

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
MINUTES  
May 20, 2021**

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 20, 2021.

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

Absent: None

A quorum was established.

Also present: Village Manager Jay Hedges, Village Clerk Linda Vasquez, Finance Director Lori Lyons, Police Chief Brian Thompson, Village Attorney Mark Schuster, and Assistant to the Village Manager Josh Wray.

Also electronically: Tim Paulson – EEI.

President Reid led the Pledge of Allegiance.

**MINUTES**

Trustee Pollastrini moved to approve the minutes of May 20, 2021, with the changes on page two under the recommendation by the Village Services and under h) Village Services thanking the Trustees Koth and Robinson.

Seconded by Trustee Robinson

Motion carried by roll call vote.

Ayes: Fodor, Kelly, Koth, Mott, Pollastrini, and Robinson

Nays: None

Absent: None

**PUBLIC HEARING**

At 7:04 PM, Village President Reid opened the public hearing regarding the Proposed Amendment to the Annexation between the Village of Hampshire and Brier Hill Ventures.

Village Attorney Mark Schuster reported that the property has not been acquired yet because of complications related to the pandemic, so this amendment extends the closing period 180 days. Additionally, the site consists of two parcels; one parcel of 11.8 acres on the north side is not in the Village, and the parcel on the south side of 7 acres is, so this amendment also clarifies that only the 11.8 acres is being annexed. President

Reid mentioned that he met with the owner of Brier Hill Ventures, and they are still very serious about purchasing and developing the property as soon as they can. The hearing was to allow residents to provide comment. Notice was published in the Daily Herald Newspaper May 3, 2021. There were no public comments.

Trustee Fodor moved to close the public hearing

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

At 7:07 PM, Public Hearing was closed.

At 7:07 P.M. President Reid re-opened the public meeting

### **VILLAGE MANAGER'S REPORT**

An Ordinance Authorizing the Execution of the Amendment to the Annexation Agreement by and between the Village of Hampshire and Brier Hill Ventures to extend the closing period 180 days to November 16, 2021.:

Trustee Koth moved to authorize Ordinance 21-16: the Execution of the Amendment to the Annexation Agreement by and between the Village of Hampshire and Brier Hill Ventures to extend the closing period 180 days to November 16, 2021.

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

### **Presentation on Annexation and Zoning of the Hampshire 90 Logistics Park**

Michael Gazzola from Entre Commercial Realty presented his proposed plan for the logistics park near the Hwy 20 Interchange on I-90. He played the marketing video that showed where the property is located and some of the potential layouts. The Planning and Zoning Commission will hold a public hearing at its meeting on May 24 regarding the zoning change to the property from Office-Manufacturing to General Industrial. Mr. Gazzola said they are looking to break ground next year.

A Motion to Approve the Funding Resolution, included as "Exhibit B" of the Intergovernmental Agreement with the Illinois Department of Transportation

Mr. Hedges explained that this resolution is a part of the intergovernmental agreement, but it must be passed before the IGA is considered. It essentially states the Village will hold up its end of the funding for the project.

Trustee Kelly asked if it is standard for IDOT to required 80% of the Village's portion of the funding upfront. Tim Paulsen from EEI responded that the requirement is not always exactly 80% for IDOT projects, but it is generally right around that. IDOT will send an invoice for the 80% some time in September or October after the project bidding is complete, and the remaining cost will be invoiced to the Village based on actual cost rather than simply for 20%.

Trustee Fodor moved to approve the funding Resolution 21-07, included as "Exhibit B" of the Intergovernmental Agreement with the Illinois Department of Transportation.

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

A Motion to Approve an Intergovernmental Agreement with the State of Illinois (IDOT) for the Intersection Improvement Project at State Street and Rt. 72

Mr. Hedges noted that the cost to the Village for this project has decreased since the Village Board passed it several months ago due to some engineering changes IDOT made.

Trustee Mott moved to approve an Intergovernmental Agreement with the State of Illinois for the Intersection Improvements Project at State Street and Route 72.

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

An Ordinance Amending the Regulations Concerning Water and Sewer Connections in the Village and Establishing New Connection Fees

Mr. Wray explained that the proposed ordinance expands the current fee schedule for commercial connections from 2" meters up to 6" meters. It also creates a simpler calculation for connections with large meters and clarifies the multifamily residential buildings are defined as commercial buildings. Trustee Mott asked for clarification concerning condominiums that may have a meter for each unit rather than a traditional apartment that has one shared meter. Staff will review that issue and come back to the Village Board with clarification.

Trustee Robinson moved to approve Ordinance 21-17; Amending the Regulations Concerning Water and Sewer Connections in the Village and Establishing New Connection Fees.

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

A Motion to Approve an Updated Building Permit Fee Schedule to Remedy Typos and Resolve Miscalculation.

Mr. Wray explained that the current fee schedule has a typo on several of the commercial review fees in that they are off by 2 decimal places. Additionally, when staff created the current fee schedule last year, they based the numbers off of the contract with the Village's prior building department service provider, which turned out to be 11 years old. Staff discovered that the old service provider had not been using the numbers from the contract, so the proposed schedule updates the numbers to the current and correct calculations. There are no actual increases in fees.

Trustee Pollastrini moved to approve Updated Building Permit Fee Schedule to Remedy Typos and Resolve Miscalculation.

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

Presentation of Preliminary Monthly Financial Report as of April 30, 2021.

