

Village of Winthrop Harbor  
President and Board of Trustees  
**Virtual Regular Board Meeting**  
Tuesday, March 16, 2021 - 7:00 PM  
*Municipal Building – 830 Sheridan Road – Winthrop Harbor, IL*

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**COVID – 19 VIRTUAL BOARD ATTENDANCE NOTE**

In order to comply with the requirements of 5 ILCS 120/2.06(9) and 65 ILCS 5/8-2-9, and in further compliance with the Executive Orders issued by Governor Pritzker, including without limitation Executive Order 2020-52 (Covid-19 Executive Order No. 48) issued on August 21, 2020, and in furtherance of protecting public health, taking into consideration the available technology, hardware and software, as well as the likely difficulties reasonably anticipated in permitting the public to participate remotely, public comment will be limited to pre-submitted communications filed with the Village Clerk.

Any member of the public wishing to make comments in the meeting which is the subject of this Agenda must submit such comments in writing, by audio or video recording to the Village Clerk not later than 4:00 pm on the day of the meeting listed above. The Clerk, or her designee, shall play or read into the record any and all such comments received. Comments that would take longer than three minutes to read shall be distributed to the Mayor and Trustees in writing and appended to the minutes in their entirety, but shall not be read aloud.

The public may view and listen to the meeting via the Zoom platform on You Tube via:

[https://www.youtube.com/channel/UCASDGajyHbe\\_EKS4KUwrgg](https://www.youtube.com/channel/UCASDGajyHbe_EKS4KUwrgg) However, due to the risk of disruption by computer hackers, members of the public will not be able to speak during the meeting.

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. ABSENT OFFICIALS WISHING TO ATTEND REMOTELY**
- 5. APPROVAL OF MINUTES OF PREVIOUS MEETING OR MEETINGS**
  - i. March 2, 2021 Virtual Regular Board Meeting Minutes
- 6. MAYOR'S REPORT**
  - i. V.F.W. – Request for a Raffle License (April – December 2021)
  - ii. An Appointment Resolution Appointing John T. Bausch – Part-time Police Officer
- 7. VILLAGE ADMINISTRATOR'S REPORT**
- 8. CLERK'S CORRESPONDENCE**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS – COMMITTEE REPORTS**
  - A. *Finance*
    - i. Accounts Payable Warrant 2020-17 in the Amount of \$163,556.40
  - B. *Public Works*
    - i. Request to Ratify Approval for Fee Agreement with Partners in Design Architects

**11. PUBLIC COMMENT**

**12. UNFINISHED BUSINESS**

**13. CLOSED SESSION** for any lawful purpose including but not limited to:

- i. Appointment, employment, discipline, performance or dismissal of specific employees;
- ii. Collective Bargaining matters or consideration of salary schedules for one or more classes of employees;
- iii. Selection of person to fill a public office or discipline, performance or removal of the occupant of a public office where authorized to appoint or remove the official;
- iv. Purchase or lease of real property or setting of a price for sale or lease of municipal property;
- v. Review of closed session minutes
- vi. Litigation, pending or probable

**14. OPEN SESSION**

**15. ADJOURNMENT**

3/12/2021 "No vote may be taken on any item which has not been listed on the Agenda for the meeting. Any matter not specifically listed on this Agenda, or brought up under "Unfinished Business" may be discussed by Board members at this meeting, but a vote on the matter shall be postponed until the next Board Meeting".

