

**Minutes  
Village of Willow Springs  
Public Hearing and  
Combined Committee and Board Meeting of the  
President and Board of Trustees  
April 23, 2020  
\*\* MEETING HELD ON ZOOM.US \*\***

President John Carpino called the meeting to order at 7:01 p.m.

**Roll Call: Present:** President John Carpino, Trustees: Thomas Birks, Michael Kennedy, Ernie Moon, Melissa Neddermeyer, Fred Posch and Terrence Carr

**Also Present:** Administrator Brent Woods, Clerk Mary Jane Mannella, Attorney Erik Peck Police Chief Jim Ritz, Public Works Director Keith Grantland, Building Commissioner Bruce Zartler, Engineer Dan Lynch and Treasurer Kelly Zabinski

President Carpino led the Pledge of Allegiance.

**MINUTES:**

Motion by Trustee Carr, second by Trustee Birks to approve the minutes of the combined Committee and Board Meeting of March 30, 2020. ROLL CALL: ALL AYES. *Motion Carried.*

**PRESIDENT REPORT:**

President Carpino thanked everyone for their understanding and cooperation during this time. The village administrator has participated in informational meetings at the county, state, and national levels to keep the village as up to date as possible. He reassured residents that the village is still here for them. Our phones are being answered remotely, email is always available and business is continuing to be conducted. Police, fire and public works services continue uninterrupted. Don't hesitate to call 911. There are 8 confirmed cases of Covid in Willow Springs at this time. He reiterated the safety measures we all need to continue including but not limited to wearing masks in public, social distancing and hand washing.

This will affect the village financially, but we have been able to keep all of the village employees employed, and services will remain in place.

**ADMINISTRATOR REPORT:**

Administrator Woods covered the information on the governor's executive order. There are no new restrictions on the businesses already restricted. There is a new order that extends to May 31<sup>st</sup> requiring face masks in public places when social distancing cannot be maintained. Administrator Woods outlined the new aspects of the executive order that would affect residents and local businesses.

The village will be cancelling the Memorial Day Celebration and the Village-wide garage sale in June.

Administrator Woods is currently working on finalizing the budget with Treasurer Zabinski. This task has been made particularly difficult due to the budget being so drastically affected by the Covid pandemic. The tentative budget will be distributed to the trustees on Monday. The public hearing for the budget will be held at the May 28<sup>th</sup> board meeting. The public hearing will begin at 6:00 PM on May 28<sup>th</sup>. The final budget that will be set for approval will most likely be slightly different as we gain more accurate information on revenue projections. Anyone wishing to view a copy of the budget can call the village hall. We will find multiple ways to make the copy available to you.

Trustee Kennedy asked about the fate of Willow Fest 2020 and was told the planning will continue until we know otherwise.

The Ordinance under consideration this evening expands the Administrator's spending limits to \$15,000 during this time.

**CLERK REPORT:**

Clerk Mannella let everyone know that the clerk's office is still performing all of its duties. Building permits and utility bills are being processed. Vehicle stickers are being mailed out to residents.

**WEST SUBURBAN WATER COMMISSION:**

The Water Commission has decided to postpone a rate increase that was passed on by the City of Chicago until, potentially, the fall.

**ENGINEER REPORT:**

No report.

**ATTORNEY REPORT:**

Motion by Trustee Carr, second by Trustee Birks to approve **Ordinance 2020-O-14**, amending Title 1, Chapter 7, Section 3 of the Willow Springs Municipal Code concerning powers, duties, and functions of the Village Administrator. ROLL CALL: ALL AYES. *Motion Carried.*

**TREASURER REPORT:**

Treasurer Zabinski and Administrator Woods had a call with the auditor, who plans to begin the audit mid-June with an August completion date. Once the draft budget is released, the only changes that can be made are to reduce it. Treasurer Zabinski feels the village is losing \$40,000 - \$50,000 a month in revenue due to the stay-at-home order. She assumes a \$100,000 loss from the 2 month order but it is difficult to project what the effect on future months will be. All department heads will be asked to review their budgets to identify essential vs. non-essential services.

**BUILDING AND ZONING COMMITTEE:**

In March there were 15 permits issued for the construction value of \$164,376 and the fees collected were \$10,268. Total permits issued for the year are 30 for the construction value of \$471,407 and fees collected of \$18,006.

**FINANCE AND ADMINISTRATION COMMITTEE:**

Motion by Trustee Posch, second by Trustee Kennedy to approve the warrants dated April 9, 2020 as read. ROLL CALL: ALL AYES. *Motion Carried.*

Motion by Trustee Posch, second by Trustee Moon to approve the warrants dated April 23, 2020 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 encouraged everyone to follow the stay at home order and stay safe. She made everyone aware that our website has village information and links to COVID-19 resources and public services are still operating.

**PUBLIC WORKS COMMITTEE:**

Director Grantland reported that public works is maintaining a normal schedule. The final leaf pick-up will take place on May 1<sup>st</sup>.

**OLD BUSINESS:**

No report.

**NEW BUSINESS:**

No report.

**PUBLIC COMMENT:**

No report.

**ADJOURN:**

Motion to adjourn by Trustee Posch, second by Trustee Moon. Voice Vote. ALL AYES. *Motion Carried.* 7:32 p.m.

Mary Jane Mannella, Village Clerk