Ms. Lyons presented the first monthly financial report, though this particular report was on the FY21 year-end. She briefly explained the different types of funds in the Village then discussed some key points for FY21, including the fact that the Village's bottom line did better than expected due to the near freeze on spending during the pandemic as well as the revenue from the CARES act that the Village received. The FY21 audit will begin field work in July, and preliminary financial statements will be ready soon after.

Discussion of Moratorium on Water Shut-off during Covid-19.

Mr. Hedges asked for the Village Board to give staff guidance regarding the current moratorium on water shut-offs. There was discussion about a one-time forgiveness policy

for cases of hardship as well as payment plans. Ms. Lyons discussed the informal poll she and Ms. Vasquez took of other communities, and Hampshire is now the only community in the area that will not have resumed shut-offs. The Village Board was not interested in resuming shut-offs yet, but staff will bring more detailed information back at the next meeting for continued discussion.

A motion to Approve the May 20, 2021 Accounts Payable to Personnel.

Trustee Kelly moved to approve the Accounts Payable for Lori Lyons, and Nicholas Orsolini John Huff in the sum of \$130.00 paid on or before May 26, 2021.

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

A motion to Approve the May 20, 2021 Regular Accounts Payable

Trustee Koth moved to approve the Accounts Payable in the sum of \$686,878.90 paid on or before May 26, 2021.

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

Trustee Kelly would like to see high-level information on revenue and cash-on-hand as well as expenditures in the coming monthly financial reports.

**Village Board Committee/Commission Assignments**

President Reid explained that several of the current standing committees have not served a purpose for some time now, so his thought was to dissolve those committees and establish new ones as the need arises.

A Motion to Dissolve the Finance Committee, Field & Trails Committee, and Village Services Committee

Trustee Kelly moved to approve to dissolve the Finance Committee, Field & Trails Committee, and Village Services Committee (the Public Works and Public Relations Committees will remain).

Seconded by Trustee Robinson

Motion carried by roll call vote.

Ayes: Fodor, Kelly, Koth, Mott, Pollastrini, and Robinson

Nays: None

Absent: None

President Reid noted that the Planning and Zoning Committee will also be dissolved at the next meeting.

A Motion to Establish the Budget Committee as a Standing Committee of the Village Board.

Trustee Kelly moved to approve the Budget Committee as a Standing Committee of the Village Board.

Seconded by Trustee Pollastrini

Motion carried by roll call vote.

Ayes: Fodor, Kelly, Koth, Mott, Pollastrini, and Robinson

Nays: None

Absent: None

Appointments

President Reid made the following appointments:

Budget Committee: Laura Pollastrini (chair), Erik Robinson, and Toby Koth

Public Works Committee: Toby Koth (chair), Aaron Kelly and Erik Robinson

Public Relations Committee: Heather Fodor (chair), Lionel Mott and Aaron Kelly

Liquor Control Commission: Lionel Mott and Toby Koth

**COMMITTEE / COMMISSION REPORTS**

- a) Public Works – Trustee Koth mentioned we now have a new street sweeper. He would like to see an expense spreadsheet on the vehicles fixing our equipment vs taking it to a professional garage so the Village Board can see just how much money the Streets Department saves the Village by doing in-house maintenance.
- b) Public Relations – No report
- c) Budget – No report
- d) Business Development Commission – Trustee Kelly said he is honored to be on the commission with such great people. He explained the purpose of the ambassador program is to help connect future businesses to C-level people at similar businesses already in the Village. Trustee Kelly and Chairman Krajecki will also be working on an incubator program to help new businesses in the Village. Trustee Kelly also explained to the new trustees how the façade improvement program works and that the BDC believes it should not be just to help businesses

bring their exterior up to code. Rather, it should be a more significant project with an intended use/tenant in mind. The Animal Hospital will be featured in Hampshire's Very Own this month. The next BDC meeting is June 9 at 6:30 pm.

- e) Planning and Zoning – There will be a Planning and Zoning Commission meeting on May 24 at 7 p.m. to consider Mr. Gazella's zoning request as well as an amendment to the code to allow for off-street parking in the front yard setbacks of industrial districts M1, M2 and M3.
- f) Public Safety – The Public Safety Committee will also be dissolved next meeting.

## **ANNOUNCEMENTS**

Village President Reid will be appointing on the Business and Beautification commission. We need come up with an application and plan to have people sign up when we have openings instead of reappointing all the time.

Village President Reid announced a Happy Birthday to our Trustee Heather Fodor.

## **EXECUTIVE SESSION**

Trustee Robinson moved to adjourn to executive session at 9:29 PM pursuant to Sec. 2 (c) 1 of the Open Meetings Act to consider the employment of a specific employee.

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

The Village Board reconvened in open session at 10:23 PM

### **A Motion to Approve an Employment Agreement with Village Manager Jay Hedges**

Trustee Robinson moved to approve the Employment Agreement with the Village Manager Jay Hedges with changes of his salary increase and be immediately eligible for health benefits.

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

## ADJOURNMENT

Trustee Robinson moved, to adjourn the Village Board meeting at 10:28 p.m.

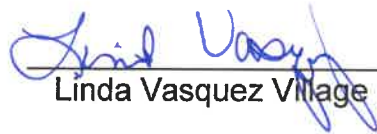
Seconded by Trustee Kelly

Motion carried by roll call vote.

Ayes: Fodor, Kelly, Koth, Mott, Pollastrini, and Robinson

Nays: None

Absent: None

  
Linda Vasquez Village Clerk