

**VILLAGE OF CARPENTERSVILLE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
May 5, 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.

On April 30, 2020, the Governor reissued Executive Orders 2020-03 through 2020-31, including the 2020-07, pertaining to the Open Meetings Act.]

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, Frost, and Vela, and President Skillman. Also present were Village Manager Johnson, Attorney Stewart, Fire Chief Schilling, Police Chief Kilbourne, and Village Clerk Mastera.

The Pledge of Allegiance was led by President Skillman.

INVOCATION – None.

PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS –

A. President Skillman proclaimed May 7, 2020, as a National Day of Prayer.

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 pass the Consent agenda by Trustee Garcia, seconded by Trustee O'Sullivan.

- A. Approval of Bills
 - Fiscal Year 2020 Bills List and Payroll Totaling: \$1,434,816.18
- B. Approval of Minutes
 - Regular Board Meeting Minutes from April 21, 2020
- C. A Resolution Approving a Contract for the 2020 CDBG Eastside Resurfacing Program to D'Land Construction, LLC. of Algonquin, Illinois, in the Amount of \$462,357.65 with 50% of Project Costs to be Reimbursed by Federal CDBG Funds

Vote on Motion:

7 – ayes (Garcia, Malone, O'Sullivan, Andresen, Frost, Vela, and Skillman)

0 – nay

0 – absent

Motion passed, approved by omnibus vote.

REPORTS OF THE MANAGER AND STAFF –

Administration Update - Manager Johnson

- He attended the Kane County Forest Preserve Executive Committee meeting last weekend where he brought up the safety concerns regarding short-term parking for Raceway Woods.
- He briefly went over the template which the Governor released for potentially reopening the state, and that the plan breaks the state into four regions – Kane County is part of the northeast region which includes Cook County. He said there is no firm timeline for the opening, but rather it's based on certain benchmarks regarding the coronavirus.

Public Safety Update - Fire Chief Schilling

- Chief Schilling gave updated numbers on residents with 155 people confirmed and potentially symptomatic with the COVID-19 virus based on an average 14-day period of symptomatic patients, which is about 10% of the Kane County confirmed cases during the same time period.
- Chief said at the time of the report, there were not any confirmed cases of any Village employees with the virus. He also stated the Village's levels of Personal Protective Equipment (PPE) are doing well.
- He stated that in a regional meeting with Sherman Hospital staff, they reported that the four local area hospitals bed census was about 65% of beds were occupied, and the Intensive Care Units (ICUs) were 75% occupied, with the coronavirus having less impact than they originally had anticipated.
- He said the Fire Department now has an internal webpage which all the firefighters have access to no matter which shift they're working to help with communication.

Finance Update – Finance Director Michael DuCharme

- Director DuCharme and Manager Johnson discussed the current status of the Village's finances and what steps are being taken in response to the health pandemic and businesses being shut down.

1. Status of cash and liquid investments

- There is no concern at present time, although they may have to evaluate further if shutdown continues through summer. The Village will be making all required bond payments as scheduled without any effect on operations.

2. *Impact on major revenue sources*

- Director DuCharme ran his own conservative estimates as well as used estimates provided by the Illinois Municipal League.

	<u>Budget</u>	<u>Projected loss</u>
Sales tax	\$3,700,000	\$924,000
Home Rule Sales Tax.	\$4,950,000	\$1,237,500
Income Tax.	\$3,650,000.	\$912,500
Use Tax	\$1,100,000.	\$275,000
Video Gaming	\$290,000.	\$145,000
Fines	\$330,000	\$165,000
Investment Earnings	\$80,000.	\$40,000

Water and sewer - current collection amounts are close to normal aside from not assessing late fees or terminating service.

3. *Property taxes*

- Anticipating total levied amount but some payments may be paid late. Banks will make payments required under escrow. Overall, they expect a normal collection rate over a longer period of time.

4. *Fund balance and potential use of reserves*

- During budgeting, the Village projected to end the year at a level of 32%. Fund balance policy is currently 25% of expenses. The hope is that staff may not have to dip in reserves from capital projects, CERF, and other identified savings which is estimated currently at \$5.2 million

Category	Fund	Savings
CERF	General	\$520,471.50
CERF	Enterprise	\$93,194.51
CIP	General	\$3,260,000.00
CIP	Enterprise	\$670,515.00
Misc.	General	\$657,338.00
	Total Savings	\$5,201,519.01
	General Fund	\$4,437,809.50
	Enterprise	\$763,709.51

Manager Johnson explained that unexpected issues like the virus and similar events is why the Village has a fund balance policy and the current level of reserves.

5. *Ongoing measures*

- Review a weekly schedule of cash and investments and changes from week to week.
- Review schedule of revenue collections showing monthly receipts for the current year compared to previous years.
- Review the expenses per Village Manager's Budget Directive.

Trustee O'Sullivan confirmed that estimated shortfall could be \$2.5 – \$3.6 million.

Director DuCharme confirmed to Trustee Frost that the Kane County property tax payments were extended to July 1, 2020. Trustee Frost also reiterated to residents that everywhere municipalities will be experiencing budget shortfalls and lost revenues, and that these issues were not unique to Carpentersville.

OLD BUSINESS – None.

