

**VILLAGE OF CARPENTERSVILLE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
June 2, 2020**

[The Village Board meeting was held virtually with video, audio, and call-in features available via Zoom, in accordance with Illinois EXECUTIVE ORDER 2020-07, Section 6:

During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present” is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well their activities relating to COVID-19.

On April 30, 2020, the Governor reissued Executive Orders 2020-03 through 2020-31, including 2020-07, pertaining to the Open Meetings Act.

On May 29, 2020, the Governor reissued Executive Orders 2020-03 through 2020-37, including 2020-07, for Section 6:

Section 6 of Executive Order 2020-07, as amended by Executive Order 2020-33, is reissued and extended through June 27, 2020 or until corresponding legislation (SB 2135) is enacted and takes effect, whichever occurs first.]

The regular meeting of the Village Board of Trustees was called to order at 7:00 p.m. Those present for roll call were Trustees Garcia, Malone, O’Sullivan, Andresen, Frost, and President Skillman. Also present were Village Manager Johnson, Attorney Stewart, Fire Chief Schilling, Police Chief Kilbourne, and Village Clerk Mastera. Trustee Vela was absent from the meeting.

The Pledge of Allegiance was led by President Skillman.

**INVOCATION** – None.

**PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AND AWARDS** – None.

**APPOINTMENTS, CONFIRMATIONS, AND ADMINISTRATION OF OATH** – None.

**PUBLIC COMMENT** – None. Village Clerk Mastera explained that due to this being a virtual meeting, people were given a chance to email her before the meeting with any public comments, and also were able to provide public comments in the Drop Box outside of Village Hall.

## **CONSENT AGENDA –**

*President Skillman asked if any Board Member wished to remove an item from the Consent Agenda for further review and discussion. Trustee Frost requested that Item C be removed.*

*Motion to pass the Consent agenda by Trustee Andresen, seconded by Trustee Frost.*

- A. Approval of Bills  
- Fiscal Year 2020 Bills List and Payroll Totaling: \$1,417,303.65
- B. An Ordinance Approving the Final Plat of Schultz Shores Subdivision
- ~~C. An Ordinance Adopting Executive Order 2020-01~~

**Vote on Motion:**

- 6 – ayes (Garcia, Malone, O’Sullivan, Andresen, Frost, and Skillman)
- 0 – nay
- 1 – absent (Vela)

**Motion passed, approved by omnibus vote.**

## **REPORTS OF THE MANAGER AND STAFF –**

### **Administration Update - Manager Johnson**

- Village Hall will reopen to the Public on Monday, June 6, 2020. Staff has worked together to figure out safe social distancing and flow of people. Face masks will be required for anyone entering the building. People needing Finance for water bills and paying tickets and Community Development for permits will use the South Entrance, while those needing Police Records and the Police Department will use the Main Entrance, on the east side of the building. The Public Works sign shop staff will create signs help guide people. He reminded people that water bills and parking tickets can now be paid at the Meadowdale Currency Exchange. Hours of operation for the public will be 9:00 a.m. – 4:00 p.m., which gives staff more time to disinfect areas.
- The early audit report looks good. He urged staff and Trustees to respond to any last minute questions.
- Community Development Director Mason continues to update the Carpentersville Community website with what businesses are currently open. He said that a mailer will be going out to the community to drive traffic to the website to encourage people to shop locally. If any restaurant wants to open with outdoor seating, they can reach Director Mason at [business@cville.org](mailto:business@cville.org) to fill out an application.

### **Public Safety Update – Chief Kilbourne**

- Locally there have been no reports of looting, damage, or violence that’s been seen in the Chicago-metro area and south suburbs. Officers did respond to Walmart regarding three different notices that were seen on social media, and nothing came of those. Spring Hill Mall closed on its own. There was an incident at Spring Hill mall where two individuals ended up getting charged with misdemeanor retail theft.
- There have been a lot of reports and rumors on social media, and the Police Department has been making sure to post facts to clarify situations.

- There was a protest of about 40-50 people against Capital Reality Management and Security in Fox View on Monday morning around 2:00 a.m. Manager Johnson and he have been in contact with some community members to try and work with the residents to help improve or see what the Village can do to assist.
- He discussed what protests are planned in Carpentersville or around the area in the next few days.
- He gave general highlights of what has been going on in the Chicago-metro area and south suburbs with protests. While there was some violence connected to the protests, he said a great majority of the people involved in the protests are peaceful. He explained there is an Illinois State Police chatroom where information is shared among agencies of incidents that are planned or ongoing.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

Trustee Frost moved to amend the Ordinance adopting Executive Order 2020-01 so that hours of operation on liquor licenses shall extend until midnight on Friday and Saturday nights. He said this was based on feedback from one of the local restaurant owners. Trustee Garcia seconded the amendment to the Ordinance.

