



**VILLAGE OF WAUCONDA  
REGULAR VILLAGE BOARD MEETING MINUTES  
101 N. MAIN STREET, WAUCONDA, IL  
TUESDAY, MAY 19, 2020**

**1. CALL TO ORDER**

Mayor Knight called the Regular Village Board Meeting to order at 6:00 PM. To comply with social distancing requirements and Governor Pritzker's Stay-At-Home order, this meeting was conducted remotely via GoToWebinar. The following information was provided on the Meeting Agenda: Join by computer: <https://attendee.gotowebinar.com/register/4410542867681882896> or Join by phone: dial +1 (562) 247-8422 / Audio Access Code: 532-650-790

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Knight.

**3. ROLL CALL**

Upon roll call by Clerk Falk-Novak, the following Trustees were present:  
Trustees Black, Howe, Schlick, Morino (remote), Shaw, Sode

**QUORUM PRESENT**

Also present: Kevin Timony (Village Administrator), Brad Fink (Director of Public Works), Dave Wermes (Police Chief), Greg Anderson (Director of Community Development), Tom Lyons (Finance Director), Rudy Magna (Village Attorney)

**4. PUBLIC COMMENT:**

No public comments were received.

The Public was invited to submit comments by 5:30 PM, Tuesday, May 19, 2020, so they could be read at the beginning of the meeting under Public Comment. Any comments received during the meeting were to be held until the end of the meeting. Public comments are limited to three minutes per person. It was requested that Public comments be emailed to [cfalknovak@Wauconda-il.gov](mailto:cfalknovak@Wauconda-il.gov) and contain the name, street address, and contact information followed by the public comment and agenda item, if applicable. The Public with no access to email was encouraged to leave a message with the Wauconda Village Hall by calling 847-526-9600.

**5. APPROVAL OF AGENDA**

*(Last Ordinance No. was 2020-O-05) (Last Resolution No. was 2020-R-06)*

Motion to Approve the Agenda made by Trustee Sode, second Trustee Shaw.

Ayes 6 Nays 0

Regular Village Board  
Meeting Minutes  
May 19, 2020

MOTION DECLARED CARRIED

**6. MOTION TO APPROVE CONSIDERATION OF CONSENT AGENDA BY OMNIBUS VOTE**

Motion to Approve Consideration of Consent Agenda by Omnibus Vote made by Trustee Shaw, second Trustee Morino.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**7. CONSENT AGENDA**

- A. Approval of the Bills for Payment from April 25, 2020 to May 8, 2020 in the Amount of \$335,957.68
- B. Approval of the Minutes of the May 5, 2020 Regular Village Board Meeting
- C. Approval of the Minutes of the May 5, 2020 Executive Session
- D. Approval of a Fourth Resolution Extending the Declaration of Local State of Emergency for the Village of Wauconda (*Resolution No. 2020-R-07*)
- E. Approval of a Resolution Authorizing Change Order No. 2 for the Wastewater Treatment Plant Clarifier No. 2 Improvements (*Resolution No. 2020-R-08*)

**8. MOTION TO APPROVE ITEMS A THROUGH E ON THE CONSENT AGENDA**

Motion to Approve Items A through E on the Consent Agenda made by Trustee Morino, second Trustee Schlick.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**9. NEW BUSINESS**

- A. Approval of a Resolution Approving the Collective Bargaining Agreement Between the Illinois Council of Police and the Village of Wauconda (*Resolution No. 2020-R-09*)

Kevin Timony (Village Administrator)

We had a contract with our Police Sergeants through ICOPS, and that contract expired in April 2019. Last fall, we completed negotiations with our Patrol Officers through the FOP. The ICOPS contract is typically known as a trailer contract where we will first negotiate the Patrol Officers contract and follow with the Police Sergeants. The Village has reached an agreement that has been ratified by their unit. The terms of this contract mirror what we agreed to with the FOP.

Motion to Approve the Collective Bargaining Agreement Between the Illinois Council of Police and the Village of Wauconda made by Trustee Schlick, second Trustee Howe.

Ayes 6 Nays 0  
MOTION DECLARED CARRIED

B. Discussion: Draft FY 20/21 General Fund & General Capital Project Fund Budgets

Kevin Timony (Village Administrator)

Due to the last several months with everything going on, this has delayed our budget process, and they tried to identify as many of the variables as they possibly could that are to be considered right now. The proposed Draft FY 20/21 General Fund & General Capital Project Fund Budgets was distributed to the board with an electronic version supplied to the board last week for review before the meeting.

