

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
June 2, 2022**

The regular meeting of the Village Board of Hampshire was called to order by Village President Michael J. Reid, Jr. at 7:00 p.m. in the Village of Hampshire Village Board Room, 234 S. State Street, on Thursday, June 2, 2022.

Roll call by Village Clerk Vasquez:

Present: Heather Fodor, Aaron Kelly, Toby Koth, Laura Pollastrini, and Erik Robinson.

Absent: Lionel Mott (Trustee Mott joined the meeting at 7:15pm)

A quorum was established.

In addition, present in-person were Village Manager Jay Hedges, Finance Director Lori Lyons, Village Attorney Mark Schuster, Assistant to the Village Manager Josh Wray, and Police Chief Brian Thompson. Also, present electronically: Tim Paulson from EEI.

Village President led the Pledge of Allegiance.

**PUBLIC COMMENTS**

Sandy Weber: Ms. Weber stated that having chickens would be a great asset to her son who has special needs. He has not been to school since COVID, and he lost his service dog in February, so watching and taking care of chickens would be just what he needs. This would be a good experience for families, and none of the other communities she contacted have had problems with their chicken programs.

**MINUTES**

Trustee Kelly moved to approve the minutes of May 19, 2022, with the changes on pages eight and nine as discussed.

Seconded by Trustee Robinson

Motion carried by roll call vote.

Ayes: Robinson, Kelly, Pollastrini, Fodor

Nays: None

Abstained: Koth

Absent: Mott

**VILLAGE MANAGER'S REPORT**

A Motion to Approve a Professional Service Agreement with EEI for the Comprehensive Utility Master Plan update for \$198,903

Village Manager Hedges reported that the language of concern last meeting related to construction engineering was removed.

Trustee Pollastrini asked how the 90% payment works. Mr. Paulsen explained that EEI will invoice the Village as work is completed not to exceed 90% of the total amount. The last 10% will be invoiced upon completion.

Trustee Kelly asked for clarification on what parts of the Village will be modeled in this study. Mr. Hedges and Mr. Paulsen confirmed that the entire current Village system will be studied, and new models will be created for certain areas in preparation for future development.

Trustee Mott joined the meeting.

Trustee Kelly asked if this study will provide a complete map of the entire existing water and sewer system. Mr. Paulsen responded that this study will identify the entire transmission system but may not include every abandoned line and every valve that has been paved over throughout the decades. The only way to identify every single piece of the system would be to tear up all of the streets in the Village, as staff discovered during Streetscape.

Trustee Fodor asked if we have accurate mappings for everything in the system since EEI has been with the Village. Mr. Hedges responded yes.

Mr. Hedges mentioned the water will be shut off downtown on June 13 from about 6am to 2pm. All of the businesses have been notified.

Trustee Pollastrini asked if the issues with shutting down the water on State Street has caused a change to the project schedule. Mr. Paulson said he believes the overall schedule is still good, and EEI and the contractors should be able to catch up on the few days they have gotten behind.

Trustee Robinson moved to approve a Professional Service Agreement with EEI for the Comprehensive Utility Master Plan update for \$198,903

Seconded by Trustee Fodor  
Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Absent: None

A Motion to Approve First Payment to Alliance Contractors for the Streetscape Project in the amount of \$252,416.70.

Mr. Hedges mentioned Alliance and their subcontractors have been great to work with so far.

Trustee Koth moved to approve First payment to Alliance Contractors for the Streetscape Project in the amount of \$252,416.70.

Seconded by Trustee Kelly

Trustee Pollastrini asked how much overbudget this project is to date. Mr. Hedges estimated \$45,000 at the current time, and he expects to stay under \$100,000 overbudget.

Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Absent: None

A Motion to approve Second Payment to Kane County Excavating for the Connection Water Main Project in the amount of \$186,423.84 (total of \$401,259.24 to date)

Mr. Hedges mentioned this project is moving forward very well.

Trustee Pollastrini said she is impressed there have been no additions or changes in the cost.

Trustee Koth moved to approve Second Payment to Kane County Excavating for the Connection Water Main Project in the amount of \$186,423.84 (total of \$401,259.24 to date).

Seconded by Trustee Robinson

Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Absent: None

A Resolution adopting updated Garbage Collection Fees.

Ms. Lyons explained this is the standard annual increase based on the contract with Flood Bros. She noted this increase will still be less than the rate under Waste Management.

