

## **COMMITTEE OF THE WHOLE MEETING MINUTES**

**November 15, 2016**

### **CALL TO ORDER**

Mayor Abbott called the meeting to order at 7:04 p.m.

### **PLEDGE OF ALLEGIANCE**

Mayor Abbott opened the meeting with the Pledge of Allegiance.

### **ROLL CALL**

Mayor Abbott asked for a roll call. Roll call revealed the following trustees present: Eidam, Kapteyn, Stole, Skrbina, Manno and DeLaurentis.

### **MINUTES**

Mayor Abbott asked if there were any corrections or additions to the minutes of the November 1, 2016, Committee of the Whole Meeting. There were none. Trustee Manno stated he was absent at the November 1 meeting and therefore could not vote. Mayor Abbott asked for a roll call and the minutes were accepted as read.

### **DISCUSSIONS AND PRESENTATIONS**

#### **A. Youth Center Check Presentation to Meals on Wheels**

Jenna Comer-Hill, Youth Center Director presented a check for \$98 to Elaine Siersema, representative of the *Meals on Wheels* organization. Ms. Comer-Hill explained the tips were donated while working at the coatroom during the Evening of Thanks dinner. She also shared the accomplishments and planned activities of the Youth Center and their desire to serve the community. Ms. Siersema expressed her appreciation to the youths for their donation and also suggested any persons interested in volunteering at *Meals on Wheels*, to please call 708-895-0388 for more information.

#### **B. Draft Resolution 986 – IDOT Right-of-Way Hold Harmless Agreement**

Jeff Pintar, Village Engineer, explained the IDOT Right-of-Way Hold Harmless Agreement that allows for Public Works to perform work and emergency repairs within the IDOT right-of-way areas without the need to go through the permit and bond process and holding the State of Illinois harmless during such work.

Mr. Pintar explained the Resolution is renewed every two years.

Mayor Abbott asked for questions. There were none. Mayor Abbott asked the Resolution to be included on the agenda for the next Regular Board Meeting.

**C. Draft 981 - Authorizing the Execution of a Contract Agreement with Illinois Department of Revenue to allow the Village of Lansing to participate in the Alcoholic Liquor Enforcement Pilot Program**

Building Commissioner, TJ Grossi, explained the Liquor Commission of Illinois has asked communities of their interest in participating in a pilot program where communities perform the state required liquor inspections in their town's liquor establishments. Commissioner Grossi explained that Lansing currently has 24 businesses with liquor licenses and it would be convenient for our health inspector to conduct the annual liquor inspection at the same time of conducting the health inspection. The village would receive \$75 for the inspection. Commissioner Grossi also expressed that enforcement and violations of the liquor license would *not* be the responsibility of the Village, but of the State.

There were no comments or questions from the Board. Mayor Abbott requested the agreement be placed on the Agenda for the next Regular Board Meeting.

**D. Special Event Policy Discussion**

Mayor Abbott presented the Special Event Policy to the Board referring to a *draft* of the "Special Event Application Policy and Instructions" that had been provided by the committee formed to create policies, regulations and guidelines for special events. Mayor Abbott requested the Board offer their comments, questions and suggestions regarding the document.

Trustee Kapteyn suggested the contact information on the application form be more generic, but stated that he thought everything else looked good.

Trustee DeLaurentis stated the only property the village owns is Fox Pointe and questioned the impact of the policy on the American Legion, LARC and Copper Muggers private events.

Trustee Eidam asked whether outside vendors providing food at a not-for-profit fund raiser would be required to have a permit. It was explained that would depend on the type of event and the particulars involved.

Commissioner Grossi explained that the policy allows for events to have varying requirements dependent on their ownership, non-for-profit status, etc. He continued to express the Special Event Policy is designed to be a “living document” that can continue to grow and change as the need arises. It was also stated that all of the surrounding towns have a Special Event Policy. Trustee Manno asked who would be responsible for the enforcement and was told by Commissioner Grossi that it would require a collaborative effort between the departments.

