

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Mayor Braun called the meeting to order at 7:34pm.

Mayor Braun directed Bridget Wachtel, Village Manager, took roll.

PRESENT: Mayor Braun, Trustees Bradley-Scott (via phone), Driscoll, Hoag, Kimmons, Mitros and Williams

ALSO PRESENT: Bridget Wachtel, Village Manager; Allison Matson, Assistant Village Manager (via phone); Kathi Orr, Village Attorney; Keith Damm, Assistant Fire Chief; John Brunke, Public Works Director; Ananda Billings, Village Clerk (via phone); 5 Citizens Present

Mayor Braun began the meeting by remarking that the meeting today would be a little different due to the attempt to mitigate the spread of the coronavirus. Staff took recommendations from the State, the County, and the CDC and placed the Board members and staff at a safe distance from one another in the Board room, with the intention of tabling lengthy discussions for a later date to minimize people's exposure to one another. The Mayor and the Village Staff have been working through the weekend to remain updated on the pandemic as well as develop a working plan for how to best plan for resources while maintaining critical functions of the government that are needed to serve the community.

Earlier this day, Governor Pritzker suspended portions of the Open Meetings Act, to allow public bodies to conduct meetings without being physically present. This will protect the public and the Board. For this reason, Trustee Bradley-Scott and Village Clerk Ananda Billings are able to attend via phone.

APPROVAL OF THE MINUTES OF THE MEETING HELD ON MARCH 6, 2020:

Mayor Braun asked the Board if they had any changes or comments. He called for a motion to approve the minutes of March 6, 2020. Trustee Williams so moved, seconded by Trustee Kimmons, and passed by a voice vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams

ABSENT: None

ABSTAIN: None

NAYS: None

CITIZENS WISHING TO ADDRESS THE BOARD:

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Mayor Braun welcomed the citizens who attended and noted that it is likely that some future meetings will be electronic to accommodate social distancing and keep the public safe, though all content will be distributed to the community.

He asked the citizens if anyone wished to address the Board. Michelle Nelson, commented that there are multiple items on the agenda tonight with regards to spending. Given the crisis, she asked that the Board consider spending only on items that will improve the Village or benefit the community, given the epidemic that we are facing. She also noted that the Village of Homewood has begun a campaign to support local businesses. She offered her support with these initiatives to be sure that we support our community during these hard times.

REGULAR BOARD AGENDA ITEMS:

Mayor Braun noted that several items will be tabled, to shorten the meeting for the protection of the public and the Board. As such, the Board will only be addressing items that are essential for normal business.

Mayor Braun referred to Agenda Item #1: Consideration of a Liquor License Request- Dunning's Market and Deli.

Maureen Mader, proprietor of Dunning's Market and Deli, requested that the Village issue Dunning's a liquor license so that the store can sell packaged beer and wine as well as beer and wine by the glass. Ms. Mader expected to be able to attend tonight's meeting, but could not. Therefore Ms. Wachtel and Ms. Orr will have a follow-up discussion with Ms. Mader at a later time.

Mayor Braun asked if this license would allow for video gaming. Ms. Wachtel responded yes, once a business has a liquor license, the Village cannot deny the business owner the option of including a video gaming license which is an administrative item, Trustee Hoag inquired as to whether or not Ms. Mader has planned for any specific hours of operation to serve liquor or if this would be a service offered during all business hours. Ms. Wachtel responded that all classes of liquor licenses have hours listed depending on the day of the week. Discussion continued that the Board was looking for clarity with regard to the specialty drinks.

Ms. Wachtel suggested that she and Attorney Orr craft some language that meets Maureen's needs, if it's not already addressed in the code. She will invite Maureen to the next meeting to explain her proposal, specifically the issue of specialty drinks at special events.

Mayor Braun referred to Agenda Item #2: Discussion of a Class 8 Tax Abatement Renewal for Alliance Real Estate Properties (19801) Governors Highway)

Given the need to limit the amount of time citizens, staff, and the Board spend in the same room together, due to COVID-19, it was suggested that this important discussion be tabled for a later date.

