



REGULAR BOARD MEETING AGENDA

Wednesday, June 24, 2020

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

******Meeting held via ZOOM******

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.

- I - Meeting called to order by the President.
- II - Roll call.
- III - Declaration of Quorum.
- IV - Pledge of Allegiance.
- V - Motion to approve and adopt the minutes of the Regular Board Meeting of May 27, 2020, as presented and published and that they be made part of the record hereof.
- VI - President's Report.
 - (a) Declaration of Local State of Emergency – Supplement #3, was issued and signed by President Tannhauser on May 29, 2020.
 - (b) Declaration of Local State of Emergency – Supplement #4, to be issued upon more information from Governor Pritzker as it pertains to moving into Phase 4 of the Restore Illinois Plan.
 - (c) Village President's Executive Order Relating to the corona virus pandemic, Supplement #4 was issued and signed by President Tannhauser on June 16, 2020:
 - 1. **Supplements and Continues Prior Executive Orders.**
 - A. This Village President's Executive Order #4 supplements and continues my previous Executive Orders dated March 23, 2020, April 8, 2020, April 27, 2020, and May 29, 2020.

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B. Section 12 of my previous Village President's Executive Order #3 dated May 29, 2020 be and hereby is modified as follows: **Garage and Estate Sales** are now permitted subject to compliance with Governor Pritzker's executive order E.O. #2020-38. Face coverings, social distancing, and limitation of no more than 10 persons in a gathering at any one time is required.

2. **Authority.** This Executive Order is issued by me under my authority as Village President and Local Liquor Commissioner pursuant to Chapter 26 of the Revised Municipal Code of the Village of Norridge - 2002 ("Village Code") and Ordinance 1986-20 and Village Code Chapter 6, Section 6-43 8.e. wherein the Local Liquor Commissioner shall have the authority to amend, alter, suspend, or revoke, or expand regulations relating to those license classes subject to regulation under the Village Code, with reasonable notice to affected licensees, by executive order during the effective period of the Gubernatorial Disaster Proclamation and subsequent Executive Order 2020-07 without the prior approval of the Village Board of Trustees.

3. **T-E Licensees – Outdoor Dining and Service of Alcoholic Liquor.** During the effective period of the on-site consumption ban and the Declaration of Local State of Emergency, the Local Liquor Control Commissioner of the Village may, subject to Phase 3 of the Restore Illinois Plan issued by the Governor on May 24, 2020, effective May, 29, 2020, permit a holder of a T-E license to provide outdoor dining and/or service of alcoholic liquor in accordance with the Phase 3 Restore Illinois Plan Guidelines for Restaurants and Bars which provide, in part, for:

- a. Outdoor dining and/or drinking only; and
- b. Limited to parties of 6 persons or fewer; and
- c. Tables to be a minimum of 6 feet apart.

4. **Outdoor Dining – Restaurant With No Liquor License.** During the effective period of the on-site consumption ban and the Declaration of Local State of Emergency, restaurants that do not have a liquor license and wish to provide outdoor dining not including the service of alcoholic liquor may do so subject to the Phase 3 Restore Illinois Plan Guidelines for Restaurants and Bars which provide, in part, for:

- a. Outdoor dining only; and
- b. Limited to parties of 6 persons or fewer; and
- c. Tables to be a minimum of 6 feet apart.

5. **Village Regulations Apply.** All restaurants whether licensed to serve alcohol beverages, or not, and all T-E license holders wishing to provide outdoor dining and/or service of alcoholic liquor (if applicable), shall meet all Village health, sanitation, inspection and permitting requirements.

6. **Delivery and Carryout of Mixed Drinks and Cocktails for Consumption Off-Premises.** Delivery and carryout of mixed drinks and cocktails for consumption off-premises is permitted during the effective period of the on-site consumption ban and the Declaration of Local State of Emergency by a holder of a T-E license (provided that a T-E licensee is licensed to deliver mixed drinks or cocktails and is the holder of a State of Illinois 1A Retailer Liquor License) to provide delivery and carryout of mixed drinks and cocktails for consumption off-premises in accordance with the Governor's Executive Order 2020-38, Section 6-28.8 of the Illinois Liquor Control Act (235 ILCS

5/6-28.8) and the Illinois Liquor Control Commission's COVID -19 Related Action Sale and Delivery of "To Go" Mixed Drinks/Cocktails dated June 2, 2020 ("Cocktails To Go Guidelines"). A licensee delivering mixed drinks and cocktails under this section must comply with all Cocktails To Go Guidelines which provide, in part:

- a. Cocktails can only be delivered in a sealed, labeled container with a tamper-evident cap or seal by an employee of the liquor license holder who is over the age of 21 and trained in responsible alcohol service.
- b. Cocktails may not be delivered via a third-party delivery app.
- c. Cocktails can only be delivered after an employee verifies the age as well as the level of intoxication of the consumer.

In addition, delivery and carryout of mixed drinks and cocktails under this section are only permitted with an accompanying food order totaling at least \$10.00 and are subject to the following additional limitations.

- a. Quantity is limited to five (5) per food order.
- b. No sale, take out or delivery after 12:00 a.m.
- c. For off-premises delivery, the employee or agent making the delivery must require identification verifying proof of age and the signature of the individual to whom delivery is made. The licensee must maintain a record of all deliveries, which must include: (1) the name of the delivery driver, (2) name of the purchaser, (3) the address where the delivery was made, (4) the name, date of birth, and signature of the person to whom delivery was made, and (5) a list of all the alcohol delivered. All delivery records must be kept by the licensee for at least six months and the records must be immediately made available for examination and copying to the Village of Norridge Police Department or the Local Liquor Commissioner upon request.
- d. Take out, curbside or off-premises delivery may not be made to any person who is intoxicated.
- e. Curbside delivery may not be made to a vehicle if any occupant of that vehicle is intoxicated.

7. T-E Licensees – Additional State Law Requirements. T-E licensees are advised that additional steps may be required pursuant to State law to undertake the actions described in this Executive Order, including but not limited to receiving a State license in an off-premises consumption category.

8. Insurance Requirements. All T-E licensees shall ensure that their Dram Shop/liquor liability insurance policies are updated and/or revised to enable such a licensee to undertake the actions permitted by this Executive Order and shall submit evidence of same to the Village in the application process. In submitting the required insurance certificates licensees certify the sufficiency of their Dram Shop/liquor liability insurance policy and indemnify the Village of Norridge and its employees and agents from any and all liability related to any and all claims that arise directly or indirectly from any activities undertaken by the licensee.

9. **Expiration Date.** This Executive Order #4 shall remain in effect until June 30, 2020, or until further order of the Village President and the Local Liquor Commissioner, or repeal or amendment of these regulations by ordinance by the Village President and Village Board of Trustees, or unless superseded by State law, or by further executive order of the Governor of the State of Illinois, whichever is earlier.

10. **Violation.** Violation of the provisions of a Class T-E license or other applicable provisions of Chapter Article 6 of the Revised Municipal Code of the Village of Norridge – 2002 shall result in an immediate suspension of a Class T-E license and may result in the suspension or revocation of the licensee's Class A or Class F license.

11. **Governor's Authority.** Nothing in this Executive Order Supplement #4 shall supersede the Governor's authority and any orders that may be issued by the Governor related to the operation of businesses and /or the sale of alcoholic liquor in the State of Illinois.

12. **Effective Date.** This Executive Order #4 shall be effective immediately upon its promulgation and shall be deposited with the Village Clerk, posted at Village Hall, and entered on the Village's website.

VII - Comments from the Public.

Members of the Public: please e-mail the Village Administrator at jskupien@villageofnorridge.com with public comment. She will read your public comment on your behalf to the Village Board at the teleconference. The Village Clerk will record your comment as part of the official meeting minutes. Please send your comment by 4:00 PM, Wednesday, June 24, 2020 using the subject line "PUBLIC COMMENT".

VIII - Committee Reports/Discussion and Action Items:

1. **FINANCE, LICENSES & CONTRACTS, *Trustee Gregorio:***

A. Discussion:

(a)

B. Consent Agenda:

- (a) Consideration to be given to motion that the Village Board approve the proposed Village Budget for the Fiscal Year May 1, 2020 to April 30, 2021 and that it be referred to the Law and Ordinance Committee to adopt the necessary ordinance.
- (b) Authorize the Village Administrator to transfer funds as shown on the attached sheet with details:
END OF THE YEAR BUDGET ADJUSTMENTS – GENERAL FUND
FY ENDING 04/30/2020
- (c) Accept General Fund, Motor Fuel Tax Fund and Wireless 911 Fund Financial Report for the month ending April 30, 2020, revised May 29, 2020 with End of Fiscal Year Budget Adjustments and Transfers, as published, copy to be attached and made a part of the record hereof.
- (d) Accept the quarterly report from Frank J. Baker & Company, Ltd., Certified Public Accountants, 950 Lee Street, Suite 101, Des Plaines IL 60016, for the three months ended April 30, 2020.
- (e) Accept the General Fund Accounts Payable Check Register for the month of May, 2020, as published and copy to be attached and made part of the record hereof.