Village of Winthrop Harbor  
President and Board of Trustees Meeting  
**March 2, 2021**  
Village Hall Council Chambers

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**ZOOM BOARD MEETING - MINUTES**

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

The following Elected Officials **Attended Remotely**:

Mayor: Dr. Michael Bruno

Trustees: Buddy Hargett, Robert Marabella, John Levin, Dana McCarthy, Hartmut "Fritz" Weiss, Alanna Whitmore

Also present:

Robert Long, Attorney  
Greg Jackson, Village Administrator  
Julie Rittenhouse, Village Clerk  
Michael Sheedy, IT Director  
Joel Brumlik, Police Chief  
Alicia McCoy, Interim Fire Chief  
Pat DiPersio, Community Development  
Ed Mohn, Deputy Police Chief

The Invocation was led by Mayor Bruno

**ABSENT OFFICIALS WISHING TO ATTEND REMOTELY**

All Officials attending remotely

**APPROVAL OF MINUTES**

**1** - A motion was made by Trustee Weiss and seconded by Trustee Levin to approve the **February 2, 2021 Virtual Regular Board Meeting Minutes** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

**MAYOR'S REPORT**

**ORDINANCE 2021-O-6 An Ordinance Ratifying and Extending Mayoral Declaration of Emergency Relating to Coronavirus**

2 - A motion was made by Trustee Hargett and Seconded by Trustee Whitmore to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2021-O-6** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

**RESOLUTION 2021-R-3 An Appointment Resolution Appointing Patrick DiPersio – Zone Management Board of Zion Benton Enterprise Zone**

3 - A motion was made by Trustee Weiss and seconded by Trustee Hargett to approve **Resolution 2021-R-3** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

**RESOLUTION 2021-R-4 An Appointment Resolution Appointing Robert Jones – Part-time Police Officer**

4 - A motion was made by Trustee McCarthy and seconded by Trustee Whitmore to approve **Resolution 2021-R-4** as presented. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

Mayor Bruno said that we have gotten several applicants for the Fire Chief position. We will be expanding our search to see if we can get a few more. It will be another two weeks. The panel will have a final look and interview.

We will do the same for the Police Chief. The panel will consist of Mayor Bruno, the Village Administrator, the Village Attorney and Police Chief Steve Balinski. Chief Balinski has 44 years of law enforcement experience. He's former Police Chief of the Village of Buffalo Grove and currently the Chief of Police of the Village of Kildeer. This will be happening within the next few weeks.

**VILLAGE ADMINISTRATOR'S REPORT**

- Asking the Board to look at the Sign Code again and also enforcement of the Sign Code. Attorney Long explained that all the Board can do is discuss it. It has to go before the Zoning Board first.
- Need thoughts from the Board on Branch Pick-up. Should we continue or not with Branch Pick-up? Public Works is down a person and a half and don't know when those numbers will go back up. We spend 3 days a week, for 5 weeks, 4 people a day, almost 20 hours per person per week to do Branch Pick-up, where we could be filling pot holes or other items related to the streets. We are one of the few communities, in Lake County, that does Branch Pick-up. Trustee Marabella said there are a lot of people in the community that like this program. I like it but it does take away from other things that can be done. Trustee Whitmore suggested limiting the number of times per year. Trustee Hargett suggested that we make the public aware that Groot will pick up bags and cans of branches. Trustee Hargett asked if there were some way people could drop branches off at Public Works. Trustee McCarthy said communication is the biggest thing. Whatever we decide, we need to be very clear and concise with the communication. Administrator Jackson said if they make a decision tonight, it can be put in the Newsletter. Administrator Jackson made a suggestion to look at a method of illuminating or reducing the pick-up for the Fall and continue pick-up in the Spring. The Board liked his idea.
- There are 4 pieces of legislation that are going through the Senate.
  1. House Bill 1810 - Increases the amount of gaming per machine from \$25 to \$1,500. It would take us from \$1,450 to \$87,000 per year.
  2. House Bill 0865 – Allows non-home ruled sales tax to go from 1% to 2%. Our Village does not collect a non-home ruled sales tax and never has. Administrator Jackson thinks the Board should take a look at this.
  3. Senate Bill 1739 – Allows for additional non-home ruled tax to be imposed for the purpose of going directly to pension funds.
  4. House Bill 1918 – Provides powers to tax and impose fees and incur debt. Non-home ruled Municipalities shall exercise all of the powers provided to home ruled units of Government. If that piece of legislation would pass, it would give our Village the authority to exercise those powers.
- There is still interest in a potential cannabis dispensary in Winthrop Harbor. Administrator Jackson has a meeting with a prospector Thursday.
- Fire Chief McCoy and Administrator Jackson have been looking at ambulance billing rates to see if they are where they should be with other communities.
- In April, we are going to present to the Board, the recommendation for approval, a water rate increase. It has been 4 years since the last increase. The recommendation that will be brought forward is, a schedule so we have incremental increases so we don't have a large increase on the water users at once.
- The State mandated Sexual Harassment training is complete, short of a few people.
- Linda's Restaurant expansion was approved. It seems to be attracting additional business.

