

MINUTES

MINUTES

WHAT THEY ARE

Minutes are the permanent historical and legal record of the actions taken by the municipal body. Therefore, the Clerk must ensure that what is included in the meeting minutes is factual.

What minutes are is a record of WHO met WHEN and WHERE, and WHAT they did during the meeting. This is an oversimplification, but it is still accurate. Minutes are intended to provide an overview of what transpired during the meeting with enough detail to provide historical significance (e.g. "The demolition of Mr. Brown's house is ordered" isn't particularly instructive to readers of minutes 10 years down the road; what might be more helpful would be "The demolition of Mr. Brown's house located at 1435 West Elm Street due to structural issues is ordered.") Key ideas and concepts should be included, but actions are the most important and relevant information.

- Date of meeting
- Location of meeting
- Type of Meeting
- Officials/members present
- Officials/members absent
- Actions taken on each business matter
- Record of any motions (even those that fail or die)
- Record of voting (showing roll calls when required, absences and abstentions)
- Time of meeting (start, adjournment, recesses or if someone leaves and returns)
- Signature block for Clerk

WHAT THEY ARE NOT

The minutes are not intended to provide a blow-by-blow of every individual discussion held by public body during the meeting. Not only is this not the purpose of the minutes, but it is a surefire way to ensure that no one will *want* to read the minutes. Nor are the minutes intended to be a vehicle for Councilman Garrulous to hold court over his/her meeting minions. These "Me, Me, Me" members do creep into boards/bodies, and they live to look for their names in the minutes. Avoid using direct quotes and instead summarize the consensus of the body.

BUT...

"I didn't say that!" – Please let me review the verbatim record and I will get back to you on that.

"O.K., I said that, but I didn't *mean* that." The Council/Board member can correct the meaning of their statement at a future meeting, but the minutes are supposed to be factual, not what was "intended."

Councilman Motormouth's name shows up 18 times in the minutes, while Councilman Serenity's only shows up once. – The better practice is not to use their names whatsoever.

Ideally, there shouldn't be any objection to clear and concise minutes; however, the Clerk should remember that these aren't "your" minutes – they are the public body's minutes. If they do require more detailed minutes, then you will have to find a common ground to meet upon. If your Board wants a verbatim transcript, then you will probably not have time for anything else beyond agenda preparation and meeting minutes. If you ask your legal representative, they may back you up with regard to the "less is more" concept of writing meeting minutes.

Multiple resources are available at International Institute of Municipal Clerks' website (IIMC) for writing meeting minutes. However, reviewing examples from other municipalities may provide beneficial ideas on how to approach writing the minutes. Examples and Templates are attached for your convenience.

CLOSED MEETING MINUTES

Additional details about Closed Meetings will be addressed elsewhere in the handbook, but a quick word about the minutes for Closed Meetings or Executive Sessions. Ensure that your recording equipment is working and that you have additional batteries, if needed.

Closed meeting minutes are completely separate from Open Session minutes. They should be retained in separate binders and away from general access by the Staff who are not directly involved with the minutes. Minutes are open to the Board members/Council members, but I maintain them in the office and invite them to stop in to review them.

The minutes of the Closed Meeting are similar in that you must record who was present, when, and where, and the specific purpose of the meeting (citing the exception(s) of the Open Meeting Act under which the Board is meeting to discuss).

You may want to speak with the legal representative for the municipality as to the degree of detail you want to include for Closed Meeting minutes. Again, a general sense of the discussion is preferable as opposed to detailed comments. There should be no votes taken, but a consensus may be reached so long as any action occurs in Open Session.

RETENTION OF MINUTES

One set of minutes for each Board, Commission, Committee, and Executive Board must be permanently retained in accordance with the Local Records Act. (50 ILCS 205/) Because these are permanent records, it is important to maintain them in a form which will stand the test of time including archival quality, acid-free paper or microfilm. Even though minutes can be maintained digitally, paper is still king.

If your municipality hosts its own website and has full-time staff which maintains said website, minutes must be posted on the website within 10 days after the approval of the minutes; within that same timeframe, they must be made available to the public for inspection, as well. Approved meeting minutes which are posted on the City's website must be maintained for 60 days following approval. If your municipality does not have a website, this is not required.

ILLINOIS COMPILED STATUTES – OPEN MEETINGS ACT SECTION ON MINUTES (effective August 2018)

Sec. 2.06. Minutes; right to speak.

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

(1) the date, time and place of the meeting;

(2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and

(3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

(1) the public body approves the destruction of a particular recording; and

(2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The failure of a public body to strictly comply with the semi-annual review of closed session written minutes, whether before or after the effective date of this amendatory Act of the 94th General Assembly, shall not cause the written minutes or related verbatim record to become public or available for inspection in any judicial proceeding, other than a proceeding involving an alleged violation of this Act, if the public body, within 60 days of discovering its failure to strictly comply with the technical requirements of this subsection, reviews the closed session minutes and determines and thereafter reports in open session that either (1) the need for confidentiality still exists as to all or part of the minutes or verbatim record,

or (2) that the minutes or recordings or portions thereof no longer require confidential treatment and are available for public inspection.

(e) Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court, if the judge believes such an examination is necessary, must conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. Any such initial inspection must be held in camera. If the court determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law. Access to verbatim recordings shall be provided to duly elected officials or appointed officials filling a vacancy of an elected office in a public body, and access shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (e) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential, except that duly elected officials or appointed officials filling a vacancy of an elected office in a public body shall be provided access to minutes of meetings closed to the public. Access to minutes shall be granted in the public body's main office or official storage location, in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No minutes of meetings closed to the public shall be removed from the public body's main office or official storage location, except by vote of the public body or by court order. Nothing in this subsection (f) is intended to limit the Public Access Counselor's access to those records necessary to address a request for administrative review under Section 7.5 of this Act.

(g) Any person shall be permitted an opportunity to address public officials under the rules established and recorded by the public body.

THE ART OF TAKING MINUTES:

1. Transitional or connecting words:

Transition means to go from one point to another. By using transitional words or phrases, one separate thought can be smoothly connected to a different thought, facilitating the flow of information. Transitional words or phrases show stages of argument, consequence, example, conclusion, degree of certainty, summary, similar points, contrasting points, and relationship of time. Transitional words or phrases produce clearer expression, easier reading and more professional sounding minutes by eliminating the overuse of such words as “and”, “but”, and “so”.

Examples:

The treasurer said “.....,” <u>and</u>	-	The treasurer said “.....”. In addition,
The manager said “.....,” <u>and</u>	-	The manager said “.....”. Next,
The president said “.....,” <u>and</u>	-	The president said “.....”. Once more,
The chairman said, “.....,” <u>and</u>	-	The chairman said, “.....”. In conclusion,

2. The importance of synonyms:

Synonyms are simply words with similar meaning. Selecting the appropriate synonym produces precise and effective communication.

