

**Village of Germantown Hills  
216 Holland Road, Village Hall  
Germantown Hills, IL 61548  
309-383-2209  
www.germantownhillsillinois.org**

**Village Board Meeting Minutes**

**January 23, 2014 - 6:00 p.m.**

**1. Call to Order/Roll Call/Pledge of Allegiance**

Village President Jeff DeGroot called the meeting to order at 6:00 p.m. and roll call was taken.

Everyone stood and said the Pledge of Allegiance.

Village President/Trustees	Roll Call	1	2	3	4	5	6	7	8	9	10	11	12	13	14-15
Jeff DeGroot – President	Present														
John Ford	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Brian Wysocki	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Jim O’Laughlin	Present	P	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Marty Clinch	Present	Y	Y	Y	Y	Y	Y	Y	Y	P	Y	Y	Y	Y	Y
Todd Rice	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	P	Y	Y	Y	Y
Julia Miller	Present	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Also Present:

Rich Brecklin, Superintendent of Public Works

Chuck Urban, Village Attorney

Bill Streeter, Village Attorney

Jim Lawson, Village Attorney

Scott DeSplinter, Village Engineer

**2. Minutes Approval**

**a. December 12, 2013 Village Board Meeting Minutes**

**A motion** was made by John Ford to approve the December 12, 2013 village board meeting minutes. The motion was seconded by Marty Clinch. **Motion passed #1.**

**b. December 19, 2013 Special Village Board Meeting Minutes**

**A motion** was made by John Ford to approve the December 19, 2013 village board meeting minutes. The motion was seconded by Brian Wysocki. **Motion passed #2.**

**3. Public Comments on Any Action Item on the Agenda-None**

#### 4. Public Comments on Any Non-Action items-None

#### 5. Current Agenda Items

##### a. Discussion and Approval for the Germantown Hills Athletic Association to use the Village Hall for their monthly meetings.

Jeff DeGroot stated GHAA presently meets at Kouri's and the President of GHAA had approached him about using the Village hall for their monthly meetings. Jeff noted they would like a place better suited for a meeting. John Ford mentioned the idea of them using the Community Center instead since that is the building we normally allow groups to use. John noted it has been village policy that no outside groups use the village hall. The board discussed the issue of sensitive information and equipment at the village hall. The board agreed to allow GHAA to use the Community Center. Rich stated the building is getting the electrical updated and we might want to update the building in other ways. Chuck Urban will check on what updates might be required. Chip Wilmot indicated GHAA could also use the Fire House if the building is available on their meeting dates. Jeff DeGroot will let the GHAA President know the options that are available.

##### b. Discussion and Recommendation on the Ordinance Regarding bidding for public Improvements

John Ford explained that the finance committee came to the decision of raising the amount in the bidding ordinance to eliminate the additional costs for the engineer and bidding process. All of the responsible bidder language will remain the same and only the amount will be raised from \$5,000 to \$20,000. John noted anything under \$20,000 can still go out for bids if the board would want it to.

Marty Clinch explained he has worked a lot with the responsible bidder language and the language protects the village and holds the contractor accountable. Marty stated some municipalities have different amounts but he recommends the \$20,000 limit which still gives the Village board the latitude to put it out for bid if they so choose.

Bill Streeter indicated this allows the village to solicit quotes without paying someone to develop bid documents. Scott DeSplinter noted he felt \$20,000 is a good limit in what they normally see and they don't want to add cost if the village is not going to get value.

**A motion** was made by John Ford to approve Ordinance #729 an Ordinance to amend Title 1 of the Village Code regarding bidding for public improvements. The motion was seconded by Marty Clinch. **Motion passed #3.**

##### c. Approval for CMT to put together Design and Bid Specifications for the Lighting of the Flags along Rt. 116

John Ford noted the finance committee had recommended having CMT do the bid process on the Rt. 116 flags even though the cost is under \$20,000 so there is documentation of the electrical lines within the right of way.

**A motion** was made by John Ford to approve CMT to put together design and bid specifications for the lighting of the flags along Rt. 116. The motion was seconded by Jim O’Laughlin. **Motion passed #4.**

**d. Discussion and Approval for Separation of the Jubilee Lane Lighting**

John Ford explained the finance committee had recommended separating the four lights along Jubilee Lane off onto their own meter so the village has control and responsibility. Scott DeSplinter reported it appears on the construction plans it was initially set up to be metered separately but it never happened. Scott noted the flag lighting project and the Jubilee Lane lighting project will be bid together. They also at this time can switch out the poles to match CEFCU’s and install LED lights if the board approves.

