



REGULAR BOARD MEETING MINUTES

Wednesday, April 22, 2020

Village of Norridge
4000 N. Olcott Avenue
Norridge, IL 60706
6:30 P.M.

******Meeting held via video conference******

Per Executive Order 2020-07 issued by Governor JB Pritzker on March 16, 2020, 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.

Due to Governor Pritzker’s Executive Order 2020-10, Executive Order in response to COVID-19 (COVID-19 Executive Order No.8), board members did not meet in person at the Village of Norridge. Each board member connected via video conference at 6:30 P.M. President Tannhauser called the meeting to order and asked for a roll call.

Clerk Budnik called the roll.

Present via video:

President Tannhauser
Clerk Budnik
Trustee Ronstadt
Trustee Larson
Trustee Bielak
Trustee Gregorio
Trustee Gelsomino

Absent:

Trustee Kucharski

Also Present:

Joan Cherry, Village Attorney
Brian Gaseor, Village Engineer
David Disselhorst, Chief of Police
Joanna Skupien, Village Administrator

A quorum was declared.

President Tannhauser asked all to stand and pledge allegiance to the flag.

Motion by Gelsomino seconded by Larson to: approve and adopt the minutes of the Regular Board Meeting of March 25, 2020, as presented.

President’s Report

President Tannhauser reviewed the Declaration of the Local State of Emergency – Supplement #1 issued April 8, 2020.

Village President's Executive Order Relating to the corona virus pandemic, Supplement #1 issued April 8, 2020. This Executive Order supplements and continues my previous Executive Order dated March 23, 2020:

- A. I am suspending all water service disconnections until April 30, 2020, at 11:59 PM, until further order.
- B. I am suspending all street maintenance (other than on an emergency basis), until April 30, 2020, at 11:59 PM, until further order.
- C. License Renewal Periods for the following Village issued licenses shall be as follows until further order:
 - i. Liquor Licenses – Extended from May 1, 2020 to June 1, 2020;
 - ii. Business Licenses – Extended from May 1, 2020 to June 1, 2020;
 - iii. Vehicle Licenses – Extended from May 1, 2020 to July 31, 2020;
 - iv. Pet Licenses – Extended from May 1, 2020 to July 31, 2020.
- D. All items on the Agenda of the Zoning Board of Appeals for April 6, 2020, and April 13, 2020, are hereby postponed and continued to the next scheduled Zoning Board of Appeals meeting which is June 2, 2020 at 7:00 PM or until further order.
- E. Local Adjudication Court cases scheduled for April 2, 2020 and May 7, 2020 have been rescheduled to July 2, 2020 and July 16, 2020.
- F. Village Hall shall remain closed to the public until April 30, 2020 or until further notice.
- G. The Estelle Sieb Community Center shall remain closed to the public until April 30, 2020 or until further order. All activities and events previously scheduled during the month of April 2020 are hereby canceled.
- H. T-E Temporary Emergency Liquor Licenses shall remain in effect until 11:59 PM, April 30, 2020 until further order.
- I. Coffee and Conversation with President Tannhauser and the Village Board will be held on Saturday, May 30, 2020 at the Norridge Village Hall Board Room, beginning promptly at 9:30 AM.
- J. The Memorial Day Observance is still anticipated to take place on May 24, 2020 at noon at the Veterans Memorial located at 4010 N. Olcott Avenue.
- K. Please continue to observe the Governor's Executive Orders regarding COVID-19.

Comments from the Public

Members of the Public were instructed to e-mail the Village Administrator at jskupien@villageofnorridge.com with public comment. Joanna Skupien was also present at Village Hall for anyone that may have arrived in person to attend not knowing of the change.

There were no comments submitted.

The meeting moved to the committee reports.

FINANCE, LICENSES & CONTRACTS, *Trustee Gregorio:*

Trustee Gregorio had no discussion items for review. She asked if there were any questions regarding her consent agenda items (a) – (aa). There were none.

Motion by Gregorio, seconded by Gelsomino to:

- (a) Accept General Fund, Motor Fuel Tax Fund and Wireless 911 Fund Financial Report for the month ending December 31, 2019.
- (b) Accept General Fund, Motor Fuel Tax Fund and Wireless 911 Fund Financial Report for the month ending January 31, 2020.
- (c) Accept the General Fund Accounts Payable Check Register for the month of January, 2020.
- (d) Accept ACH payment from the Illinois Comptroller's Office, dated December 4, 2019, in the amount of \$1,270.34 for the Village's share of Personal Property Replacement Tax.
- (e) Accept ACH payment from the Illinois Comptroller's Office, dated December 5, 2019, in the amount of \$341,923.23 for the Village's share of Sales Tax.
- (f) Accept ACH payment from the Illinois Comptroller's Office, dated December 5, 2019, in the amount of \$402,855.52 for the Village's share of Home Rule Sales Tax.
- (g) Accept ACH payment from the Illinois Comptroller's Office, dated December 12, 2019, in the amount of \$19,047.23, for the Village's share of Telecommunications Tax revenues.
- (h) Accept ACH payment from the Illinois Comptroller's Office, dated January 8, 2020, in the amount of \$4,645.09 for the Village's share of Personal Property Replacement Tax.
- (i) Accept ACH payment from the Illinois Comptroller's Office, dated January 9, 2020, in the amount of \$311,152.08 for the Village's share of Sales Tax.
- (j) Accept ACH payment from the Illinois Comptroller's Office, dated January 9, 2020, in the amount of \$367,205.19 for the Village's share of Home Rule Sales Tax.
- (k) Accept ACH payment from the Illinois Comptroller's Office, dated January 14, 2020, in the amount of \$19,283.99, for the Village's share of Telecommunications Tax revenues.
- (l) Accept ACH payment from the Illinois Comptroller's Office, dated January 15, 2020, in the amount of \$46,827.15 for the Village's share of Use Tax.
- (m) Accept ACH payment from the Illinois Comptroller's Office, dated January 15, 2020, in the amount of \$133,353.81 for the Village's share of Income Tax.
- (n) Accept ACH payment from the Illinois Comptroller's Office, dated February 6, 2020, in the amount of \$345,623.46 for the Village's share of Sales Tax.
- (o) Accept ACH payment from the Illinois Comptroller's Office, dated February 6, 2020, in the amount of \$419,109.04 for the Village's share of Home Rule Sales Tax.
- (p) Accept ACH payment from the Illinois Comptroller's Office, dated February 11, 2020, in the amount of \$18,436.35, for the Village's share of Telecommunications Tax revenues.
- (q) Accept ACH payment from the Illinois Comptroller's Office, dated February 13, 2020, in the amount of \$137,390.92 for the Village's share of Income Tax.
- (r) Accept ACH payment from the Illinois Comptroller's Office, dated February 13, 2020, in the amount of \$43,870.05 for the Village's share of Use Tax.
- (s) Accept ACH payment from the Illinois Comptroller's Office, dated March 5, 2020, in the amount of \$489,278.99 for the Village's share of Sales Tax.
- (t) Accept ACH payment from the Illinois Comptroller's Office, dated March 5, 2020, in the amount of \$620,336.41 for the Village's share of Home Rule Sales Tax.
- (u) Accept the Motor Fuel Tax Allotment and Transaction Report from the Illinois Department of Transportation, dated January 6, 2020, showing an ACH payment deposited into the Illinois Funds Motor Fuel Tax Account in the amount of \$63,966.45 comprised of \$43,362.69 for the monthly Motor Fuel Tax Allotment and \$20,603.76 for

- the monthly Motor Fuel Tax Transportation Renewal Fund Allotment.
- (v) Accept the Motor Fuel Tax Allotment and Transaction Report from the Illinois Department of Transportation, dated February 5, 2020, showing an ACH payment deposited into the Illinois Funds Motor Fuel Tax Account in the amount of \$45,326.93 comprised of \$25,388.48 for the monthly Motor Fuel Tax Allotment and \$19,938.45 for the monthly Motor Fuel Tax Transportation Renewal Fund Allotment.
 - (w) Accept Check #520985806 dated February 3, 2020 from Comcast for Cable Franchise Fees covering the period October 1, 2019 to December 31, 2019 in the amount of \$36,170.90.
 - (x) Accept the General Fund Accounts Payable Check Register for the month of February, 2020.
 - (y) Accept the General Fund Accounts Payable Check Register for the month of March, 2020.
 - (z) Approve Invoice #16886 dated April 6, 2020 and authorize payment to Frank J. Baker & Company, Ltd., 950 Lee Street, Suite 101, Des Plaines in the amount of \$30,500.00 for services related to the Certified Audit of the General Fund for fiscal year ended April 30, 2019, services previously approved at the June 26, 2019 Board Meeting.
 - (aa) Approve Invoice #16888 dated April 6, 2020 and authorize payment to Frank J. Baker & Company, Ltd., 950 Lee Street, Suite 101, Des Plaines in the amount of \$10,600.00 for services related to the Certified Audit of the Water Fund for fiscal year ended April 30, 2019, services previously approved at the June 26, 2019 Board Meeting.

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried.

LAW & ORDINANCE & ECONOMIC DEVELOPMENT, *Trustee Bielak:*

Trustee Bielak had no discussion items for review. He asked if there were any questions regarding his consent agenda. There were none.