Administrator Timony presented the draft and covered the following highlights:

- Village Fiscal Calendar
  - May 2020
    - May 1<sup>st</sup> – Start of new Fiscal Year
    - May 19 – Draft FY 20/21 General Fund & General Capital Project Fund Budget Presentation
    - May 26 – Draft FY 20/21 Water/Sewer Fund and all other funds distributed to Village Board
  - June 2020
    - June 2 – Draft 20/21 Water/Sewer Fund and all other funds presentation at Regular Village Board Meeting
    - June 16 – Approval of the Final FY 20/21 Budget
  - July 2020
    - Approval of Annual Appropriation Ordinance by July 21 Regular Village Board meeting
- Topics Discussed
  - Draft of General Fund Summary
    - General Fund Revenue Highlights
      - Overall General Fund Revenues are down 7.7% (\$726,350) from the FY 19/20 Budget
      - State Shared Revenues are down 18% (\$762, 429) from the FY 19/20 budget
      - Property Tax are up 2% (\$74,764) from the FY 19/20 budget (2019 Tax Levy)
      - FY 20/21 budget includes Restricted & Committed Funds in General Fund - \$21,948 (Police Forfeiture, DUI, Donations, etc.).
    - General Fund Revenues: \$8,695,713
    - General Fund Revenues: FY 19/20 Budget vs. Draft FY 20/21 Budget
    - State Shared Revenues: FY 19/20 vs. Draft FY 20/21
    - State Shared Revenues: 5-Year Trend

- COVID-19 Revenue Assumptions
  - General Fund Expenses
    - General Fund Expense Highlights
      - Overall General Fund Expenses are up 0.5% (+\$45,884) from the FY 19/20 Budget (excluding General Capital Project contributions)
      - Fixed-Asset R/R, PW Fleet, and Squad Replacement contributions are up 50% (+\$197,975) from FY 19/20 Projected
      - Overall Personnel expenses are down 1% (-\$41,698) from FY 19/20 Budget
      - When removing restricted and committed funds expenses (not reflected in the FY 19/20 budget) overall General Fund expenses are down 0.4% (-\$33,011)
    - General Fund Expenses: By Category
    - Operating Change by Expense Category
    - General Fund Expenses: By Department
    - Operating Changes: By Department
      - Department Highlights
        - All Departments:
          - Removal of Lauterbach & Amen contracts (\$158,000)
          - PT HR Coordinator now in Administration & Water/Sewer only (\$26,211)
          - New IT contract (\$42,000 cost reduction)
        - Administration:
          - Addition of FT Finance Director salary/benefits (\$81,250)
          - Addition of the PT HR Coordinator salary (\$26,211)
          - Removed Wauconda Fest donation (\$3,000)
        - Community Development:
          - Removal of ICSC conferences and other training (\$3,825)
        - Police:
          - Patrol and Sergeant salaries reflect new contracts
          - Budget of 17 FT patrol, down from 18
        - Public Works:
          - Budget of 15 FT crew, down from 16
          - Eliminates all PT seasonal help (\$21,600)
          - Reduced Superintendent salary and benefits from previous
        - EMA:
          - Eliminate salary for EMA Coordinator (\$15,000)

- General Capital Project Fund
  - Topics Discussed
    - Projected Available Cash Balances
    - Proposed General Capital Projects
- Major Budget Decision
  - General Fund Budget Shortfall of \$153,447
  - General Fund Reserve Policy – Resolution 2014-R-07
    - The General Fund unassigned fund balance, plus any amount which is restricted for working cash, should be maintained at a minimum of 25% of the General Fund total budgeted annual revenues in the most recently approved annual budget. This reserve is intended to provide financial resources for the Village in the event of an emergency or due to the loss of or reduction in a major revenue source and to provide adequate coverage for variations in cash flows due to the timing of receipts and disbursements.
  - The Village is currently running at 33%
  - Options discussed to make up for shortfall:
    - Option A – Use of General Fund Cash Reserve
    - Option B - Limited Fixed-Asset and Vehicle Replacement Contributions
      - Scenario 1: Limited FY 20/21 Department Contributions
      - Scenario 2: Zero FY 20/21 Department Contributions
    - Option C – Reductions to Operating & Capital Expenses

A discussion took place concerning how to address the shortfall. Trustee Sode, Trustee Schlick, and Trustee Shaw were all in favor of option A. Trustee Howe, Trustee Black, and Trustee Morino were in favor of Option B, Scenario 1. Tom Lyons (Finance Director) recommended the option of combining the two options and suggested that this is reviewed again in October or November as we will then have six months of data to analyze and can adjust accordingly.

The consensus of the board in the drafting of the Final FY 20/21 was to take Finance Director Lyons' recommendation of combining the two options and re-evaluating once the additional variables have been determined as a result of the current events and their financial impact.

## 10. MAYOR'S REPORT

Just as we start to get used to the "Temporary" new normal, and you think things couldn't get much different, we get the Flood of 2020! He thanked the staff for all their work and is glad Public Works is back in force and for all the work they have been doing from filling potholes and now filling sandbags. He appreciates them as well as our residents as they have been very patient.

