VILLAGE OF RIVER GROVE, ILLINOIS
2621 Thatcher Avenue, River Grove, Illinois
www.rivergroveil.gov

MINUTES
of the Village Board Meeting of the President and Board of Trustees
held on Thursday, June 18, 2020 at 7:00 p.m.

Publication and Notice. Notice of tonight’s meeting was published in the Tribune Media Group (formerly known as Pioneer Press), Elm Leaves edition, on December 19, 2019, and, notice and the Agenda were posted on the bulletin board of the Village Hall at 2621 Thatcher Avenue, and at the Senior Community Center where the courtroom and board room are housed, at 2601 Thatcher, River Grove, Illinois on June 16, 2020, and posted at the village website, as well as e-mailed to the Board members and department heads.

Note: Due to the COVID-19 pandemic and Governor’s Executive Stay-At-Home Order (Order 2020-07 issued on March 16, 2020), the posted Agenda and Notice of this meeting included the following statement: “all interested parties are encouraged to stay-at-home and call in if interested in listening to the meeting via telephone. Interested parties attending the meeting remotely will be allowed to make public comment during the public comment section of the meeting, and any individual may email any public comments to publiccomment@rivergroveil.gov. Emails received by 6 p.m. the night of any meeting will be read or summarized during the public comment session. The call-in telephone number to listen to the meeting is 1-877-304-9269, after which you will need to enter passcode 5997154.”

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: The meeting was called to Order by President Guerin at 7:01 p.m. Guerin led all present in the Pledge of Allegiance to the American flag.

2. ROLL CALL ATTENDANCE:

NOTE: Illinois Governor Pritzker, in response to the COVID-19 pandemic, issued Executive Order 2020-07 on March 16, 2020, which suspended the requirement of the Open Meetings Act that members of a public body be physically present at meetings of the public body, and the limitations of the Open Meetings Act as to when members of a public body may participate in meetings of the public body remotely. To minimize the spread of the COVID-19 virus, Trustees attended this meeting by videoconference, and Department Heads attended by teleconference.

Clerk Manchen took the roll as follows:

Present in Person: President David B. Guerin and Clerk Marjorie A. Manchen;

Present by Videoconference: Trustees Lynn M. Bjorvik, Roger V. Sewell, Robert C. Thomas, Michele M. Obaya, Katie A. Muellner and Christopher J. Lilly.
Absent: None.

A Quorum was declared by Clerk Manchen.

Also Attending (Dept. Heads) in Person: Village Attorney Bart Smith; Attorney Carmen Forte; and HR/Communications Dir. Shawn Campbell.

Also Attending (including Dept. Heads) via Telephone Conference: Police Chief Michael Konwinski; Fire Chief Sean M. Flynn; Interim Comptroller Greg Peters; Water Supt. John Bjorvik; Alex L. Alejandro of Hancock Engineering, Village Engineer; Building Dir. Jim Duffy; Building Commissioner Joe Hutcheson; and Recreation Dir. Laura Jardine.

3. **SPECIAL RECOGNITION OR PROCEEDING:** None.

4. **APPROVAL OF MINUTES:**

   A Motion was made by Trustee Thomas, seconded by Trustee Bjorvik to **approve** the Minutes of the **Regular Open Board Meeting** of **June 04, 2020**, and that they be archived accordingly. Motion carried unanimously on a voice vote.

5. **CORRESPONDENCE:** None.

6. **COMMITTEE REPORTS:**

   a. **PUBLIC SAFETY:** Trustee Lilly read aloud the June 18, 2020 “Public Safety Committee Report,” a copy of which is attached hereto.

   b. **PUBLIC WORKS & PUBLIC PROPERTIES:** Trustee Muellner read aloud a “thank you” note that was received and directed to the public works department, and the report dated June 18, 2020 from Public Works Director Brock Leder, a copy of which is attached hereto.

   c. **FINANCE & ECONOMIC DEVELOPMENT:** Trustee Obaya read aloud her Finance/Economic Development Committee report dated June 18, 2020, a copy of which is attached hereto.

   d. **LICENSE AND ORDINANCE:** Trustee Bjorvik read aloud her “License & Ordinance Committee Report” dated June 18, 2020, a copy of which is attached hereto.

   e. **INFORMATION TECHNOLOGY SYSTEMS:** Trustee Sewell read aloud his “IT Committee Report” dated June 18, 2020, a copy of which is attached hereto.
f. **YOUTH & RECREATION:** Trustee Thomas stated that the Recreation Department did not have a report as activities have been suspended during the pandemic. Thomas mentioned that the River Grove Rockets are practicing.

g. **CLERK’S REPORT:** Clerk Manchen summarized her Clerk’s report dated June 18, 2020, a copy of which is attached hereto.