NEW BUSINESS –

Trustee O'Sullivan recused himself from the discussion and the vote for New Business. He signed out of the virtual Zoom meeting at 7:34 p.m.

Community Development Director Ben Mason gave the Village Board a brief overview of what staff recommended regarding Item A and why. He explained that there needs to be considerable analysis done regarding the vacant Huntley Square to see if the structure and property can be redeveloped. He said there needs to be considerable analysis done on the site including environmental, structural, marketing, and zoning use studies which would be performed. He stated that Otto Engineering has expressed interest in negotiating with the seller to put it under contract for a period of time to perform the studies. Village staff would retain the information from these studies should Otto not be interested to proceed forward. He stated if this is resolution from tonight is approved, he estimates the studies would be completed around early August. Director Mason stated that the costs for the studies are Tax Increment Financing (TIF) eligible for reimbursement.

Director Mason responded to a question from Trustee Frost, stating that the last time staff was in the building would have been when he went on a site walk and property tour with the property manager in late March of this year. He also confirmed with Trustee Vela that the reimbursement costs of the studies were not to exceed \$91,200. Manager Johnson also explained that three different developers had shown interest in the property but Otto Engineering was the first one which was able to negotiate directly with the property owners.

- A. A Resolution Authorizing Approval of the Execution of a Memorandum of Understanding between the Village of Carpentersville and Otto Engineering, Inc. Regarding the Huntley Square Building Using TIF Funds in an Amount not to Exceed \$91,200

Motion to pass Item A of New Business by Trustee Frost, seconded by Trustee Garcia.

Vote on Motion:

6 – ayes (Garcia, Malone, Andresen, Frost, Vela, and Skillman)

0 – nay

1 – absent (O'Sullivan)

Motion passed.

Attorney Stewart reached out via text message to let Trustee O’Sullivan know he could re-enter the Zoom meeting. Trustee O’Sullivan logged back into the meeting at 7:50 p.m.

TRUSTEE AND COMMITTEE REPORTS

Trustee O’Sullivan had no report this evening.

Manager Johnson said he and Finance Director DuCharme will reach out to Trustee O’Sullivan and the Audit and Finance Commission to schedule a meeting in the near future, as there are a few refinancing bond items staff wants to get before the commission. He stated right now it looks like there could be a potential savings of \$1 million.

Trustee Vela had the following report:

- She is very grateful that employees in the different departments are staying healthy and appreciates their work. She told people to keep practicing safety measures so everyone can stay as healthy as possible.
- She thanked State Senator Cristina Castro for inviting her to the Illinois Latino COVID-19 Initiative which met this past weekend. She said she was saddened to learn that a high percentage of Hispanics are testing positive for the coronavirus. A recommendation she took away from the meeting and wants staff to try and follow is to put out multi-lingual notices.
- She emphasized to the Board and employees to keep communication lines open amongst one another.

Trustee Andresen had no report this evening.

Trustee Frost had the following report:

- He reminded people to fill out and turn in their Census forms.
- He thanked all the employees of the Village for what they’re doing during these tough times and that he appreciates it.

Trustee Garcia had the following report:

- He thanked all the first responders in the departments working under Chief Schilling, Chief Kilbourne, and Director Gray.
- He has a proposal that he wants to discuss later in the meeting.

Trustee Malone had no report this evening.

President Skillman had the following report:

- He echoed Trustee Vela’s concern regarding the number of positive coronavirus cases in the Latino community.
- He met with Jose Rivera who is owner of La Alcancia, a restaurant and grocery store on the eastside of town. Mr. Rivera is trying to educate the people who come into his store about wearing masks. In addition, Mr. Rivera is going to be feeding about 200 families and there may be volunteer opportunities for the Board.

CLOSED SESSION – None.

DISCUSSION CONCERNING OTHER VILLAGE BUSINESS –

- President Skillman said he has received positive feedback on the Village being willing to help refund certain liquor licenses and helping affected businesses.
- Trustee Garcia discussed a proposal to have the Village provide some sort of grant or stimulus money to storefront businesses in town which are currently closed or seeing reduced sales due to COVID-19. He said even a small amount of money could be the difference for a business to pay a gas or electric bill and make it through another month. Trustee Garcia said that per the Village Attorney, TIF money cannot be used for something like this, so he is reaching out to the other Board members and staff like the Village Manager and Community Development Director for ideas.
- Trustee Vela said she and Manager Johnson have been communicating and she would like to begin working on a committee to support small businesses.
- Trustee Frost echoed Trustee Garcia and said anything we can do for our residents or businesses counts. He said he's heard a lot of positive comments on things the Village has already done to help keep moving forward.
- Trustee Andresen said she's heard about other communities where they emphasized buying gift cards to local businesses so each party still benefits.
- Manager Johnson said he and Director Mason have been on calls with Jerry Morano, owner of Liberty Lanes in Carpentersville, who has been working with the State Bowling Association and the State of Illinois for ways to open sooner. He also said he and Director Mason have found about 25 additional businesses which were able to open beginning May 1, 2020.
- President Skillman welcomed Rob Gorman, owner of Brix on the Fox, a banquet hall, to the meeting, and emphasized that staff will also be trying to figure out ways to help businesses like that as well.

ADJOURNMENT

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

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Kelly Mastera

Kelly Mastera, Village Clerk