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- Staff was asked to present Administrator Jackson with shovel ready projects.
- The Board will be presented with a contract, at the next meeting, asking to approve an adjustment to the scope of the construction of the Public Works building.
- The Tavern redevelopment plan is once again on the table.

**CLERK'S CORRESPONDENCE**

None Reported

**OLD BUSINESS**

None Reported

**NEW BUSINESS**

**ORDINANCE 2021-O-7 An Ordinance Formally Adopting the Zoning Map for the Village of Winthrop Harbor**

5 - A motion was made by Trustee Hargett and Seconded by Trustee Marabella to Set Aside the Rules of the President and Board of Trustees and Waive the First and Second Reading of **ORDINANCE 2021-O-7** and approve as submitted. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

**Accounts Payable Warrant**

6 - A motion was made by Trustee Weiss and seconded by Trustee McCarthy to approve **Accounts Payable Warrant W2020-16** in the amount of **\$204,426.71**. Mayor Bruno declared the motion carried on the following roll call vote.

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**  
**Passed: (0)**

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

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

**Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore**  
**Nays: (0)**  
**Absent: (0)**

Passed: (0)

**PUBLIC COMMENT**

None Reported

**UNFINISHED BUSINESS**

Trustee Weiss – Finance Department

- Looking forward to the Budget process.

Trustee McCarthy – Police Department

- Also looking forward to Trustee Weiss looking at the Budget process and hearing what he has to say. Thank you Trustee Weiss.
- We've all seen the letter from Chief Brumlik. I can't say enough about how appreciative I am of Chief Brumlik and his service of the last 20+ years. Before I was on the Board, I was a member of the Police Commission for 6 years and being able to serve as a liaison for Police Department, as a Board Member, with Joel as Chief, has been an honor. I appreciate his approach. He's a great model of what a Department Head, a Leader and a public servant should be.

Trustee Marabella – Public Works

- Plowing was really good. They did a great job even down a man. Tim's doing a great job.
- We're going to start patching.
- We will be going out to clear drains but also suggested the residents try to clear them as well.
- Interesting times with the changing of Department Heads. Things are changing
- The Budget is huge. Money is limited with very limited resources. We're going to have to decide as a group, what we are going to do. They're hard decisions. As a Board, we've done a great job.

Trustee Levin – Fire Department

- The Fire Department recently had a graduation.
- We began our Metro Contract. It's working out good.
- Alicia is doing a great job.

Mayor Bruno

- They did a phenomenal job with the snow plowing. Between here and Waukegan, Winthrop Harbor has the cleanest roads. Kudos to them. They work hard.
- Thanked Alicia. Mayor Bruno went to the graduation. Very nice to see Justin get his Chief helmet. Mayor Bruno was glad to be able to make this graduation and hopes to make them in the future.

**ADJOURNMENT**

8 - A motion was made by Trustee Weiss and seconded by Trustee Levin to adjourn the meeting. Mayor Bruno declared the meeting adjourned at 7:46p.m. on the following roll call vote.