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7. **UNFINISHED OR OLD BUSINESS:**

**ORDINANCE NO. 2020-01.** An Ordinance Amending Ordinance No. 2002-04 Adopting a Raffle Licensing System. (Was referred to the License & Ordinance Committee by board vote on February 06, 2020). No discussion or action took place with regard to this Ordinance.

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8. **RESOLUTIONS:**

a. **RESOLUTION NO. 2020-R-29.** President Guerin called Resolution 2020-R-29. Clerk Manchen read aloud the title or description of Resolution 2020-R-29 as follows:

**RESOLUTION NO. 2020-R-29** A Resolution Approving a Contract for the 2700 Blocks of Budd Street and Hessing Street Improvement Project, a Cook County CDBG Project, between the Village of River Grove and M & J Asphalt Paving Company, Inc. ($362,327.00).

- President Guerin asked for a Motion. A **Motion** was made by Trustee Obaya, seconded by Trustee Sewell to **adopt Resolution 2020-R-29** as presented.
- President Guerin summarized the Resolution for all present (in person, by video and telephone).
- Guerin asked whether there were any questions or comments. No further discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None.

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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b. **RESOLUTION NO. 2020-R-30.** President Guerin called Resolution 2020-R-30. Clerk Manchen read aloud the title or description of Resolution 2020-R-30 as follows:
**RESOLUTION NO. 2020-R-30.** A Resolution Authorizing the Acceptance of a Proposal from Don’s Sealcoating of Addison, Illinois, for the Sealcoating of the American Legion/River Grove Public Library District Parking Lot at a Not-To-Exceed Cost of $3,276.00.

- President Guerin asked for a Motion. A Motion was made by Trustee Muellner, seconded by Trustee Thomas to adopt Resolution 2020-R-30 as presented.
- President Guerin summarized the Resolution, and stated that 3 quotes for the work were obtained.
- Guerin then asked whether there were any questions or comments. No discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
Nays: None.
Abstentions: None.
Absent: None.

Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.

c. **RESOLUTION NO. 2020-R-31.** President Guerin called Resolution 2020-R-31. Clerk Manchen read aloud the title or description of Resolution 2020-R-31 as follows:

**RESOLUTION NO. 2020-R-31.** A Resolution Authorizing the Renewal of a Loan Agreement between the Village of River Grove and First Midwest Bank providing for a $1,000,000.00 Revolving Line of Credit.

- President Guerin asked for a Motion. A Motion was made by Trustee Obaya, seconded by Trustee Sewell to adopt Resolution 2020-R-31 as presented.
- President Guerin asked Interim Comptroller Greg Peters to summarize the Resolution, which he did.
- Guerin then asked whether there were any questions or comments. No discussion ensued.
- Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
Nays: None.
Abstentions: None.
Absent: None.

Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.
9. **ORDINANCES:**

   a. **ORDINANCE NO. 2020-14.** President Guerin called Ordinance 2020-14. Clerk Manchen read aloud the title or description of Ordinance 2020-14 as follows:

   **ORDINANCE NO. 2020-14.** An Ordinance Vacating an East/West and North/South Public Alley, East of 2801 N. Thatcher Avenue, North of Center Avenue and West of 8310 W. Center Avenue, pursuant to the Redevelopment Agreement between the Village of River Grove and MB Thatcher LLC and the Report and Recommendation in Case No. 2020-ZBA-01.

   - President Guerin asked for a Motion. A **Motion** was made by Trustee Bjorvik, seconded by Trustee Muellner to adopt **Ordinance 2020-14** as presented.
   - Guerin asked Attorney Carmen Forte to summarize this Ordinance as well as Ordinances 2020-15 and 2020-16 as they relate to each other. Forte did summarize all 3 Ordinances.
   - Trustee Obaya then stated that she received communication from a resident who was concerned with remediation, parking, and access to the Com Ed substation during construction. Obaya stated that she addressed those concerns with the resident.
   - Guerin then called forward resident James Stebbens who expressed concerns regarding the proposed development’s parking and traffic flow, and the increase in population density in that area. Guerin addressed the resident’s concerns and thanked him for attending the meeting and voicing his opinion.
   - Guerin then asked whether there were any questions or comments. No further discussion ensued.
   - Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

   - **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
   - **Nays:** None.
   - **Abstenations:** None.
   - **Absent:** None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.

   b. **ORDINANCE NO. 2020-15.** President Guerin called Ordinance 2020-15. Clerk Manchen read aloud the title or description of Ordinance 2020-15 as follows:

   **ORDINANCE NO. 2020-15.** Ordinance Approving a Plat of Subdivision at 2801 N. Thatcher Avenue pursuant to the Redevelopment Agreement between the Village of River Grove and MB Thatcher LLC and the Report and Recommendation in Case No. 2020-ZBA-01.