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

(Next Ordinance No. 1998-20)
(Next Resolution No. 2020-07)

A. Discussion:

(a)

B. Consent Agenda:

- (a) Adopt and approve Ordinance No. 1990-20, "AN ORDINANCE PROVIDING AN APPROPRIATION FOR CORPORATE PURPOSES AND STATEMENT OF ANTICIPATED REVENUES FOR THE FISCAL YEAR COMMENCING MAY 1, 2020 AND ENDING APRIL 30, 2021 FOR THE VILLAGE OF NORRIDGE, COOK COUNTY ILLINOIS: The Budget and Appropriation Ordinance and Statement of Anticipated Revenues," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof. The Clerk be directed to place a legal notice in a newspaper of general circulation indicating that a copy of the enacted budget (Appropriation Ordinance) is available for public examination at the Norridge Village Hall, 4000 N. Olcott Avenue, Norridge, Illinois, during regular office hours and is available online on the Village of Norridge

website: www.villageofnorrIDGE.com, under the Finance tab.

- (b) Adopt and approve Ordinance No. 1991-20, "AN ORDINANCE AMENDING CHAPTER 94, ARTICLE IV, SECTION 94-222 OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Relating to Parking for Persons with Disabilities," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.
- (c) Adopt and approve Ordinance No. 1992-20, "AN ORDINANCE AMENDING AND REENACTING CHAPTER 18, ARTICLE III. TECHNICAL CODES AND REPEALING CHAPTER 18 ARTICLE VII 'SWIMMING POOLS' AND REENACTING SWIMMING POOL REGULATIONS IN CHAPTER 18, ARTICLE III OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Adopting Current Versions of the Technical Codes," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.
- (d) Adopt and approve Ordinance No. 1993-20, "AN ORDINANCE REPEALING, RESTATING, AMENDING, AND REENACTING CHAPTER 18, ARTICLE IV. 'FENCES' IN BUILDINGS AND BUILDING REGULATIONS, OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Repealing and Reenacting Fence Regulations," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.
- (e) Adopt and approve Ordinance No. 1994-20, "AN ORDINANCE AMENDING ORDINANCE 1987-20 AND ORDINANCE 1988-20 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 T-E Liquor Licenses Providing for Outdoor Dining and Consumption of Alcoholic Liquor During Phase 3 of the Governor's Restore Illinois Plan to Combat COVID-19, Enacting Temporary Authorization of To-Go and Off-Premises Delivery of Cocktails and Mixed Drinks and Anticipated Phase 4 In-Premises Limited Capacity Seating and Other Regulations for Bars and Restaurants," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.
- (f) Adopt and approve Ordinance No. 1995-20, "AN ORDINANCE AMENDING CHAPTER 6, ARTICLE II, DIVISION 2, SECTIONS 6-43 AND 6-44 AND CHAPTER 38, SECTION 38-22 OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Creating a Class H Liquor License for Retail Sale For Use and Consumption Off the Premises, Providing the Number Class A, G, H Licenses, and Setting the Annual Class H License Fee," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.

- (g) Adopt and approve Ordinance No. 1996-20, "AN ORDINANCE AMENDING CHAPTER 50, ARTICLE II, DIVISION 1 'HEALTH AND SANITATION', BY ENACTING SECTION 50-46 RESTAURANT 'OUTDOOR SEATING AND DINING' OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Amending Health and Sanitation Regulations Permitting Restaurants to Provide Outdoor Seating and Dining During Phase 3 and Phase 4 of the Governor's Restore Illinois Plan to Combat COVID-19," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.
- (h) Consider a request by the property owner Makray Manufacturing and the contract purchaser GW Properties, of an application for a planned unit development, special uses and variations from the Village of Norridge Zoning Ordinance (Article XI-A) Planned Unit Development for the property at 4400 North Harlem Avenue located in the "M" Restricted Light Manufacturing District (Article XI), consisting of approximately 4.5 acres, to the Zoning Board of Appeals for its consideration and recommendation at a hearing on August 3, 2020.
- (i) Adopt and approve Ordinance No. 1997-20, "AN ORDINANCE AMENDING CHAPTER 38 OF THE REVISED MUNICIPAL CODE OF THE VILLAGE OF NORRIDGE – 2002: An Ordinance Implementing the City of Chicago June 1, 2020 Water Rate Increase," the President and Clerk to be authorized to sign, the Clerk be directed to publish in pamphlet form, copy to be attached and made a part of the record hereof.

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

A. Discussion:

- (a) As a matter of record: Payment #14 of #39 of the Water Loan L17-3440 was issued on June 5, 2020 in the amount of \$11,295.41 to the IEPA. This is a low-cost loan which was obtained for the purpose of completing a water main project.
- (b) We would like to thank Captain Kristina Sjogren and Captain Michael Sjogren of the Salvation Army Norridge Citadel for all the work they have done in our community. We wish them the best on their new assignment in Quincy. We would like to welcome Captains Peter and Catherine Mount who have been newly appointed as the corps officers.

