

August 7, 2023

The regular meeting of the Board of Trustees of the Village of Deerfield was called to order on August 7, 2023, at 7:30 p.m. at Deerfield Village Hall. The clerk called the roll and announced that the following were

Present: Robert Benton
Larry Berg
Elaine Jacoby
Mary Oppenheim
William Seiden

Absent: Rebekah Metts-Childers
Dan Shapiro, Mayor

and that a quorum was present and in attendance. Also present were Acting Village Manager Andrew Lichterman and Ben Schuster, Village Attorney.

Trustee Berg moved to nominate Trustee Jacoby as Mayor Pro Tem. Trustee Oppenheim seconded the motion. The motion passed unanimously on a voice vote.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Jacoby led those in attendance in reciting the Pledge of Allegiance.

PUBLIC WORKS & ENGINEERING
6-MONTH REPORT

Director of Public Works and Engineering Bob Phillips presented highlights from the departmental objectives report for the Public Works and Engineering departments. Mr. Phillips acknowledged his staff, Tyler Dickinson and Ryan Oates as well as Justin Keenan, as being instrumental to the achieving the departmental objectives and preparing the report. Mr. Phillips reported that in response to inflation and supply chain issues, the department completely revised the 2023 Capital Improvement Program. He noted the new program included construction of a replacement water main along Waukegan Road between Deerfield Road and North Avenue, completion of the water meter head replacement project, and upgrades to the Water Reclamation Facility to include phosphorus removal, which will be an IEPA requirement as of June 2024. Mr. Phillips reported the department continues to plan for upcoming infrastructure projects, including lining the sanitary and storm sewers and refining the water system operations.

Mr. Phillips stated the Engineering Division continues to maintain a conservative fiscal approach to departmental expenditures without compromising necessary departmental operations. He stated some of their initiatives include managing and overseeing the Geographic Information System (GIS), reviewing commercial and residential development plans with respect to drainage and grading impacts, providing inspection services to permits as required by Village Code, providing site reviews to residents with flooding concerns, addressing residential and Village-responsible flooding issues and more. Mr. Phillips reported the major projects include the 2023 street rehabilitation project, the Waukegan Road water main project, the Arbor Vitae Road and

Appletree Lane infrastructure project, the Hazel Avenue and Park Avenue reconstruction design projects, green initiatives and the sidewalk ADA transition plan.

Mr. Phillips noted the Street Division's primary responsibilities include keeping the streets clean and clear from snow and ice and insuring streets are in good maintenance. He noted the Public Works staff also assists with salt requisitions, the 50/50 tree program, maintenance of the railroad right-of-way, street light maintenance, cutting, weeding and tree maintenance on Village-owned property and leaf collection.

Mr. Phillips reported the Water Division provides fresh and safe potable water to Village residents by continuously monitoring and testing the water and implementing EPA regulations. Mr. Phillips noted the Water Division also maintains, repairs and replaces water mains, water services and fire hydrants as needed, performs upgrades and improvements to the distribution system, detects and repairs leaks, maintains an elevated tank, 13 water pumps, three underground reservoirs and a booster station with a system capacity of over six million gallons, installs, repairs, replaces and tests water meters as needed and take meter readings of all residential and commercial establishments within the Village in addition to flushing and maintaining hydrants.

Mr. Phillips reported the Sewer Division maintains, cleans and repairs the sanitary and storm sewer systems. He also noted they provide sewer televising services, mapping, and respond to emergency calls. Mr. Phillips stated the Wastewater Division maintains and operates the WRF and satellite facilities. He pointed out some of their major projects include the bio-solid land application program, NPDES permits, the chemical phosphorus removal project and working with the North Branch Watershed work group. Mr. Phillips reported the Garage Division personnel are responsible for the overall maintenance of all Village vehicles and mobile equipment. He noted they are also responsible for the written specifications, bidding, awarding and taking delivery of all Public Works vehicles and equipment. Mr. Phillips noted trucks are still not readily available, and that the Village is still awaiting a truck that was ordered two years ago.

Trustee Seiden asked about the residents that are not in compliance with the RPZ testing requirement. Mr. Phillips reported the Village will make personal contact with the residents to complete testing and if there is no resolution, will turn off their water.

Trustee Oppenheim asked about the tree survey. Mr. Phillips noted the report is not complete, but he will present the final report once it is completed.

DOCUMENT APPROVAL

Trustee Benton moved to approve the minutes from the July 17, 2023, Board of Trustees meeting.

Trustee Oppenheim seconded the motion. The motion passed unanimously on a voice vote.

TREASURER'S REPORT

Finance Director Eric Burk presented highlights from the June 2023 Treasurer's Report representing 50% of the fiscal year. Mr. Burk noted sales tax and home rule sales tax increased due to significant one-time payments resulting from an IDOR audit. He stated vehicle sticker fees and

the first installment of Lake County property taxes were collected during the month. Mr. Burk reported water and sewer billings continue to reflect lower usage months. He pointed out notable expenditures in June include construction and engineering costs, general liability insurance, three payrolls, the Village portion of Patty Turner Center costs, Family Days expenditures, repairs at 1219 Carlisle Place and 839 Todd Court, dispatch remodel costs that are reimbursable, and legal/production costs for the public hearing related to the Baxter property.

