. 5 and asked Director Supert what approach his committee was recommending on this project. Staff requested a proposal from the Village's landscaper and noted that on the proposal the Village received, the warranty information for the plants was changed from the warranty for the bid. No landscaping that staff reached out to did not respond. Staff thought going to out for bid again in July might make sense. The current proposal from Brightview is good until August 4, 2022. The estimated schedule for landscaping work beyond hardscapes additions would be in the fall because it is too hot to plant in the summer so plantings would be in late September or October depending on weather conditions. The committee discussed holding onto Brightview's proposal and to see if we could solicit more proposals between now and August 4, 2022. Director Supert said it is hard to say if any additional bids would come in in July. Village Manager Baer said staff will do their best to try to get more proposals but it was challenging to even obtain this

proposal. Village Manager Baer said our goal is to get the plantings installed as soon as possible. An update in July will be provided.

Trustee Fink reported that work on the elevated tank has been completed in Spring Rock Park and the Western Springs logo is on display. The watermain replacement in Spring Rock Park construction is scheduled to take place later in the summer after the baseball fields are no longer in use.

The Village received word that we did not get the State grant from IDOT that the Village applied for but staff did meet with IDOT and got valuable feedback of what they are looking for to apply again in the next round that we can apply for in two years. Now we are waiting on the County grant that we also applied for and we should know the status of that in August.

3. PLANNING AND ZONING – TRUSTEE JOHN

- A. Real Estate Exchange to Resolve Encroachment by West Subdivision Entrance / Signage Wall Onto Portions of Outlot “O” and Lot 202 (1101 Hickory Lane) of Timber Trails Subdivision and Call for July 11, 2022, Public Hearing to Consider Approving Real Estate Exchange

Trustee John reported that the Board had discussed this item several meeting ago. The Buhe family contacted the Village regarding a land swap associated with an unusual configuration on the corner of their house with regard to the Timber Trails entrance wall that somewhat cut their property in half. The ask is that part of the land inside the wall is owned by the Village and the other portion outside the wall is owned by the Buhe family. The ask is that we do a swap with the land inside the sign be transferred to the Buhe family and the Buhe family transfers the land outside the wall to the Village. In general, the Planning & Zoning Committee reviewed it and has general support for it so that ask is to add to the omnibus vote list tonight a call for a public hearing on July 11, 2022 to consider this request. With no questions from the Board, this matter will move forward.

4. PUBLIC HEALTH AND SAFETY – TRUSTEE LEWIS

No report.

5. FINANCE – TRUSTEE RUDOLPH

- A. Call for BOLI

Trustee Lewis reported that the Finance Committee requested a Board of Local Improvements (BOLI) meeting on Monday, July 11, 2022 at 6:59 p.m. President Gallagher set the BOLI meeting for that date and time.

- B. Ordinance Authorizing Certain Expenditures From The Downtown North Tax Increment Financing District To Pay For A Portion Of The 2022 Streetscape And Beautification Project (Hardscape For Village Green Provided By Landscapeforms, Inc.: \$8,631.00)

The Finance Committee reviewed this request and recommended the matter be approved on omnibus. Trustee Lewis said that a couple of years ago the Village put some tables and chairs on the Tower Green and by all reports, they were received well and are used often. We would like to add some more and the plan is to purchase 6 additional tables and 12 additional chairs for the price of \$8,631.00.

- C. Non-Home Rule Sales Tax

Trustee Lewis said that during the Board's strategic planning session, there was discussion of this concept. The committee felt it would be a good idea to revisit that discussion this evening.

Director Turi said the non-home rule sales tax proposal was presented to the Finance Committee earlier this month. This dovetails with presentation of the stormwater utility fee in that the millions of dollars of capital improvements require a multi-pronged approach because no one funding source will address what needs to be raised in capital to meet the Village's needs. The Village is a non-home rule community and as such, we have very limited resources and most sources that we need to raise would need to be approved by referendum. As you are aware, we are working on the Capital Improvements Plan which will result in the identification and prioritization of our Village needs. We are also trying to identify the revenue sources that can be used to support what is identified. We have to work in tandem so that when the time comes, we have our resources in place and we can move forward without delay. One available option discussed during the strategic plan process, is a non-home rule sales tax to increase the base of our sales tax. This would require approval through referendum. The Village can only add up to 1% in increments of one-quarter of one percent to the base of the sales tax. The sales tax can be and likely will be dedicated to capital infrastructure. While the taxes that we would collect is unknown, it would provide for a consistent inflow of resources that can be used to either fund the capital outlay outright or used to abate the annual debt service of any future bond. Much like the stormwater utility fee, the sales tax increment does not replace future bond issues but is a compliment in that it can provide additional funds for the annual debt service eliminating the need for a tax levy.

