



## CITY OF PARK RIDGE

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### DRAFT MINUTES

#### COMMITTEE OF THE WHOLE MEETING OF THE PARK RIDGE CITY COUNCIL ALL COMMITTEES

CITY HALL  
COUNCIL CHAMBERS  
505 BUTLER PLACE PARK RIDGE, IL 60068

MONDAY, OCTOBER 24, 2016 AT 7:00 P.M.

#### I. Roll Call

Acting Mayor Maloney called the meeting to order at 7:00 p.m.

Senior Administrative Assistant Zarlenga read the roll call; the following Elected Officials indicated their presence at the meeting: Ald's. Moran, Knight, Mazzuca, Van Roeyen, Milissis, Shubert and Acting Mayor Maloney. There was a quorum.

Staff Present: Acting City Manager Joe Gilmore, Acting Finance Director Andrea Lamberg, Police Chief Frank Kaminski, Fire Chief Jeff Sorensen, Acting CP&D Director Jim Brown, Public Works Director Wayne Zingsheim, City Engineer Sarah Mitchell, Public Works Service Center Supervisor Mike McGrath, City Forester Brandon Naser, Library Director Jan Van De Carr, and Senior Administrative Assistant Julie Zarlenga.

#### II. Citizens Who Wish to Comment on a Non-Agenda Item

None.

#### III. Public Works

##### A. Action Items

1. **Approve the placement of an Ordinance amending 13-15-1 of the Municipal Code, Fifteen Minute Loading Zone on Fairview Avenue, on the November 7, 2016 City Council agenda for first reading**

Ald. Shubert made a motion to approve. Ald. Milissis seconded the motion.

Public Works Director Zingsheim said that the property owner of the building at 26-28 S. Fairview requested 2, 15 minute loading zones in front of the building. He said that in the past they were conservative about granting loading zones. Director Zingsheim said that the ordinance regarding loading zones needs to be cleaned up, noting that there are still 2 properties listed on the ordinance that no longer have loading zones.

Ald. Mazzuca stated he would be voting no since there was no fee structure or proposed way to maintain the loading zones.

Ald. Moran felt that by granting the property owner 2 loading zones, it would prompt other business owners to ask for the same. He felt that this conflicted with action item number two which discussed making the Prairie coin lot free in the evening.

**Motion carried, by roll call vote, 5-2, (Ald's. Moran and Mazzuca were the nay votes).**

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**2. Approve placement of an Ordinance amending 13-16-8 of the Municipal Code, Prairie Avenue Lot Coin Box, on the November 7, 2016 Council agenda for first reading**

Ald. Shubert made a motion to approve. Ald. Milissis seconded the motion.

Director Zingsheim said this item discussed the Prairie Avenue lot behind Main Street, which is currently a coin box lot. He said that staff recommends making the lot free after 4 p.m. for residents and non-residents.

Ald. Mazzuca asked if any work had begun on the parking study yet.

Acting City Manager Gilmore said they would be starting parking counts the next day.

Ald. Mazzuca said he was concerned that by changing the parking situation while the parking study was underway, that it might interfere with the study.

Acting City Manager Gilmore said that making the parking lot free in the evenings would not drastically impact the study. He said that he had also told Gewalt Hamilton of the proposed parking changes so that they were aware.

Ald. Moran said he wanted the study to reflect the current parking conditions in Park Ridge so they could get an accurate depiction of the problems they are facing. He noted the City was spending a lot of money on this project and that he didn't want to see it put on hold.

Acting City Manager Gilmore said he will again relay the information to Gewalt Hamilton and that the study is moving forward.

Ald. Knight added that there was a minimal amount of spots open around 3-4 p.m. from commuters leaving early, which was around ten spots. He didn't feel this number would impact the study.

Ald. Mazzuca asked how many spots were in the lot.

Director Zingsheim said he believed it was around 50 spots.

Ald. Mazzuca requested the exact number be reflected in the next memo.

Ald. Van Roeyen felt they shouldn't hold off on the study just because this minor change is being made.

Acting Mayor Maloney felt that making the lot free in the evening made sense. He suggested they look into this option for all of their lots.

Ald's. Mazzuca and Moran were in support of the item but wanted to make sure they received a good result from Gewalt Hamilton.