**A motion** was made by John Ford to approve the separation of the Jubilee Lane lighting. The motion was seconded by Marty Clinch. **Motion passed #5.**

**e. Approval for CMT to put together Design and Bid Specification for the Separation of the Jubilee Lane Lighting**

The Clerk indicated the lights will not be able to be added to the Village’s street lighting but will be on their own meter. Marty Clinch stated if we put LED lights in the village in the long run we will save money. Rich noted he has the estimates for the lights and poles. Scott Desplinter stated the village should be able to get a rebate on the lights. Todd Rice recommended checking to see if there would be any discount on the lights if we bought extra since we want to utilize them in other areas in the village. The Clerk mentioned adding some to the village hall parking lot. The Clerk noted the development agreement was looked at to confirm there were no other issues with separating the lights but there is some language about maintaining the parking lot we might want to look at.

**A motion** was made by John Ford to approve CMT putting together design and bid specification for the separation of the Jubilee Lane lighting. The motion was seconded by Julia Miller. **Motion passed #6.**

**f. Discussion and Approval of the CMT Engineering Services Agreement for the Fandel Road Sewer Extension**

Rich Brecklin explained the lots along Fandel Road by the school bus barn do not have sewer so this will extend the sewer main to serve these lots. Scott DeSplinter noted the village doesn’t have easements on the property so we will have to approach the property owners.

**A motion** was made by Brian Wysocki to approve CMT engineering services agreement for the Fandel Road sewer extension. The motion was seconded by John Ford. **Motion passed #7.**

**g. WWTP Loan Disbursement #1**

**A motion** was made by Brian Wysocki to approve CMT requesting a loan disbursement in the amount of \$211,816.50. The motion was seconded by John Ford. **Motion passed #8.**

**h. Discussion and Approval for Brett Benefield and Raymond Zimmerman to take the Wastewater 1 & 2 Class at Joliet Junior College for the Spring 2014 Semester**

Jim O’Laughlin reported Brett Benefield and Raymond Zimmerman had approached him about taking a Wastewater class in Joliet. The personnel committee had recommended and agreed under the terms of the personnel policy if they pass the class and test the village would reimburse them the cost of the class. Jim O’Laughlin met with the employees to let them know and they declined.

**i. Approval of the Resolution on the Submittal of the Application to the Safe Routes to School Program for the Extension of the Sidewalk along Fandel Road**

The Clerk explained the grant application will need to include the sidewalk being constructed from Windsor Drive to Wildflower Avenue. The available grant funds will only take us part of the way so the remainder will need to be a commitment from the village to use local funds to complete the project. The board understood and agreed. The Clerk noted this year’s grant application also requires a 20% match so there will be an added expense to the Village if the grant is approved.

**A motion** was made by John Ford to approve Resolution 2014-01 a Resolution on the submittal of the application to the Safe Routes to School Program for the extension of the sidewalk along Fandel Road from Windsor Drive to Wildflower Avenue. The motion was seconded by Jim O’Laughlin. **Motion passed #9.**

**j. Recommendation and Appointment of Melissa Heil to the Economic Development Council**

Jeff DeGroot stated he had been approached by Melissa Heil about being a part of the EDC. Marty Clinch gave some history on Melissa and that she has a good amount of experience in economic development. Jeff noted there is a possibility that we could also use her as a consultant on a project in the future.

Jeff DeGroot made the appointment of Melissa Heil to the EDC.

**A motion** was made by John Ford to approve the appointment of Melissa Heil to the Economic Development Council. The motion was seconded by Jim O’Laughlin. **Motion passed #10.**

**k. Discuss Safety Training & Disaster Preparedness**

Jeff DeGroot noted since the tornado it has made him want to make sure we have measures in place for disaster preparedness. Chief Scott Warren from Global Fire does exercises in disaster preparedness at Caterpillar. Jeff DeGroot would like to invite him and other communities to take part in the discussions.

Chief Chip Wilmot was in attendance and explained their emergency response part of a disaster is in place but what needs to be done is to talk locally about what happens immediately after the disaster. Chip feels this needs to happen before you reach out to other communities and it is Chip’s responsibility as Fire Chief to handle the chain of command. Chip noted there is going to be a meeting to talk about what went wrong

with the Washington disaster and what needs to be put in place to prevent it from happening in the future. Chip Wilmot recommended sitting down with Rich Brecklin, Superintendent to look at what needs to be in place for our area. Chip stated communication was the hardest issue with the Washington disaster.

Jeff DeGroot asked about coordinating a disaster drill with other communities. Chip Wilmot stated it is a great idea to talk to others but we need our plan in place first and he doesn't think he can pull one together by March. Jeff DeGroot asked Chip to come back to the February meeting with an update on a plan.

John Ford indicated he would look at putting an emergency fund line item on the budget. Jim O'Laughlin questioned why the siren didn't go off the day of the disaster and wondered if on their monthly tests someone physically checks them. Chip noted he tries to check the sirens when he is in the area. He noted the battery blew up on that siren but has since been repaired.

Jeff DeGroot stated he would defer the safety training discussion.

#### **I. Discuss Date for Townhall Meeting**

Jeff DeGroot stated he wants to get a townhall meeting scheduled. The board discussed a possible date in May at the fire house for the meeting. The clerk will confirm the fire house is available.

#### **6. Ongoing Agenda Items-None.**

#### **7. Presentation of Bills**

##### **a. General**

**A motion** was made by John Ford to approve the general bills as amended. The motion was seconded by Marty Clinch. **Motion passed #11.**

Brian Wysocki asked about the procedure for mailbox reimbursement. Rich Brecklin explained the procedure.

Brian Wysocki stated he wanted to publically thank Lynn Schroeder for helping the village out with a grinder pump call in December. John Ford asked why none of the public works employees answered their phones when Rich Brecklin called for assistance. Jim O'Laughlin stated the personnel committee will discuss this issue at their next meeting.

The Clerk noted Pitney Bowes finally got back to me and noted the Village can't get out of the contract without having someone else take over the contract or to pay the full amount of the remaining months of the contract (\$2370.00) plus \$275 early termination fee.

##### **b. Sewer**

**A motion** was made by Brian Wysocki to approve the sewer bills. The motion was seconded by John Ford. **Motion passed #12.**

c. Audit-none

d. MFT

**A motion** was made by Brian Wysocki to approve the MFT bill. The motion was seconded by John Ford. **Motion passed #13.**

## **8. Reports of Standing Committees**

### **a. Finance**

John Ford reported he wants to start working on the budget and asked everyone to look to see what funding they will need this next year. John Ford is going to look at the revenues and expenses on the budgeted and actual amounts to see how we have been doing before we consider anymore possible loans for capital expenditures. He will schedule a meeting in February.

### **b. Streets/Equipment**

Todd Rice noted since we have a subdivision that had some poor work done it will be interesting to see how the FM-22 road in Groveland has held up through this winter and whether it or not it will be a good solution for us. Rich Brecklin stated he will try to go look at it to see how it is holding up. Jim O'Laughlin noted he had looked at it two weeks ago and it looked good.

Todd Rice, Jeff DeGroot, Rich Brecklin met with Scott DeSplinter, village engineer to discuss Don Fandel's (Doc) drainage issue. Todd Rice explained the engineer came up with three options. One option addresses the village property with the planting of grasses and the other two options address Doc's property with rip rap and a flow outlet. The board discussed the options and costs since the main problem is on Doc's property. John Ford recommended taking care of what is on our part and if he doesn't what to take part in helping then the issue is over. Rich Brecklin reminded the board this is not going to address the water backing up. Jeff DeGroot stated he wants to stick with our policy that we take care of what is on our property and previously a resident had a drainage issue and the board didn't offer any help to her. The board agreed to take care of the village property as proposed. Bill Streeter noted this is an informal discussion and if there ends up being a formal agreement with Mr. Fandel it will need to come back to the board for approval.

### **c. Personnel**

Jim O'Laughlin reported as the Planning Commission liaison that the Planning Commission had made their recommendation on the rezoning application to the ZBA. Brian Wysocki noted the lots are a part of the Coventry Farm Homeowners Association and would need to abide by their covenants. The Clerk noted Mr. Wilkerson is aware of that and is seeking village approval first.

Jim O'Laughlin will be scheduling a personnel committee meeting. Jim noted there are some personnel policy issues that need to be clarified and added.

### **d. Police**

Marty Clinch stated he didn't have anything new to report. Todd Rice indicated he has received some questions on whether Woodford County is patrolling the village. The clerk will check on the activity report. Jeff DeGroot asked about some of the signs that

are being put up around the Village and whether or not they meet the sign requirements. The clerk will check on this.

**e. Parks**

Julia Miller stated she is planning a park committee meeting on Monday to discuss proposed park improvements and some new village welcome signs.

**f. Sewer**

Brian Wysocki reported there are no additional issues right now other than what was taken care of on the board agenda.

**g. Economic Development Council**

Marty Clinch reported that along with Jim O’Laughlin and Ann Sasso he had attended a workshop in Dwight that produced some great ideas for Germantown Hills. He noted he will be reporting more specific information at the EDC meeting. Marty noted an email had been received by a resident asking about a grocery store that he responded to.