Trustee Fodor asked how many senior users there are. Ms. Lyons estimated 400.

Trustee Mott moved to approve Resolution 22-07: Adopting garbage collection fees in the Village.

Seconded by Trustee Kelly  
Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Absent: None

An Ordinance amending the regulations governing Home Occupations

Mr. Wray explained that the regulations in the packet are largely the same as what the Board discussed at a previous meeting. Two changes were made based on the Board's feedback as well as the discussion at the Planning and Zoning Commission's meeting. First, home occupations involving animals are now permitted and are regulated under the animal control ordinance. Second, the provisions regarding home daycares were modified to reference state regulations on the number of children allowed.

Trustee Kelly asked the Board if they want to keep the prohibition of employees that do not live at the residence. The consensus was to remove the prohibition.

Trustee Pollastrini expressed some concern about the prohibition of displaying inventory because some home businesses like Mary Kay are all about showing their inventory. Mr. Wray clarified that the regulations prohibit displays from the public view, such as through windows. An in-home display to customers would not be prohibited

Trustee Mott expressed concern about allowing all types of inventory. Staff noted the provisions about hazardous material and that inventory must be stored indoors.

Trustee Robinson asked for confirmation that these regulations would completely prohibit guns at the residence for a home business. Mr. Wray responded yes; only personally owned guns and ammunition will be allowed on the premises. Trustee Robinson also asked if the police will be able to enforce that provision since this is a zoning regulation. Mr. Hedges responded that staff at Village Hall would enforce the regulations as zoning provision, but police would absolutely respond to any dangerous situation that arises while staff is enforcing the zoning code.

Trustee Pollastrini asked for clarification about the provision prohibiting more garbage than normal for a residential unit. She asked if things like water heaters and HVAC equipment would be allowed to be disposed of on a consistent basis via the special request process with Flood Bros. Staff responded that it would be considered residential garbage and would be fine as long as Flood Bros. still considers it to be residential pick-up. The provision is really aimed at preventing piles of trash or dumpsters or other activities that become nuisances to neighbors.

Trustee Fodor moved to approve Ordinance 22-11: amending the regulations governing Home Occupations

Seconded by Trustee Mott  
Motion carried by roll call vote.  
Ayes: Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Abstained: Kelly  
Absent: None

An Ordinance Establishing Regulations Governing the Keeping of Chickens on Residential Properties.

Trustee Pollastrini asked what the two nay votes were regarding at the Planning and Zoning Commission meeting. Chairman Mroch reported the two nay votes were related to (1) the license fee that was perceived by one commissioner to be a tax and (2) the allowance of coops in side yards of corner lots that would face a street. Trustee Pollastrini asked if there was discussion of prohibiting coops on corner lots. Chairman Mroch said there was not. President Reid note that these setback and yard provision are very similar to how the Village dealt with sheds a couple years ago.

The Board discussed the license fee, especially if it should be one-time or paid annually for license renewal. Trustee Kelly said the fee makes sense to him in the first year to create the license and update the records, but it should not take staff any significant time in the following years to renew licenses. President Reid was in favor of an annual fee for license renewal to include an annual inspection. Trustee Pollastrini added that she would want someone to check on the coops each year to ensure they are sanitary and are not becoming dilapidated.

The Board discussed the number of chickens allowed in the regulations. Trustee Robinson asked Ms. Weber how many chickens she might want for her property. Ms. Weber said she has a larger property, but the most she would want is 6, and 4 would be fine. The consensus was to keep the number at 4 and review it in the future for a potential increase.

Trustee Pollastrini asked if there should be a requirement for how often waste must be disposed, such as weekly. President Reid noted that another provision prohibits offensive odors, so that would require responsible disposal, which might change depending on how many chickens there are.

Trustee Fodor asked if chicken waste is allowed by Flood Bros. Mr. Hedges said there's nothing prohibiting chicken waste in regular garbage. Trustee Fodor also noted she does not want anyone flushing it down the toilet. Staff will add a provision prohibiting disposal of waste in the Village sanitary and storm sewer systems.

Trustee Kelly asked if coops could be moved around as some are designed to be. Mr. Wray said yes as long as they are consistently in regulation for setbacks and yards.

Trustee Kelly moved to approve Ordinance 22-12: Establishing Regulations Governing the Keeping of Chickens on Residential Properties.

