

**REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES
May 19, 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, May 19, 2022.

Roll call by Village Clerk Vasquez:

Present: Heather Fodor, Aaron Kelly, Lionel Mott, Laura Pollastrini, and Erik Robinson.

Absent: Toby Koth

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 and Steve Dennison from EEI.

Village President led the Pledge of Allegiance.

MINUTES

Trustee Pollastrini moved to approve the minutes of May 5, 2022, with the changes on page six as mentioned.

Seconded by Trustee Fodor

Motion carried by roll call vote.

Ayes: Robinson, Mott, Pollastrini, Fodor

Nays: None

Abstained: Kelly

Absent: Koth

PROCLAMATION

President Reid read the Proclamation of Pediatric Stroke Awareness Month and proclaimed May 20, 2022 as "Vinny the Warrior" Zoufal Day. The Zoufal Family was present and took pictures with the President Reid and Trustee Fodor.

VILLAGE MANAGER'S REPORT

A Presentation on the Referendum for a New Fire Station

Fire District Chief Herrmann presented facts on the proposed referenda for a second fire station and for the staffing to run it. He described the current staffing model and equipment and what is planned if the referenda are approved. He also detailed the response times in different areas of the district. The calls have more than doubled with the response time taking 7-18 minutes in the district area the new station would service, called District 2. The schools in District 2 right now are 7-8 minutes away, assuming no train blockage, which would be reduced to 2-4 minutes if the new station were built. The new development in District 2 will include more homes and more commercial and industrial buildings.

President Reid asked how the mutual aid agreement with Huntley comes into play since they have a station right behind Lakewood. Chief Herrmann noted that Huntley's station right there is already a high call volume station for Huntley since it covers the majority of Sun City and other development on the south end of Huntley. While that station will respond to a call in Hampshire's District 2 area if available, there is no guarantee, and the residents of the Hampshire Fire

Protection District should not be reliant on Huntley.

Chief Herrmann also noted that his team has brought in \$1.2 million of grant funding over the last 15 years, which has mostly been used to update the vehicles and equipment. In the last 3 years, they have acquired a new tanker, a new engine, a new brush truck, and two new staff vehicles, and they are soon going to be refurbishing the second engine. Pending in the next few years is a new ambulance and a new ladder truck, but 80% of the fleet has been updated. Trustee Robinson asked if the new station would require a whole new fleet. Chief Herrmann said no; part of the current fleet will be moved to the second station, and they will use that space at the current station for some interior building expansion and remodeling.

Chief Herrmann listed the number of calls, stations, and staff in nearby fire districts and municipalities and noted that Hampshire is one of the last departments in the area with one fire station. He also described that Hampshire struggles to keep part-time firefighters since they tend to get hired at neighboring departments and are not allowed to work part-time anywhere else due to union rules.

There will be two questions on the ballot on June 28: (1) a bond for a new fire station in Tamms Farm and (2) a property tax rate increase to fund the staff at that station. Chief Herrmann explained that a resident owning a \$300,000 home will pay \$174 more per year if both referenda pass.

Trustee Pollastrini asked what they will do if only one of the referendum passes. Chief Herrmann said they will build the station and go for another referendum for the staffing in the near future.

Trustee Kelly asked what people can do to support the referenda. Chief Herrmann said people can talk to their neighbors and friends, post on social media, pick up yard signs, etc. They have had excellent support from the community so far.

An Ordinance Authorizing the Sale of Certain Municipal Personal Property to Veto Enterprises for \$10,000 (2017 Dodge Charger Squad)

Trustee Robinson moved to authorize Ordinance 22-10; Sale of Certain Municipal Personal Property to Veto Enterprises for \$10,000 (2017 Dodge Charger Squad).

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

A Motion to approve a Professional Services Agreement with EEI for a Comprehensive Utility Master Plan Update for \$198,903

Trustee Kelly asked about a provision in the agreement in Exhibit 1 on Attachment B; it seems that the agreement includes engineering for all of the specific projects that will result as recommendations from the master plan. Mr. Hedges said that is not the intent since that will likely be several hundred thousand more dollars in engineering for those future projects, and Mr. Dennison from EEI noted that provision is standard for their contracts but probably should be excluded in this agreement. Staff will bring an amended agreement back next meeting.

Trustee Kelly moved to table agenda item 7(c): A motion to approve a Professional Services Agreement with EEI for a Comprehensive Utility Master Plan Update for \$198,903.

Seconded by Trustee Pollastrini
Motion carried by roll call vote.

Ayes: Kelly, Mott, Pollastrini, Fodor, Robinson

Nays: None

Absent: Koth

Lead Service Line Update

Mr. Dennison reported that with two rounds of letters have been sent out to about 600 homes, and we have received about a 30% response rate. Moving forward, staff recommends adding a \$10 incentive as credit on water bills. Any homes that we do not get a response for will have to be investigated by staff, which will cost more than \$10 each in time spent coordinating a visit, inspecting the service line, and completing the inspection report for the database. Mr. Dennison anticipates roughly a 60% response rate with the incentive.

Trustee Kelly asked if the mailers are part of the contract with EEI. Mr. Hedges responded no; the Village is paying for the mailings in addition to the work EEI is doing. EEI created the database to collect the responses and will be submitting the required reporting to IEPA.

Trustee Pollastrini asked when we sent out the two rounds of letters. Mr. Hedges responded we mailed them in February and April.

Mr. Hedges also clarified that the Village is responsible for replacing any lead service lines on the public side of the b-box, and the homeowners would be responsible for the private side unless the Village decided to pay for those projects as well. The Village will have to submit a plan for replacement and will have several years to actually complete the replacements depending on the number of lead service lines discovered.

A Resolution authorizing the Village Manager to enter into a software as a service agreement with Tyler Technologies, Inc. for the ERP Pro Product.

Ms. Lyons noted that she has evaluated five governmental software providers, and Tyler Technologies stood out as the best as the largest government-focused provider. They have four solution areas, including products for governments, schools, court systems, and health and human services organizations. She described the improvements in functionality that the Village will realize when the transition is complete, included more automated bank reconciliation, human resources modules, budgeting tools, and a civic engagement platform.

Trustee Fodor asked if Tyler will train staff. Ms. Lyons said that training will be ongoing throughout the transition as each module is added. Tyler has an online training system that will be utilized, so there might not be an onsite person.

The transition period is expected to be 18-24 months, but President Reid told everyone to expect the full 24 months.

Trustee Fodor asked if there would be a parallel system running for redundancy when Tyler is "turned-on." Mr. Hedges said running a parallel system is not something most entities do anymore when making a transition because it is very time-consuming to do everything twice, so they will be fully committed to Tyler before the migration moment happens. Modules will be "turned-on" individually, so staff will have the opportunity to learn the systems and workout bugs before they go live.

Trustee Pollastrini asked about Tyler's track record with these transitions. Ms. Lyons said they have a very good record; they have only cancelled a transition once which was due to the client's staff turnover mid-transition.

Trustee Robinson moved to authorize Resolution 22-06; authorizing the Village Manager to enter into a software as a service agreement with Tyler Technologies, Inc. for the ERP Pro Product.

Seconded by Trustee Mott

Trustee Pollastrini asked if there would be an annual fee. Ms. Lyons said there will be an annual fee for training, support, and software maintenance, which is estimated at about \$30,000 per year.

Motion carried by roll call vote.

Ayes: Mott, Pollastrini, Fodor, Robinson, Reid

Nays: None

Abstain: Kelly

Absent: Koth

Presentation on the TIF District

Mr. Wray presented a status update on the Village's TIF district downtown. There are 116 properties in the district, and the district is set to end in 2030 with the possibility of extension. He described that the TIF is supposed to generate incremental property tax by pooling all of the taxing bodies property tax income above the baseline tax they were receiving when the district was established. That pool of money is then used for projects in the TIF district to improve the blighted conditions and raise the property values. However, Hampshire's TIF district was established in 2007 just before the Great Recession, so the property values sharply decreased, meaning there was very little income to the TIF district for many years. The property values have started reaching pre-recession values in the last few years, but the TIF fund is more than \$300,000 in debt from paying bond payments and two business improvement grants, and that problem is expected to get worse as the bond payments are set to balloon from about \$60,000 this year to nearly \$200,000 in FY2025.

Mr. Hedges added that the staff has been working more closely with the Township Assessor's office to help them understand the effects of assessments on the TIF district fund. One issue has been that the façade improvements done over the last several years have not resulted in much higher assessed values. One solution staff is investigating is adding a provision to the façade program that recipients cannot protest their assessments as is the case with TIF grants.

Trustee Kelly asked if there has been any state-level discussion of eliminating TIF districts or limiting them. Mr. Wray noted that there has been legislation proposed to make establishing districts more strenuous and to limit the life of the districts, but the only legislation that has passed has been related to reporting requirements. Mr. Hedges added that IML and Metro West are very engaged in this legislative discussion, and the municipal lobby seems to have fought-off those recent attempts to severely limit TIF districts.

Discussion of Home Occupation Regulations

Mr. Wray reported that the changes to the draft regulations were made as noted from the previous Village Board meeting and will be on the Planning and Zoning Commission meeting agenda this Monday, May 23, 2022, for a public hearing. The Village Board will have a final vote for approval at its next Village Board meeting.

Trustee Robinson asked if the prohibition on dangerous chemicals include fertilizer. The building department and potentially the fire district would give Village staff a recommendation on if a specific material is dangerous, and it would be enforced accordingly.

Trustee Pollastrini asked for clarification on the vehicle limitations. The draft regulations direct to the current restrictions on semi trucks and trailers in residential areas. Additionally, traffic that is more frequent than is typically seen in a residential area would be prohibited.

Trustee Fodor asked if the prohibition on home occupations involving animals would prohibit dog

walkers. Mr. Wray said the current language would prohibit that, so staff will edit the regulations to defer to the animal control regulations.

Trustee Kelly asked if something like a home-based chiropractor or hair stylist would be considered a personal service. Mr. Wray responded yes.