Examples:

The treasurer said “.....,” <u>and</u>	-	The treasurer announced “.....”. In addition,
The manager said “.....,” <u>and</u>	-	The manager commented “.....”. Next,
The president said “.....,” <u>and</u>	-	The president advised “.....”. Once more,
The chairman said, “.....,” <u>and</u>	-	The chairman reiterated, “.....”. In conclusion,

3. How to say it:

How accurately the meaning of what is said in a meeting is set down on paper and conveyed to readers of the minutes depends on the choice of words and phrases that clearly and effectively express the flow of information. Thus, it is not only the readability of the minutes that is important, but the transmission of meaning of what was said at the meeting.

Examples of phraseology:

Said: “I don’t see why the committee can’t be given the money”.

Minutes: It was suggested that the committee be funded to investigate the project.

Or: Councilmember _____ asserted his approval of funding the project.

Or: _____ (print your own version).

Said: “I don’t like it at all, and the City shouldn’t do it”.

Minutes: A member expressed his concerns and suggested that the project not be endorsed.

Or: _____ was not in favor of endorsing project _____.

Or: _____ (print your own version).

Said: “Before the City spends that kind of money, let’s look into it”.

Minutes: A member suggested that the City consider the necessity and feasibility of the program before approving the recommended expenditure.

Said: “Okay, let’s go with it”.

Minutes: Councilmember _____ was impressed with the concept and goals of the proposal, and urged the Council’s support, endorsement and funding.

Said: “That’s not how it should be done, I think”.

Minutes: _____ disagreed with the recommended course of action and suggested that the most effective way to resolve the problem would be to

THE ART OF TAKING MINUTES – transitional words

<u>Stages of argument</u>	<u>Consequence or result</u>	<u>Example</u>
Initially	As a rule	Indeed
At the onset	Therefore	In fact
To begin with	Accordingly	In other words
Up to the present time	Consequently	In particular
So far	Thus	Specifically
Currently	As a result	That is
In sum	Hence	To illustrate
Lastly	In short	For example
Finally	Otherwise	For instance
After all	Then	Incidentally
In conclusion	Truly	
Opining that	Actually	<u>Defining</u>
In the first place	Apparently	This / These
Secondly	Fortunately	Those
First	For this reason	That
<u>Degree of certainty</u>	<u>Concession</u>	<u>Summary</u>
Certainly	After all	Thus
In fact	Although this may be true	To summarize
As a matter of fact	At the same time	In brief
Surely	Even though	To conclude
Doubtlessly	I admit	In conclusion
Indeed	Naturally	In short
Perhaps	Granted	on the whole
Possibly		Briefly
Probably	<u>Relationship of time</u>	In essence
Basically	Foremost	Concisely
In all probability	Formerly	In the final analysis
To a degree	Beyond	
To a great extent	Eventually	<u>Similar Point</u>
In any case	At the time	Besides
Of course	Before	Equally important
	As soon as	Furthermore / Further
<u>Contrasting points</u>	At last	Moreover
Anyway	When	Similarly
Nonetheless	While	In any case
Nevertheless	Immediately	In like manner
Despite this	Lately	In addition
On the other hand	Later	Next
However	Meanwhile	Again
Still	Presently	Once more
While	Currently	Also
In spite of this	Afterwards	Incidentally
Then	As long as	Generally
At the same time	At first	Again
After all	Until	Likewise
Although	In the meantime	Another reason

THE ART OF TAKING MINUTES – synonyms

Said

Addressed
Advised
Affirmed
Aired
Alleged
Alluded
Announced
Answered
Asserted
Avowed
Cited
Commented
Communicated
Declared
Described
Detailed
Disclosed
Divulged
Explained
Expressed
Informed
Mentioned
Named
Quoted
Recited
Recounted
Referred
Related
Remarked
Replied
Reported
Responded
Revealed
Set forth
Spoke
Specified
Stated
Summarized
Talked
Thanked
Told
Voiced

Feel

appreciates
assumes
believes
concludes
deems
discerns
holds
is aware of
is impressed with
judges
perceives
surmises
trusts

Review

analyze
canvas
check
consider
evaluate
examine
inspect
investigate
scan
survey
view

Give

accord
assign
award
bestow
deliver
dispense
donate
endow
extend
furnish
grant
provide
supply

Subject

affair
area
business
core
entity
item
material
matter
object
point
problem
proposal
proposition
question
substance
text
theme
topic

Indicate

allude
argue
demonstrate
designate
disclose
display
imply
manifest
point out
reveal
show
signify
specify
stand for
suggest
symbolize
typifies

THE ART OF TAKING MINUTES:

Important Action Verbs:

Established
Endorsed
Confirmed
Questioned
Presented
Summarized
Inquired
Requested
Reminded
Briefed the Board
Warned
Considered
Agreed
Noted
Reiterated
Referred
Adopted
Voted
Granted
Commended
Formed
Decided
Expressed
Welcomed
Reported
Stated
Reviewed
Indicated
Informed
Pointed out
Predicted
Suggested
Stressed
Observed
Offered
Identified the primary
problem
Accepted
Increased
Declined
Distributed
Conducted
Disclosed
Nominated
Emphasized
Recommended

Reopened the question of
Commented
Described
Mentioned
Declared
Urged
Explained
Announced
Furnished
Supplied
Provided
Approved
Was informed
Heard
Deliberated
Received
Gathered
Understood
Ascertained
Advised
Acknowledged
Acquainted
Communicated
Implied
Instructed
Directed
Affirmed
Accounted
Discussed
Ordered
Denied
Asked
Empowered
Released
Continued
Tabled
Scheduled
Determined
Prescribed
Amended
Examined
Criticized
Disagreed
Supported
Applauded
Sought

Honored
Chose
Bestowed
Congratulated
Reluctantly passed
Delayed a decision
Failed to
Allocated
Launched
Added
Proposed
Volunteered
Ratified
Enacted
Dictated
Imposed
Appointed
Cited
Charged
Rejected
Restricted
Created
Limited
Authorized
Scrutinized
Stipulated
Clarified
Appropriated
Repealed
Extended
Allowed
Expanded
Revised
Redefined
Mandated
Increased

THE ART OF TAKING MINUTES

Motions: A motion is a formal proposal and once made and seconded, the Mayor places the proposal before the meeting body by restating the motion. Wording of motions is of utmost importance in the minutes. Motions must be recorded as being adopted, lost for lack of a second, failed, referred to committee, amended, postponed indefinitely postponed to a specific date, or tabled. In a less formal meeting, when a member gets going on an idea, and another member says, "yes, let's consider that a motion," you must capture the substance of the discussion, as well as key words in formulating the motion. During the meeting there is always the apprehension that someone will ask to have a motion read back. Typically it is the complicated and controversial motion, not the short and easy one. If a motion was difficult to record, and you feel a little uncertain as to the accuracy of your notes, you should never hesitate to ask that a convoluted motion be restated to assure it is recorded properly and completely to the satisfaction of the maker.