B. Consent Agenda:

- (a) Accept Water Fund Monthly Financial Report for the month ending February 29, 2020 as published, copy to be attached and made a part of the record hereof.
- (b) Accept Water Fund Monthly Financial Report for the month ending March 31, 2020 as published, copy to be attached and made a part of the record hereof.
- (c) Accept Water Fund Monthly Financial Report for the month ending April 30, 2020 as published, copy to be attached and made a part of the record hereof.

- (d) Authorize the Village Administrator to transfer funds as shown on the attached sheet with details:

END OF THE YEAR BUDGET ADJUSTMENTS – WATER FUND
FY ENDING 04/30/2020

- (e) Accept Water Fund Monthly Financial Report for the month ending April 30, 2020 revised June 2, 2020 with End of Fiscal Year Budget Adjustments and Transfers, as published, copy to be attached and made a part of the record hereof.
- (f) Accept the Water Fund Accounts Payable Check Register for the month of May 2020, as published and copy to be attached and made part of the record hereof.
- (g) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed May 18, 2020 covering locations listed, place the report on file and make a part of the record thereof.
- (h) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed June 1, 2020 covering locations listed, place the report on file and make a part of the record thereof.
- (i) Accept Coliform Results report from Suburban Laboratories, Inc. as required by the IEPA Community Water Supply Testing Fund Program, of water sample analysis performed June 15, 2020 covering locations listed, place the report on file and make a part of the record thereof.
- (j) Approve Aclara Technologies, LLC Invoice No. 20100913 for the renewal of the STAR System, Maintenance of and Monitoring Services as well as DCU Maintenance for the period of January 2020- December 2020 in the amount of \$11,558.00.

4. **POLICE, *Trustee Kucharski:***

A. Discussion:

- (a)

B. Consent Agenda:

- (a) Accept proposal from Chicago Communications, for a Wireless Mounted Camera Project for cameras to be located at Harlem/Cullom and Irving/Octavia in order for the Norridge Police Department to be able to maintain a 24/7 video surveillance of the Harlem Irving Plaza. Proposal received as part of RFP 2020-21. Project costs not to exceed \$22,000.00, with the cost of equipment being reimbursable through a grant which the Village of Norridge has already been awarded.
- (b) Accept letter dated May 29, 2020 from Police Chief David Disselhorst advising President Daniel Tannhauser and the Board of Trustees that Auxiliary Officer Patrick Sprouse is resigning from his position effective May 1, 2020.
- (c) Accept letter dated June 19, 2020 from Officer Theodore Vasilakopoulos, notifying that he is retiring from the Norridge Police Department and that his last day will be September 17, 2020.

- (d) Accept and approve agreement from DACRA Tech, LLC., for the renewal of the Municipal Enforcement System software and service for a minimum monthly cost of \$1,750.00 plus \$3.00 each for adjudication citations issued. The agreement shall be retroactive to May 1, 2020 and expire April 30, 2021 and shall not auto renew.

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

A. Discussion:

- (a)

B. Consent Agenda:

- (a) Approve renewal from SeamlessDocs for the use of software which converts PDF's into fillable forms, web forms and transforms documents into online services. The annual renewal will cost \$3,025.00, from July 1, 2020 through June 30, 2021.
- (b) Approve the renewal from Sentinel Technologies, Inc. for services related to VMware for an annual cost of \$1,158.00, services from July 25, 2020 through July 24, 2021.
- (c) Approve the Maintenance Agreement from Impact Networking, LLC, for services related to 16 copiers/devices for the period of May 15, 2020 to May 14, 2021 at a monthly base cost of \$697.50.

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

A. Discussion:

- (a) The Village of Norridge is accepting applications for the 2020-2021 Concrete Reimbursement Program. The program was implemented to assist Norridge property owners in making needed repairs to curbs, sidewalks, service walks, catwalks and aprons abutting their properties. This Fiscal Year, the reimbursement rate is \$15.00 per linear foot for curb and \$3.50 per square foot for sidewalk, service walk, catwalk or apron. Applications are available on-line or at the Building Department counter.

B. Consent Agenda:

- (a) Accept request dated June 5, 2020 from Robert J. Crimmins, on behalf of Grace M. Crimmins and grant the transfer of signs for Parking for Persons with Disabilities installed at 4118 N. Ottawa, to be moved to 4026 N. Ozark Avenue.

7. GENERAL, Clerk Budnik:

A. Discussion:

(a)

B. Consent Agenda:

(a)

Consideration to be given to motion that, there being no further business, meeting be adjourned at p.m.