Ayes: (6) Hargett, Levin, Marabella, McCarthy, Weiss, Whitmore

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**Nays:** (0)  
**Absent:** (0)  
**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.**



# VFW



VETERANS OF FOREIGN WARS OF THE U.S.  
WINTHROP HARBOR MEMORIAL POST NO. 7448  
1112 Sheridan Road  
Winthrop Harbor, Illinois 60096

08 December 2020

The Honorable Dr. Michael Bruno  
Village of Winthrop Harbor  
830 Sheridan Road  
Winthrop Harbor, IL 60096

RE: Renewal of Raffle License

Dear Mayor Bruno,

Our raffle drawings are a great source of entertainment for our Post and help bring in needed business. They are held on Mondays, Wednesday and Fridays when our establishment is open for business.

We ask your consideration in renewing our license to conduct our weekly raffles upon reopening.

Sincerely,

A handwritten signature in black ink, appearing to read "K Wagner", written over a light blue horizontal line.

Kenneth Wagner, Commander

**RESOLUTION 2021-R-**

**BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR, that:**

**SECTION ONE:** The following person shall be and is hereby appointed to the Office set opposite their name:

**John T. Bausch - Part-time Police Officer**

**SECTION TWO:** Said appointment shall be for the term commencing from March 16, 2021 to April 30, 2022 or until their successor is appointed and qualified, whichever the case may be.

**SECTION THREE:** This Resolution shall be effective on its passage and signing, as provided by law.

**ADOPTED AND SIGNED THIS 16<sup>th</sup> DAY OF MARCH, 2021.**

**APPROVED:**

\_\_\_\_\_  
**DR. MICHAEL BRUNO, MAYOR**

**ATTEST:**

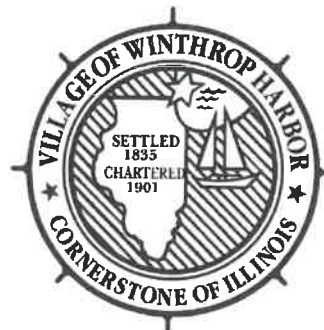
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**JULIE RITTENHOUSE, VILLAGE CLERK**

# VILLAGE OF WINTHROP HARBOR

DEPARTMENT OF PUBLIC WORKS

## Branch Pick Up Program Review

March 2021



Tim Neargarder, Superintendent of Public Works

## SUMMARY

The Village of Winthrop Harbor Public Works Department provides a special service to residents by picking up and chipping branches trimmed and laid at the curb. This service is provided during 2 months of the year, May and October, beginning on Mondays in each of the months.

This service is for residents who trim their own branches and limbs. For residents who hire a contractor or tree service, the vendor must haul away what they trim. Branches that are left from entire tree or brush removals are also not picked up. In addition, Public Works does not pick up lawn refuse, leaves, grass clippings, tree trunks or logs.

The uniqueness of this program, which has been eliminated in many communities over the years for various reasons. Our program in Winthrop Harbor is routinely reviewed in an effort to provide a well-organized service to the residents. Modifications have been made throughout the years from each week throughout the summer months to the current policy of each week in two (2) months of the year.

## BRACH PICK UP SPECIFICS

During the months of May and October, staff begins on each Monday traveling every street within the village and put all trimmed branches through a trailer chipper and into our 5-yard dump truck. Depending on the amount of branches put out by residents, this process can take 1-4 days to get through the entire village.

A 6-year average has shown it takes an average of 2.04 days each week in the spring and 2.33 days each week in the fall to complete branch pick up. Additionally, in the same 6-year span, staff declined to pick up a total of 174 piles for not complying with the written policy, mostly because of complete tree or bush removals.

NUMBER OF DAYS SPENT PICKING UP BRANCHES			
YEAR	MAY	OCT	NOT PICKED UP
2015	6	10	31
2016	8	9	54
2017	8	9	39
2018	12	10	18
2019	5	11	9
2020	10	7	23
<b>TOTAL</b>	<b>49</b>	<b>56</b>	<b>174</b>
<b>WEEKLY AVERAGE</b>	<b>2.04</b>	<b>2.33</b>	<b>7.25</b>



*Very rarely does it only take one day to complete branch pick up for that week.*

### Staffing

Each week, Public Works uses between 2 and 5 staff members depending on the schedule and staff on benefit time. Traditionally, everyone on shift for that day is assigned to complete branch pick up. Only specific duties will pull a staff member off this task or an urgent situation. Some samples of the tasks that would pull a staff member or two (2) off of branch pick up is, monthly meter reading, water samples, water division work orders, utility locates and fleet repair of a piece of equipment that is out of service.

## BRACH PICK UP SPECIFICS Continued

### Equipment

The equipment that is used for this program is a 1986 Morbark Chipper pulled behind one of our 5-yard dump trucks outfitted with a cap. Having a chipper that is 35 years old requires constant maintenance and costly repairs. Outside of this program, staff uses this chipper for tree removals and any storm damage throughout the community. Replacement costs range from \$50,000 - \$80,000.

## OPERATIONS

As mentioned, during the months of May and October, this extra program requires full 8 hour days on Monday, Tuesday and a half day on Wednesday. Crews will begin in one section of town and continue down each street until complete. In an effort to be as efficient as possible, a 1-ton dump truck is assigned all dead ends and cul-de-sacs to pick up small amounts branches or make a list for the chipper. This keeps the chipper and 5-yard dump truck on through roads as much as possible. Once all of the branches and brush is picked up, staff spends approximately 2-3 hours cleaning, emptying and preventative maintenance on all of the equipment each week.

## CHALLENGES

Below is a brief snap shot of challenges faced by continuing to offer a program that is not a necessity, but rather a choice that branch pick up is a priority over other tasks. Other required duties must be completed which leaves the branch pick up crew even more shorthanded resulting in taking longer to complete.



- The first and foremost is lack of available personnel. Being down one (1) full time employee and two (2) part time employees requires remaining full time employees to absorb the duties of not only the FTE, but also the PTE, as in the mowing of right of way /lots grass, weed trimming and watering flowerers that our part time employees usually handle during their 20-hour work week.
- Monthly IEPA water samples are required to be taken twice per month by water suppliers. This typically takes 3-4 hours to complete and have the employee return from the Libertyville lab.
- Each week, Water Division work orders are required to be completed which takes approximately 2-3 hours depending on how many work orders are scheduled. Public Works completes an average of six (6) work orders each week.
- Public Works completes utility locates for all construction work completed within the village. Even work completed on private property requires staff to complete these locates looking for water, sewer, storm and street light services under ground. Once a locate is called into J.U.L.I.E., it is required to be completed within 48 hours of call in. Public Works averages 9.1 locates per week.
- Staff must also keep all fleet and equipment in service and ready to respond to all calls for service. Having a fleet that is dependable but also aging, 30% of our equipment/fleet is over 15 years old and 26% of our fleet/equipment is graded in **POOR** condition requires constant attention.

## OPTIONS

**OPTION 1** – Eliminate Brush Pick Up. Continue Groot’s program, providing the opportunity of filling up to six (6) bags/containers each week from April through November.

**OPTION 2** – NO CHANGE, continue to pick up the entire town on a weekly basis for the months of May and October.

**OPTION 3** – Adjust the program as follows;

- The first week of May and October, making ONLY one (1) trip around town to pick up branches.

**OPTION 4** – Adjust the program as follows;

- Divide the town into four (4) sections matching existing plow routes
  - o Section A (Brown) – Week 1
  - o Section B (Blue) – Week 2
  - o Section C (Purple) – Week 3
  - o Section D (Green) – Week 4

## RECOMMENDATION

Public Works recommends eliminating the Brush Pick Up Program completely. A continuation of responsibility resulting from heavy storm damage, staff would continue to assist the community in cleaning up and chipping brush.

Spending an absorbent amount of time on this extra program takes away from completing assignments related to the infrastructure and roads that are already in poor condition. This causes hesitation and reflect if we, as a village, are delivering public goods and services in the most efficient, effective and equitable manner.

Each Division of Public Works has projects and work that could be completed during the time staff is spending on brush pick up. Having this time to concentrate on infrastructure and road projects would be more beneficial to the community as a whole. One main focus needs to be on our water system. Since 2017, we have replaced nineteen (19) fire hydrants, most were over 100 years old. Our water system still has sixteen (16) of these hydrants to replace and others that will need to be replaced if something were to go wrong since they are old enough that parts are not available.

It is believed, spending that two and a half (2.5) days per week on patching roads, replacing fire hydrants, jetting sanitary sewers, storm sewer, repairing catch basins, etc. would be a better way to commit to the mission of the village. *Providing efficient, effective and equitable delivery of public goods and services never compromising the public trust or the belief that government should serve a higher purpose.*

# REQUEST FOR BOARD ACTION



Date Referred to the Board: March 10, 2021

Originating Department: Public Works

**Subject Matter:**

Request to ratify approval for fee agreement with Partners in Design Architects

**Summary and Background:**

This agreement is in part of the Public Works Building remodel project. This agreement will provide assistance in drawing updates, bidding assistance, contractor walk-thru, selecting lowest responsible bidder, construction meetings, etc.

**Financial Background:**

The agreement for these services is a lump sum payment of \$11,000

**Community/Neighborhood Impact:**

N/A

**Documents Attached:**

Fee Agreement dated 2/25/21

**Staff Recommendation:**

Staff recommends approving the agreement as presented.

Department Head Signature:  Date: 3/10/21

Village Administrator Signature:  Date: 3/10/21



**Partners in Design**  
ARCHITECTS

**Partners in Design  
Architects, Inc.**

**WISCONSIN**  
600 Fifty Second Street  
Suite 220  
Kenosha, WI 53140  
262.652.2800

**ILLINOIS**  
2610 Lake Cook Road  
Suite 280  
Riverwoods, IL 60015  
847.940.0300

February 25, 2021

Mr. Tim Neargarder  
Winthrop Harbor Public Works  
940 W. Broadway Avenue  
Winthrop Harbor, Illinois 60096

Dear Mr. Neargarder:

It looks like the sorely needed improvements to your public works building's offices and garage may soon be a reality thanks to a generous grant from the State of Illinois. You are now looking to re-bid the project utilizing the plans and specifications we help you complete nearly two years ago, as-is, with just a few minor changes.

Our scope of services will include:

**Bidding Assistance** – Partners in Design will work with you throughout the bid process. We will assist with distribution of the drawings, attend contractor walk throughs, answer bid related questions and issue addenda as necessary. Once the bids are received, we will assist you in reviewing the bids and selecting the lowest responsible bidder. If necessary, we can provide you with a letter of recommendation for award of the contract, and can assist you in drafting an Owner/Contractor agreement utilizing our American Institute of Architects (AIA) contract software.

**Construction Observation** – During construction, we will visit the project at appropriate intervals as may be required to ensure that the design intent, coordination and quality of construction are being met. We will attend job meetings, review shop drawings, applications for payment and other construction related documents as required. Following substantial completion, we will execute a punch list of defective or incomplete work to be corrected or completed prior to final payment.

Additionally, we will assist you with the selection of interior finishes for your office spaces. We will not be providing any services related to the identification or remediation of hazardous materials.

We propose to provide these services for a lump sum fee of \$11,000.00. If the terms of this proposal are acceptable to you, please print two copies of this proposal letter, have the appropriate person sign the acceptance line below and return one copy to us for our files. We are ready to begin this work following your authorization to proceed. Please call me with any questions.

Sincerely,

Thomas J. O'Connell Jr., AIA, ALA, NCARB, LEED AP

ACCEPTED BY:

DATE:

3/11/21

www.pidarchitects.com