Taking a meeting cold: Taking a meeting for the first time or taking a meeting for someone else is considered taking a meeting cold. The best procedure is to study the minutes of the last several meetings, if time permits. Note the tone, style and format of the minutes i.e., formal or informal, and study the agenda.

The emotional side: There is an emotional side to both taking and preparing the minutes. You are under pressure, having the responsibility of deciding what to record or what not to record in the final draft. Educated guesses as to what is important, and what parts of discussions are relevant, have to be made. Maintaining alertness for discerning when general discussion suddenly becomes pointed and significant is an important factor in taking good minutes. Each meeting has its own atmosphere depending upon the issues, the mood of the meeting body, and the personalities of the participants. This interaction of the members based on their personalities, experience, and background results in the fact that meetings are never quite predictable.

Summary: Minutes are the official record of a meeting. They can be brief or lengthy, depending on the length of the meeting's agenda subjects and the desire of the meeting body, Mayor, or management. Minutes range from a brief summary for a small and informal meeting to book form for a convention or annual meeting. Large meetings may use action minutes which record the motions only and are a temporary record until the minutes of the full proceedings are distributed in final form. Regardless of length, the minutes record the substance of a meeting in a clear, accurate, concise, informative way. The language of the minutes frequently reflect the type of meeting held. The more formal the meeting, the more formal the wording and tone should be. The language of a formal meeting requires traditional minutes phrases. The tone is impersonal and objective. The style is narrative, using few adjectives and a minimum of pronouns. Flowery descriptions, personal opinions, and long irrelevant paragraphs are not acceptable as professional language for informal or formal minutes. If in doubt about how much to put down when transcribing your notes, it is generally better to be too wordy on the initial draft which can be edited out. Do not err on the side of brevity. Good minutes serve to refresh the recollection of meeting body members on points of fact. In case of future controversies, minutes interpret actions approved by the meeting body.



**RECORD OF MOTIONS AND VOTES
PUBLISHED BY THE AUTHORITY OF THE CITY COUNCIL
OF BLOOMINGTON, ILLINOIS MONDAY, MAY 14, 2018; 7:00 P.M.**

The Council convened in Regular Session in the Council Chambers, City Hall Building, at 7:00 p.m., Monday, May 14, 2018.

Mayor Renner directed the City Clerk to call the roll and the following members of Council answered present:

Aldermen: Jamie Mathy, David Sage, Mboka Mwilambwe, Amelia Buragas, Scott Black, Joni Painter, Diana Hauman, Kim Bray, Karen Schmidt, and Mayor Tari Renner.

Staff Present: Steve Rasmussen, Interim City Manager; Jeffrey Jurgens, Corporation Counsel; Cherry Lawson, City Clerk; Scott Rathbun, Finance Director; Eric Vaughn, Assistant Fire Chief; Scott Sprouls, IS Director; Nicole Albertson, Human Resource Director; Jim Karch, Public Works Director; Bob Yehl, Water Director; Ken Bays, Asst. Police Chief; Melissa Hon, Asst. to the City Manager; and other City staff were also present.

Recognition/Appointments

- A. Recognition and Swearing in of the new Chief of Police.
- B. Recognition of Firefighter/Paramedic Christopher Moore on successfully completing his probation.
- C. Proclamation declaring May 20-26, 2018 "Emergency Medical Services Week".
- D. Proclamation declaring May 2018 "Historic Preservation Month".
- E. Appointment of Brett Litwiller and Sara Crowley to the Citizens Beautification Committee.
- F. Appointment of Dawn McBride to the Bloomington-Normal Sister City Committee (Japan).
- G. Appointment of Kelby Cumpston to the Property Maintenance Review Board.

Public Comment

Mayor Renner opened the meeting to receive public comment, and the following individuals provided comments to the Council:

Scott Stimeling	Dale Strassheim	Holly Houska
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Jeff Crabill	Darren Brant	Regina Noland
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“Consent Agenda”

*Items listed on the Consent Agenda are approved with one motion, and is provided in **BOLD**, and items that Council pull from the Consent Agenda for discussion are listed with a notation **Pulled from the Consent Agenda**.*

Motion by Alderman Schmidt and seconded by Alderman Hauman that the Consent Agenda be approved with the exception of Item 7L.

Mayor Renner directed the Clerk to call the roll, which resulted in the following:

Ayes: Aldermen Mathy, Sage, Mwilambwe, Buragas, Black, Painter, Hauman, Bray, and Schmidt.

Nays: None.

Motion carried.

The following was presented:

Item 7A. Consideration of approving the Minutes of the April 23, 2018 Regular City Council Meeting, and approving the revised minutes of the September 25, 2017 Regular City Council Meeting. (*Recommend the reading of the minutes be dispensed with and the minutes approved as printed.*)

The following was presented:

Item 7B. Consideration of approving Bills, Payroll, and Electronic Transfers in the amount of \$6,701,115.49. (*Recommend the Bills, Payroll, and Electronic Transfers be allowed in the amount of \$6,701,115.49, and orders drawn on the Treasurer for the various amounts as funds are available.*)

The following was presented:

Item 7C. Consideration of Approving Appointments to Various Boards and Commissions. (*Recommend Brett Litwiller and Sara Crowley be appointed to the Citizens Beautification Committee, Dawn McBride be appointed to the Bloomington-Normal Sister City Committee (Japan), and Kelby Cumpston be appointed to the Property Maintenance Review Board.*)

The following was presented:

Item 7D. Consideration of an Annual Software Licensing Maintenance Payment with Tyler Technologies for various MUNIS modules in the amount of \$179,867.67, as requested by the Information Services Department. (*Recommend the Payment for Annual Software Licensing Maintenance with Tyler Technologies, covering various modules of the City's MUNIS Enterprise Resource Planning (ERP) System,*

in the amount of \$179,867.67, be approved and the Purchasing Agent be authorized to issue a Purchase Order for the same.)

