

Village of Winthrop Harbor  
President and Board of Trustees Meeting  
**March 3, 2020**  
Village Hall Council Chambers

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## **MINUTES**

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The meeting was called to order by Mayor Bruno at 7:00 PM

The following Elected Officials were present:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, John Levin, Dana McCarthy, Hartmut "Fritz" Weiss

Also present:

Robert Long, Attorney  
Greg Jackson, Village Administrator  
Julie Rittenhouse, Village Clerk  
Tim Neargarder, P.W. Superintendent  
Joel Brumlik, Police Chief

The Invocation was led by Pastor Doug Carlson from Grace Missionary Church, followed by the Pledge of Allegiance.

### **ABSENT OFFICIALS WISHING TO ATTEND REMOTELY**

No Absent Officials wanting to Attend Remotely

### **APPROVAL OF MINUTES**

**1** - A motion was made by Trustee Levin and seconded by Trustee McCarthy to approve the **February 18, 2020 Regular Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

### **MAYOR'S REPORT**

**RESOLUTION 2020-R-3 A Resolution to Appoint a Local Government Director to the Lake County Land Bank – Greg Jackson**

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2 - A motion was made by Trustee Levin and seconded by Trustee Weiss to approve **Resolution 2020-R-3** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**Mikael Jacobsen, Executive Director of Zion-Benton Public Library – 2020 Census**

We received a \$30,000 grant and Beach Park received a \$15,000 grant. Instead of each of us doing our own thing, we decided to combine it to create a more robust plan for all of Winthrop Harbor, Beach Park and Zion to get a complete count of our communities. It's important to legislation and financially. Schools and the library get funding based on the number of people. Businesses use census data to determine where to locate. We will be concentrating on 0-5 year olds because they aren't typically counted. We are spending a lot of time on events. We did an event with Scott at the Schlader building. There were 100+ kids. We will be doing a lot of events to bring people in and we will talk about the 2020 census. I have brought 10 yard signs, in both English and Spanish. I can bring more if needed. Also, there will be T-Shirts with the logo in both English and Spanish and we will bring them in for you to wear. Along Sheridan Road in Zion, there are light pole banners. Please try to help us with the census in any capacity you can. The Complete Count Committee meets this Thursday in Beach Park Village Hall for all of this area at 4:00. You will receive a postcard in the mail with a code. You will be able to fill out the census on-line. The Library has internet that is available to the public. The Census Bureau is hiring for \$29.50 an hour in Lake County. The census will begin April 1<sup>st</sup> and will wrap up in July.

**Discussion about Village Website Development and Identified Vendor**

An RFP was put out for the implementation of a new Village Website. Six Vendor's replied. Two were disqualified because they didn't submit proposals. There were four that were relatively competitive. The recommendation that Greg is bringing to the Board is Base Camp Solutions out of Round Lake. They have done the websites for Beach Park, Lincolnshire, Lake Bluff, Evergreen Park Library and Prairie Trails Library. They were not the least expensive over a five-year span but they were not the most expensive. A couple Vendor's came in with an annual charge of \$2,000-\$3,000 for ongoing service and updates. The cost of Base Camp Solutions is \$24,775.00 with a \$575.00 annual fee. Due to budget constraints, I have asked them if they would wait until May to execute the agreement and they are good with that.

**VILLAGE ADMINISTRATOR'S REPORT**

- Secretary of State's office will be setting up a mobile unit here in the Village in May. We're waiting for a conformation on the date. It will be for driver's license, stickers but not for Real ID's.
- The Wage Analysis was provided to the Board. The data was extracted from 17 municipalities as well as a real in-depth analysis of the Bureau of Labor statistics for the Metropolitan area defined as Lake County and Kenosha County. I'm completing an

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incumbency assessment so we can talk about where the wage levels and increases should be for management staff. This will be ready for the Board on March 17<sup>th</sup>.

- Budget update – we've reviewed the budget with each department. We're ready to aggregate the information and put it together. The budget was cut by almost 10% in order to meet projected revenue shortfalls for the coming year. Everybody met their budget objectives.
- Conversations with Sozo's, a Michigan cannabis company. We will be talking again on Wednesday. They have filed for a permit for Winthrop Harbor. They have filed for 11 locations throughout Illinois. The CEO want to talk to us about a site.