**Vote on Motion:**

- 6 – ayes (Garcia, Malone, Andresen, Frost, O’Sullivan, and Skillman)
- 0 – nay
- 1 – absent (Vela)

**Motion passed.**

### **An Ordinance Adopting Executive Order 2020-01**

*Motion to approve the Ordinance (formerly Consent Item C) as Amended by Trustee Garcia, seconded by Trustee Andresen.*

**Vote on Motion:**

- 6 – ayes (Garcia, Malone, Andresen, Frost, O’Sullivan, and Skillman)
- 0 – nay
- 1 – absent (Vela)

**Motion passed.**

### **A. Discussion and Possible Action on an Economic Incentive Program**

Manager Johnson explained an economic incentive program staff put together where people who patronize local non-essential businesses, spend a certain amount, and submit their receipts along with a form would get a discount on their water bill. He provided the Board with specifics such as the eligibility criteria, the dates of the program, how it would be advertised, and how staff would review the submissions. The Board agreed with the program and thought it was a good idea.

*Motion to move forward with the Economic Incentive Program as spelled out by Manager Johnson, seconded by Trustee Garcia.*

**Vote on Motion:**

- 6 – ayes (Garcia, Malone, Andresen, Frost, O’Sullivan, and Skillman)
- 0 – nay
- 1 – absent (Vela)

**Motion passed.**

**B. Discussion and Possible Action on the Formation of an Ad-Hoc Committee on COVID and Local Businesses**

Manager Johnson stated that this was something the Board wanted to continue discussion on after last meeting in a more formalized manner. Attorney Stewart explained that this would be a special committee for a finite amount of time, such as to extend until we're in Phase 5 of the Governor's Stay-at-Home plan, and it would also have a specific focus. President Skillman recommended that Director Mason run the committee. He said Trustee Vela had started this as an idea and he wanted it to become more formal.

Trustee Garcia questioned if the commission could become more of a hurdle to getting things done in an efficient manner, especially when there is a time factor. Director Mason said he is in touch with many businesses on a daily basis regarding reopening plans, and his understanding is that the committee would be to get some general comments and feedbacks directly from the businesses. Trustee O'Sullivan recommended getting input from the Chamber of Commerce regarding business needs, as well as having a specific purpose for the commission so as to be fair. Trustee Frost said he believes it allows the Board to have some oversight of what is going on, as well as put names and faces together with the business owners. President Skillman said he thought the Business Development Commission should continue to act as a planning group for potential new businesses, whereas this would be to work with current ones, especially during the COVID pandemic. Trustee Malone agreed that even if the Board can't solve all the issues of private businesses, they can at least listen to their feedback.

*Trustee Frost motioned to form an ad-hoc committee with the purpose of making a communication channel between businesses, staff, and the Board during the Restore Illinois Phases, Appoint Trustee Malone and Trustee Vela to the committee, and that the committee ends when the state has reached the final phase, seconded by Trustee Malone.*

**Vote on Motion:**

- 5 – ayes (Malone, Andresen, Frost, O'Sullivan, and Skillman)
- 1 – nay (Garcia)
- 1 – absent (Vela)

**Motion passed.**

**TRUSTEE AND COMMITTEE REPORTS**

**Trustee Andresen had no report this evening.**

**Trustee Garcia had the following report:**

- Mentioned that he visited several restaurants within Carpentersville who are very happy to reopening and are very thankful for the help from the Board and Village staff who are assisting with reopening and outside seating.
- He thanked Chief Kilbourne for staying on top of any possible disturbances and keeping Carpentersville businesses and residents safe.

**Trustee Frost had the following report:**

- He reminded the Board to complete anything sent to them by the audit firm, Sikich.
- He thanked all the Village employees for getting through these times, especially Police, Fire, and Public Works staff. He told residents to stay safe and healthy, and try to keep moving forward. He also reminded people that this is everyone's town.

**Trustee Malone had the following report:**

- He welcomed back all the Carpentersville businesses that were able to reopen this week.
- He thanked Police, Fire, Public Works, and the rest of the Village employees who have kept the Village going during the craziness.

**Trustee O'Sullivan had the following report:**

- He thanked Manager Johnson for the revenue sharing report from the state. He advised caution with Village finances and the spending from here on out due to losses that will probably appear in several categories.

**President Skillman had the following report:**

- He had a resident call him the other evening and wanted to pass on that she said she was praying for everyone at the Village.
- He said Brix on the Fox, the wedding venue, is hurting due to the temporary closure orders regarding COVID-19.
- He thanked County Board member Chris Kious for being on the Zoom call this evening.
- In person meetings may begin again in July.

**CLOSED SESSION** – None tonight. Attorney Stewart outlined what would need to be done in a future meeting if Closed Session was necessary.

**DISCUSSION CONCERNING OTHER VILLAGE BUSINESS** – None.

**ADJOURNMENT**

As there was no further business, Trustee O'Sullivan motioned to adjourn the meeting, seconded by Trustee Garcia. Voice vote was unanimous, all six members present voted aye.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

*Kelly Mastera*

Kelly Mastera, Village Clerk