The following was presented:

Item 7E. Consideration of a Public Highway At-Grade Crossing Agreement with the Union Pacific Railroad (UPRR) for an Easement, in the amount of \$3,100.00, to Construct Sidewalk across UPRR Industry Tracks along Washington Street as requested by the Public Works Department. *(Recommend the Public Highway At-Grade Crossing Agreement with the UPRR and the \$3,100.00 easement payment to UPRR be approved and the Mayor and City Clerk be authorized to execute the necessary documents.)*

The following was presented:

Item 7F. Consideration of an Intergovernmental Agreement with the Town of Normal in the amount of \$13,377.89 annually for Cost-Sharing of Labor Costs and Equipment Usage Costs Incurred by the Town of Normal for Electronic Waste Recycling, as requested by the Public Works Department. *(Recommend the Intergovernmental Agreement for Cost-sharing of Labor Costs and Equipment Usage Costs Incurred by the Town of Normal for Electronic Waste Recycling in the amount of \$13,377.89 annually be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.)*

The following was presented:

Item 7G. Consideration of a Letter of Understanding with the Illinois Department of Transportation to make improvements of 1.335 miles of Veterans Parkway and Empire Street, as requested by the Public Works Department. *(Recommend the Letter of Understanding with the Illinois Department of Transportation to make improvements of 1.335 miles of Veterans Parkway and Empire Street be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.)*

The following was presented:

Item 7H. Consideration of a Resolution Waiving the Formal Bidding Process and approving an Agreement with Evoqua Water Technologies for Odor Control Services for the Grove Sewage Lift Station, for approximately \$35,000 annually, as requested by the Public Works Department. *(Recommend the Resolution Waving the Formal Bidding Process and approving an Agreement with Evoqua Water Technologies for Odor Control Services for the Grove Sewage Lift Station, for approximately \$35,000 annually be approved, and the Mayor and City Clerk be authorized to execute the Resolution.)*

RESOLUTION NO. 2018 – 30

A RESOLUTION AUTHORIZING WAIVING THE TECHNICAL BIDDING REQUIREMENTS AND APPROVING THE PURCHASE OF EVOQUA WATER TECHNOLOGIES FOR ODOR CONTROL SERVICES FOR THE GROVE SEWAGE LIFT STATION

The following was presented:

Item 7I. Consideration of an Ordinance approving a Petition from CIP, LLC, for a Final Plat for Airport Park 19th Addition Final Plat, located east of Ekstam Drive and south of Cornelius Drive, as requested by the Public Works Department. *(Recommend the Ordinance approving a Petition from CIP, LLC for a Final Plat for Airport Park 19th Addition Final Plat, located East of Ekstam Drive and south of Cornelius Drive be approved, subject to the petitioner paying the required tap-on fees, and the Mayor and City Clerk be authorized to execute the necessary documents.)*

ORDINANCE NO. 2018 – 33

AN ORDINANCE APPROVING THE FINAL PLAT OF AIRPORT PARK SUBDIVISION
NINETEENTH ADDITION

The following was presented:

Item 7J. Consideration of an Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception at Davis Lodge at Lake Bloomington on July 8, 2018 the request from Brandon Westfall and Kayleigh Schultz to allow moderate consumption of alcohol. *(Recommend the Ordinance Suspending Portions of Section 701 of Chapter 31 and Section 26(d) of Chapter 6 of the City Code for a Wedding Reception at Davis Lodge at Lake Bloomington on July 8, 2018 be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.)*

ORDINANCE NO. 2018 – 34

AN ORDINANCE APPROVING THE VACATION AND DEDICATION OF SEVERAL EASEMENTS
LOCATED AT LOT 3 OF MORRISSEY CROSSING SUBDIVISION, BLOOMINGTON ILLINOIS

The following was presented:

Item 7K. Consideration of an Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol on Public Property in a portion of Downtown Bloomington during the Castle Productions, LLC d/b/a The Castle Theatre's Rock the 200 Block Concert Series on the following dates: Saturday, May 26, 2018, Sunday, May 27, 2018, Friday, June 8, 2018 and Saturday, August 25, 2018, as requested by the City Clerk's Office. *(Recommend the Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol on Public Property in a portion of Downtown Bloomington during the Castle Productions, LLC d/b/a The Castle Theatre's Rock the 200 Block Concert Series on Saturday, May 26, 2018, Sunday, May 27, 2018, Friday, June 8, 2018 and Saturday, August 25, 2018 be approved, and the Mayor and City Clerk be authorized to execute the necessary documents.)*

ORDINANCE NO. 2018 – 35

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 26(d) OF CHAPTER 6 OF THE
BLOOMINGTON CITY CODE TO ALLOW POSSESSION OF OPEN ALCOHOL ON PUBLIC
PROPERTY IN A PORTION OF DOWNTOWN BLOOMINGTON DURING THE CASTLE
THEATRE'S ROCK THE 200 BLOCK CONCERT SERIES IN DOWNTOWN BLOOMINGTON

The following was presented:

Item 7L. Consideration of an Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol on Public Property in a portion of Downtown Bloomington during the WGLT Outdoor Concert on Saturday, June 9, 2018. *(Recommend the Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol on Public Property in a portion of Downtown Bloomington during the WGLT Outdoor Concert on Saturday, June 9, 2018, be approved, and the Mayor and City Clerk be Authorized to execute the necessary documents.) Pulled from the Consent Agenda.*

ORDINANCE NO. 2018 – 36

AN ORDINANCE SUSPENDING PORTIONS OF SECTION 26(d) OF CHAPTER 6 OF THE BLOOMINGTON CITY CODE TO ALLOW POSSESSION OF OPEN ALCOHOL ON PUBLIC PROPERTY IN A PORTION OF DOWNTOWN BLOOMINGTON DURING THE WGLT OUTDOOR CONCERT IN DOWNTOWN BLOOMINGTON

Motion by Alderman Black second by Alderman Hauman that Council approves the Ordinance Suspending Portions of Section 26(d) of Chapter 6 of the City Code to Allow Possession of Open Alcohol on Public Property in a portion of Downtown Bloomington during the WGLT Outdoor Concert on Saturday, June 9, 2018, be approved, and the Mayor and City Clerk be Authorized to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll, which resulted in the following:

Ayes: Aldermen Mathy, Sage, Buragas, Black, Painter, Hauman, Bray, and Schmidt.

Nays: None.

Recuse: Alderman Mwilambwe (7:37 p.m.)

Motion carried.

“Regular Agenda”

The following was presented:

Item 8A. Presentation and discussion by the Boys & Girls Club of Bloomington/Normal for the lease and/or sale of 3.25 acres of City park land inside Sunnyside Park for the development of a new facility, as requested by the Boys & Girls Club in consultation with the Parks, Recreation, and Cultural Arts Department. *(Recommend Council give City staff direction on whether to pursue an Agreement with the Boys & Girls of Bloomington/Normal for the lease and/or sale of the requested land within Sunnyside Park.) (Presentation by Tony Morstatter, Chief Executive Officer of the Boys & Girls Club, 20 minutes, City Council discussion, 10 minutes.)*

Motion by Alderman Mwilambwe second by Alderman Black directing staff to move forward

with preparing a lease agreement to bring back to Council for consideration at a future Council Meeting with the Boys & Girls of Bloomington/Normal for the lease of the requested land within Sunnyside Park.