   - President Guerin asked for a Motion. A **Motion** was made by Trustee Thomas, seconded by Trustee Obaya to adopt **Ordinance 2020-15** as presented.
• This Ordinance was summarized earlier by Attorney Carmen Forte with Ordinances 2020-14 and 2020-16.
• Guerin asked whether there were any questions or comments. No further discussion ensued.
• Guerin then asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
Nays: None.
Abstentions: None.
Absent: None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

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c. **ORDINANCE NO. 2020-16.** President Guerin called Ordinance 2020-16. Clerk Manchen read aloud the title or description of Ordinance 2020-16 as follows:

**ORDINANCE NO. 2020-16.** An Ordinance Granting the Map Amendments, Special Uses and Variations pursuant to the Redevelopment Agreement between the Village of River Grove and MB Thatcher LLC and pursuant to the Report and Recommendation in Case No. 2020-ZBA-01.

• President Guerin asked for a Motion. A Motion was made by Trustee Bjorvik, seconded by Trustee Sewell to **adopt Ordinance 2020-16** as presented.
• This Ordinance was summarized earlier by Attorney Carmen Forte with Ordinances 2020-14 and 2020-15.
• Guerin asked whether there were any questions or comments. No further discussion ensued.
• Guerin then asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
Nays: None.
Abstentions: None.
Absent: None

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

After the vote was taken, President Guerin thanked everyone involved in “making this development happen.” Guerin thanked Trustee Obaya, Comptroller Peters, Attorney Smith, the development “team,” Tom and John, and everyone else involved who worked on this even through the pandemic.
10. **NEW BUSINESS:**

**PAYING VILLAGE’S BILLS.** A **Motion** was made by Trustee Obaya, Seconded by Trustee Bjorvik, to **authorize payment of all bills** in accordance with the list of warrants, dated June 18, 2020 when funds are available, and vouchers are properly endorsed. No discussion ensued. Guerin asked Clerk Manchen to take the Board’s vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**
Ayes: Trustees Bjorvik, Sewell, Thomas, Obaya, Mueller, and Lilly.
Nays: None.
Abstentions: None.
Absent: None.

**Motion Carried by a count of 6 “aye” votes to 0 “nays” and 0 abstain; and 0 absent.**

11. **PRESIDENT’S REPORT:** President Guerin wished his wife a “Happy Birthday.”

12. **COMMENTS FROM THE AUDIENCE:**

**SPECIAL TEMPORARY PROCEDURES DUE TO THE CORONAVIRUS.** Due to the COVID-19 pandemic and Governor’s Executive Stay-At-Home Order (Order 2020-07 issued on March 16, 2020), the posted Agenda and Notice of this meeting included the following statement: “all interested parties are encouraged to stay-at-home and call in if interested in listening to the meeting via telephone. Interested parties attending the meeting remotely will be allowed to make public comment during the public comment section of the meeting, and any individual may email any public comments to publiccomment@rivergroveil.gov. Emails received by 6 p.m. the night of any meeting will be read or summarized during the public comment session. The call-in telephone number to listen to the meeting is 1-877-304-9269, after which you will need to enter passcode 5997154.”

**The telephone number to call in with questions:** 708/716-5073.

At this time in the meeting, President Guerin read aloud the call-in telephone number and stated that he would wait 3 minutes to see whether anyone would call in with comments. No telephone calls were received. Village Attorney Bart Smith asked whether Communications Director Campbell received any e-mails from the public, to which she responded in the negative.

13. **EXECUTIVE SESSION:** None.
14. **ADJOURNMENT:**

There being no further business before the Board, the Chair entertained a motion to adjourn.

A Motion was made by Trustee Sewell, Seconded by Trustee Muellner to adjourn this meeting at 7:49 p.m. Guerin asked Clerk Manchen to take the Board's vote; the roll call vote was taken by Manchen as follows:

**Roll Call Vote:**

- **Ayes:** Trustees Bjorvik, Sewell, Thomas, Obaya, Muellner, and Lilly.
- **Nays:** None.
- **Abstentions:** None.
- **Absent:** None

Motion Carried by a count of 6 "aye" votes to 0 "nays" and 0 abstain; and 0 absent.

