

**MINUTES OF THE REGULAR BOARD MEETING
OF THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES
HELD ON THURSDAY, MARCH 1, 2018**

CALL TO ORDER:

President Roth called the meeting to order at 7:02 pm

ROLL CALL:

Trustee William Harper	Present	Trustee Mary Thon	Present
Trustee Larry Schmidt	Present	Trustee William Carlson	Present
Trustee Michael Baumer	Present	Trustee James Cecille	Present
President Billie D. Roth	Present		

All those answering “present” were physically present at the meeting.

PLEDGE OF ALLEGIANCE:

PRESIDENT’S REPORT:

VILLAGE MANAGER’S REPORT:

Village Manager Sharon Caddigan stated IDOT will be starting construction on the interchange at Routes 59 (Sutton Road) and Route 20 (Lake Street). This work will start soon and continue through November 2018 with lanes being reduced in all directions.

APPROVAL OF AGENDA:

Request the Board approve the March 1, 2018 Agenda as presented. Trustee Cecille moved for approval. Trustee Baumer seconded the motion. A voice vote approved the Agenda as presented.

APPROVAL OF THE MINUTES:

Request the Board approve the Minutes of the Regular Board Meeting of February 15, 2018 as presented. Trustee Cecille moved for approval. Trustee Carlson seconded the motion. ROLL CALL:

Trustee Harper	Aye	Trustee Thon	Aye
Trustee Schmidt	Aye	Trustee Carlson	Aye
Trustee Baumer	Aye	Trustee Cecille	Aye

Motion carried.

COMMUNITY DEVELOPMENT – Trustee Carlson/Trustee Schmidt

A-18-018 Ordinance – Approval of Amendment to Zoning Map

Request the Board approve an ordinance entitled “AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE VILLAGE OF STREAMWOOD, COOK COUNTY, ILLINOIS. This Ordinance amends the Village’s official zoning map to include any additions or changes that have occurred during the past year.

Trustee Carlson presented the Ordinance for first reading and posting.

Community Development Director John Peterson stated the Village is required to amend the zoning map annually if there have been any changes to property zoning within the corporate limits in the past year. This map reflects the zoning change to C2-PUD and lot consolidation for the northeast corner of Lake Street and Elizabeth Drive for the Elgin Toyota property.

PUBLIC WORKS - Trustee Baumer/Trustee Harper

A-18-019 Resolution – Tree Branch Removal – Trees R Us

Request the Board approve a Resolution entitled “A RESOLUTION ACCEPTING THE LOW BID AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH TREES “R” US, INC. FOR TREE BRANCH REMOVAL.” This Resolution authorizes the low bid of \$47,520 from Trees “R” Us, Inc. for the supplemental removal of tree branches as part of the annual branch pickup program.

Trustee Baumer presented the Resolution and moved for approval. Trustee Schmidt seconded the motion. Public Works Director Matt Mann stated the village has been using a contractor for the past few years on as-needed basis to assist in branch pickup, allowing the PW employees to be assigned to other necessary tasks. This proposal provides for a contractor to pick up approximately half of the branches on a weekly basis as an assist to Public Works; regular PW employees will complete each section of pick up. Mr. Mann stated the annual cost is less than the prices paid for this service in the past two years. Only one bid was received; this contract can also be extended for two additional years at a minimal increased cost. Trustee Cecille confirmed there is no change in the pickup schedule or changes in the “zones” for pickup. ROLL CALL:

Trustee Thon	Aye	Trustee Schmidt	Aye
Trustee Carlson	Aye	Trustee Baumer	Aye
Trustee Cecille	Aye	Trustee Harper	Aye

Motion carried.

RESOLUTION 2018-5

COMMUNITY AFFAIRS - Trustee Harper/Trustee Baumer

A-18-020 Resolution – Professional Services Agreement – BKV Architectural Group

Request the Board approve a Resolution entitled “A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE VILLAGE MANAGER TO EXECUTE ON BEHALF OF THE VILLAGE A CERTAIN PROPOSAL FOR PROFESSIONAL SERVICES WITH BKV GROUP.” This Resolution approves a proposal for \$69,050.00 for professional architectural services for the planned remodeling of Village Hall and Public Works entry area.