Council provided a unanimous consensus on this item.

Motion carried.

The following was presented:

Item 8B. Consideration of the Purchase of Neptune Water Meters and related accessories, as a limited source, for up to a maximum of \$900,000, for the Water Department FY 2019 Water Meter Installation Program from Ferguson Enterprises, as requested by the Water Department. *(Recommend the Purchase of Neptune Water Meters and related accessories from Ferguson Enterprises, as a limited source, be approved and the Procurement Manager be authorized to issue a Purchase Order.) (Presentation by Bob Yehl, Water Director, 10 minutes, City Council discussion, 10 minutes.)*

Motion by Alderman Mathy second by Alderman Sage Council approves the Purchase of Neptune Water Meters and related accessories from Ferguson Enterprises, as a limited source, be approved and the Procurement Manager be authorized to issue a Purchase Order.

Mayor Renner directed the Clerk to call the roll, which resulted in the following:

Ayes: Aldermen Mathy, Sage, Mwilambwe, Buragas, Black, Painter, Hauman, Bray, and Schmidt.

Nays: None.

Motion carried.

The following was presented:

Item 8C. Consideration of an Agreement with VenuWorks of Bloomington, LLC for the Solicitation of New Naming Rights for the Pepsi Ice Center as requested by the Parks, Recreation & Cultural Arts Department. *(Recommend the Agreement with VenuWorks of Bloomington, LLC for the Solicitation of New Naming Rights for the Pepsi Ice Center be approved, and the Interim City Manager and City Clerk be authorized to execute the necessary documents.) (Presentation by Lynn Cannon, Executive Director of Grossinger Motors Arena, 5 minutes, City Council discussion, 5 minutes.)*

Motion by Alderman Schmidt second by Alderman Painter Council approves the Agreement with VenuWorks of Bloomington, LLC for the Solicitation of New Naming Rights for the Pepsi Ice Center be approved, and the Interim City Manager and City Clerk be authorized to execute the necessary documents.

Mayor Renner directed the Clerk to call the roll, which resulted in the following:

Ayes: Aldermen Mathy, Sage, Mwilambwe, Buragas, Black, Painter, Hauman, Bray, and Schmidt.

Nays: None.

Motion carried.

The following was presented:

Item 9D. Consideration of a Resolution dissolving the Intergovernmental Agreement for Operation of the John M. Scott Health Care program, approving New Bylaws, and directing the Filing of Amended Trust documents, as requested by the Administration and Legal Departments. *(Recommend the Resolution dissolving the Intergovernmental Agreement for Operation of the John M. Scott Health Care Program, approving New Bylaws, and directing the Filing of Amended Trust documents be approved, and the Mayor and City Clerk be authorized to execute the Resolution.)* (Presentation by Jeffrey Jurgens, Corporation Counsel, 10 minutes, City Council discussion, 20 minutes.)

RESOLUTION NO. 2018 – 31

A RESOLUTION DISSOLVING THE INTERGOVERNMENTAL AGREEMENT FOR OPERATION OF THE JOHN M. SCOTT HEALTH CARE PROGRAM, APPROVING NEW BYLAWS, AND DIRECTING THE FILING OF AMENDED TRUST DOCUMENTS

Motion by Alderman Mathy second by Alderman Schmidt Council approves the Resolution dissolving the Intergovernmental Agreement for Operation of the John M. Scott Health Care Program, approving New Bylaws, and directing the Filing of Amended Trust documents be approved, and the Mayor and City Clerk be authorized to execute the Resolution.

Mayor Renner directed the Clerk to call the roll, which resulted in the following:

Ayes: Aldermen Mathy, Sage, Mwilambwe, Buragas, Black, Painter, Hauman, Bray, and Schmidt.

Nays: None.

Motion carried.

Adjournment

Motion by Alderman Hauman seconded by Alderman Bray adjourning the meeting. Meeting adjourned at 8:38 p.m.

Motion carried. (Viva Voce)

Respectfully submitted,

Cherry L. Lawson, City Clerk

MINUTES OF THE REGULAR MEETING
OF THE PRESIDENT AND BOARD OF TRUSTEES
VILLAGE OF WHEELING
BOARD ROOM - 2 COMMUNITY BOULEVARD
COOK and LAKE COUNTIES, WHEELING, IL
MONDAY, JUNE 4, 2018

1. Call to Order

President Horcher called the Regular Meeting to order at 6:53 p.m.

2. Pledge of Allegiance

3. Roll Call - Clerk Simpson called the roll and the following Board members were present:

Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

4. Approval of Minutes

Approval of Minutes of the Regular Meeting of May 7, 2018

Motion by Dave Vogel, second by Mary Krueger to approve Bills as presented.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Dave Vogel

Abstain: Joe Vito

Final Resolution: Motion Approved

Trustee Vito abstained as he was not present at the May 7, 2018 meeting.

5. Changes to the Agenda

Village Manager Jon Sfondilis requested the removal of item 13.K from the agenda.

Motion by Mary Krueger, second by Mary Papantos.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

6. Proclamations, Congratulatory Resolutions, and Awards

Proclamation: National Garden Week, June 3-9, 2018

Village Clerk Elaine E. Simpson read the Proclamation into the record.

Chris Brady accepted the proclamation on behalf of Wheeling Garden Club.

7. Appointments and Confirmations - None

8. Administration of Oaths - None

9. Citizen Concerns and Comments

Rich Rosen spoke about events hosted by the Northwest Suburban Interfaith Council.

10. Staff Reports

Public Works Director Mark Janeck provided an update on several projects including the tree program, storm sewer, lighting, and noted the completion of the root control project.

11. Consent Agenda-All items listed on the Consent Agenda are considered to be routine by the Village Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from the general order of business and considered after all other Agenda items.

Clerk Simpson read the Consent Agenda items into the record.

