



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

**Tuesday, September 7, 2021
7:00 p.m.**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Those in attendance recited the pledge of allegiance.

3. ROLL CALL

Clerk Gray called the roll, answering present were President Wiedmeyer and Trustees: Dulkoski, Hirschbein, Kubiak, Pearson, Hall, and Lemus. Also present at the meeting were Finance Director Albert Walczak, Public Works Director Pat Doherty, Police Chief Jeffrey Parsons, Village Engineer Seth Gronewald, Village Clerk Stephen Gray, Village Attorney Kevin Chrzanowski, and Police Lieutenant Chris Harris. Fire District Deputy Chief Chris Howell was in the audience.

4. PUBLIC COMMENTS

There were no public comments.

5. SPECIAL PRESENTATIONS / ITEMS

a. Presentation of Audit by Lauterbach and Amen, LLC.

Courtney Clements introduced the Village audit report. She announced the Village received a clean rating, the highest rating that can be received. She provided an overview of the different sections of the audit and management letter and provided an opportunity for the Board to ask questions.

The Board discussed the deficit balance of the capital fund and Finance Director Walczak advised the balance was due to spending on the RJB project and noted as of the end of the fiscal year, approved budget transfers to capital had not been completed in the accounting, resulting in a higher surplus in the general fund and a

deficit in the capital fund. Mr. Walczak said this item will be addressed going forward.

6. **CONSENT AGENDA**

- a. Approval of Minutes from Village Board Meeting of August 16, 2021.
- b. Approval of Warrant List, September 7, 2021, in the Amount of \$196,676.37.
- c. Approval of Audit Report for Period Ending April 30, 2021.

Trustee Kubiak made a motion, seconded by Trustee Hall to approve the Consent Agenda.

A Roll Call vote determined Trustees: Pearson, Lemus, Kubiak, Hall, Dulkoski, and Hirschbein, answered aye. The Roll Call vote passed 6-0-0.

7. ITEMS FOR SEPARATE ACTION

- a. Approval of Ordinance 2021-O-12 Amending the Village Code Section 4-2-12.

President Wiedmeyer provided a background for the purpose of amending the Village code. Clerk Gray gave additional information about Kelley Williamson's licensing and the purpose of each license, noting the BP station holds a Class C2 liquor license.

Trustee Kubiak made a motion, seconded by Trustee Hall to approve Ordinance 2021-O-12 to increase by one the number of authorized Class C2 liquor licenses in the Village.

A Roll Call vote determined Trustees: Kubiak, Dulkoski, Pearson, Lemus, Hall, and Hirschbein, answered aye. The Roll Call vote passed 6-0-0.

- b. Approval of Professional Services Agreement with Asset Control Solutions, Inc.

Director Walczak provided a background on the proposed agreement, noting the Village's auditors recommended the Village use a service to catalog all Village assets as part of the 2020 audit report. The Board discussed the various types of assets and the benefits of conducting a formal inventory of assets.

The Board discussed the cost for the service and inquired about potential cost savings. Director Walczak advised that Asset Control Solutions provided the lowest quote and specializes in government assets where other firms he investigated were more expensive and concentrate in the private sector. The Board discussed data maintenance and if an annual fee would be required, to which Mr. Walczak confirmed this activity is anticipated to be a one-time inventory without the need for ongoing expenses.

Trustee Kubiak made a motion, seconded by Trustee Lemus to approve the professional services agreement between Asset Control Solutions, Inc. and the Village of Pingree Grove in an amount not to exceed \$6,500.00.

A Roll Call vote determined Trustees Hirschbein, Kubiak, Hall, Pearson, Lemus and Dulkoski answered aye. The Roll Call vote passed 6-0-0.

8. PRESIDENT'S REPORT

President Wiedmeyer reminded all of the upcoming Planning and Zoning Commission public hearing, scheduled for September 8, 2021.

9. STAFF REPORTS AND DISCUSSION

- a. Manager
No report.

b. Police
No report.

c. Finance

i. November 1, 2021, Regular Utility Rate Adjustment – Discussion

Director Walczak provided information on the utility rate adjustment ordinance and the anticipated CPI rate for this year. The Board discussed the CPI as a measure of inflation.

The Board discussed future costs of providing water and wastewater services, the cost of plant expansions, and recalled an effort by former Village Manager Frieders to consider costs involved to connect with the City of Elgin for water and wastewater services.

Trustees discussed the adjustment methodology and some suggested considering a percentage rate rather than the variable CPI factor. President Wiedmeyer advised if action were to be taken, it must be complete prior to November 1st. The Board discussed the impact of not increasing with the CPI this year. Village Engineer Seth Gronewald explained the CPI reflects general cost increases the Village is likely to face in the future, noting the application of a rate lower than CPI will result in ongoing reductions in utility revenue that supports the operation.

d. Public Works

Forty-three replacement trees will be planted by the Public Works in the upcoming days - letters were hand delivered to all residents on the list. The Board also discussed the sidewalk replacement project, and the contractor will be returning to finish the remaining sidewalks.

e. Engineering
No report.

f. Legal

An updated annexation agreement for the D.R. Horton project was received and is under review.

g. Clerk
No report.

10. OLD BUSINESS

No Old Business.

11. **NEW BUSINESS**

The Board discussed the Village code on graffiti and the use of sidewalk chalk on public property. Jennifer Saga of 47 Boathouse Road addressed the board requesting sidewalk chalk be a permissible form of graffiti.

Chief Parsons explained the discretion involved in policing graffiti and art on sidewalks and public places. The Board recognized the importance of having this ordinance in place and continued to discuss merits of amending the code. There was no consensus to bring forward an amendment.

12. **EXECUTIVE SESSION**

There was no executive session.

13. **ADJOURNMENT**

At 8:36 PM Trustee Hirschbein made a motion seconded by Trustee Hall to adjourn the meeting.

A Roll Call vote determined Trustees: Hall, Hirschbein, Kubiak, Dulkoski, Pearson and Lemus answered aye. The Roll Call vote passed 6-0-0.