Respectfully Submitted,

Marjorie A. Manchen, JD, RMC, CMC
Village Clerk, Village of River Grove, Illinois
Public Safety Report
June 18, 2020

Chief Mike Konwinski would like to remind residents that on July 1, the police department will be enforcing all parking ordinances including year-round maintenance parking restrictions as well as restrictions prohibiting blocking the sidewalk with a vehicle on a driveway, blocking a driveway when parked on a street, and parking vehicles on lawns. Please familiarize yourself with the street maintenance signs posted on your block as well as other parking restrictions provided on the village website.

Respectfully submitted,

Christopher J. Lilly, Ph.D
River Grove Public Safety Trustee
From the Desk of Director Brock Leder

Along with the River Grove Public Works doing everything they can to ensure the safety of our residence and preventing the spread of the COVID-19 Virus, the Public Works has been hard at work keeping up with the Village’s landscaping and making sure the flowers keep blooming. Our tree trimming team has been out trimming parkway trees. I advise all residents to please contact the Public Works for any of your parkway tree trimming needs. Don’t take it upon yourself to trim or plant on your parkway. The Village has trained arborists that will do so.

As the parks start to open as we enter phase 4, I advise all parents to be cautious to help contain the spread of COVID-19. Bring hand wipes to wipe down your kid’s hands or hand sanitizer and make sure large groups of kids do not gather in an area at one time. By doing this we can hopefully protect the young River Grove generation.

Thank You, Brock Leder

From the Desk of Director John “Bucky” Bjorvik

The River Grove Water Department with the help of Vision Sewer are televising our Villages Sewer’s to obtain a visual on which sewers need to be repaired around town. They will be in town for the next couple weeks collecting data.
Due to the COVID-19 pandemic and the Governor’s Executive Stay-At-Home Order, the Finance/Economic Development Meetings was held by telephone conference.

Members present:

Michele Obaya, Lynn Bjorvik, Bart Smith and Mark Lucas

Visitors:

Dave Guerin, Mayor Shawn Campbell, HR Director and Greg Peters, Comptroller

The Finance/Economic Development Committee held a telephone meeting on Thursday, June 11, 2020. The meeting was called to order at 10:06 a.m. The following AGENDA items were discussed.

FINANCE

General Finance Items

Comptroller Peters discussed the preliminary tax rates as well as the EAV. These figures are not final. Once the final figures are received the information will be shared with the Committee.

Comptroller Peters also gave the Committee an update on the status of the audit as well as an update on tax revenues received to date.

ECONOMIC DEVELOPMENT

Chair Obaya gave an update on the status of property located on Marwood Street as well as the status on property located on West Street. These items have been directed to the proper departments to move them forward.

Village Engineer Mark Lucas discussed the preparation of an engineering study to address issues on Forest View Ave. Mr. Lucas will work with Trustee Lilly to put together a subcommittee to discuss and address the issues.

OLD BUSINESS

The RFQ seeking planning firms to address the Guerin Prep and Holy Cross properties have been completed and mailed out. Once responses are received the Committee will review same and make a recommendation to the Board for consideration to approve a contract if applicable.
NEW BUSINESS

The Committee discussed a request from a property owner on Grand Avenue for the purchase of her property.

EXECUTIVE SESSION (if needed)

N/A

The Finance/Economic Development Meeting was adjourned at 11:18.

Submitted by Michele M. Obaya, Trustee
Finance/Economic Development Committee Chairperson
License & Ordinance Committee
Report
6/18/20

The committee met on Wednesday, June 17 for a mid-year update and general review with the Building Department.

With the addition of part-time code enforcement officer, we are now able to better identify problem areas that have been long-time eye sores and work with residents on compliance. Many dilapidated garages and fences are now being addressed with a little nudge of a warning ticket. The ultimate goal in code enforcement is compliance so that our neighborhoods look good.

Our newest full-time code enforcement department member is splitting his time between rental inspections and Fire Inspections. His years in the fire service has proven to be a valuable asset to us as he has transitioned his knowledge into inspectional duties. As our Village continues to grow and thrive our professional inspectional service responsibilities will continue to be an important part of that growth to insure the safety and welfare of our residential and business community.

A few years ago, we contracted the services of BSI which helps the building department make certain that backflow prevention devices are installed where needed and tested on an annual basis. With limited department staffing, this was a good opportunity. Building Director Jim Duffy has been very pleased with the program and the results.

