

**Minutes
Village of Willow Springs
Combined Committee and Board Meeting of the
President and Board of Trustees
July 12, 2018**

President John Carpino called the meeting to order at 7:04 p.m.

Roll Call: Present: President John Carpino, Trustees: Thomas Birks, Terrence Carr, Michael Kennedy, Melissa Neddermeyer, Fred Posch and Kathy Stanphill.

Also Present: Administrator Brent Woods, Clerk Mary Jane Mannella, Attorney Peter Murphy, Public Works Director Keith Grantland, Building Commissioner Bruce Zartler, Treasurer Kelly Zabinski and Engineer Dan Lynch.

President Carpino led the Pledge of Allegiance.

MINUTES:

Motion by Trustee Kennedy, second by Trustee Birks to approve the minutes of the combined Committee and Board Meeting of June 14, 2018. ROLL CALL: AYES: Trustees Birks, Kennedy, Neddermeyer, and Carr. NAYS: none. Abstain: Trustees Posch and Stanphill. *Motion Carried.*

PRESIDENT'S REPORT:

Motion by Trustee Carr, second by Trustee Kennedy to appoint James D. Ritz as Chief of Police. ROLL CALL: ALL AYES. *Motion Carried.*

President Carpino proceeded to swear in James Ritz as Chief of Police.

Motion by Trustee Neddermeyer, second by Trustee Kennedy to approve an Employment Agreement between the Village of Willow Springs and Mary Jane Mannella. ROLL CALL: ALL AYES. *Motion Carried.*

ADMINISTRATOR'S REPORT:

Administrator Woods requested Ordinance 2018-O-34, Amending Title 1 of the Village Code with regard to administrative regulations be pulled from the agenda so as to give trustees a month to review.

Motion by Trustee Birks, second by Trustee Kennedy to remove Ordinance 2018-O-34, Amending Title 1 of the Village Code with regard to administrative regulations from the agenda. Voice Vote: ALL AYES. *Motion Carried.*

Ordinance 2018-O-35 should be creating a class "J" Liquor license rather than class "L". The corrected cover page is at your seat.

The firehouse sale was concluded. \$1,017,000 was deposited into the General Fund from that sale.

The health insurance renewal with Assurance Agency was budgeted for a 10% increase and came in at only an 8.38% increase.

The MSI software update will be installed this coming Monday and Tuesday.

Sewer camera and riding lawn mower have arrived.

This year the winner of the Congressional Art Award for District 3 went to Willow Springs resident Gianna Imbarrato. Her artwork will be displayed in the US Capital for the next year. Congratulations to Gianna for her outstanding accomplishment.

CLERK REPORT:

West Suburban Water Commission: The water main project from the high tower on Forest, down Nolton to Cedar is expected to begin in the next couple of weeks.

Willow Fest is in 21 days and plans are in full-swing. Please join us August 2nd through 5th for the Car Show, Carnival, craft show, bands and tons of great food. Mega passes for unlimited weekend carnival rides are on sale at the clerk's office for \$45. And please consider volunteering for the event. Call the clerk's office to sign-up!

The River Thru History Rendezvous will be taking place on September 8th and 9th. Clerk Mannella reminded the board that the opening ceremony takes place on Saturday, September 8th at 1pm. If your calendar permits, please mark your calendars to attend.

ENGINEER REPORT:

The pre-construction meeting for this year's road work took place on July 9th. The project is scheduled to begin on approximately July 31st and continue for approximately 21 working days with the goal to finish on August 20th before school starts.

ATTORNEY REPORT:

Motion by Trustee Birks, second by Trustee Kennedy for the consideration of the settlement agreement with the Willow Springs Police Pension Fund. ROLL CALL: AYES: Trustees Birks, Kennedy, Neddermeyer, Stanphill, and Carr. NAYS: none. Abstain: Trustee Posch. *Motion Carried.*

Motion by Trustee Neddermeyer, second by Trustee Kennedy for the consideration of payment to the Willow Springs Police Pension Fund in the amount of \$1,000,000 from the proceeds of the sale of the firehouse. ROLL CALL: AYES: Trustees Birks, Kennedy, Neddermeyer, Stanphill, and Carr. NAYS: none. Abstain: Trustee Posch. *Motion Carried.*

Motion by Trustee Carr, second by Trustee Posch to approve **Ordinance 2018-O-33**, adopting the Prevailing Wage. ROLL CALL: ALL AYES. *Motion Carried.*

Motion by Trustee Birks, second by Trustee Neddermeyer to approve **Ordinance 2018-O-35**, amending the Liquor Code creating a "J" class license. ROLL CALL: ALL AYES. *Motion Carried.*

Motion by Trustee Kennedy, second by Trustee Birks to approve **Ordinance 2018-O-36**, adopting permit regulations for Small Cell Tower technology. ROLL CALL: ALL AYES. *Motion Carried.*

TREASURER REPORT:

Treasurer Zabinski let the board know they had copies of the audit report in their packet. She then requested direction from the board to go out to bid for a 5 year contract with an audit firm. 5 year contracts are typical but the board retains the ability to review that decision on an annual basis. Technically audit contracts are annual with a 5 year proposal to set the fees. The board has approved the sending of RFP's with the Treasurer reporting back with a recommendation at the August meeting.

A Profit and Loss statement as of April 30th was sent to the board members. There was a \$500,000 surplus shown in the General Fund. The June report has not been made available yet

due to the software upgrade and chart of accounts re-organization that was discussed with the board during the budget process.

BUILDING AND ZONING COMMITTEE:

In June there were 34 permits issued for the construction value of \$305,795 and the fees collected were \$9,871.50. Total permits issued for the year are 153 for the construction value of \$1,995,374 and fees collected of \$57,604.21.

FINANCE AND ADMINISTRATION COMMITTEE:

Motion by Trustee Posch, second by Trustee Carr to approve the warrants dated June 28, 2018 as read. ROLL CALL: ALL AYES. *Motion Carried.*

Motion by Trustee Posch, second by Trustee Kennedy to approve the warrants dated July 12, 2018 as read. ROLL CALL: ALL AYES. *Motion Carried.*

LICENSE AND FRANCHISE COMMITTEE:

No report.

MUNICIPAL BUILDINGS AND GROUNDS COMMITTEE:

No report.

PUBLIC SAFETY COMMITTEE:

Trustee Neddermeyer welcomed Chief Ritz to Willow Springs.

PUBLIC WORKS COMMITTEE:

Trustee Birks reiterated that the new sewer camera and lawn mower are out in the field being actively used.

OLD BUSINESS:

No report.

NEW BUSINESS:

No report.

OPEN FLOOR:

Sue Trant from Rust Trail came before the board to discuss the loud music coming from Our Lady Mother of the Church at their frequent weekend picnics. She was informed that the church was told all music must end by 8:30 PM or they would receive no additional temporary liquor licenses from the village.

ADJOURN:

Motion to adjourn by Trustee Posch, second by Trustee Kennedy. Voice Vote. ALL AYES. *Motion Carried.* 7:38 p.m.

Mary Jane Mannella, Village Clerk