

**VILLAGE OF MAYWOOD
BOARD OF TRUSTEES
REGULAR BOARD MEETING MINUTES
TUESDAY, DECEMBER 19, 2017**

1. Call to Order

The Regular Board Meeting of Tuesday, December 19, 2017 was called to order by Mayor Edwenna Perkins at 7:01 p.m. in the Council Chambers at 125 South 5th Avenue, Maywood, IL 60153.

2. Roll Call

Upon roll call by Viola Mims, Village Clerk, the following answered **Present:** Mayor Edwenna Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers. **Absent:** A. Sanchez. **There being a Quorum Present, the meeting was convened.**

Staff Attendance:

Willie Norfleet Jr., Village Manager
David Myers, Assistant Manager
Joshua Koonce, Planning/Zoning Officer
Angela Smith, Coordinator of Business Development
Lanya Satchell, Finance Director
Craig Bronaugh Jr., Fire Chief
Valdimir Talley Jr., Police Chief
Elijah Willis, Deputy Police Chief
John West, Public Works Director
Michael Jurusik, Village Attorney
William Peterhansen, Village Engineer

3. Invocation

Mr. Joe Wilson gave the invocation.

4. Pledge of Allegiance to the Flag

Everyone remained standing and recited the Pledge of Allegiance to the Flag of the United States of America.

5. Approval of minutes for the Village Board of Trustees Regular Board Meeting Tuesday, December 5, 2017.

Motioned by Trustee Brandon and Seconded by Trustee Yarbrough to approve the minutes for the Regular Board Meeting of Tuesday, December 5, 2017 with corrections.

Discussion: Clerk Mims stated to add "to" after Mayor Perkins' name on the first line of Item #10F.

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

6. Oaths, Reports, Proclamations, Announcements and Appointments

Announcements

- Trustee Brandon made comments of public interest.
- Mr. Norfleet mentioned Chief Talley's 4th Year Anniversary

A. Finance Management Report(s):

1. Approval of Village of Maywood Warrant List No. 200443 through December 13, 2017 in the total amount of \$413,803.18.

Motioned by Trustee Yarbrough and Seconded by Trustee Rivers to approve Warrant List No. 200443 through December 13, 2017 in the amount of \$413,803.18.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

2. Discussion of Village of Maywood Open Invoices Report as of December 13, 2017 in the amount of \$3,580,937.05.

Trustee(s) Brandon and Rivers asked questions. Ms. Satchell responded to their questions.

No Action Taken

B. Mayor's Report and Theme: "A shift is coming; things are changing in our favor, when the people get a mind to work." - None**C. Manager's Report(s):**

1. Presentation from MIT Express, Inc. regarding 1000 West St. Charles (9th and St. Charles). MIT Express is a domestic shipping company interested in purchasing the site as a second transportation facility servicing the Chicagoland area.

Ms. Smith mentioned MIT Express' interest to generate a truck repair facility with some operations. The building would be approximately 5000 sq. ft. and staff is working on a Plate of Subdivision to be able to establish a development at the location without the large requirement of the NWRD water retention.

Michael Osika of MIT Express explained the company is looking to expand their business from the Broadview location to create new jobs, provide repair work that services big trucking fleets, to build a modern and energy efficient warehouse with parking for up to 46 semi-trucks. MIT Express will provide \$250,000 to the Village as consideration for this development project if an agreement is reached.

Discussion: Trustee Rivers raised concerns regarding truck traffic control. Ms. Smith responded that she has been in contact with representatives including the Village Engineers to implement new truck routings for the community. Ms. Smith commented the selling of this property is beneficial because the Village would own the property for the water tower and the development under the NWRD retention requirement of 3 acres.

Presentation Only

2. Presentation from Xsite, a development company that has successfully developed retail sites in Pontiac, Elmhurst and Melrose Park. Xsite is interested in the development of Village-owned property located at NW corner of 1st and Lake (224 North 1st and 221 North 1st Avenue).

