



**VILLAGE OF WAUCONDA  
LICENSE & ADMINISTRATION COMMITTEE MEETING  
101 N. MAIN STREET - WAUCONDA, IL**

**JANUARY 22, 2019  
5:30 P.M.**

**MINUTES**

**1. CALL TO ORDER**

Chairman Howe called the meeting to order at 5:30 p.m.

<b><u>Committee Attendance:</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Trustee Tim Howe, Chair	X	
Trustee Ken Arnswald, Deputy Chair	X	
Trustee Chuck Black	X	

**Also in Attendance:**

Trustee Linda Starkey, Trustee Adam Schlick, Mayor Lincoln Knight, Village Administrator Kevin Timony, Director of Public Works Brad Fink, and resident Glenn Starkey

**2. APPROVAL OF MINUTES**

The minutes of the November 20, 2018 meeting were approved.

**3. NEW BUSINESS**

a. Discussion – Sidewalk Snow and Ice Removal Regulations

The Committee began the discussion by reviewing the history of regulations regarding snow removal from Village sidewalks. Chairman Howe stated that in the past the Village had explored possible ordinances to require snow removal from sidewalks by adjacent property owners, but that at the time it was felt the Village did not have the resources to enforce the ordinance Village wide. Trustee Black added that it was also discussed that some residents have unique circumstances which could impact their ability to remove snow. Trustee Arnswald commented that property owner liability was also a previous concern.

Trustee Schlick stated that he likes the concept of an ordinance, but is unsure how the unique situations with some residents could be addressed, for example handicapped or elderly residents. Chairman Howe commented that if a downtown business district were formed that a portion of the sales tax could be used to pay for sidewalk shoveling and snow removal. Administrator Timony stated that if an ordinance were to be pursued that would not apply to the entire Village, that the ordinance could use business/commercial zones to establish areas where property owners would be required to remove snow from adjacent sidewalks.

The Committee continued discussion on current snow removal operations, including Public Works role in removing snow from the downtown and clearing bus stops once snow events have ended. Trustee Black asked how many properties in the downtown currently do not shovel their adjacent sidewalk. Resident Glenn Starkey addressed the Committee and stated that he currently volunteers his time by clearing snow from the sidewalks on Main Street. He advised which locations currently do not clear their sidewalks and which locations do clear their sidewalks. He added that he has been clearing the sidewalks voluntarily for several years and is looking for the Village to explore alternative options. These options included entering into a hold-harmless agreement with Mr. Starkey, an adopt-a-sidewalk program, having the Village clear the sidewalks as part of their in-house operations, or having a volunteer group clear the sidewalks in coordination with the Village. Administrator Timony stated that he consulted with the Village Attorney and that the Village cannot enter into a hold-harmless agreement with a resident volunteer without having a contract or agreement for services. He added that at this time he does not recommend adding this type of service to the Village's in-house operations. Chairman Howe commented that the Village would be open to considering a volunteer or adopt-a-sidewalk program if a group of volunteers wanted to come forward with a proposal.

After further discussion, Chairman Howe recommended that the Village pursue an ordinance that addresses the removal of snow from sidewalks in commercial business districts. Trustee Starkey stated that she would like the ordinance to include school walking routes. Trustee Black commented that the schools currently have equipment that they use to clear walking routes adjacent to the schools. Chairman Howe instructed staff to draft an ordinance for future consideration by the Committee.

#### **4. OLD BUSINESS**

- a. Discussion (*continued*) – Personnel Policy Manual

Administrator Timony reviewed with the Committee comments from the Village Attorney regarding his review of the draft Personnel Policy Manual. Chairman Howe stated that he was OK with the proposed revisions, including the additional language concerning Family Medical Leave Act policies. The Committee recommended that the Village Attorney's recommended changes be incorporated into the final draft for approval.

#### **5. PUBLIC COMMENT**

There were no public comments.

**6. ADJOURNMENT**

The meeting was adjourned at 6:39 p.m.