A. Resolution 18-077 Waiving Competitive Bids and Authorizing the Purchase of New Radio Equipment at a Cost Not to Exceed \$50,687.64

B. Ordinance 5186 Amending Title 2, "Officers, Administration, and Personnel," Chapter 2.04, "Village Clerk," Section 2.04.070, "Vacancy and Temporary Appointments," of the Wheeling Municipal Code

C. Ordinance 5187 Amending Title 11 of the Municipal Code of the Village of Wheeling, Illinois, Creating a New Chapter 11.26 Entitled "Roadside Memorials"

D. Ordinance 5188 Amending Chapter 4.32 of the Village of Wheeling's Municipal Code, "ALCOHOLIC LIQUOR DEALERS"

E. Resolution 18-078 Approving an Amended Mutual Aid Agreement for the Northern Illinois Police Alarm System

F. Resolution 18-079 Approving a Contract with Hoerr Construction, Inc. for the Jointly Bid 2018 Sewer Lining Project in the Amount of \$142,210.00

G. Resolution 18-080 Authorizing the Execution of a License Agreement between the Village of Wheeling and Dynomax, Inc. of 1535 Abbott Drive, Wheeling, IL 60090

H. Resolution 18-081 Authorizing the Execution of the Sixth Modification to the Contract for Relocation Specialist Consulting Services for the Fox Point Mobile Home Park Relocation Program

Motion by Mary Krueger, second by Mary Papantos to approve Consent Agenda as presented.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

12. Old Business - None

13. New Business - All Listed Items for Discussion and Possible Action

A. Public Hearing Re: Request for Cook County Class 6b Real Estate Tax Assessment from VK 504 Glenn LLC – 500–502 Glenn Avenue in the Village of Wheeling, Illinois

Clerk Simpson read the Public Hearing title into the record.

The Public Hearing opened at 7:05:09 p.m.

President Horcher read the Public Hearing title and asked if anyone from the public wished to be recognized. Seeing that there were no public comments, President Horcher asked for a Motion to close the Public Hearing.

Motion by Dave Vogel, second by Ray Lang.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved, the Public Hearing closed at 7:05:17 p.m.

B. Resolution 18-082 Consenting to a Cook County Class 6b Real Estate Tax Assessment Classification for the Property Located at 500–502 Glenn Avenue in the Village of Wheeling, Illinois

Clerk Simpson read the legislation title into the record.

Economic Development Director John Melaniphy reviewed the 6b request and explained the 6b classification and how it benefits the resident. Applicant, Kyle Grant, was present and answered a question from the Board.

Motion by Dave Vogel, second by Mary Papantos.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

C. Public Hearing Re: Request for Cook County Class 6b Real Estate Tax Assessment from Living Royal Inc. - 333 W. Hintz Road in the Village of Wheeling, Illinois

Clerk Simpson read the Public Hearing title into the record.

The Public Hearing opened at 7:12:29 p.m.

President Horcher read the Public Hearing title and asked if anyone from the public wished to be recognized. Seeing that there were no public comments, President Horcher asked for a Motion to close the Public Hearing.

Motion by Ken Brady, second by Ray Lang.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved, the Public Hearing closed at 7:12:40 p.m.

D. Resolution 18-083 Consenting to a Cook County Class 6b Real Estate Tax Assessment Classification for the Property Located at 333 W. Hintz Road in the Village of Wheeling, Illinois

Clerk Simpson read the legislation title into the record.

Economic Development Director John Melaniphy reviewed the 6b request. The applicant was present and answered a question from the Board.

Motion by Dave Vogel, second by Mary Papantos.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

E. Ordinance 5189 Granting Special Use – Site Plan Approval for a Sit-Down Restaurant at 280 E. Dundee Road (May's Wheeling) [Docket No. 2018-9]

Clerk Simpson read the legislation title into the record.

Community Development Director Andrew Jennings described the request noting the condition that the use shall be consistent with the Class N-V Liquor License with respect to food and beverage sales. Petitioners were present and answered questions from the Board.

Motion by Ray Lang, second by Mary Krueger.

Yes: Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito

No: Pat Horcher, Dave Vogel

Final Resolution: Motion Approved

F. Ordinance Granting a Variation from Title 21, Signs, Related to an Off-Premises Sign, 100 E. Palatine Rd. (Copart) [Docket No. 2018-10]

Clerk Simpson read the legislation title into the record.

Community Development Director Andrew Jennings gave an overview of the request; there were no questions from the Board.

Motion by Dave Vogel, second by Ken Brady.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

G. Ordinance Granting Appearance Approval for Building B of the Wheeling Town Center Development, 335–337 W. Dundee Road [Docket No. PC 18-9]

Clerk Simpson read legislation titles 13.G, 13.H & 13.I into the record.

Community Development Director Andrew Jennings described the Ordinances and answered questions from the Board. Petitioner Brad Friedman was present and answered questions from the Board.

Motion by Ken Brady, second by Mary Krueger.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

H. Ordinance Granting Appearance Approval for Building F of the Wheeling Town Center Development, 403–419 W. Dundee Road [Docket No. PC 18-10]

Petitioner Brad Friedman was present and answered a question from the Board.

Motion by Mary Papantos, second by Ken Brady.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel

Final Resolution: Motion Approved

I. Ordinance Granting Appearance Approval for Building H2 of the Wheeling Town Center Development, 371–373 W. Dundee Road [Docket No. PC 18-11]

Petitioner Brad Friedman was present and answered questions from the Board.

Motion by Mary Papantos, second by Mary Krueger.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved

J. Resolution Approving a Redevelopment Agreement with the Wheeling Park District Regarding the Renovation of the Wheeling Park District Community Recreation Center

Village Manager Jon Sfondilis introduced the item, highlighted portions of the RDA and noted the following condition for approval:

- The RDA would not be effective until an Intergovernmental Agreement (IGA) conveying the District the lease-hold or fee ownership interest of the Avalon Park playground has been approved and executed by the Village and Park District.

Motion by Ray Lang, second by Mary Papantos to approve with added condition.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved

~~K. Resolution Approving an Intergovernmental Agreement with the Wheeling Park District Regarding the Use and Conveyance of the Avalon Sienna Playground~~

This Item was removed from the agenda.

14. Official Communications

Village Manager Jon Sfondilis outlined the plans for the Rock-n-Run the Runway event on June 30 and invited the public to attend.

Village Clerk Elaine E. Simpson announced the Police Beat meeting on June 6 at 7:00 p.m., the Noise Committee meeting on June 6 at 6:00 p.m. and June 19 the Wheeling Senior Foundation all-you-can-eat event from 4:00-6:00 p.m. at Wapaghetti's.

Trustee Ray Lang mentioned that there are still spaces available for the for Run-the-Runway event on June 30.

15. Approval of Bills

Approval of Bills for May 17-30, 2018 in the amount of \$1,149,460.36¢

Motion by Mary Krueger, second by Dave Vogel to approve Bills as presented.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved

16. Executive Session

President Horcher asked for a Motion to recess to enter Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s) of the Village of Wheeling and pending, probable or imminent litigation.

Motion by Ray Lang, second by Dave Vogel, that the Regular Meeting recess to enter Executive Session.

Yes: Pat Horcher, Ken Brady, Mary Krueger, Ray Lang, Mary Papantos, Joe Vito, Dave Vogel
Final Resolution: Motion Approved, the meeting recessed at 7:53 p.m.