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VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Mayor Braun called for a motion to table Agenda Item #2 for a later date. Trustee Williams so moved, seconded by Trustee Driscoll and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #3: Presentation of Flossmoor Marketing Campaign

Given the need to limit the amount of time citizens, staff, and the Board spend in the same room together, due to COVID-19, it was suggested that this important discussion be tabled for a later date.

Mayor Braun called for a motion to table this agenda item to another date. Trustee Mitros so moved, seconded by Trustee Kimmons and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #4: Discussion of FY21 Event Budget and Additional Funding Request for Diversity and Inclusion Programming.

Given the need to limit the amount of time citizens, staff, and the Board spend in the same room together, due to COVID-19, it was suggested that this important discussion be tabled for a later date.

Mayor Braun asked the Board if they approved to table this discussion for a later date. Trustee Mitros so moved, seconded by Trustee Kimmons and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #5: Discussion of Additional Funding Request for Membership in the GIS Consortium

Given the need to limit the amount of time citizens, staff, and the Board spend in the same room together, due to COVID-19, it was suggested that this important discussion be tabled for a later date.

Mayor Braun called for a motion to table this discussion for a later date. Trustee Mitros so moved, seconded by Trustee Williams and passed by a roll call vote.

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #6: Discussion of the Fiscal Year 2021 Capital Equipment Fund Budget

Village Manager Wachtel noted that provided in the Board packets is a list of items included in the Capital Equipment Fund Budget as presented in the Preliminary Budget and she opened up the matter for discussion and questions and answers. Mayor Braun asked if there were any items out of the ordinary in the packet. Ms. Wachtel noted that there is nothing out of the ordinary but the Village will need to prepare for the Police Radio Replacement, which was put into the budget last year. Cook County announced this month that the radio technology will be turned off in 2021. Therefore, this budget item has been escalated to include a full replacement in 2021. There are still a lot of unknowns in that project.

Mayor Braun noted that one of the larger items is the finance software upgrade, which has been previously approved. Ms. Wachtel commented that the funds utilized for this upgrade have been previously saved for and a portion of those funds will be expended in FY 20 with the remainder in FY 21.

Trustee Hoag asked Bridget to address the question of the Village Manager vehicle replacement. Ms. Wachtel responded that this item has been deferred for a few years and saved for, and is a part of her compensation package. She mentioned that they can evaluate if this needs to be replaced or not or another discussion can be had with regards to an alternate compensation. Trustee Williams noted that all items on the agenda are planned for and budgeted. The Village plans appropriately, therefore she feels comfortable moving forward with the approval of the items as presented.

Mayor Braun asked if the Board has any further questions. There were none and no vote was required. The final budget will be prepared with the Capital Equipment Fund as presented.

Mayor Braun referred to Agenda Item #7: Consideration of a Resolution of the Village of Flossmoor, Cook County, Illinois, Adopting a Complete Streets Policy

John Brunke, Public Works Director informed the Board that Public Works Staff has been working with our consultant, Baxter & Woodman Consulting Engineers, on an application to the Surface Transportation Program (STP) through the SSMMA for the Central Business District Roadway, Pedestrian, and Streetscape Improvements. It was recommended that the Village consider adopting a Complete Streets Policy which will help the Village obtain extra points in the STP application.

A Complete Street Program is defined as one that provides safe and convenient access for all users of the roads. Complete Streets can be achieved by system-wide improvements, integration into single projects, or incrementally through a series of small or maintenance type improvements.

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Mayor Braun asked the Board if they had any further questions, and as there were none, he called for a motion to approve a Resolution of the Village of Flossmoor, Cook County, Illinois, Adopting a Complete Streets Policy as presented. Trustee Kimmons so moved, seconded by Trustee Williams and passed by roll-call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #8: Consideration of a Surface Transportation Program Local Assurance Resolution.