The tax would be levied on tangible goods. Groceries and medicines are not impacted. Simply put a \$100 meal at a restaurant would cost an additional \$1 to the user. It should be noted that whoever shops in the Village would be impacted

including residents and non-residents. Importantly, online purchases would also be impacted. We do not want to discount the service that delivery services provide when they deliver people's packages, but that does impact our roads. In summary, no one source will be able to provide all the capital that the Village needs to address the capital needs so we need to approach this from a multi-faceted approach. Our horizon is short, our capital roadway funding will most likely end with the 2023 construction plan and after that we do not have anything in place to proceed with the 2024 construction season. At this point, anything that we do past that point will require a referendum. There isn't anything that we could do without that process. If this particular tax is agreeable to the Board, we could put that question on the November ballot because ultimately it would be the voters that decide whether that tax is acceptable to them. If the tax is acceptable, we would proceed in January. If not, we would have to proceed with a referendum for roadway. In the packet was a chart that shows the flow of funds neighboring communities have received from this type of tax and while it depends on the demographics and flow of goods in their community, it is sizeable in most instances. Director Turi said she also provided a chart that demonstrated which neighboring communities around us have utilized this tool to support their capital plan and by and large, most of the surrounding communities have used the additional sales tax for additional purposes. This particular funding tool won't address all of our needs but it could be used to address our roadway needs that we are facing a deficiency in 2024.

This information will be provided on the Village website for residents to review prior to any determination on whether or not to proceed. By August 19, 2022, the Board will have to adopt an ordinance or resolution with a referendum question if the Board chooses to put that question on the November ballot. The implementation of a tax, should it be approved by the voters, would not begin until July 1, 2023. Discussion followed.

D. May 2022 Monthly Report

The May 2022 monthly report will be presented in July. Due to timing of this meeting, the report is not yet available.

6. GENERAL GOVERNMENT – TRUSTEE TYRRELL

No report.

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

EXPLANATION OF THE OMNIBUS VOTING PROCEDURE

President Gallagher explained that 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. President Gallagher asked if there was such a request.

There were no changes.

CONSIDERATION OF AN OMNIBUS VOTE (*):

Trustee Tyrrell moved that the following ordinances, resolutions, and motions as contained on the meeting agenda for June 13, 2022, be adopted and/or approved under an omnibus vote:

- 1. *APPROVAL OF THE MEETING MINUTES OF MAY 23, 2022, AS READ

- 2. *ORDINANCE 22-3083 AMENDING TITLE 5 (PUBLIC HEALTH AND SAFETY), CHAPTER 5 (TREES AND SHRUBS) OF THE WESTERN SPRINGS MUNICIPAL CODE RELATIVE TO THE DEVELOPMENT AND IMPLEMENTATION OF AN URBAN FOREST MANAGEMENT PLAN FOR GUIDANCE ON URBAN FORESTRY ISSUES AND THE APPEALS PROCESS FOR ENFORCEMENT ACTIONS TAKEN UNDER THE URBAN FOREST MANAGEMENT PLAN AS AMENDED

- 3. *ORDINANCE 22-3084 AUTHORIZING CERTAIN EXPENDITURES FROM THE DOWNTOWN NORTH TAX INCREMENT FINANCING DISTRICT TO PAY FOR A PORTION OF THE 2022 STREETScape AND BEAUTIFICATION PROJECT (Hardscape For Village Green Provided by Landscapeforms, Inc.: \$8,631.00)

- 4. *ORDINANCE 22-3085 APPROVING AND AUTHORIZING THE EXECUTION OF NO COST CHANGE ORDER NO. 1 TO A CONTRACT ENTERED INTO BETWEEN THE VILLAGE OF WESTERN SPRINGS AND ABS ELECTRICAL OF DOWNERS GROVE, ILLINOIS FOR THE INSTALLATION OF A WATER TREATMENT PLANT GENERATOR IN ORDER TO EXTEND THE CONTRACT COMPLETION DATE FROM DECEMBER 31, 2022 TO MAY 31, 2023 (EXTENSION OF PROJECT