Jim O’Laughlin indicated there were a couple of ideas that were discussed at the EDC meeting that he would like to bring up for board consideration. One was the idea of changing the name of Jubilee Lane and secondly removing the Jubilee sign. The village board would need to pass an ordinance changing the street name.

**9. Reports of Special Committees-None**

**10. Reports of Officers**

**a. Zoning Officer**

**Village Clerk**-Ann Sasso reported the following:

**Annual Taxpayer Location List**-Updated and filed the Annual Taxpayer Location List with the IRS

**Insurance**-Completed the annual payroll audit for IMLRMA and submitted. Updated insurance on the new trucks & equipment.

**Tax Forms**-Completed the annual tax forms. The payroll totals were off but the adjustment was made and filed.

**Personnel**-Cassandra is not going to be going to school during the day so all office hours can be covered when I am not available.

**Statement of Economic Interest forms** are being sent to all board members.

**FFCI**-Our portion of the FFCI is \$1289 for this year.

**Zoning Application**-Planning Commission has made a recommendation to the ZBA on Matt Wilkerson’s zoning application as Jim O’Laughlin reported.

**Letterhead and envelopes** have come in with our new logo.

**Tri-County Planning Commission**-Ann Sasso talked with Maggie Martino and she says things are going ok and there won’t be any interruptions on what we are working on with Tri-County Planning Commission.

**Jubilee Building**-The Jubilee building had forty pallets stolen that were being used for the tornado victim’s supplies. The dumpsters are also being filled up by people just dumping stuff.

**Recycling**-A recycling toter is now at the village hall.

**Website**-The website is with the developers and they are within our projected timeline. They will send the development link when the site is about 80-90% complete, but they are not there just yet. They indicated there are no complications at this point and

everything is going well. Right now they are working on building the backend of it. Once it's done, they will contact the village to clarify the content portion of it.

**Chamber**-Marty Clinch and Ann Sasso attended the Chamber Social event Wednesday night. It was a very nice evening.

John Ford reported he had attended the Chamber lunch last Thursday and the Kips Kleaners ribbon cutting.

John Ford mentioned the possibility of seeing if the in/out along Rt. 116 could be closer to CEFCU's driveway. Marty Clinch stated it will not be able to be closer to the stop light but will have to be looked at now that CEFCU has built. Ann Sasso will check on the plans. John Ford also mentioned checking on the ATM lot at Holland Road and Woodland Knolls Road. Ann Sasso noted a letter had been sent to the owner of the property but she will follow up on it.

b. **Superintendent of Public Works**-Rich Brecklin reported the following:

**Parks**-We have some great ideas and concepts to discuss at the park committee meeting on Monday.

**Equipment**-The second truck is here now and the new logo has been put on the trucks. There was an accident with two of the village trucks but Brett Benefield has already made the repairs.

**Snow Removal**-We have received 80% of the salt in our contract. We have had a harder time getting the salt this year than normal.

**Community Center**-Oberlander is coming out next Thursday to put in the new service panel. Other areas of the community center do need updating and the board needs to come and look at it to see what needs to be done.

**Sewer**-There was a pre-construction meeting on the WWTP #1 improvement. The EPA was there to see what the game plan is. There will be regular meetings each month to check the progress. The loan disbursement was approved.

**Parking Lot**-Mr. Fletcher has signed the parking lot agreement.

**CUPPS**-The employees have been informed about the CUPSS program and we are planning on starting it soon.

c. **Village Attorney**

Bill Streeter stated he had received a notice on a bankruptcy but is not planning on taking any action since the resident only owes the village \$173. The board agreed.

d. **Village President**

Jeff DeGroot had nothing additional to report at this time.

11. **Communications to the Board**-None

12. **Approval of closed session pursuant to:**

- a. **Approval of closed session pursuant to Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village.**

- b. **Approval of closed session pursuant to Section 2(c) (11) of the Open Meetings Act, to discuss pending or probable or imminent litigation.**

**A motion** was made by Jim O'Laughlin to go into executive session at 8:23 p.m. pursuant to Section 2(c) (1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village or legal counsel for the Village and pursuant to Section 2(c) (11) of the Open Meetings Act, to discuss pending or probable or imminent litigation. The motion was seconded by John Ford. **Motion passed #14.**

### **13. Adjournment**

**A motion** was made by Brian Wysocki to adjourn the meeting at 8:46 p.m. The motion was seconded by John Ford. **Motion passed #15.**

Ann Sasso  
Village Clerk