

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
February 6, 2018**

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 Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg, and President Skillman. Also present were Acting Village Manager Huber, Attorney David McArdle, Fire Chief Schilling, Police Chief Kilbourne, IT Director Goethals, Public Works Director Cole, Assistant Public Works Director Gray, Finance Director Desai, and Village Clerk Mastera.

Trustee Burroway was absent from tonight’s meeting.

The Pledge of Allegiance was led by President Skillman.

**INVOCATION** – Led by Pastor Adam Parchert, H2O Church

President Skillman mentioned that the Village had gotten a new camera in the Board room, and pointed out where it was at. He mentioned there is a plan to add another camera to capture speakers doing presentations, in addition to some monitors.

Acting Manager Huber introduced the Village’s new legal counsel, David McArdle, from Zukowski, Rogers, Flood, & McArdle in Crystal Lake, Illinois. McArdle said they distributed information to the Board, including a book on municipal law. McArdle also mentioned that Brad Stewart, one of his associates, will be the principal attorney for the Village.

**PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS** – None.

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH**

- A. Appointment of the following members to the Park and Special Events Commission
- Jennifer Carignan (*Term ending February, 2020*)
  - Annie Kaser (*Term ending November, 2019*)

Motion to pass Item A by Trustee Rehberg, seconded by Trustee Humpfer.

**Vote on Motion:**

5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)

0 – nay

1 – absent (Burroway)

**Motion passed.**

Carignan came to the podium and gave a brief introduction of herself.

\*AMENDED MINUTES\*

- B. Reappointment of the following members to the Park and Special Events Commission
- Mary Zissman (*Term ending February 2020*)
  - Don Cwynar (*Term ending February 2020*)
  - Dennis Tiliks (*Term ending June, 2019*)

Motion to pass Item A by Trustee Rehberg, seconded by Trustee Humpfer.

**Vote on Motion:**

- 5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)
- 0 – nay
- 1 – absent (Burroway)

**Motion passed.**

- C. Reappointment of Sara Miller as Chairperson to the Park and Special Events Commission (*Term ending February 2020*)

- D. Reappointment of Russel Morehead to the Police Pension Board  
(*Term ending January 2020*)

Motion to pass Items C & D by Trustee Humpfer, seconded by Trustee Rehberg.

**Vote on Motion:**

- 5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)
- 0 – nay
- 1 – absent (Burroway)

**Motion passed.**

**PUBLIC COMMENT** – 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 Humpfer, seconded by Trustee Frost.

A. Approval of Bills

- Fiscal Year 2017 Bills List Totaling \$415,432.90
- Fiscal Year 2018 Bills List Totaling \$134,141.68
- Advance Payments \$1,037,080.84

B. Approval of Minutes

- Regular Board Meeting Minutes from January 2, 2018
- Special Board Meeting Minutes from January 6, 2018

\*AMENDED MINUTES\*

- C. An Ordinance Authorizing the Disposal of Items of Personal Property Owned by the Village of Carpentersville
- D. A Resolution Waiving the Bidding Requirements and Accepting an Agreement for Phase I Engineering Services for the Center Drive and Polk Avenue Lift Station Sanitary Sewer Analysis with RJN Group, Inc. of Wheaton, Illinois in the Amount of \$62,375.00
- E. Consideration of a Resolution Accepting a Plat of Easement for the Extension of Public Utilities through the Winchester Glen Commercial Property
- F. A Resolution Waiving Competitive Bidding Requirements and Approving the Purchase of Updated Microsoft Office Licenses from CDW Government, LLC, of Vernon Hills, Illinois, through the Central Management Services Joint Purchasing Program

**Vote on Motion:**

- 5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)
- 0 – nay
- 1 – absent (Burroway)

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

**REPORTS OF MANAGER AND STAFF –**

- A. Clergy Committee Presentation – Pastor Dexter K. Ball, Faithwalk Harvest Center

Pastor Ball gave a history of the Carpentersville Clergy Commission. He said they started in 2007 under Village President Bill Sarto, as a group of ten pastors who would come together to pray. Until 2011 they did several outreaches and fellowships, but then most of the pastors in the area were relocated. He said now there are seven churches who are involved in the clergy committee: Faithwalk Harvest Center, H2O Church, Testament of Love Church, Faith Lutheran Church, Fox Valley Baptist Church, Carpenters House Church, and Faithview Church. Pastor Ball went over who they are, their mission, vision, and values. He thanked the Board for always having given support to their commission.