COMPLETION DATE BY MORE THAN 30 DAYS)

5. *MOTION TO APPROVE AN AWARD OF CONTRACT FOR THE 2022 ASPHALT RESURFACING PROGRAM TO LOWEST COST, QUALIFIED AND RESPONSIBLE BIDDER, M & J ASPHALT PAVING COMPANY, INC. OF CICERO, ILLINOIS, IN THE AMOUNT OF \$1,079,107.37

6. *MOTION TO SCHEDULE PUBLIC HEARING TO RESOLVE ENCROACHMENT BY WEST SUBDIVISION ENTRANCE / SIGNAGE WALL ONTO PORTIONS OF OUTLOT "O" AND LOT 202 (1101 HICKORY LANE) OF TIMBER TRAILS SUBDIVISION AND TO CONSIDER REAL ESTATE EXCHANGE MATTER ON JULY 11, 2022

7. *MOTION TO APPROVE VARIOUS BOARD AND COMMISSION APPOINTMENTS:
 - A. Appointment of Doug DeRock as a Member of the Liquor Commission for a three-year term to expire in June 2025;
 - B. Appointment of Brian Cronin as Chair of the Liquor Commission for a three-year term to expire in June 2025;
 - C. Appointment of Pat Turner as a Member of the Plan Commission for a three-year term to expire in June 2025;
 - D. Appointment of Brandon Calvert as Chair of the Board of Zoning Appeals for a five-year term to expire in June 2027; and
 - E. Appointment of Steve Greska as a Member of the Board of Zoning Appeals for a five-year term to expire in June 2027.

The motion was seconded by Trustee Lewis

The motion passed on a roll call vote.

Voting aye: Trustees Fink, John, Lewis, Tyrrell, and President Gallagher.

Voting nay: None.

Absent: Trustees Chen and Rudolph.

REPORTS

1. VILLAGE PRESIDENT GALLAGHER

President Gallagher publicly thanked the Village Board and staff for participating in the strategic planning session on May 23, 2022. We had a productive meeting that included staff updates and discussion on the Board's existing strategic plan which outlines priorities and goals across a number of different operational areas over the next five plus years. It was very encouraging to hear of all of the progress staff has achieved over the past year. On behalf of the Board, President Gallagher thanked all staff for their hard work in achieving some many milestones toward the strategic goals.

This past Friday, family friends, current and former elected officials and staff gathered on the Tower Green to dedicate a bench in honor of former Village President Saranne Milano. As the first female Village President from 1997 to 2001, President Milano was instrumental in a number of important community improvements, notably the pedestrian underpasses and preservation of the historic Western Springs train station. A longtime resident of Western Springs, President Milano passed away two years ago. She lived her life in service to our community and our region. The public bench is located in the heart of the Tower Green and it is a small but poignant tribute to her many contributions to our village.

President Gallagher concluded with a reminder that this Saturday, June 18, 2022, is the annual household clean-up day. Deputy Clerk Haeske reminded residents to check the Village website for the list of acceptable items. Mattresses and box springs must be wrapped for the safety of the LRS drivers. Also mirrors and glass must be unbroken, wrapped and boxed for safety of the drivers. No registration for service is required but please be sure to have items out before 7 a.m. on Saturday morning.

The next meeting will be after the 4th of July so President Gallagher wished everyone a happy fourth of July.

2. VILLAGE MANAGER BAER

Village Manager Baer congratulated Matt Supert on the recognition he received last week at the West Suburban Chamber of Commerce and Industry. Matt was awarded one of the “30 under 40” awards for young professionals. This award recognizes outstanding professionals in our area and Matt certainly deserved that recognition so congratulations to Matt.

Village Manager Baer congratulated Director of Finance Grace Turi and Assistant Director of Finance John Mastandona on being award the Governmental Finance Officers Association Award for Financial Reporting for the Fiscal Year 2020 budget. This is the highest form of recognition in the area of governmental accounting and financial reporting so congratulations to John and Grace on that notable achievement.

3. VILLAGE ATTORNEY JURUSIK

No report.

OTHER

There was no other business.

ADJOURN

Trustee Tyrrell moved, seconded by Fink, to adjourn.
The motion passed on a unanimous voice vote.

The meeting closed adjourned at 8:44 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Edward Tymick". The signature is written in a cursive style with a prominent initial "E".

Village Clerk Edward Tymick