Ms. Smith mentioned the 3 parcels that make up the 1st and Lake Street area and that Xsite Real Estate will introduce a phased approach for exclusive rights to market the properties for retail tenants.

William Paul, Brett Paul and Charles Walsh of Xsite Real Estate presented a proposal to add a mix of retail and office uses to complement the projects. The marketing program would allow flexibility to pursue any of the three parcels based on market and user demand.

Discussion: Trustee Wellington asked if the Board would have any input on the tenants. Mr. Paul responded setting restrictions would likely be the focus of the Board, but is open to working together on the aspects.

Trustee Rivers raised concerns regarding banks. Mr. Paul responded that banks do not generate sales tax.

Presentation Only

3. Presentation by Maywood Police Department Chief, Valdimir Talley, in recognition of Officer Lizet Ochoa who has completed her Academy Training to receive her certification from the Board of Fire and Police Commission.
Chief Talley recognized Officer Ochoa for her successful completion of Academy Training.

• **Additional Discussion Item**

Local Technical Assistance Planning Grants Received

Mr. Koonce, Community Development Planner, gave a presentation to the Board of the grants applied for and received as follows:

1. RTA Aware Letter for a grant of \$65k plan 95% of project funding is provided by RTA at \$61,750 and 5% local match of \$3250 (required minimum local match). This plan will allow the Village to draw on RTA to include acceptable items for attraction of businesses and development in the downtown Station Area.
2. An update from CMAP will provide Community Development access to drawings and sketches to use as supplements to existing Village of Maywood Zoning Ordinances.

There was a consensus by the Board to take a 10 minute recess at 8:40 p.m. and to reconvene back into the Regular Board Meeting at 8:50 p.m.

D. Village Attorney's Report Agenda Items: None

7. Omnibus Agenda

A. Motioned by Trustee Wellington and Seconded by Trustee Rivers for the approval of the Omnibus Agenda Items A – L.

A. A Resolution authorizing the filing of applications for and the Execution of a Technical Assistance Agreement with the Regional Transportation Authority for the Village of Maywood Transit Oriented Development (TOD) Plan update. **B.** A Resolution approving the Agreement between the Village of Maywood and the Edwin Hancock Engineering Company for Furnishing of Professional Engineering Services for the 20th Avenue and Warrant Street Improvements Project and for the appropriation and expenditure of CDBG Funds and General Funds to pay for the project, to pay for the Preliminary and Design Engineering Services and Construction Engineering Services related to the project. **C.** A Resolution approving the Agreement between the Village of Maywood and the Edwin Hancock Engineering Company for furnishing Professional Engineering Services for the 2018 Alley and Roadway Improvement Project and for the Appropriation and Expenditure of Madison Street / 5th Avenue Tax Increment Financing District Funds, to pay for the Preliminary and Design Engineering Services and Construction Engineering Services related to the project within the Madison Street / 5th Avenue TIF District. **D.** An Ordinance of the Board of Trustees of the Village of Maywood, Cook County, Illinois providing for the Levy, Assessment and Collection of Taxes for the Year 2017 Tax Levy. **E.** Approval of payment to Accu-Tron Computer Service for computer consulting services for the month of December 2017 in the amount of \$6,300.00. **F.** Approval of payment to Allied Waste Service for garbage roll-over services in the Village of Maywood for the month of November 2017 in the amount of \$25,093.45. **G.** Approval of payment to Blue Cross Blue Shield for Health Insurance Premiums for the month of December 2017 in the amount of \$276,850.65. **H.** Approval of payment to City of Chicago - Department of Water for water services provided to the Village of Maywood from July 18, 2017 through August 16, 2017 by the City of Chicago in the amount of \$285,608.40. **I.** Approval of payment to Fleet Services for Retail Fuel Purchases for the Village of Maywood in the amount of \$15,748.90. **J.** Approval of payment to Unique Plumbing Company for emergency sewer repair for the Village of Maywood Public Works Department in the amount of \$11,380.97. **K.** Approval of payment to Unique Plumbing Company for project that consisted of the extension of sanitary sewer main and service to the property at 1300 Maybrook Drive in the Village of Maywood which was not previously connected to the Village Sewer System in the amount of \$14,924.60. **L.** Approval of payment to Hancock Engineering for engineering services rendered for the Village of Maywood Public Works Department in the amount of \$26,444.50.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