[Reconvene from Executive Session]

President Horcher asked for a Motion to reconvene into open session.

Motion by Dave Vogel, second by Ken Brady, that the Regular Meeting reconvenes.
Motion carried by Roll Call vote, the open meeting reconvened at 8:10 p.m.

17. Action on Executive Session Items

18. Adjournment

President Horcher asked for a Motion to adjourn.

Motion by Dave Vogel, second by Ray Lang.
Motion carried by Voice Vote, all ayes, the meeting adjourned at 8:11 p.m.

REGULAR MEETING MINUTES OF THE MAYOR AND ALDERMEN OF THE CITY OF ROCK FALLS

June 19th, 2018

The regular meeting of the Mayor and City Council of Rock Falls, Illinois was called to order by Mayor William B. Wescott at 6:30 p.m. on June 19th, 2018 in the Council Chambers of Rock Falls.

City Clerk Eric Arduini called the roll following the pledge of allegiance. A quorum was present including Aldermen Daehle Reitzel, Brian Snow, Glen Kuhlemier, Rod Kleckler, Lee Folsom, and Violet Sobottka. Alderman George Logan Jr., and Jim Schuneman were absent. In addition City Attorney Jim Reese was present.

Consent Agenda:

The consent agenda was read aloud by City Clerk Eric Arduini. A motion to approve consent agenda as read by omnibus designation was made by Alderman Snow and second by Alderman Sobottka.

1. Approval of the Minutes of the June 5th, 2018 Regular Council Meeting.
2. Approval of bills as presented.
3. Approval of "Boot Drive for MDA" on Saturday, August 11th, 2018 from 9am to 1pm at the intersections of First Avenue and Third Street & Twelfth Avenue and Second Street - Rock Falls Firefighters.

Vote 6 aye, motion carried

Ordinance Second Reading / Adoption:

A motion was made by Alderman Kuhlemier, and second by Alderman Folsom to approve the adoption of **Ordinance 2018-2379** an Ordinance authorizing and providing for the issuance of not to exceed \$1,200,000 General Obligation Bonds (Waterworks System Alternate Revenue Source) of the City for the purpose of providing certain improvements to the waterworks system of the City, prescribing the details of said bonds and providing for collection, segregation and application of waterworks system revenues to the payment of said bonds and the levy of taxes to pay said bonds if such revenues are insufficient for such payment and providing for the sale of said bonds to the purchaser thereof.

Vote 6 aye, motion carried

A motion was made by Alderman Kuhlemier, and second by Alderman Folsom to approve the adoption of **Ordinance 2018-2380** an Ordinance authorizing and providing for the issuance of not to exceed \$1,200,000 General Obligation Bonds (Sewerage System Alternate Revenue Source) of the City for the purpose of providing certain improvements to the sewerage system of the City, prescribing the details of said bonds and providing for collection, segregation and application of sewerage system revenues to the payment of said bonds and the levy of taxes to pay said bonds if such revenues are insufficient for such payment and providing for the sale of said bonds to the purchaser thereof.

Vote 6 aye, motion carried

A motion was made by Alderman Kuhlemier, and second by Alderman Folsom to approve the adoption of **Ordinance 2018-2381** an Ordinance authorizing and providing for the issuance of not to exceed \$9,200,000 General Obligation Bonds (Electric System Alternate Revenue Source) of the City for the purpose of providing certain improvements to the electric system of the City, prescribing the details of said bonds and providing for collection, segregation and application of electric system revenues to the payment of said bonds and the levy of taxes to pay said bonds if such revenues are insufficient for such payment and providing for the sale of said bonds to the purchaser thereof.

Vote 6 aye, motion carried

A motion was made by Alderman Snow, and second by Alderman Reitzel for the adoption of **Ordinance 2018-2382** an Ordinance approving the zoning changes at 1510 Prophet Road.

Vote 6 aye, motion carried

A motion was made by Alderman Snow, and second by Alderman Folsom for the adoption of **Ordinance 2018-2385** an Ordinance directing the advertisement for bids to sell surplus real estate.

Vote 6 aye, motion carried

City Administrator, Robbin Blackert:

Mayor Wescott informed the Council that Administrator Blackert and Alderman Schuneman are currently attending an American Public Power Association Conference.

Building Inspector, Mark Searing

A motion was made by Alderman Snow, and second by Alderman Sobottka for the approval of **Resolution 2018-793** authorizing the execution of a purchase contract with Whiteside County Tax Agent P.O. Box 96 Edwardsville, IL. in the amount of \$793.00 for the property at 241 Avenue F. Inspector Searing informed the Council that the City has been going after this property for abandonment, and it is a demolition candidate.

Vote 6 aye, motion carried

Water - Ted Padilla

Water Superintendent Ted Padilla informed the Council that there will be a water line install at City Hall on Thursday. The water will be shut off after 5:00 pm to the City Hall complex. He thanks the Library, and Chamber of Commerce for working with the City on this project.

Tourism - Janell Loos

Tourism Director Janell Loos informed the Council about the "Big Bus, No Big Deal" event that will allow people to drive school busses in the RB&W Parking lot for free. This will help First Student recruit new bus drivers. There will be two full size busses, and one half bus.

Summer Splash is coming up this weekend, and there is a possibility of the boat races being rescheduled due to high water.

Ward Reports:

Ward 2:

Alderman Glen Kuhlemier mentioned the new "Welcome to Rock Falls" sign on Route 30. He also wanted to wish long time Rock Falls resident Art Deem an happy 94th birthday.

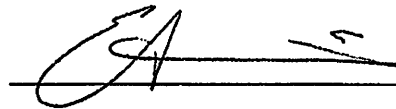
Mayor's Report:

Mayor Wescott presented a thank you card from Relay for Life. A card from a resident on 14th Avenue, and a card from St. Andrews for the use of the RB&W slab for their annual carnival.

With nothing else for the good of the Council a motion was made by Alderman Folsom, and second by Alderman Sobottka to adjourn at 6:48pm.

Viva Voce Vote, motion carried

Meeting is adjourned at 6:48pm

A handwritten signature in black ink, appearing to be 'EA' followed by a horizontal line and a small flourish.

Eric Arduini, City Clerk

THE MINUTES OF THE MEETING
OF THE BOARD OF TRUSTEES
VILLAGE OF ROSELLE

APRIL 22, 2019

Meeting Held at Roselle Village Hall
Council Chambers
31 S. Prospect
Roselle, IL. 60172

1. CALL TO ORDER

The meeting of the Board of Trustees of the Village of Roselle was called to order at 7:00 p.m. by Mayor Maglio.