ProChamps is another service that we use to help identify vacant and foreclosed homes, hold the parties accountable for maintenance and collect the annual registration fee. Director Duffy is very pleased with the services this company has provided to the Village as well.
At this point in the year, the # of permit pulled is down from last year, along with the total amount of permit revenue collected. However, during the last several years we have had some very large projects such as Go2Logistics and the Development of the 48 Unit Luxury Apartments. We do have a few active projects currently in the works and I am very optimistic that bigger projects will be in our near future as developers will continue to see that River Grove is a great place to invest their money.

The department staff has done a great job adjusting to business within the Covid19 Restrictions. We are now fully staffed and will resume Saturday hours starting on June 20th.

Department forms are now available online in PDF Fillable format. This provides convenience for the applicants as well as an easier and faster way to digitally deliver documents and minimizes the need to come to the office, especially during this time of social distancing.

Deputy Clerk Gina Leder continues to work with our business community to finalize their paperwork for the 2020-2021 licensing year. The deadline for paperwork was extended from April 30th due to the Covid19 Shelter in Place order. She is doing a great job following up with all those who need additional time or have questions.

Submitted by:

Lynn Bjorvik
Chairperson
IT Committee Report  
June 18, 2020

We have been busy in the IT Department with a wide variety of projects.

Yesterday, I met with George Boothe over at Village Hall to discuss how to enhance the overall security of our rivergroveil.gov domain.

I have also been keeping up with all of our necessary renewals.

Yesterday I also spent the afternoon training one of our staff members on how to update the new fillable building department forms on the website.

I've also been monitoring our website on a daily basis to keep an eye on the questions, comments and complaints that visitors send to us.

And last but not least, I've been working with our website provider, CivicPlus, to design and add a new "Water Quality Reports" button to our homepage.

As always, please visit us on the web at www.rivergroveil.gov and on Facebook at Village of River Grove for all the latest official news, information and important dates.

Respectfully Submitted,

Roger V. Sewell  
IT Committee Chairperson
1) This is a reminder to all Board members and department heads that submission of agenda items that require Resolutions or Ordinances to be drafted for the July 02, 2020 Board meeting is tomorrow, June 19, 2020, certainly not later than June 26 for emergency or unexpected items. The sooner that legal and the clerk’s office receive such items, the sooner the agenda may be prepared and a draft one circulated.

Department heads and Trustees, please also remember to send in your board reports.

2) The Census. Here are the “self-response” totals as of June 17, 2020:

   National response rate: 60.5%;
   Illinois: 65.9%; and
   River Grove: 64.1%.


I reached out to the superintendent of River Grove school who agreed to send an e-blast to the parents of their students. We will see whether that helps with our response rates.

By now, each household has received an invitation to respond to the Census, which is a short questionnaire and may be responded to by telephone, on-line or by mail. All River Grove schools, parks and the library will greatly benefit from a complete and accurate Census count. Cook County President Toni Preckwinkle has stated that in Cook County, approximately $1,400.00 in federal funds is attributable to each person. If anyone does not respond, River Grove will be under counted and our schools and other programs may not get the funding they deserve.

I ask that each board member, staff and employee of River Grove encourage every friend, neighbor and family member to respond on behalf of their household to the Census if they have not already done so. Please make the Census and its importance a part of your everyday conversations.
Information regarding the Census:

The Census data will be used to determine the distribution of federal funds that support education, local health care, housing and employment programs.

The Census count is mandated by the Constitution, and conducted by the U.S. Census Bureau, a non-partisan organization, once every 10 years.

The census provides critical data that lawmakers, business owners, teachers, and many others use to provide daily services, products, and support for you and your community. Every year, billions of dollars in federal funding go to hospitals, fire departments, schools, roads, and other resources based on census data.

The results of the census also determine the number of seats each state will have in the U.S. House of Representatives, and they are used to draw congressional and state legislative districts.

The U.S. Census Bureau is bound by law to protect answers and keep them strictly confidential. In fact, every employee takes an oath to protect personal information that they receive for life.

Information received is NOT shared with other agencies, including law enforcement, the FBI or ICE. They will never ask for your Social Security number or any financial information.

Good paying jobs remain available to help with the Census. Applicants should have access to a vehicle, a valid driver's license and the ability to complete the training online. For more information, please go to www.2020census.gov/jobs.

The questions are brief and simple.
• Total number of people living in your household, including any additional people who may be staying with you
• Whether you own or rent
• Name, sex, age and date of birth of all in household
• Are you of Hispanic, Latin or Spanish origin
• Your phone number

For additional information: https://2020census.gov/en/what-is-2020-census.html