Trustee Humpfer thanked the commission for all the work they do, as he knows they are a link to the residents. President Skillman pointed out that Pastor Phil and Pastor Ball are chaplains for the Village’s Police and Fire Departments.

- B. New Businesses

Jeff Ashton from Artistry Dance and Company came to represent his and his wife’s new business. He gave a brief history of his wife Joanne’s dance experience and what their current business offers. Manager Huber mentioned the other new businesses, El Ranchito La Presa and Royals.

\*AMENDED MINUTES\*

**Old Business** – None.

**New Business** –

Motion to pass New Business Item A by Trustee Humpfer, seconded by Trustee Rehberg.

- A. A Resolution Waiving Competitive Bidding Requirements and Authorizing the Village Manager to Enter into Agreements for Temporary Staffing of the Village Finance Department

Manager Huber explained about the Village’s code for bidding or waiving bidding. He said staff is looking at how to things such as professional service agreements, as well as making the code clearer on proposals, qualifications, and bids.

Director Desai explained the need for temporary part-time staff for helping in the Finance Department. He spoke about the financial savings the Village gets by using temporary staff.

**Vote on Motion:**

5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)

0 – nay

1 – absent (Burroway)

**Motion passed.**

**TRUSTEE AND COMMITTEE REPORTS**

**Trustee Burroway was absent from tonight’s meeting.**

**Trustee Humpfer had the following report:**

- The rebranding process is off to a great start. They started with peer community interviews, and had 22 participants. He also spoke about the online community survey that will be available and encouraged people to fill it out, as they want at least 1,000 responses.
- He thanked the clergy committee for being here tonight, and said he appreciates all of their support.

**Trustee Lawrence had no report this evening.**

**Trustee O’Sullivan had no report this evening.**

**Trustee Rehberg had the following report:**

- The next Audit and Finance Commission meeting will be February 27 at 6:30 p.m. at the Public Works building.

**Trustee Frost had the following report:**

- He gave kudos to the firemen, as they had received a thank you email from Sherman Hospital regarding a resuscitated cardiac patient they had helped. He also thanked Public Works for plowing the streets, the clergy committee, and he wished good luck to Olympic figure skater Bradie Tennell.

**President Skillman had the following report:**

- He spoke with the gentleman whose family was involved in the cardiac arrest. He also said the firefighters did a great job.  
- He mentioned how they are going to recognize any new businesses in town.  
- He said the next Park and Special Events meeting is February 21 at Public Works. He said they are trying not to overlap when there are other events in

**CLOSED SESSION** –

Trustee Frost motioned to adjourn to Closed Session, seconded by Trustee O’Sullivan, to discuss Section 2(c)(1) of Open Meetings Act - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;

**Vote on Motion:**

5 – ayes (Frost, Humpfer, Lawrence, O’Sullivan, and Rehberg)  
0 – nay  
1 – (Burroway)

**Motion passed.**

The Board adjourned to Closed Session at 7:34 p.m.

The Board reconvened at 8:06 p.m.

**DISCUSSION CONCERNING OTHER VILLAGE BUSINESS**

**Misc.**

- Trustee Lawrence gave the idea of creating a recognition wall for employees.  
- Chief Kilbourne mentioned a lawsuit regarding a January 2016 incident. He also said contact has been made with the attorney representing the patrol sergeants and their contract, as the last one expired January 1, 2018.  
- Chief Schilling said he received a demand for contract negotiations from SEIU #73 for the part-time firefighters.

**Chicken Coops**

- The Trustees and Manager Huber discussed the topic of whether or not chicken coops should be allowed in the Village. They discussed what would need to happen if they wanted to allow it, such as creating a permit, regulations to be decided upon, and any related ordinance change.

\*AMENDED MINUTES\*

**Bills List**

- Manager Huber let the Board know that the Bills List which appears on the agenda each meeting will have a change in format. It will now be listed by vendor rather than fund.

**Personnel**

- The Board discussed Human Resources and how they would like more information on job descriptions and pay rates. Also discussed was the HR Position. Manager Huber spoke about looking to get a previous applicant who had applied for the original HR opening or recruit someone else who has a background in HR. He mentioned the current director would be replaced and may be moved to a role supporting the management analyst or supporting the attorneys. Trustee Lawrence requested more information on the current director's current salary and job description.

**Communication**

- The Board spoke about the need to make sure all departments are communicating with each other, especially Police, Fire, and Public Works.

**ADJOURNMENT**

As there was no further business, Trustee Lawrence motioned to adjourn the meeting, seconded by Trustee Frost. Voice vote was unanimous, all five voted aye.

The meeting adjourned at 8:24 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk