

**VILLAGE OF HINCKLEY
COMMITTEE OF THE WHOLE MEETING - MINUTES
JANUARY 27, 2020**

CALL BOARD MEETING TO ORDER: Meeting was called to order by Village President Nancy Nelson at 7:48 PM. Roll call was taken showing the following:

Present: Trustees Christine Clark, Lou Manivong, Rob Zimmermann, and Mike Constant. Quorum Established.

Absent: None.

Also Present: Village Clerk Elizabeth Losiniecki, Chief Gettemy, Attorney Josef Kurlinkus, Treasurer Maroo, Ceneca Wagner, Daniel Roop, Kari Schaddelee, Chris Ott, and Members of the Public.

PLEDGE OF ALLEGIANCE: The pledge to the flag was recited.

PUBLIC COMMENT on Agenda Items Scheduled for Action Only

None.

REPORT OF OFFICERS, TRUSTEES AND DEPARTMENT HEADS:

• **Treasurer's Report:**

Treasurer Maroo provided the monthly Treasurer's Report. He stated that MFT and 1% Sales Tax totals are included but are not available for "common use." There is over \$100,000 in the non-home rule account, ear marked for the water tower project. Mr. Maroo also stated that the Village had been the victim of check fraud. The check payment that was sent to the Illinois Environmental Protection Agency (IEPA) had been stolen and is under investigation by the US Postal Inspector and local police agencies. The Village will not be "out any money" and has insurance coverage for this type of fraud. Procedures have been implemented to avoid this type of fraud in the future. The water rate increase and debt service fee increase have made it much easier, financially, for the Village.

Trustee Constant asked about the Royal Estates escrow account and Maroo stated that there had been a \$5000.00 deposit. Constant asked if it should be \$10,000 and President Nelson stated that it should. Trustee Clark asked if the budget is balanced and Maroo stated that the Village does not have a budget. President Nelson stated that the Village operates based on appropriations, only.

• **Attorney's Report**

No report.

• **Engineer's Report**

No report.

• **Chief of Police**

° Ordinance for Police Department Booking Fee

Chief Gettemy stated that he would like an ordinance to allow for the imposition of booking fees to cover the costs. He said that \$50.00 is a typical fee. President Nelson stated that this would be on the next Regular Board meeting agenda for approval.

Chief Gettemy stated that he is working with other municipal police departments and the postal inspector on the check fraud. The case will be turned over to DuPage County for prosecution. There has been other fraudulent activity on the account that the check was deposited into.

- **Parks & Recreation**

Kari Schaddelee stated there were approximately 150 people at the tree lighting ceremony and thanked all of the groups and individuals that donated time, supplies and/or money for the event. Art classes are now being offered and dance and tumbling have also started. The baking class went well and volleyball open gym is on-going. Trustee Clark asked about yoga classes and Schaddelee stated that she is still looking for a new instructor.

- **Water & Sewer**

Trustee Manivong stated that he is reviewing the water tower paperwork and talking to Dale Youngers regarding the project. He will put information together to be discussed at a later date.

- **Public Works**

No report. President Nelson thanked Ceneca Wagner for all of his hard work while working alone.

- **Village Clerk**

Village Clerk Losiniecki stated that EEI had estimated \$200.00 for the updated zoning maps. She stated that she would like the Board of Trustees to consider issuing a Village cell phone to Daniel Roop since he has been added as a Code Red administrator. Daniel is currently using his personal cell phone for Village business which opens his personal phone up to FOIA requests. Trustee Constant that he would like to have a Village issued cell phone since he uses his personal phone for Village business. Chief Gettemy stated that it was not his intention to have Daniel have to administer Code Red out of hours. Clerk Losiniecki stated that, based on Gettemy's response, no cell phone will be needed for Daniel. Losiniecki stated that she has been responding to a high volume of complicated FOIA requests and that she is obligated by FOIA law to respond within the prescribed timeframe. This often takes precedence over other tasks.

- **COMMITTEE REPORTS**

- **Personnel**

- Lauterbach & Amen Management Letter Current Recommendations: Personnel File Organization Trustee Constant stated that he was going through the most recent audit management letter comments regarding financial policies and that he and Treasurer Maroo are working on those items. He stated that the other comment was related to personnel files and President Nelson stated that she is working with Rita Barnett on the proper documents for the personnel files.

- **Finance & Economic Development**

No report.

- **Public Safety**

No report.

- **Streets & Alleys**

Trustee Zimmermann stated that: street repair and replacement, sidewalk repair and replacement, South May Street repair, street cleaning, and weed control are some of the items that need to be done. Chris Ott stated that there is no MFT money available to cover these initiatives. He stated that all of the MFT money is already obligated to the Route 30 repair and snow and salt removal. He stated that there is MFT money that comes in monthly that the Village could expend on some of the projects but it would take the MFT account down to \$0.00. There was a discussion regarding sidewalks and needed repairs. Mr. Ott stated that, when repaired, sidewalks have to be brought into compliance with the new Americans with Disabilities Act. This puts more expense into the sidewalk repair than just replacing squares. There was also a discussion about street repair priorities. The list of street priorities that was compiled last year will be sent to Mr. Ott. Trustee Zimmermann stated that Steve Allen has been complaining about South May Street flooding into his building. Ceneca Wagner stated that the repairs necessary to resolve the flooding will cost approximately \$4,000 - \$5,000. Mr. Allen was told that he can make the repairs himself. The house has been an issue for

over thirty years. Trustee Constant stated that the Village may need to borrow money to fix the streets. There was a discussion about the frequency that roads should be repaired and the Royal Estates punch list. Mr. Ott stated that construction trucks do a lot of damage to streets and that the Royal Estates punch list may need to be revised.

° **Buildings, Grounds & Parks**

Trustee Manivong stated that code enforcement will begin twice per month unless otherwise indicated.

° **Water & Sewer**

Trustee Manivong stated that he is reviewing the previous water tower documents.

PRESIDENT'S REPORT

° Utility Billing Delinquency Procedures

President Nelson stated that shut-offs are scheduled for Wednesday and that most of the accounts on the list are over 75 days old. Daniel Roop stated that shut-offs are for previous quarter non-payment. President Nelson stated that she had met with Daniel to review procedures and that he will write up procedures to present to the Board for discussion. She said that decision need to be made about how to collect money owed (past due). She may consider using a debt collection agency for larger/older past due amounts. Trustee Constant stated that the rules are established via ordinance and are what Daniel has to follow and the mechanism that allows for such large balances to accumulate.

° Alley west of 149 N. May Street

President Nelson stated that the residents with property adjacent to the alley had been coming into the Village Hall with checks to pay for their portion of the alley vacation fees. She stated that the payments were based on a letter and fee sheet that had been distributed to the adjacent property owners without the knowledge or approval of the Village. She stated that the three pages of documents were distributed to the property owners. One was a DRAFT letter written by the Clerk and the other two were a fee sheet and a map of the alley. The second two pages were not prepared by the Clerk's office. The fee sheet was not accurate and the Clerk had to refuse the payment from the property owners. It is unlawful to prepare and distribute documents without the knowledge and approval of the Village. Due to the manner in which the documents were distributed, it gave the impression that all three pages were official Village documents, and part of the same letter signed by the Clerk.

Trustee Constant asked how this issue was supposed to be resolved when EEI has been instructed not to survey the alley until the adjacent properties have paid their portion of the fees but the fees cannot be accurately determined until the survey is complete. He stated that the process is in a continuous loop of no action due to the lack of survey results.

President Nelson stated that the addendums to the DRAFT letter from the Clerk were unauthorized and did not reflect accurate amounts. She asked Trustee Zimmermann where the numbers came from and he stated that Bob Gregg had created the fee sheet and had done the computations based on DeKalb County GIS information. Attorney Kurlinkus questioned how the property receiving the most amount of alley land is being assessed the least amount (based on the documents prepared by Bob Gregg) of money and that the fee assessments need to be based on the survey and prepared and distributed by the Clerk's office. President Nelson instructed Chris Ott to have the alley surveyed and the results sent to the Clerk so that an accurate letter with fees can be sent to the adjacent property owners.

ADJOURNMENT

Motion: Trustee Manivong moved to adjourn the meeting at 9:12pm. Trustee Clark seconded the motion. Voice Vote: All members voted yes. Motion carried.

The next Regular Meeting of the Village Board is scheduled for February 24, 2020. There will not be a meeting on February 10, 2020 due to lack of quorum.

Nancy Nelson, Village President

Elizabeth Losiniecki, Village Clerk