Trustee Harper presented the Resolution and moved for approval. Trustee Carlson seconded the motion. Community Development Director John Peterson stated the Village had a space needs analysis performed by BKV Group and this proposal is for the professional architectural services for the proposed remodeling at Village Hall and the Public Works entry area. The actual contract will include project management, architectural, mechanical and electrical engineering services. They will also assist in the bidding process necessary for a successful project. The entire project will take approximately a year to complete.

Henry Pittner, Associate Partner with BKV Group, was present for questions. Trustee Harper confirmed that BKV will assist with the bidding as well as overall project management. Trustee Cecille asked about drawings, etc. of the proposed remodeling. Mr. Pittner stated those would be forthcoming. ROLL CALL:

Trustee Schmidt	Aye	Trustee Carlson	Aye
Trustee Baumer	Aye	Trustee Cecille	Aye
Trustee Harper	Aye	Trustee Thon	Aye

Motion carried. RESOLUTION 2018-6

FINANCE - Trustee Thon/Trustee Cecille

A-18-021 Motion – Approval of Semi-Monthly Expenditures

Request the Board approve the semi-monthly expenditures in the amount of \$161,872.48 which represents the total of the schedule of bills dated March 1, 2018.

General Fund	\$ 118,619.70
Wetland Special Service Areas	153.67
Capital Replacement Fund	2,961.01
Street Improvement Fund	11,581.30
Facilities Replacement Fund	4,937.79
Water and Sewer Fund	17,192.72
Golf Fund	<u>6,426.29</u>
Total	<u>\$ 161,872.48</u>

Trustee Thon moved for approval of the semi-monthly expenditures as presented. Trustee Carlson seconded the motion. ROLL CALL:

Trustee Carlson	Aye	Trustee Baumer	Aye
Trustee Cecille	Aye	Trustee Harper	Aye
Trustee Thon	Aye	Trustee Schmidt	Aye

Motion carried.

LEGISLATIVE – Trustee Schmidt/Trustee Carlson

A-18-022 Resolution – Village of Streamwood Purchase Policy

Request the Board approve a Resolution entitled “A RESOLUTION APPROVING, ADOPTING AND IMPLEMENTING THE VILLAGE OF STREAMWOOD PURCHASING POLICY AND PROCEDURES MANUAL.” This Resolution updates the Village’s Purchasing Policy Manual to ensure compliance with proper auditing standards and to maintain accountability in the procurement of goods and services.

Trustee Schmidt presented the Resolution and moved for approval. Trustee Cecille seconded the motion. Finance Director Josh Peacock stated the Village last revised this policy in 2013. One of the proposed changes, suggested by the village auditors, is regarding capital assets. We are adding a section for purchasing cards (P-cards) used primarily for internet purchases. A number of general procedural modifications are needed with the implementation of the MUNIS software and references to state laws, etc. In addition, staff is recommending an increase to the bidding threshold from \$20,000 to \$25,000 to allow the best pricing for goods and services.

Trustee Harper asked if the P-cards have a purchasing dollar limit. Mr. Peacock stated each card has an individually determined limit, and all cards have strong fraud protections as well. Trustee Cecille asked about a lost card and usage. Mr. Peacock

stated if an authorized user was to lose the card, it should be reported immediately and safeguards (as with most credit cards) are in place to reverse unauthorized purchases. Trustee Harper asked about PIN numbers for the P-cards. Mr. Peacock stated they are not used as the P-cards are not used for “debit” style use or for any cash withdrawals. ROLL CALL:

Trustee Baumer	Aye	Trustee Cecille	Aye
Trustee Harper	Aye	Trustee Thon	Aye
Trustee Schmidt	Aye	Trustee Carlson	Aye

Motion carried.

RESOLUTION 2018-7

PUBLIC SAFETY - Trustee Cecille/Trustee Thon

I-18-001 Information Item – Daylight Saving Time

Daylight Saving Time begins Sunday, March 11 at 2:00 am. Don’t forget to “spring forward” by turning your clocks ahead one hour. The Fire Department would like to remind everyone that this is also a good time to check or change the batteries in your smoke and carbon monoxide detectors.

PUBLIC COMMENTS:

Malini Byanna, East Avenue, expressed her appreciation for the Village’s assistance in various recent circumstances.

ADJOURNMENT:

Trustee Cecille moved to adjourn. Trustee Carlson seconded the motion. A voice vote approved the adjournment. The Village Board adjourned their meeting at 7:24 p.m.

Billie D. Roth
Village President

Kittie L. Kopitke
Village Clerk

Approved this 15th day of March 2018