



**MINUTES FOR VILLAGE OF PINGREE GROVE
BOARD OF TRUSTEES MEETING
Municipal Center, 555 Reinking Rd, Pingree Grove, IL 60140**

**Monday, July 15, 2019
7:00 p.m.**

1. CALL TO ORDER

President Wiedmeyer called the meeting to order at 7:00 pm.

2. PLEDGE OF ALLEGIANCE

The Board recited the Pledge of Allegiance.

3. ROLL CALL

The roll was called. Answering present were President Wiedmeyer and Trustees: Dulkoski, Hall, Hirschbein, Kubiak, Lemus, and Pearson. Also present were Police Chief Shawn Beane, Finance Director Karen Plaza, Public Works Director Pat Doherty, Village Manager Dean Frieders, Village Engineer Mick Gronewold and Customer Service Supervisor Shelly Jureczek.

4. PUBLIC COMMENTS

There were no comments from the public.

5. CONSENT AGENDA

Trustee Kubiak made a motion, seconded by Trustee Lemus to approve the Consent Agenda consisting of the minutes from Village Board Meeting July 1, 2019, the Warrant List for July 15, 2019 in the amount of \$201,186.55, and the Consent to Appointment of Village Clerk, Shelly Jureczek. Following a question to staff by the Board regarding the Warrant List, a Roll Call vote determined Trustees: Kubiak, Lemus, Dulkoski, Hall, Hirschbein, and Pearson answered aye. Roll Call vote passed 6-0.

6. SPECIAL PRESENTATIONS / ITEMS

a. Jake Goebbert / Oktoberfest 2019

Jake Goebbert from Goebbert Pumpkin Patch presented an idea to add a two-day Oktoberfest-style event this year with live music, food, and alcoholic beverages, tentatively called "Goebbertfest." He proposed a separate area from their current spot to serve, with one entrance and one exit. The proposed event

would still be considered a family event with no age restrictions, but a police presence would be welcomed in the evening, as the event would go later than their typical 6:00pm closing time. They would also want a food truck component, similar to the one held in September in Huntley. Additional details for the event will be provided at a later time.

b. Presentation from Anchor Spa and Pool regarding Heritage District Properties

Larry Hayes from Anchor Spa and Pool gave a presentation regarding a proposal to develop property in the Heritage District. This multi-phase project is dependent upon several factors, including but not limited to, acquiring additional property, favorable results of the final engineering for the planned roundabout at Route 20 and Reinking Road, and the approval by the Village of an access road. The full proposal included a retail and warehouse location for Anchor Spa and Pool, a coffee shop and two retail locations, and the potential addition of loft apartments above the building.

Discussion ensued regarding components of the proposal, including the coffee shop, the farm-style theme of the buildings, the tree line to block the trailers, and the life expectancy of the trailers.

c. Pingree Grows: Planning our Utilities for the Future

Manager Frieders provided water treatment plant (“WTP”) and wastewater treatment plant (“WWTP”) history beginning with 2004-05 through current. Engineer Gronewold made a presentation to discuss expansions to the WWTP and WTP facilities, reviewing the current usage of water and the demand put on the current facilities. He then reviewed the consequences of not expanding the WWTP and WTP. Engineer Gronewold added that a major challenge for an expansion is that the plants must stay operational during the expansion. Costs of the expansion were presented. The WWTP is estimated at \$28.5M and water treatment at \$19M. Financing through the IEPA in the form of low-interest loans would be the recommended course, with the possibility of 20 to 30-year loans. Engineer Gronewold reviewed the project timeline and stated that although it is aggressive there are two opportunities to table or lessen the project if growth slows.

A request for clarification was made by Trustee Dulkoski that the residents are not paying anything additional for this project, except for CPI adjustment increases. Engineer Gronewold confirmed that the flat rates approved years ago will pay for the design of the system without an increase to water and sewer rates. President Wiedmeyer asked what percentage of the \$19M is design fees. Engineer Gronewold estimated it to be 9-10%. A Board member asked what the “future connection fees” refers to. Engineer Gronewold replied that it is anything beyond what DR Horton already has annexed in, in other words, any expansion by other developments. A member of the public asked if this project

would require a second water tower and if so, where would it be located. Engineer Gronewold confirmed that a second tower would be necessary and ideally it would be located away from the other tower to meet demand from two different locations, but no site has been chosen. Manager Frieders stated that a site that was acquired by the Village through a donation by DR Horton in one of the annexation agreements, located on North Reinking Road, far west of Carillon, would be evaluated as a potential site. A member of the public asked what would happen with the effluent split with the expansion. Engineer Gronewold stated that the goal would be to make most of that split go away.

d. Swearing in of Village Clerk, Shelly Jureczek

President Wiedmeyer administered the Oath of Office to Village Clerk Shelly Jureczek.

7. ITEMS FOR SEPARATE ACTION

a. Approval of Ordinance 2019-O-25 Approving a Budget Amendment for FY20 and Authorizing an Agreement with Curran Contracting in an amount not to exceed \$60,000.00

Manager Frieders provided background of the pavement locations requiring attention and the full scope of project, including options for the Board. A discussion ensued regarding the project. Trustee Hirschbein made a motion seconded by Trustee Kubiak to approve the ordinance amending the Village Budget and authorizing the Agreement with Curran Contracting in an amount not to exceed \$60,000.00, subject to the IDOT eight-day waiting period. A Roll Call vote determined President Wiedmeyer and Trustees: Hirschbein, Kubiak, Dulkoski, Hall, Lemus, and Pearson answered aye. Roll Call vote passed 7-0.

b. Approval of an Agreement with Fehr Graham and Associates for Preparation of an MS4 Plan, in an amount not to exceed \$17,500.00

Manager Frieders discussed the background regarding our current Municipal Separate Storm Sewer System Permit (“MS4 Permit”) and the requirements of the EPA to maintain a Permit. Our previous permit lapsed under our previous engineers and was not renewed. Fehr Graham, our new engineers, began working on what should have been a standard renewal, but determined that the permit had not been renewed and had lapsed several years ago. Currently the Village is in violation due to lapse of permit. Fehr Graham has worked with the EPA to avoid any sanctions relating to the lapse of permit. Trustee Dulkoski made a motion seconded by Trustee Pearson to approve the agreement with Fehr Graham for the MS4 Permit. Further discussions ensued. A Roll Call vote determined Trustees: Dulkoski, Pearson, Hall, Hirschbein, Kubiak, and Lemus answered aye. Roll Call vote passed 6-0.

8. **PRESIDENT'S REPORT**

President Wiedmeyer thanked the Events Committee for all of their work on the Independence Day Celebration.

9. **STAFF REPORTS AND DISCUSSION**

a. Manager

Manager Frieders discussed the need for a technology study, prior to implementing financial software in this fiscal year. He met with MCC regarding costs of doing a comprehensive study. MCC has agreed to undertake the study as part of their regular consulting fee. Two vendors are already under consideration. The goal is to build a comprehensive plan for technology replacement and budgeting, and staff will return to the Board with recommendations. A meeting has been tentatively scheduled for mid-August with MCC to check on the status of their study.

There are a number of large projects that will be coming in front of the Board this Summer.

- i. In August, there will be a presentation of proposals for the expansions of the wastewater treatment plant and water treatment plant discussed earlier.
- ii. The final design plan for the Richard J. Brown and Route 72 intersection improvements has been submitted to IDOT for review and comment. Staff solicited bids, contingent on final IDOT approval. Bids will come to the Board either August 5th or 19th. Staff will be bringing a Phase III Contract with Fehr Graham for construction observation service for the project. Likely the main physical improvements for the intersection can be completed this construction season, but final signals would not be installed until next summer, due to long lead-time on signal orders.

To satisfy the Board's desire for higher transparency on project costs, each project is being brought individually to the Board for review. Fehr Graham will incorporate status on ongoing engineering projects on a monthly basis.

Staff is working with the Parks Committee to look for grants for the community gardens. Finding a contractor interested in small scope projects at prevailing wage rates has been very challenging.

Staff is working with the Events Committee for an Open House on August 24th, 2019. There has been some desire expressed by the Board to have some amenities at the event (i.e. light refreshments and something with our address and contact information). Staff is recommending a budget amendment of \$1,000 or slightly over to provide a base of funding. With our change in administrative staffing during this fiscal year, there has been approximately \$6,000 of savings against budgeted costs. Staff expects to return to the next meeting with a request to allocate some of that funding for the Open House. In addition, there is a need for funding some basic technology (including replacing failed computers and purchasing updated software

licenses) that is used for critical day-to-day functions. Due to lean budgeting, FY20 does not have funding for basic technology needs. Staff will be looking for Board support on this at the next meeting.

b. Police

Chief Beane reported extremely busy weekend with heat-related calls.

c. Finance

Director Plaza had no report.

d. Public Works

Director Doherty asked about interest for table wedges for the Board for higher visibility among the Trustees. The Trustees indicated their interest and Director Doherty said he would look into it.

Trustee Lemus asked what kind of staff needs will be required to maintain the expanded water treatment and wastewater treatment systems. Director Doherty stated that will have to be reviewed. Staff, testing and maintenance will likely add some costs, but it is not clear how much staff may need to be added. Manager Frieders noted that a part of the proposal reduces sludge production by as much as 40%. In light of that, early on, some aspects will be more efficient. Longer term will create a demand for more staff.

e. Engineering

Engineer Gronewold pointed out the engineering report in the agenda packet, which includes screenshots of the GIS data.

f. Planning

There was no planning report presented.

g. Clerk

Clerk Jureczek thanked the Board for their appointment. Current administrative procedures and policies are being reviewed for efficiency.

10. OLD BUSINESS

The mailbox replacement topic was discussed. Staff would recommend an ordinance removing the mailbox replacement process. Trustees Kubiak and Hirschbein agreed. Trustee Dulkoski thought a public service announcement advising homeowners to stay on top of their mailbox posts because the Village will not be replacing them would be appropriate. President Wiedmeyer agreed the costs are too much for replacement. The Board reached a consensus to have the replacement process removed. Manager Frieders indicated staff would return with the proposed ordinance at an upcoming meeting.

11. NEW BUSINESS

Manager Frieders mentioned tonight's presentation was done wirelessly through the use of a \$30 Chromecast device. He thanked Director Doherty and Chief Beane for all of their work on the facilities which makes our processes more seamless.

Trustee Dulkoski mentioned the minutes from the last meeting referred to a request by RT and Dan from City of Joy Church for an official response by August 9th, 2019 of the Board's consensus on the church property. Manager Frieders stated he was able to meet with representatives from the Church last week to talk about the direction of the committee. They were very supportive of this and saw this as an opportunity to be very active in that committee. Their leadership will be meeting again over the coming weeks and will talk with staff again in early August about a more public gathering.

12. EXECUTIVE SESSION

There was no executive session.

13. ADJOURNMENT

Trustee Pearson a motion to adjourn the meeting, seconded by Trustee Hirschbein. President Wiedmeyer directed that a voice vote be taken. All present answered aye, and President Wiedmeyer declared the motion passed; the meeting adjourned at 8:47 pm.