BILLS AND PAYROLL

Trustee Oppenheim moved to approve the bills and payroll dated July 17, 2023. Trustee Benton

seconded the motion. The motion passed by the following vote:

AYES: Benton, Berg, Jacoby, Oppenheim, Seiden (5)

NAYS: None (0)

PUBLIC COMMENT

Mr. Arnold Footle asked when the Village will start patching the potholes. Mr. Lichterman asked Mr.

Footle to contact Public Works. Mr. Phillips noted the Village has a schedule for patching. Mr. Lichterman noted the work is ongoing.

REPORTS

CONSIDERATION AND ACTION ON A REPORT AND REVIEW OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT

Joe Lightcap from Baker & Tilly reported the firm issued an unmodified opinion on the Village's financial statements for the year ending December 31, 2022. Mr. Lightcap provided a high-level overview of the audit financial statements and

insights. He noted the report provides more information than what is required.

Mr. Lightcap reported the governmental funds, which are supported by taxes, had a \$2.1 million increase after the infrastructure and sewer expenses. He also noted the police pension fund values were down for the year, but many of the investments have increased since the end of 2022. Mr. Lightcap reported the police pension fund is 83 percent funded, which is very good.

Mr. Lightcap noted the non-financial highlights addressed management and audit responsibilities, changes in accounting practices and any areas of risk. Mr. Lightcap reported the audit was very successful and there were no comments in this area.

Trustee Seiden moved to accept the report. Trustee Oppenheim seconded the motion. The motion passed unanimously on a voice vote.

CONSENT AGENDA

RESOLUTION R-23-36 APPROVING AN APPLICATION FOR FUNDING UNDER THE BUSINESS FACADE REBATE PROGRAM FOR WD ASSOCIATES – 806 & 808 WAUKEGAN ROAD A Resolution approving an application for funding not to exceed \$35,212.63 for building building improvements under the Business Façade Rebate program for WD Associates for the location at 806 and 808 Waukegan Road.

RESOLUTION R-22-37 AUTHORIZING A GRANT TO THE DEERFIELD BANNOCKBURN RIVERWOODS CHAMBER OF COMMERCE A Resolution authorizing a grant of \$32,949.00 to the DBR Chamber of Commerce so all current services and programs offered to the business community can continue uninterrupted.

Trustee Oppenheim moved to accept the Consent Agenda and approve the Resolutions. Trustee Benton seconded the motion. The motion passed by the following vote:

AYES: Benton, Berg, Jacoby, Oppenheim, Seiden (5)

NAYS: None (0)

OLD BUSINESS

REPORT AND RECOMMENDATION OF STAFF RE: PERMIT REQUIREMENTS Mr. Lichterman reported at the July 17, 2023, Board of Trustees meeting, the Trustees provided helpful feedback on the permit requirement issue. Accordingly, staff has revised the recommendation and attempted to accomplish three major objectives:

1. Develop a common-sense approach to permit requirements that would serve to protect the health, safety, and welfare of the Village while also allowing practical exemptions for maintenance type items. The intent is not to increase the scope of work that currently requires permits. Rather, the language is intended to provide clarity that certain routine type maintenance work will not require a permit.
2. Increase clarity for exactly when permits are required. A cross-section of a single-family home with visual tags indicating when permits are required has been created to accompany a public information campaign.
3. Launch a public information campaign discussing the benefits associated with obtaining permits such as protecting your asset, ensuring the work was done properly and avoiding future costly repairs.

Specifically, staff recommends amending Section 6-1 “Permit Required” of the Village of Deerfield Municipal Code to better clarify when construction/improvement work requires a permit and specifically remove the \$500 requirement. Mr. Lichterman reported the intent is to

keep the scope of work that requires a permit the same, but to write the text of the Municipal Code in a less ambiguous way as to better serve the public interest. He noted some of the key changes include showing some of the exemptions for a single plumbing fixture or electrical fixture change that are maintenance. Trustee Oppenheim noted the Village requires permits to protect residents. Mayor Pro Tem Jacoby suggested adding the infographic to D-Tales, the Village website and social media. Trustee Benton suggested also providing the information to contractors. Mr. Lichterman noted the information can be provided to contractors who have registered through the new online permitting process.

Trustee Oppenheim moved to accept the report and recommendation of staff regarding permit fees and direct the Village Attorney to prepare the Ordinance. Trustee Berg seconded the motion. The motion passed by the following vote:

AYES: Benton, Berg, Jacoby, Oppenheim, Seiden (5)

NAYS: None (0)

DISCUSSION

ADJOURNMENT

Trustee Berg moved to adjourn the meeting.

Trustee Benton seconded the motion. The motion

passed by unanimously on a voice vote.

The meeting was adjourned at 8:19 p.m.

The next regular Board of Trustees meeting is scheduled to take place on Monday, August 21, 2023, at 7:30 p.m.

APPROVED:

Mayor

ATTEST:

Village Clerk