

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
April 21, 2020**

[The Village Board meeting was held virtually with video, audio, and call-in features available via Zoom, in accordance with Illinois EXECUTIVE ORDER 2020-07, Section 6:

During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present” is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well their activities relating to COVID-19.]

The regular meeting of the Village Board of Trustees was called to order at 7:00 p.m. Those present for roll call were Trustees Garcia, Malone, O’Sullivan, Andresen, and Frost and President Skillman. Also present were Village Manager Johnson, Attorney Stewart, Fire Chief Schilling, Police Chief Kilbourne, and Village Clerk Mastera. Trustee Vela was absent.

The Pledge of Allegiance was led by President Skillman.

**INVOCATION** – None.

**PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS** –

- A. Arbor Day Proclamation – Proclaiming Friday, April 24, 2020 as “Arbor Day” in the Village of Carpentersville.

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH** – None.

**PUBLIC COMMENT** – None. Village Clerk Mastera explained that due to this being a virtual meeting, residents were given a chance to email her before the meeting with any public comments, and also were able to provide public comments in the Drop Box outside of Village Hall. She also asked if anyone on the line wanted to make a public comment, and there were none.

**CONSENT AGENDA** –

*President Skillman asked if any Board Member wished to remove an item from the Consent Agenda for further review and discussion. No removals were requested.*

*Motion to approve the Consent Agenda as stated by Trustee Garcia, seconded by Trustee Frost.*

- A. Approval of Bills
  - Fiscal Year 2020 Bills List and Payroll Totaling: \$1,385,623.57
- B. Approval of Minutes
  - Regular Board Meeting Minutes from April 7, 2020
- C. A Resolution Approving the Bargaining Agreement between the Village of Carpentersville and IAFF Local 4790
- D. An Ordinance Provisionally Amending Chapter 5.12, Alcoholic Liquor, of the Carpentersville Municipal Code Due to Coronavirus Disease 2019/Covid-19 for Liquor Licenses and Video Gaming Terminal Licenses

**Vote on Motion:**

6 – ayes (Garcia, Malone, O’Sullivan, Andresen, Frost, and Skillman)

0 – nay

1 – absent (Vela)

**Motion passed, approved by omnibus vote.**

**REPORTS OF THE MANAGER AND STAFF –**

**Manager Johnson**

- He noted President Skillman read the “Arbor Day” Proclamation and staff still plan on planting a tree as both are tied to the Village’s “Tree City USA” Award.
- He said Craig Jensen, the Village’s most senior employee and who works in the Public Works Department, announced that he is retiring at the end of this month. Jensen was originally going to work through the end of June but his son passed away suddenly a few weeks ago and due to family commitments moved the timeframe forward. Jensen has 36 years with the Village of Carpentersville and Manager Johnson wished him well and said he will be sorely missed.
- He explained that there is a bid opening on Thursday for the Community Service Block Grant which are federal funds awarded through the county. The Village receives a 50% match on every dollar put toward the project. He said if anyone is interested in getting the bid opening information they can reach out to Director of Public Works Kevin Gray for the Zoom meeting information.
- The audit is being conducted currently and moving forward.

**Director of Community Development Ben Mason**

- He gave an update on how the Community Development has implemented some changes due to COVID-19 so projects can still move forward:

- Residents and contractors can now apply for many permits online. There is information on the Village website and the new email address to submit information to is [permits@cville.org](mailto:permits@cville.org) for things like roofing, siding, HVAC, fence, and shed permits
- Residents and contractors can now pay for permits online – it’s accessible via the Village’s website similar to where residents would pay for their water bill
- Owners can also pay for their rental licenses online.
- He anticipates these options will be kept in place moving forward even after restrictions are lifted due to coronavirus
- They are beginning to test a pilot project to do some building inspections remotely through use of technology. He credited this to the Village’s building inspector recently spending a lot of time researching and learning about this option
- They are beginning to put together guidelines for inspectors who will be doing in-person inspections in the future, including wearing personal protective equipment

President Skillman mentioned he is aware of insurance companies doing something similar in regards to virtual inspections post fires.

**Director of Public Works Gray**

- Had a recent construction progress meeting with Plote which gave a three-week look ahead which consists of a lot of concrete work.
- Gave updates regarding the construction at 31 & Huntley Rd., especially the Main Street Hill. He guesses the project should be complete in November 2020. He said he hopes the more senior design manager that was recently assigned to the project by Plote can help get some of the stages completed more promptly.
- Believes the Keith Andres Bike Park stream restoration project is about 50% complete and should be done by the end of summer.

**Public Safety Update - Fire Chief Schilling & Police Chief Kilbourne**

- Chief Schilling said in general the Village is doing very well. The Fire Department call volume is down 3.8% compared to this time last year, however they are seeing an uptick in Covid symptom-related calls over the last week. The number of car accidents is down due to the stay-at-home orders.
- Chief Kilbourne said for the first four weeks of the stay-at-home order the Police Department call volume is down 12% when you take out traffic stop numbers. Domestic battery and domestic trouble is up 38%, while accidents are down 33%. He did say juvenile problem calls are up 50%, and he knows some of those are due to calls of large groups of kids in parks which is not normally something about which they would have calls.

**OLD BUSINESS** – None.

**NEW BUSINESS** – None.

**TRUSTEE AND COMMITTEE REPORTS**

**Trustees Andresen and Malone had no reports.**

**Trustee O’Sullivan had the following report:**

- He spoke about the need for staff to watch the Village’s revenue streams because they will be compromised due to the coronavirus and that the Board and staff will need to make informed decisions going forward.

**Trustee Garcia had the following report:**

- He thanked Public Works Foreman Craig Jensen for his 36 years of service to the Village.
- He reminded local business owners that they can request federal aid to help them during these tough times.
- He told everyone to stay safe.

**Trustee Frost had the following report:**

- He thanked Carpentersville residents for their patience with the construction projects and the COVID-19 situation, and also thanked people for following social distancing rules.
- He thanked all the Village employees for all that they do for the Village of Carpentersville especially right now during these tough times.
- He informed residents they could stay up-to-date on information within the county through Kane

County Connects which can be reached at [kanecountyconnects.com](http://kanecountyconnects.com).

- He thanked Craig Jensen for all of his years with the Village and that he truly appreciates everything he's done.

**President Skillman had the following report:**

- He said he went to high school with Craig Jensen so they go way back. He said it is great seeing him have a long, nice career. He also knew Mr. Jensen was someone who often had to answer calls in the middle of the night.

- He said as the weather is getting nicer he is getting a little worried about the number of people parking in certain areas near Raceway Woods, especially the ones who are parking and then crossing Route 31 with their bikes on their shoulders. He said Manager Johnson is reaching out to the Forest Preserve to see if there are ways to have better parking options for safety reasons.

- He wants employees to stay safe and make sure people are wearing the protective clothing and masks. He thinks the Governor may announce that he is extending the stay-at-home order through the end of May. Currently he does not believe it is needed to make wearing masks mandatory at the local level and instead will see what the Governor orders and advises in his next update.

Trustee O'Sullivan said he will reach out to Kane County Board Member Chris Kious at their Chamber of Commerce event tomorrow to see if Mr. Kious will talk to Manager Johnson about the Raceway Woods parking.

**CLOSED SESSION** – None.

**DISCUSSION CONCERNING OTHER VILLAGE BUSINESS** – None.

**ADJOURNMENT**

As there was no further business, Trustee Frost motioned to adjourn the meeting, seconded by Trustee Garcia. Voice vote was unanimous, all seven members present voted aye.

The meeting adjourned at 7:28 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk