

Village of Winthrop Harbor
President and Board of Trustees Meeting
March 15, 2022
Village Hall Council Chambers

MINUTES

The meeting was called to order by Mayor Bruno at 7:00 PM

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Robert Marabella, Dana McCarthy, Hartmut "Fritz" Weiss, Alanna Whitmore

Also present:

Robert Long, Village Attorney
Julie Rittenhouse, Village Clerk
David Alarcon, Village Administrator
Ed Mohn, Police Chief
Michael Sheedy, IT Director
Rocco Campanella, Fire Chief
Tim Nergarder, Public Works Superintendent

The Invocation was led by Pastor Ken Langley from Christ Community Church followed by the Pledge of Allegiance

ABSENT OFFICIALS WISHING TO ATTEND REMOTELY

None Reported

APPROVAL OF MINUTES

1 - A motion was made by Trustee Weiss and seconded by Trustee Marabella to approve the **March 1, 2022 Special Board Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

MAYOR'S REPORT

RESOLUTION 2022-R-9 A Resolution Stating the Intent of the Village of Winthrop Harbor to Host a Memorial Day Parade and Close Sheridan Road and 9th Street

2 - A motion was made by Trustee McCarthy and seconded by Trustee Weiss to approve **Resolution 2022-R-9** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Clerk Rittenhouse read a letter from Virginia Lopez, Parade Organizer, asking the Board for their continued support for the Memorial Day Parade. The letter also mentioned a Special Dedication ceremony that is being coordinated with the VFW at the Veteran's Memorial after the parade. The Little Fort Chapter of the Daughters of the American Revolution has sponsored the registration of the Winthrop Harbor VFW Garden Grounds as a Never Forget Garden and will present the marker. The memorial will then have international registration with the Tomb of the Unknown Soldier in Arlington National Cemetery.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

Deidra Collins, Hugh Collins and Hugh Collins Request for a Tobacco and BYOB Business License for Sophistikated Smokes.

3 - A motion was made by Trustee Weiss and seconded by Trustee McCarthy to approve **Deidra Collins, Hugh Collins and Hugh Collins Request for a Tobacco and BYOB Business License for Sophistikated Smokes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (5) Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (1) Hargett

VILLAGE ADMINISTRATOR'S REPORT

- We are continuing to provide support to our financial consultant as we continue to update our financial records. We are also working on this year's budget with the Department Heads.
- In the absence of a Community Development Director, we continue to supply support to the Building Department. Kara and Dave continue to issue building permits with the support of BF Technical, for larger projects.
- We continue to conduct meet and greets with the businesses. Dave said he goes to the businesses and introduces himself and gets feedback on some of the needs of the businesses.

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- We continue to also have meetings with the community stake holders. Last week the Mayor and Dave met with IDNR and Westrec. The purpose of the meeting was an introduction and to discuss collaboration efforts in order to make the Marina successful and collaboration efforts of our Village, jointly. They are a huge draw to the community. We are going to view this as a partnership. We're hoping to be able to provide the Board with a vision of what we are proposing to do. Also, with the IDNR we found a great opportunity for training for the Fire Department for water rescues. Chief Campanella said, the gentleman from Westrec offered his connections, with the Chicago Fire Department to see how we can coordinate some training on the lake. They probably have a lot more expertise. It was a great offer to use those connections to get better training.
- We continue to build on our Social Media presence. Currently we have 240 followers. We are going to continue to advertise what is going on, not only in the Village, but around the Village. Hopefully advertising our businesses as well.

CLERK'S CORRESPONDENCE

None Reported

OLD BUSINESS

None Reported

NEW BUSINESS

Accounts Payable Warrant

4 - A motion was made by Trustee Hargett and seconded by Trustee Marabella to approve **Accounts Payable Warrant W2021-12** in the amount of **\$241,795.45**. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

ORDINANCE 2022-O-4 An Ordinance Formally Adopting the Zoning Map for the Village of Winthrop Harbor

5 - A motion was made by Trustee Hargett and seconded by Trustee Marabella to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **Ordinance 2022-O-4** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

The First Reading of a Resolution Expanding Chapter 116 of the Municipal Code of Winthrop Harbor by Adding Comprehensive Regulations Allowing Food Trucks on a Pilot Project Basis

A motion was made by Trustee Hargett and seconded by Trustee Weiss to discuss the first reading of a Resolution Expanding Chapter 116 of the Municipal Code of Winthrop Harbor by Adding Comprehensive Regulations Allowing Food Trucks on a Pilot Program Basis and approve at the next meeting. Trustee Hargett explained that we are only adopting this as a pilot program as opposed to formally adopting the ordinance as a permanent ordinance, for one year. We will visit this again next fall or winter to see how it went over the summer and if there are changes that need to be made. We want to support and promote our current restaurants. Food trucks have to be 75 feet from a brick a mortar restaurant. The fee is \$300.00 annually. Trustee Whitmore said she did some research and \$300 is double, what most everybody else is. Trustee Hargett told her, it was in the middle and we wanted to recognize our current restaurants who pay \$100. Trustee Whitmore asked if there was an option to look at the fees for someone that lives and operates a food truck in Winthrop Harbor. Trustee Hargett said its worth discussing after seeing how the program goes. Trustee Whitmore asked if they would be limited to the amount of times they can operate and the answer is, no. Trustee Marabella said the research was done and it's finally where it needs to be. By doing the first and then the second reading, it allows the businesses to come to the next meeting and voice their opinion. Trustee McCarthy asked if other towns have run into issues of food truck vendors not reporting sales taxes. Attorney Long said yes, Waukegan ran into that problem. They were having more problems collecting the Home Rule sales tax, not so much for the regular sales tax. We can see if they reported the revenue on the Department of Revenue website.

Request to Vacate Village Right of Way Property Adjacent to the Property West of 1311 E. Broadway

6 - A motion was made by Trustee Hargett and seconded by Trustee McCarthy to **Direct Village Attorney, Robert Long to draw up an Ordinance and Plat of Vacature for the property Adjacent to the Property West of 1311 E. Broadway.** Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (5) Hargett, Levin, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (1) Marabella

ORDINANCE 2022-O-5 An Ordinance Amending §93.01 of the Municipal Code of Winthrop Harbor up-dating Life Safety Codes

7 - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **Ordinance 2022-O-5** and approve as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)

Passed: (0)

Discussion on the Fire Department Shift Hours Change

Trustee McCarthy said there is a memo on why the Chief is changing the shift hours. Fire Chief, Rocky Campanella said there will be 2 – 12-hour shifts. Currently we have 4 – shifts in a 24-hour period. Most Fire Departments have the 2 -12-hour shifts. This will be easier to keep track of hours.

Fire Department Metro Paramedic Services Contract Ratification

8 - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to approve **Metro Paramedic Services Contract Ratification** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

The Discussion and Approval of a Memorandum of Understanding (MOU) with Lake County Special Enforcement Group

9 - A motion was made by Trustee McCarthy and seconded by Trustee Marabella to approve a **Memorandum of Understanding (MOU) with Lake County Special Enforcement Group** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Police Chief, Ed Mohn said this is a Federally Funded Crime Investigative Unit run by the Lake County Sheriffs. Numerous Villages throughout Lake County are members. There are no membership dues. We have direct connection to the Federal Law Enforcement Agencies. Their focus is criminal investigations to do the things that we need to do but don't have the staffing, money or time to do.

Ayes: (5) Hargett, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (1) Levin

Discussion – Squad Car Lease Agreement

Trustee McCarthy said the memo regarding the squad car lease agreement was approved a while back and the cars are ready for delivery but our financial situation is different than what it was a few months ago. The Village Administrator asked that this be brought up for discussion and then decide if we want to take action after that. Village Administrator, David Alarcon said these are commitments that were made back in July and a lot of things have changed so his initial recommendation is to hold off on any capital expenditures. Director Sheedy and Chief Mohn have done a bit of research to try and creatively adjust the situation. Chief Mohn said Mike Sheedy did an outstanding job working with the Leasing Company. Chief Mohn told the