He has been asked if Wauconda will break the ranks, similar to McHenry, but we are not in the same position as McHenry as Lake County has some of the highest positive test rates for Covid-19. He mentioned that the governor's Executive Order ends next week, and it will be interesting to see what he brings new to the table and hopes he brings something new with our State Elected Officials going back to work. Next week should tell us a lot as far as the direction we will be taking. He has several conference calls lined up for networking and learning additional information with regards to the pandemic and next steps.

He offered his thanks to Kevin, Tom, and staff for all their work on the budget as they had to do it twice as variables changed as a result of the pandemic. He congratulated the Wauconda High School Class of 2020 and said that it was a little bit different for them but is something they will always remember due to the circumstances and mentioned the parade was great. Mayor Knight congratulated Bulldogs on their 10th anniversary.

## **11. COMMITTEE REPORTS & TRUSTEE COMMENTS**

### **Trustee Black**

He thanked Kevin, Tom, and staff for all their hard work in preparing the budget. He appreciates the layout of the budget, as it makes it easy to understand. He also thanked the Mayor, Police Chief, and Brad for all their assistance with the flooding that has taken place in the LVVA neighborhood. The lines of communication were open and running well, and he especially wanted to thank Brad for being proactive in offering to deliver sandbags to LVVA as well as blocking streets.

### **Trustee Howe**

He thanked the budget staff, Public Works, Wauconda Police Department, and everybody who has been challenged by both the pandemic and the flooding as it is a lot to put on everyone's plate. These are unprecedented times, and they are trying to figure things out, and he doesn't believe that people are making decisions to hurt anybody. This is new for everyone at all levels of government trying to feel their way through this to make the best decisions. He also wanted to thank the vast majority of the people in Wauconda who have been obeying social distancing, wearing masks, and helping neighbors who might be in need during this time. We will all get through this, and he has been telling his business clients not to expect a silver lining but think of it in terms of finding new ways of making lemonade. We all have had a bushel of lemons dropped on our porch, and the people who figure out new and creative ways of making lemonade with those lemons are going to come out better than the folks who just despair and try to place blame.

### **Trustee Schlick**

He thanked the staff for all their work in preparing the budget. The pandemic caused them a considerable curveball, but they provided the board with great options as well as a great outlook as to what is going to happen, and this is appreciated. He also thanked Public Works for all their work in handling the recent flooding.

### **Trustee Morino**

The current shelter in place is a once in every two/three-hundred-year thing and is so abnormal and so hard to predict, you just have to roll with the punches. They don't know what the future will hold, and he does suspect things will get better, but he thinks there are going to be some ups and downs. His point is that this Village and staff, he could not be prouder of the work that they have done and the information that was shared. This is exactly how things are supposed to work. They are supposed to understand what is going on in their budget and what flexibility they have and how they should plan for the unpredictable. Today they were presented with a lot of options that they could execute on right away along with other options they could take should the situation change for the better or for, the worse. He offered a sincere thank you to everyone who assisted in putting this budget together. This allows Wauconda to be a model for Lake County with good governance and planning in an unpredictable situation.

### **Trustee Shaw**

He thanked Kevin, Tom, Staff, the Chief, Public Works as well as the Police Department for doing such a great job on the budget, and he appreciates it. He thanked everyone for supporting our local businesses as they need our help. He congratulated Bulldogs on their 10th anniversary.

### **Trustee Sode**

He thanked Kevin for a great presentation and congratulated the Wauconda High School 2020 Graduates. He also thanked Alise and Tom for doing a great job on the new Village website design.

## **12. PUBLIC COMMENT (If Needed)**

No public comments were received.

The Public was invited to submit comments by 5:30 PM, Tuesday, May 19, 2020, so they could be read at the beginning of the meeting under Public Comment. Any comments received during the meeting were to be held until the end of the meeting. Public comments are limited to three minutes per person. It was requested that Public comments be emailed to [cfalknovak@Wauconda-il.gov](mailto:cfalknovak@Wauconda-il.gov) and contain the name, street address, and contact information followed by the public comment and agenda item, if applicable. The Public with no access to email was encouraged to leave a message with the Wauconda Village Hall by calling 847-526-9600.

## **13. EXECUTIVE SESSION**

- A. (5 ILCS 120/2(C)(1)) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body
- B. (5 ILCS 120/2(C)(2)) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees

Motion to move into Executive Session made by Trustee Black, second Trustee Sode at 7:35 PM.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**14. RETURN TO OPEN SESSION**

Motion to reconvene from Executive Session at 8:33 PM.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

**15. ADJOURNMENT**

Motion to adjourn made by Mayor Knight, second Trustee Sode, all in favor.

Ayes 6 Nays 0

MOTION DECLARED CARRIED

Adjourn Time 8:33 PM

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Cheryl Falk-Novak, Village Clerk