Public Works Director, John Brunke, informed the Board that Public Works Staff has been working with Baxter & Woodman Consulting Engineers on the submittal of an application to the Surface Transportation Program (STP) for Phase 2 and Phase 3 Construction and Construction Engineering for the Central Business District Roadway Pedestrian Improvement project. Baxter & Woodman is currently on Phase 1 of this project.

The STP Program has an 80/20 funding ratio so the Village would be responsible for 20% of the total cost of the project. As a part of the application process, SSMMA and IDOT require that the Village pass a resolution stating that the Mayor and Board of Trustees will approve a 20% local match for the project, if it is approved. The 20% local match is estimated to be \$385,400.

Mayor Braun asked the Board if they had any further questions and as there were none, he called for a motion to approve the Surface Transportation Program Local Assurance Resolution as presented. Trustee Williams so moved, seconded by Trustee Driscoll and passed by roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #9: Consideration of an Ordinance Amending Chapter 250 of the Flossmoor Municipal Code Establishing a Local Motor Fuel Tax

Village Attorney Orr informed the Board that this item is housekeeping item to amend an ordinance to comply with a verbiage change in the State law. This pertains to the ordinance passed on September 16, 2019 to establish a \$.03 cents per gallon local motor fuel tax. The changes were made by

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

the State General Assembly clarifying changes in the local motor fuel tax provisions in the Illinois code. The IDOR implementation date was also pushed back to July 1, 2020.

Mayor Braun asked the Board if they had any further questions and as there were none, he called for a motion to approve the Ordinance Amending Chapter 250 of the Flossmoor Municipal Code Establishing a Local Motor Fuel Tax as presented. Trustee Mitros so moved, seconded by Trustee Driscoll and passed by roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

Mayor Braun referred to Agenda Item #10: Consideration of an Ordinance of Flossmoor, Cook County, Illinois, Amending Chapter 103, Article 1 and Chapter 150, Article 10 of the Village of Flossmoor Municipal Code (Liquor Licenses)

Village Manager Wachtel noted that this is another housekeeping item with regards to the Village's liquor license regulations. The first amendment requires license holders to provide a certificate of their insurance coverage at the time of application. The second amendment redefines Class D licenses and creates a new class, Class T. Class T will accommodate social, fraternal and charitable organizations' special events at which they wish to serve alcohol. Class D will be a Special Event License for those businesses who otherwise hold a license but wish to move off premise for a special event. Each class will be charged a \$25 fee for each license.

Mayor Braun asked the Board if they had any further questions and as there were none, he called for a motion to approve an Ordinance of Flossmoor, Cook County, Illinois, Amending Chapter 103, Article 1 and Chapter 150, Article 10 of the Village of Flossmoor Municipal Code as presented. Trustee Kimmons so moved, seconded by Trustee Driscoll and passed by roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

FINANCE COMMITTEE:

Trustee Williams reviewed Hand Checks and Invoices. She noted that close to 30% of the expenditures this month were for insurance and given the tough times the world is facing, it is good that the Village is in a good place to finance the insurance of our operations and staff.

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Trustee Williams made a motion to approve hand checks in the amount of \$748.93 and invoices in the amount of \$363,510.10 for a total of \$364,259.03. The motion was seconded by Trustee Mitros and passed by a roll call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

OTHER BUSINESS:

Mayor Braun informed the Board and citizens that Glo Salon and Spa will be opening up in Flossmoor Commons (old Marc Allen spot) on April 5 at 4p.m. and invited everyone to attend the opening and support this new business.

With the pandemic there have been multiple cancellation of events. Staff continues to monitor the situation and is taking guidance from the state and the county and the CDC. Staff is obligated to monitor and take care of their own health and the health of the community so every effort is being pushed to ensure regular business continues and that all community services remain up and running. Our Governor is taking swift action to protect our communities, and the Mayor stressed that just because the Open Meetings Act was suspended, this does not mean that the manner in which our business will be conducted will be hidden. All actions and discussions of the Board will be made available to the public. Having said that, he invited everyone to review the contingency plan that Ms. Wachtel posted, so that everyone can be kept abreast of updates.