### **CLERK'S CORRESPONDENCE**

None Reported

### **OLD BUSINESS**

None Reported

### **NEW BUSINESS**

#### **Accounts Payable Warrant**

**3** - A motion was made by Trustee Weiss and seconded by Trustee Levin to approve **Accounts Payable Warrant W2019-19** in the amount of **\$71,301.08**. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

#### **January 2020 Treasurer's Report**

**4** - A motion was made by Trustee Weiss and seconded by Trustee Hargett to approve **January 2020 Treasurer's Report** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

#### **RESOLUTION 2020-R-4 A Resolution Amending the By-Laws of the Economic Development Commission Changing the Meeting Location - to 830 Sheridan Road, Council Chambers**

**5** - A motion was made by Trustee Hargett and seconded by Trustee Levin to approve **Resolution 2020-R-4** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**Chamber of Commerce Request to Use the Parking Lot Area of the Community Center to Host the 2020 7<sup>th</sup> Street Music Series, Waiving any Fees**

6 - A motion was made by Trustee Hargett and Seconded by Trustee Weiss to approve the **Chamber of Commerce Request to Use the Parking Lot Area of the Community Center to Host the 2020 7<sup>th</sup> Street Music Series, Waiving any Fees**. Mayor Bruno declared the motion carried on the following roll call vote

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**ORDINANCE 2020-O-5 An Ordinance Declaring Personal Property Surplus and Authorizing the Sale or Disposal Thereof**

7 - A motion was made by Trustee Weiss and Seconded by Trustee Levin to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2020-O-5** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**Request to Approve Covenant Cove & Village Park Pond Maintenance Contract**

8 - A motion was made by Trustee Weiss and seconded by Trustee McCarthy to approve the **Request to Approve Covenant Cove & Village Park Pond Maintenance Contract** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**Request to Change Security Fee for All Recreation Buildings/Shelters to a Flat \$75.00/hr. Fee and Only Require 1 (one) Officer Per Event Unless Otherwise Communicated as Needing an Additional Officer**

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9 - A motion was made by Trustee Weiss and seconded by Trustee Levin to approve the **Request to Change Security Fee for All Recreation Buildings/Shelters to a Flat \$75.00/hr. Fee and Only Require 1 (one) Officer Per Event Unless Otherwise Communicated as Needing an Additional Officer** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**Ragnar Events Request to Use Picnic Shelter and Schlader Building Parking Lots on 5/15/20 and Request to Waive Fees**

10 - A motion was made by Trustee Hargett and seconded by Trustee Weiss to approve the **Ragnar Events Request to Use Picnic Shelter and Schlader Building Parking Lots on 5/15/20 and Request to Waive Fees** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**PUBLIC COMMENT**

Rich Coombe – VFW – wanted to know if we would post the fliers for the Memorial. The date has been set for May 24<sup>th</sup>, 2020 at 1:00pm. In the last 2 weeks we have raised over \$10,000. The bottom piece of the Memorial is costing \$27,000. Hopefully we will have the whole \$27,000 before the 24<sup>th</sup>.

**UNFINISHED BUSINESS**

Trustee Weiss – Finance Department

- Attentively we had set a date of March 21<sup>st</sup> for the retreat but that has been cancelled. We are still looking at dates because of the budget.

Trustee Hargett – Community Development

- Kudo's to Alanna and the Rec. Board. The Fun Fair was a great event. There were several of us there.
- Coronavirus - there is a flier up here with information that was provided by the Health Department. The Health Dept. has set up a website: [www.lakecoil.gov/coronavirus](http://www.lakecoil.gov/coronavirus) that is being updated daily with information.

Trustee McCarthy – Police Department

- The Fun Fair went really well. Thank you to the Rec. Board members, Scott, Trustee Whitmore and for all who made it great.

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- Thanked Greg for the wage analysis. I got a lot out of it. We have been wanting this for years. To have something concrete is great. Especially laying out the different municipalities and how we compare with them.

Mayor Bruno

- Thank you Greg for all of your work on the website and wage analysis. Thank you for all that you do.

**ADJOURNMENT**

**11** - A motion was made by Trustee Weiss and seconded by Trustee Levin to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 7:36p.m. on the following roll call vote:

**Ayes: (4) Hargett, Levin, McCarthy, Weiss**  
**Nays: (0)**  
**Absent: (2) Marabella, Whitmore**  
**Passed: (0)**

**APPROVED:**

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**DR. MICHAEL BRUNO, MAYOR**

**ATTEST:**

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**JULIE RITTENHOUSE, VILLAGE CLERK**

**Note: This is not a verbatim record.**