MONTHLY REPORTS

April Treasurer's Report

Ms. Lyons noted that this is the end of the fiscal year, but there are several modifications that need to be made before looking at the bottom line for the year.

Trustee Pollastrini asked why the expenses for the pension fund were so high. Ms. Lyons explained that the strange looking revenues and expenders in that fund are due to unplanned officer transfers.

April Police Incidents Report

No questions

April Engineering Report

No questions

ACCOUNTS PAYABLE

A Motion to approve the May 19, 2022 Accounts Payable to Personnel

Trustee Kelly moved to approve the Accounts Payable for Cody Grindley, Doug Brox, John Huff and Lori Lyons in the sum of \$201.95 paid on or before May 25, 2022.

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

A Motion to approve the May 19, 2022 Regular Accounts Payable

Trustee Robinson moved to approve the Accounts Payable in the sum of \$949,844.33 paid on or before May 25, 2022.

Seconded by Trustee Mott
Motion carried by roll call vote.

Trustee Robinson asked about the payment tot Kane County Excavating. Ms. Lyons said it is the first payment to the contractor for the water system connection project that the Village Board approved last meeting.

Trustee Kelly asked about the payment to MDM Demo. Ms. Lyons said that is for the Ram 5500 pick-up truck.

Trustee Pollastrini asked if the payment to Trees Unlimited for replacement trees is for the water system connection project. Ms. Lyons said this tree replacement is for restoration to a private property after work on a water main break.

Ayes: Kelly, Mott, Pollastrini, Fodor, Robinson

Nays: None

Absent: Koth

COMMITTEE / COMMISSION REPORTS

- a) Business Development Commission – Trustee Kelly reported that the BDC said its goodbyes to Susie and Ian and wished them the best of luck. He also noted that there are two seats open to fill, and the BDC decided to keep the 7 seats rather than reduce to 5 since there are people interested. Trustee Kelly also explained a discussion the BDC had on the Façade Improvement Program; they are considering the benefits and problems with setting an application submission date and considering all applications at once versus continuing with a rolling submission method. He also noted that Mr. Hedges gave updates on economic development and public projects.

President Reid added that he will be meeting with Chairmen Krajecki and Swalwell to see if there are modifications that should be made to the program so all three of the public bodies are on the same page, such as the funding of patios and rear improvements.

Trustee Kelly thanked the Village Board for continuing to fund façade projects. The program has had a big impact downtown and continues to attract businesses and beautify the area.

Trustee Pollastrini asked if the BDC has discussed a maximum grant amount. Trustee Kelly said that could be incorporated.

- b) Public Relations – No report

- c) Public Works – Mr. Hedges gave updates on major projects in the Village, but first he said Public Works is also continuing with their regular work as much as possible, so they are very busy and working hard.

Streetscape: Staff is meeting daily, and sometimes multiple times a day, with EEI and the contractors to make sure everyone is on the same page and to solve problems as they arise. Mr. Hedges noted that he is choosing the best solutions with the long-term in mind when working through issues rather than the cheapest way to get through the projects.

President Reid added that he has discussed the best-solution approach with Mr. Hedges and agrees that we should solve problems the right way so we do not have to tear up the street again in a few years to deal with a cheap-fix. He said the Village Board should expect a bit of a bill at the end of the project.

Rt. 72 & State: Mr. Hedges noted that only one business has complained about the work and the closures, and all of them are being very understanding. He has been working with Chamber Director Jeanie Mayer on a detour highlighting that downtown is open and where the parking lots are. The signs should be up next week. Chick n Dip will remain accessible through the closure.

Water System Connection: The contractor is putting in 100-200 feet of line per day at this point, and the project is ahead of schedule.

US 20: IDOT will be starting a 2" overlay from the McHenry County line to the interchange on US Hwy 20 that should only take the road down to one-lane for a while.

- d) Budget Committee – No report.

ANNOUNCEMENTS

Trustee Pollastrini mentioned that the Hampshire Historical Society will have a program on Hampshire during wartime on May 26 at 7 p.m. at the Township Building.

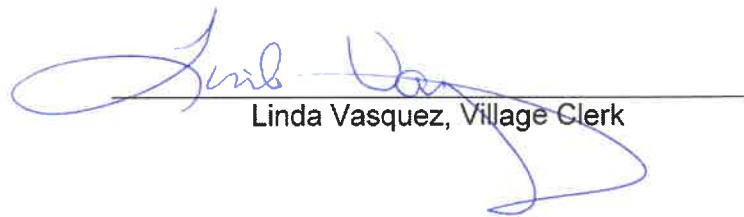
President Reid extended an invitation to the Metro West COG end of the year BBQ on June 23 from 5pm-8pm. There will be some legislative updates and information on Metro West. He and Mr. Wray will attend, and he will send the RSVP information to all the trustees.

Trustee Kelly congratulated the Hampshire High School graduates and wished them all the best in their futures.

ADJOURNMENT

Trustee Kelly moved to adjourn the Village Board meeting at 9:26 p.m.

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



Linda Vasquez, Village Clerk