Motion by Bielak, seconded by Larson to:

- (a) Adopt and Approve Resolution No. 2020-06, A RESOLUTION APPOINTING CERTAIN PERSONS TO THE POSITIONS OF DIRECTOR AND ALTERNATE DIRECTOR OF THE WEST COOK COUNTY SOLID WASTE AGENCY: A Resolution Appointing Village Trustee Ronstadt and Village Engineer Gaseor to the Positions of Director and Alternate Director of the West Cook County Solid Waste Agency.
- (b) Adopt and Approve Ordinance No. 1988-20, "AN ORDINANCE AMENDING ORDINANCE 1987-20 AND CHAPTER 6, ARTICLE II, DIVISION 2, SECTION 6-43 CLASS T-E LIQUOR LICENSE OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE-2002: An Ordinance Amending the Temporary Emergency Liquor License for Current Class A and Class F Liquor Licensees to Permit the Retail Sale of Wine and Beer for Use and Consumption Off-Premises By Pick-Up, Take Out and Delivery Only With Food and Only During Declared State of Emergency."

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried.

WATER, CELL PHONES, CELL SITES and ELECTRICAL AGGREGATION, *Trustee Ronstadt:*

Trustee Ronstadt had no discussion items for review. He asked if there were any questions regarding his consent agenda. There were none.

Motion by Ronstadt, seconded by Bielak to:

- (a) Accept Water Fund Monthly Financial Report for the month ending December 31, 2019 as published.
- (b) Accept the Water Fund Accounts Payable Check Register for the month of January, 2020, as published.
- (c) Accept Water Fund Monthly Financial Report for the month ending January 31, 2020 as published.
- (d) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed March 2, 2020.
- (e) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed March 16, 2020.
- (f) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed April 6, 2020.
- (g) Accept the Water Fund Accounts Payable Check Register for the month of March, 2020, as published.
- (h) As a matter of record, accept the 2019 Comcast Annual Report, submitted pursuant to the Cable and Video Customer Protection Law (220 ILCS 5/22).

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried.

VILLAGE PROPERTIES, HR, INSURANCE, VILLAGE BUS SERVICE, IT, GIS & ENVIRONMENT, *Trustee Gelsomino:*

Trustee Gelsomino had no discussion items for review. He asked if there were any questions regarding his consent agenda. There were none.

Motion by Gelsomino, seconded by Ronstadt to:

- (a) Accept proposal from AI Air, Inc. for the renewal of services for the following Village-owned buildings for the service period of May 1, 2020 through April 30, 2021:

Police Department, 4020 N. Olcott	\$ 2,900.00
Shooting Range, Foster/Cumberland	775.00
Estelle Sieb Center, 7774 W. Irving Park	2,750.00
Village Hall, 4000 N. Olcott	3,200.00
Police Garage, Montrose/Ottawa	375.00
TOTAL:	\$10,000.00

The renewal reflects no increase on any services facility but does reflect an overall contract decrease of \$450.00 over last year's proposal due to the removal of the Joe Sieb Center as a serviced facility.

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried.

PUBLIC WORKS, TREE PROGRAM, PARKING, STREET LIGHT CABLE REPLACEMENT PROJECT: *Trustee Larson:*

Trustee Larson mentioned:

- (a) An ordinance is in the process of being prepared memorializing the snow route parking changes which will go into effect for the 2020/2021 winter season. Once the ordinance will be approved by the Board, we will hold town hall meetings and prepare communications to notify the public of the changes.

He had no other discussion or consent agenda items to review.

GENERAL, Clerk Budnik:

Clerk Budnik mentioned:

- (a) The 27th Annual Memorial Day Ceremony will take place on Sunday, **May 24, 2020**.
(b) Coffee and Conversation with President Tannhauser and the Village Board has been **rescheduled to Saturday, May 30, 2020** at the Norridge Village Hall Board Room, beginning promptly at 9:30 AM.
(c) The Salvation Army Norridge Citadel is in need of bread, canned beans, canned tuna, toilet paper, disinfectant wipes, sprays, and hand sanitizers during the COVID-19 pandemic. Donations can be dropped off at 8354 W. Foster Avenue.

She also asked for a motion to approve the 2020 solicitation dates for the Salvation Army.

Motion by Gelsomino, seconded by Larson to:

- (a) Accept letter dated March 2020 from the Salvation Army and grant their request to be able to seek permission from private property owners regarding collections of funds in front of their establishments for the Donut Days Campaign which will take place on Friday, June 5, 2020 as well as the Red Kettle Campaign which will take place Monday through Saturday, November 1 – December 24, 2020.

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried.

President Tannhauser mentioned that he has asked Village Administrator Joanna Skupien to prepare a report highlighting the financial impact of Covid 19 on the village finances to date. The report would be updated as needed.

Motion by Gelsomino, seconded by Larson that, there being no further business, meeting be adjourned at 6:45 p.m.

Larson, Ronstadt, Bielak, Gregorio, Gelsomino voted yea. There were no nays or abstains. Motion carried. Meeting adjourned.


Daniel Tannhauser, Village President

ATTEST:


Debra J. Budnik, Village Clerk