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Board that they ordered these cars back in July 2021. Due to COVID and some manufacturing issues, Ford moved the 2021 model cycle to the 2022 production line so the 2 vehicles at the dealership are actually 2022's and there was no additional cost. The 2022's, 2023's and beyond, currently have a \$10,000 surcharge applied to each of the vehicles, they also waived that on both vehicles. They are still at the 2021 price. We can delay pick up until after May 1st, which will be in the new Fiscal Year. If you allow us to do that, the first lease payment on those vehicles will not be due until, Fiscal Year 2023/2024. There will be no lease payments on those vehicles this coming Fiscal Year. The new vehicles have a 5-year warranty. Because of the age of our vehicles and the delay of purchasing vehicles for 2 years due to budgeting and COVID, all of our vehicles will be off the lease and the final payment for any of the vehicles currently, will be in the 2022/2023 budget and that liability is \$16,179.05. This payment is the only one that we are already obligated to. The payment for the new vehicles will be \$25,466, which is significantly less, almost half, of what our annual payment over a 5-year period has been. We typically average around \$54,000 annually. This is because we haven't bought vehicles for the last 2 years. If we don't get these cars now the price will be more and the surcharge of \$10,000 per vehicle will be owed. We would get rid of 2 of the 2015 cars. One would go to the FD and we would auction the second. Trustee McCarthy said he didn't think it was fair to tell all of the other Departments they couldn't make any Capital purchases, yet we allow this. He was concerned about the finances and how do we know what the 2023/2024 budget will look like. Trustee McCarthy would like to wait and see what the numbers are for this budget. So would Trustee Weiss. This will be tabled this until the next meeting.

Approval of the Lowest Responsible Bidder for the 2022 Street Rehabilitation Project

10 - A motion was made by Trustee Marabella and seconded by Trustee Levin to approve the **Lowest Responsible Bidder (Chicagoland Paving - \$225,000.00) for the 2022 Street Rehabilitation Project** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

Presentation of Infrastructure Master Plan – by Tim Nearingard

Public Works Superintendent, Nearingard gave a power point presentation on the Villages Infrastructure Master Plan and explained what the vision is for the future and development of infrastructure. Tim says he hopes to have the final plan to them by the April meeting.

PUBLIC COMMENT

None Reported

UNFINISHED BUSINESS

Trustee Whitmore

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- Next month is the Easter events. Thursday April 14th, is the Teen flashlight, glow in the dark, Easter egg hunt. On the 16th, in the morning, at 9am is the Easter egg hunt, followed by, later in the day, the Easter Parade and then lunch with the Easter Bunny.
- Last week I had the opportunity to speak with George Foster and talk about things going on in the Village. Obviously no one wants their taxes to increase, but as seen today, we don't have funding for things we absolutely need. People don't want to spend more money but they could donate to any of the departments, every small amount will help.

Trustee McCarthy

- Thanked Tim for his presentation.

Trustee Marabella

- I have been going to Recreation Meetings. They need volunteers. They work hard and do a lot.
- Public Works is still a man down. They will be doing patching as it gets nice and cleaning the storm drains.

Mayor Bruno

- The April, May and June News Letter will be coming out. If any Board Member would like to put anything in the News Letter, please let Village Administrator, Dave know. We are hoping to have it out by early April.
- I asked Dave to do a survey about having an electronic News Letter in the future. The survey will be in the News Letter. We feel this will reach more of the residents.
- Received a letter from the Scout Master of Troop 663. Would like to recognize Trustee Levin for his work with the Boy Scouts. Trustee Levin made a presentation about all of the areas of local government. I appreciate your great representation of our Village Government. Thank you.
- I would like to also recognize all of the members of the Public Works Department for their outstanding job with keeping the streets clear.
- Reminded everyone to follow our Facebook page.
- Thanked Trustee Whitmore for her presentation with George Foster. Hopefully every Trustee will be able to sit with George and talk about their departments.

ADJOURNMENT

11 - A motion was made by Trustee Marabella and seconded by Trustee Levin to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 8:36 p.m. on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore
Nays: (0)
Absent: (0)
Passed: (0)

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APPROVED:

A handwritten signature in blue ink, appearing to read "Dr. Michael Bruno", written over a horizontal line.

DR. MICHAEL BRUNO, MAYOR

ATTEST:

A handwritten signature in blue ink, appearing to read "Julie Rittenhouse", written over a horizontal line.

JULIE RITTENHOUSE, VILLAGE CLERK

Note: This is not a verbatim record.