Economic Development Director, Travis Bandstra, shared that the purpose of the policy is to consider the impact of the event on public infrastructure, extra expenditures of community resources and impact on traffic or surrounding residents.

Trustee Eidam suggested a new committee be formed to further discuss the policy. Trustee Eidam and Trustee Skrbina were added to the current committee.

#### **E. Draft Ordinance 16-039 – Raffle License**

It was agreed that the Raffle Ordinance discussion be included with the Special Events Policy discussion.

#### **F. 2016 Tax Levy Discussion**

Trustee Kapteyn introduced the 2016 Tax Levy discussion explaining he had met with Treasurer, Arlette Frye, regarding the levy determination for 2016. He explained that the largest determination is the Village’s contribution to its pension plans.

Trustee Kapteyn introduced Treasurer Frye who had provided the trustees packets containing information and actuaries. Treasurer Frye also explained the recommended contribution for the Police and Fire pensions has increased significantly since last year. To accommodate that increase, it is recommended the Village levy a 4.9% increase over the prior year’s levy in order to fund the \$527,613 increase in the pension obligations. Due to the increases in pension levies, the levy for General Corporate purposes is \$120,000 less than last year’s

levy. Treasurer Frye indicated such an increase will require the General Fund to reduce expenses or consider other revenue sources to make up this difference.

Treasurer Frye advised the Board to offer a motion regarding the estimated 2016 Tax Levy for the Village of Lansing and for the Lansing Library this

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evening, in order to be compliant in passing the Levy Ordinance by the required date.

Trustee Kapteyn offered a *motion of intent* to approve the recommended levy. Trustee Stole seconded and Trustees, Kapteyn, Eidam, Skrbina, Manno and DeLaurentis agreed.

Mayor Abbott announced the Ordinance will be placed on the agenda for the next Regular Board meeting.

Mayor Abbott commented that the village has always given the Lansing Police and Fire pension funds the recommended contribution, not simply the minimum amount. He shared his appreciation to the Board for their support in approving the recommended amount.

#### **G. Ridge Road Business District Sidewalk Snow Removal**

Commissioner Grossi presented to the Trustees a discussion regarding whether or not the Village should consider providing sidewalk snow removal for the businesses on Ridge Road. He explained that in past years Public Works was responsible for snow removal of public parking lots and sidewalks along both sides of Ridge Road between Burnham and Wentworth Avenue. For the past few years the Village has employed a contractor to plow and salt the lots, however, *not* the sidewalks on Ridge Road.

Included in this year's snow removal bid, Commissioner Grossi put together a separate bid (Exhibit B) to cover only the sidewalks. The separate bids for sidewalk snow removal ranged between \$700 and \$3,000.

Trustee Manno suggested the possibility of Public Works doing the snow plowing with Mayor Abbott explaining there is not enough manpower for Public Works to handle the job.

Trustee Stole stated many businesses have inquired about Ridge Road business sidewalks being shoveled by the village. He also mentioned the balancing act between satisfying the businesses and the eventual end of TIF funds to support the cost. Trustee Stole stated the improved *look* of the Ridge Road businesses and the support of new facades lends itself to his agreement of shoveled sidewalks.

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Trustees supported the businesses located on Ridge Road (between Burnham and Wentworth Avenue) be provided snow removal by the village.

Mayor Abbott stated the sidewalks will be included in the bid.

#### **PUBLIC COMMENT**

Mary Beth Palka, 2030 Hearth Circle, Lansing, Il suggested that the Ridge Road businesses contribute to the expense of having their sidewalks shoveled.

Ms. Palka continued by questioning Trustee Eidam's comments regarding churches paying for event permits, which Ms. Palka stated to be in conflict with a previous statement.

#### **OLD/NEW BUSINESS**

There was none.

#### **ADJOURNMENT**

At 7:51 p.m., Mayor Abbott adjourned the Committee of the Whole Meeting.

Respectfully Submitted,

Donna Kooyenga  
Lansing Village Clerk

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