Our healthcare system is taxed and all efforts are being made to "flatten the curve" in order to prevent the spread of the virus. Although there is no end date guaranteed, Mayor Braun noted that this situation could continue through the summer. We will all have to be patient and support one another during this challenging time.

There are also various restrictions at the Village Hall which will limit non-critical services and discourage entrance to the Village Hall. We are encouraging online, mail, and drop box payments and have waived the late fee for vehicle and animal stickers after April 15.

Bridget noted that the Community Clean-Up Day has been cancelled and the New Resident Event will be reevaluated. The Saint Patrick's Day Parade was cancelled. It was a difficult decision but it was the right one.

Mayor Braun also noted that people should continue to grocery shop as normal. There is no projected food supply issues so he urges calm and compassion during these times. It is important to keep a positive attitude and take care of ourselves and our neighbors.

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Mayor Braun referred to Item #11 on the Agenda: A Motion to go into Executive Session to Discuss the Employment of Specific Individuals, Property Acquisition, and Litigation. He called for a motion to enter into Executive Session to discuss the Employment of Specific Individuals, Property Acquisition, and Litigation. Trustee Williams so moved, seconded by Trustee Mitros and passed by roll-call vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

The Board entered into Executive Session at 8:28PM

The Open Meeting resumed at 8:45pm.

Ms. Wachtel said that as a part of the pharmaceutical distribution program, the Board is considered to be part of a first response, and therefore would be required to assist in any potential crisis. Please complete and fill out your form.

The Village is also working hard to keep employees staffed and employed during the COVID-19 crisis. Multiple measures are being considered in order to think ahead to any potential outcome that is related to the crisis (work from home, staffing, coordination of staff to handle day to day operations). The goal is to keep the Village running business as usual.

Trustee Williams inquired about how the matter of people who need to come to work versus those who can work from home, will be handled. Ms. Wachtel noted that the issue is a very sensitive one and she is considering ways to address this issue. Keep in mind union contracts will also need to be considered. Trustee Williams said that she was curious as to what other communities will do and what best practices are available.

Village Attorney Orr said that she has been researching the options for the Board to continue meeting during this national crisis. On one side, the Board can authorize the Mayor to make the decisions needed, should the Board be unable to meet together. The Mayor may also declare a state of emergency which would leave him in executive control until the Board meets again. This would allow the Mayor to make all necessary decisions. This might also be a key factor in being able to receive federal reimbursement funds. Ms. Orr is continuing to look into this matter. Cook County and Kane County have declared a state of emergency already and staff is currently tracking all expenses related to mitigating the virus.

Ms. Wachtel said that the Village is also waiving any online bill payment fees (after April 1st). The State of Illinois will only readjust this on the first of the month. She feels the Village should proceed to promote good community relations and also to help out the community during this stressful time.

MINUTES OF MAYOR BRAUN AND BOARD OF TRUSTEES FOR THE REGULAR MEETING OF THE
VILLAGE OF FLOSSMOOR, ILLINOIS HELD ON MARCH 16, 2020

VILLAGE HALL

MARCH 16, 2020

7:30PM

Trustee Kimmons inquired about city stickers and potentially relaxing any violations with regards to enforcement. Ms. Wachtel noted that the Police Department is aware of the fact that it is a stressful time for everyone and will be discretionary with enforcement.

Ms. Wachtel commented that Maureen Mader contacted her via text message and said that she was available to talk live, with apologies for being unable to join the Board meeting at the beginning of the session. It was agreed that Ms. Wachtel and Ms. Orr will discuss the matter with her.

As there were no other items to discuss, Mayor Braun called for a motion to adjourn the meeting. Trustee Mitros so moved, seconded by Trustee Williams and passed by a voice vote.

AYES: Trustees Bradley-Scott, Driscoll, Hoag, Kimmons, Mitros, and Williams
ABSENT: None
ABSTAIN: None
NAYS: None

The Regular Meeting ended at 9:03PM

Respectfully Submitted,

Ananda Billings

Ananda Billings
Village Clerk