2. PLEDGE OF ALLEGIANCE – Led by Mayor Maglio.

3. ROLL CALL:

Upon Roll Call the following answered: Mayor Maglio, Trustees Berkshire, Devitt, Domke, Pileski, Pransky and Trejo.

OTHERS PRESENT: Village Administrator Jeff O'Dell, Assistant Village Administrator Jason Bielawski, Village Attorney Jim Knippen, Finance Director Tom Dahl, Community Development Director Patrick Watkins, Fire Chief Dan Anderson, Deputy Fire Chief Mark Bozik, Police Chief Steve Herron, Deputy Police Chief Shawn Kooistra, Public Works Director Karen Young, and Village Clerk Patty Burns.

4. PRESENTATION OF PREPARED AGENDA

Motion by Trustee Devitt, second by Trustee Trejo, to Approve the Prepared Agenda as presented.

Upon voice vote: **MOTION CARRIED.**

5. CITIZEN COMMENTS/QUESTIONS - None

6. OFFICIALS AND STAFF REPORTS

6A. MAYOR – No Report

6B. VILLAGE TRUSTEES – Trustee Domke noted that Roselle Sister Cities is hosting the State Convention this year.

6C. VILLAGE CLERK – No Report

6D. VILLAGE ADMINISTRATOR – No Report

6E. VILLAGE ATTORNEY – No Report

6F. CHAMBER of COMMERCE LIAISON – May 8, 2019 the Chamber Golf Outing will be held at Bloomingdale Golf Club.

6G. TREASURER'S REPORT – Presented by Finance Director Tom Dahl.

7. **CONSENT AGENDA**

- A. PRESENTATION AND APPROVAL OF VILLAGE BOARD MINUTES OF APRIL 8, 2019.
- B. PRESENTATION AND APPROVAL OF COMMITTEE OF THE WHOLE MINUTES OF APRIL 8, 2019.
- C. ADOPT RESOLUTION 2019-2160 AUTHORIZING THE INSTALLATION OF AN HONORARY STREET DESIGNATION SIGN FOR MAPLE AVENUE.
- D. APPROVE THE SIXTH AND FINAL PAYMENT TO *TRI-R SYSTEMS, INC.* FOR THE WASTE WATER TREATMENT PLANT SCADA UPGRADE PROJECT IN THE AMOUNT OF \$227,750.00.
- E. ADOPT RESOLUTION 2019-2161 AUTHORIZING THE MAYOR TO SIGN A RECIPROCAL AGREEMENT ON THE EXCHANGE OF INFORMATION WITH *THE ILLINOIS DEPARTMENT OF REVENUE*.

Motion by Trustee Devitt, second by Trustee Trejo, to Approve the Consent Agenda.

ROLL CALL:

AYES: Devitt, Trejo, Pransky, Berkshire, Domke, Pileski

NAYS: None

ABSTAIN: Pileski for Item 7C only

ABSENT: None

MOTION CARRIED.

8. **REGULAR AGENDA**

9. COMMUNITY DEVELOPMENT – Trustee Patrick Devitt
No Report

10. ADMINISTRATION – Trustee David Pileski
No Report

11. FIRE – Trustee Lee Trejo

- 11A. ADOPT RESOLUTION 2019-2162 AUTHORIZING A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE VILLAGE OF ROSELLE AND THE *ROSELLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL 4051, IAFF*, REPRESENTING THE FULL-TIME FIREFIGHTERS.

Motion by Trustee Trejo, second by Trustee Devitt, to Approve Item 11A.

ROLL CALL:

AYES: Trejo, Devitt, Pransky, Berkshire, Pileski, Domke

NAYS: None

ABSENT: None

MOTION CARRIED.

12. POLICE – Trustee Bruce Berkshire
No Report

13. PUBLIC WORKS –Trustee Wayne Domke

- 13A. Discussion regarding Pavement Management Professional Services.

Trustee Pileski questioned the longevity of the data being collected.

The data is relevant for 3-5 years.

Trustee Devitt asked whether any other vendors offered this service.

Yes there are, however the Village received a grant through CMAP and IMS is the vendor they are utilizing. Additionally, this vendor works with the software the Village uses, so there is no difficulty transferring data.

- 13B. ADOPT RESOLUTION 2019-2163 AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE VILLAGE OF ROSELLE AND INFRASTRUCTURE MANAGEMENT SERVICES FOR PAVEMENT MANAGEMENT PROFESSIONAL SERVICES.

Motion by Trustee Domke, second by Trustee Trejo, to Approve Item 13B.

ROLL CALL:

AYES: Domke, Trejo, Devitt, Pransky, Berkshire, Pileski

NAYS: None

ABSENT: None

MOTION CARRIED.

- 13C. ADOPT RESOLUTION 2019-2164 AUTHORIZING THE APPROVAL OF PAYMENT TO *DEZURICK, INC.* IN THE AMOUNT OF \$10,628.00 AND *DAHME MECHANICAL INDUSTRIES, INC.* IN THE AMOUNT OF \$7,535.00 FOR REPAIRS TO THE DEVLIN WASTEWATER TREATMENT PLANT VALVE REPAIRS PROJECT.

Motion by Trustee Domke, second by Trustee Trejo, to Approve Item 13C.

ROLL CALL:

AYES: Domke, Trejo, Pransky, Berkshire, Pileski, Devitt

NAYS: None

ABSENT: None

MOTION CARRIED.

14. FINANCE – Trustee Heather Pransky

- 14A. ACCOUNTS PAYABLE

Motion by Trustee Pransky, second by Trustee Devitt, to Approve the Accounts Payable List for April 22, 2019 in the amount of \$1,306,698.31 in order that the amounts approved by the Board of Trustees agree with the amounts posted in the General Ledger.

ROLL CALL:

AYES: Pransky, Devitt, Berkshire, Domke, Trejo, Pileski

NAYS: None

ABSENT: None

MOTION CARRIED.

- 14B. PASS ORDINANCE 2019-4012 AMENDING ORDINANCE NO. 80-949
ESTABLISHING A PAY PLAN FOR VILLAGE OFFICERS AND
EMPLOYEES.

Motion by Trustee Pransky, second by Trustee Devitt, to Approve Item 14B.

ROLL CALL:

AYES: Pransky, Devitt, Domke, Trejo, Pileski, Berkshire

NAYS: None

ABSENT: None

MOTION CARRIED.

15. CITIZEN COMMENTS - None

16. EXECUTIVE SESSION - None

17. OTHER BUSINESS - None

18. ADJOURN VILLAGE BOARD MEETING

Motion by Trustee Devitt, second by Trustee Domke, to Adjourn the Village Board
Meeting at 7:20 p.m.

Upon voice vote: **MOTION CARRIED.**

Submitted on this 13th day of May, 2019.

Patty Burns, Village Clerk