8. New Business Agenda Item:

- A. An Ordinance Authorizing Certain Expenditures from Chicago Title Insurance Company Escrow Number 2 (Escrow Account Number 201454330) established for the St. Charles Road Tax Increment Financing Redevelopment Project Area Fund to pay for the Village's Train Station Project and approving Change Order Request No. 1, with a cover memo dated December 13, 2017 from Klein, Thorpe and Jenkins, Ltd.

Motioned by Trustee Yarbrough and Seconded by Trustee Rivers to approve this item.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

- B. An Ordinance Approving and Adopting an Updated Personnel Manual, which includes a copy of the updated Personnel Manual attached as Exhibit "A", with a cover memo dated December 13, 2017 from Klein, Thorpe and Jenkins, Ltd.

Motioned by Trustee Wellington and Seconded by Trustee Yarbrough for the acceptance of an Ordinance approval and adopting the Updated Personnel Manual.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

- C. A Resolution Approving and Authorizing the Execution of an Intergovernmental Agreement Establishing the Ike Joint Emergency Telephone System Board and providing for the Consolidation of the Operation of Certain Public Safety Answering Points and the "Eisenhower Emergency Communication Center" ("Ike 911 Center") (Participating Members: Village of Broadview and the Village of Maywood) (Village of Maywood, Cook County, Illinois), which includes as an Exhibit:

- An Intergovernmental Agreement establishing the Ike Joint Emergency Telephone System Board and providing for the Consolidation of and Operation of Certain Public Safety Answering Points and the "Eisenhower Emergency Communication Center" ("Ike 911 Center") Participating Members: Village of Broadview and the Village of Maywood) and an Ordinance Amending Title III (Administration), Chapter 31 (Departments, Boards and Commissions), Section 31.22 (Emergency Telephone System Board) of the Maywood Village Code to dissolve the Maywood Emergency Telephone System Board and recognize the Village of Maywood's participation in a Consolidated Joint Emergency Telephone System Board created via an Intergovernmental Agreement Establishing a Consolidated Joint Emergency Dispatch System known as the "Eisenhower Emergency Communication Center" or "the Ike 911 Center Communication Center or the "Ike 911 Center", with a cover memo dated December 13, 2017 from Klein, Thorpe and Jenkins, Ltd.

Motioned by Trustee Yarbrough and Seconded by Trustee Rivers to approve the Intergovernmental Agreement between the Village of Maywood and the Village of Broadview.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

Motioned by Trustee Lightford and Seconded by Trustee Rivers to approve an Ordinance Amending Title III (Administration), Chapter 31 (Departments, Boards and Commissions), Section 31.22 (Emergency Telephone System Board) of the Maywood Village Code to dissolve the Maywood Emergency Telephone System Board and recognize the Village of Maywood's participation in a Consolidated Joint Emergency Telephone system Board created via an Intergovernmental Agreement Establishing an Intergovernmental Agreement Establishing a Consolidated Joint Emergency Dispatch System known as the "Eisenhower Emergency Community Center."

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

- D. Discussion and consideration for Danka's Basketball League (DBL) to extend their contract for Year 2018. They are requesting to utilize the Multipurpose Gym Monday through Friday from 3:30 to 10:00 p.m. and Saturday from 12:00 Noon to 8:00 p.m. Also, utilize the Weight Room Monday through Friday from 6:00 p.m. to 10:00 p.m. Age limit is 18 and older.

Mr. Norfleet recommended modifying the hours of use and suggested Monday through Friday or four (4) days of approval from 4 p.m. to 8 p.m. and on Saturday from Noon to 4 p.m. which are the times when staff is on-site.