Seconded by Trustee Robinson  
Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Fodor, Robinson  
Nays: Pollastrini  
Absent: None

A Motion to set the number of Licenses for the keeping of Chickens

President Reid noted that the Board had discussed this as a pilot program for the first year; the

number can change if things go well.

Trustee Robinson moved to set the number of 10 Licenses for this year for the keeping of Chickens

Seconded by Trustee Mott  
Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Robinson  
Nays: Fodor, Pollastrini  
Absent: None

#### A Motion to set the Annual Fee for a License for the Keeping of Chickens

President Reid said he does not think \$20 is inappropriate for the staff time for each license. Trustee Kelly asked President Reid if the intention is that staff will perform an annual inspection. President Reid said that would be his expectation, and Mr. Hedges said staff could certainly do that.

President Reid asked Ms. Weber if she thinks \$20 is unreasonable. She said she does not; it would help keep people serious about having chickens if they knew they would be inspected each year.

Trustee Robinson moved to set the Annual Fee for a License for the Keeping of Chickens to \$20.

Seconded by Trustee Fodor  
Motion carried by roll call vote.  
Ayes: Mott, Pollastrini, Koth, Fodor  
Nays: Kelly, Robinson  
Absent: None

### **MONTHLY REPORTS**

#### May Building Report

Mr. Wray mentioned the Village received applications for 10 new home permits in May 2022, which is better than May in the last two years.

President Reid complemented the Board and the staff on having a smooth development process. Hampshire is getting a good reputation for being ready to go and having answers for developers.

Trustee Pollastrini asked if we should expect the high housing starts to continue through the summer. Mr. Hedges said there is still strong demand for new homes due to low inventory, but the economy may cause a slowdown soon after the July CPI announcement.

Mr. Hedges also mentioned that SAFEbuilt is adding another inspector to Hampshire to continue to meet our demand for services.

### **ACCOUNTS PAYABLE**

#### A Motion to approve the June 2, 2022 Regular Accounts Payable

Trustee Koth asked about the payment for awards. Chief Thompson said that is for the officer of the year award to be announced soon.

Trustee Pollastrini asked about the payment for monument sign inserts. Mr. Hedges responded that the monument signs at the Village limits will be changed with inserts of the new branding

rather than constructing new signs. Ms. Lyons noted that the payment for this item is only half of the total balance for now.

Trustee Kelly moved to approve the Accounts Payable in the sum of \$131,360.90 paid on or before June 8, 2022.

Seconded by Trustee Fodor  
Motion carried by roll call vote.  
Ayes: Kelly, Mott, Koth, Pollastrini, Fodor, Robinson  
Nays: None  
Absent: None

### **COMMITTEE / COMMISSION REPORTS**

- a) Business Development Commission – Trustee Kelly announced a BDC meeting for next Wednesday. They will be considering applications for façade improvement grants for the Rose Garden and Block's, and the Village Board might be asked to consider increasing the budget for grants this year to accommodate.
- b) Public Relations – Trustee Fodor announced a Public Relations Committee meeting June 9 at 6:30 p.m.
- c) Public Works – Trustee Koth noted the new loader is doing well.
- d) Budget Committee – No report.

### **ANNOUNCEMENTS**

Trustee Kelly said he saw the announcement of Representatives Underwood's community project funding program which included some projects that the BDC and Village Board have discussed such as an incubator. President Reid noted that he and Mr. Hedges met with Rep. Underwood's office not long ago to ask about potential grant funding, and the Village in the past has not had projects ready for these applications. Mr. Hedges added that these projects are often funded based on when Rep. Underwood's vote or support is needed, and they are based on specific programs. Staff has been focused on infrastructure funding in the last two grant cycles. President Reid also noted that he and representatives from other municipalities under 10,000 population have formed a small cities committee in MetroWest, and one of the discussions at the last meeting was a shared grant consultant that can sift through all of the opportunities and let communities know what they are eligible for based on their priorities. He encouraged everyone to keep an eye out as Mr. Kelly has and let staff know if there is something that looks promising.

### **ADJOURNMENT**

Trustee Kelly moved to adjourn the Village Board meeting at 8:59 p.m.

Seconded by Trustee Robinson  
Motion carried by roll call vote.  
Ayes: Kelly, Fodor, Koth, Pollastrini, Mott, Robinson  
Nays: None  
Absent: None