Mr. Norfleet also suggested including a fee for adult usage instead of the Village subsidizing their activity.

Discussion: Trustee Lightford sought a start date. Mr. Norfleet responded the beginning of the year through the end of year. Trustee Brandon inquired about staff being on-site. Mr. Norfleet responded the plan is for a new on-site employee and the existing personnel to handle the building. Trustee Wellington sought clarity on the 18 year age restriction. Mr. Norfleet commented he believes it refers to the weight room. Mayor Perkins asked if there were other inquiries for use of the facility and questioned extended hours. Mr. Norfleet responded other inquiries have been received. Mr. West commented the building does not have staff for extended hours past 8:00 p.m. and cannot remain open for use without Village personnel. Also, extended hours to 10:00 p.m. (staff leaves at 8:00 p.m.) and Saturday hours until 4:00 p.m. (staff leaves at 1:00 p.m.) would force overtime. Mr. Norfleet commented not to exceed the normal working hours of staff and not getting back into the recreational area as well as having some sort of fee to offset some of the expenses.

Motioned by Trustee Brandon and Seconded by Trustee Yarbrough to approve use of the Gym by Danka's Basketball League for Monday through Thursday 3 p.m. to 8 p.m. and Saturdays, 9 a.m. to 1 p.m.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

Motioned by Trustee Rivers and Seconded by Trustee Lightford to exclude use of the weight room at the 200 Building.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, K. Wellington, M. Lightford and R. Rivers

Nays: Trustee I. Brandon

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

9. Old Business Agenda Items:

- A. A Resolution Approving the Authorizing Execution of a **Temporary** Construction Easement for the Union Pacific Railroad Company as Part of the Union Pacific Railroad Company's Third Rail Line Project (.055 Acres / 2,402 Square Feet of Existing Public Right-of-Way for Track Construction), including the Temporary Construction Easement attached as an Exhibit, with a cover memo dated December 13, 2017 from Klein, Thorpe and Jenkins, Ltd.

Motioned by Trustee Brandon and Seconded by Trustee Lightford to approve this item.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

- B. A Resolution Approving and Authorizing Execution of a **Permanent** Easement for the Union Pacific Railroad Company as Part of the Union Pacific Railroad Company's Third Rail Line Project (.031 Acres or 1,341 Square Feet of Existing Public Right-of-Way for Railroad Improvements), including the Permanent Easement Agreement attached as an Exhibit, with a cover memo dated December 13, 2017 from Klein, Thorpe and Jenkins, Ltd.

Motioned by Trustee Brandon and Seconded by Trustee Yarbrough to approve this item.

Discussion: None

Ayes: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, K. Wellington, M. Lightford and R. Rivers

Nays: None

Abstain: None

Absent: Trustee A. Sanchez

Motion Carries

10. For Information Only - None

11. Public Comment:

Comments from the Public – Comments were made by the following individuals: J. Alere, L. Redmond, L. Robinson, V. Haas, D. Rone, C. Williams and G. Clay

Response to Public Comments – Mr. Norfleet, Chief Talley and Mr. West responded to public comments.

12. Motioned by Trustee Brandon and Seconded by Trustee Yarbrough to recess into Closed Session at 10:23 p.m. for the purpose of discussing:

- A. The setting of a price for sale or lease of property owned by the Village 5 ILCS 120/2(c) (6).
- B. Pending Litigation, pursuant to 5 ILCS 120/2(c) (11). (This item will not be discussed during Closed Session)

13. Adjournment

Mayor Perkins and the Board of Trustees adjourned the December 19, 2017, Regular Board Meeting with a Motion by Trustee Brandon and a Second by Trustee Lightford at 12:16 a.m. in the Village of Maywood Council Chambers.

The Vote was affirmed unanimously by the Board of Trustees at 12:16 a.m.



Edwenna Perkins, Mayor



Viola Mims, Village Clerk

Cc: Mayor Perkins
Board of Trustees
Village Clerk, Viola Mims
Village Manager, Willie Norfleet, Jr.