Ald. Shubert agreed with the Ald's. comments, and agreed they should look into making the other lots free in the evening.

**Motion carried, by voice vote, 7-0.**

**3. Approve placement of an Ordinance amending 13-13-2 of the Municipal Code, Resident Parking on Arthur, Seminary west to the dead end at Hamlin, on the November 7, 2016 Council agenda for first reading**

Ald. Shubert made a motion to approve. Ald. Moran seconded the motion.

Director Zingsheim said that this block originally had restricted parking, but when the parking restrictions expired, the residents on that block did not contact the City to reinforce parking restrictions. He said staff conducts an annual survey to see if there is interest from the residents in restricted parking areas to reinforce the restrictions. This year the residents showed an interest to reinstate the parking restrictions

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on their block due to students parking there. The parking restrictions would be for Arthur, from the dead end west of Hamlin to Aldine.

Ald. Shubert asked why the residents didn't say anything to the City for a year.

Director Zingsheim said that the survey is only conducted once a year.

**Motion carried, by voice vote, 6-1, (Ald. Shubert was the nay vote).**

**4. Approve a contract for rock salt with Compass Minerals America Inc., in the amount of \$167,256.00**

Ald. Shubert made a motion to approve. Ald. Moran seconded the motion.

Director Zingsheim said the City allowed him to go out to the State bid and is asking for 120% (3600 tons of rock salt) of the contracted number at a cost of \$46.46 per ton.

Ald. Mazzuca asked if the memo should read "up to the amount of \$167,256.00".

Director Zingsheim said they typically end up needing more salt and wouldn't want to have to go to Council to get \$80.00 approved and wanted to just cover the amount now.

**Motion carried, by voice vote, 7-0.**

**5. Approve the purchase order for the purchase of two (2) 2017 Ford F-350, SD Regular Cab Vehicles to Currie Motors Frankfort Inc., in the amount of \$50,630.00**

Ald. Shubert made a motion to approve. Ald. Moran seconded the motion.

Director Zingsheim said they were looking to replace two trucks; one snowplow, and one snowplow/salt spreader. He said that Public Works uses these trucks on a daily basis during the winter and that the two existing trucks had roughly 140,000 plus miles on them each. He said they took part in the Northwest Municipal Conference Suburban Purchasing Cooperative (SPC) and through their bidding process, selected Currie Motors Frankfort Inc. The price for the two vehicles is \$25,315.00 each, plus additional fees after upfitting is completed.

Ald. Mazzuca asked how long it would take for the City to receive the trucks.

Public Works Service Center Supervisor McGrath said that they wouldn't receive the trucks for 90-120 days, then with upfitting included would come to a total of 4-5 months.

Ald. Mazzuca asked why they didn't go to bid for the vehicles sooner, since they would be receiving them after the winter season.

Supervisor McGrath said they should have replaced them sooner, however, the trucks they have now are still fit to use for this season.

**Motion carried, by voice vote, 7-0.**

**6. Approve the contract for the Water Loss Control Program, PW-FY17-15, to M.E. Simpson in the amount of \$99,015.00**

Ald. Shubert made a motion to approve. Ald. Milissis seconded the motion.

Director Zingsheim said staff is looking to develop a long-term water loss reduction plan which will include testing city-wide meters, testing water coming in from Chicago, and testing water going in and coming out of residences. After the tests are concluded, M.E. Simpson will give recommendations for a viable water loss program.

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Ald. Milissis was concerned that the cost of the water audit exceeded the cost of the amount of water being lost.

Director Zingsheim said that the amount of water being lost is in the millions and would not exceed the cost of the study.

Ald. Mazzuca asked if staff incorporated any of the guidelines and recommendations from the Illinois Department of Natural Resources (IDNR) into the bid.

Acting City Manager Gilmore said they had sent staff to a training seminar and received feedback from IDNR on the type of components that should be included in the bid.

Ald. Mazzuca asked if staff contacted other communities to see how much they paid for a water loss audit.

Acting City Manager Gilmore said the Procurement Officer checked on pricing and felt that what M.E. Simpson was asking was fair.

Acting Mayor Maloney asked why only 1 firm bid out of the 21 firms that applied.

Acting City Manager Gilmore said that the majority of the companies that conduct these audits do more of a spot checking process, whereas Park Ridge needs a more comprehensive audit. M.E. Simpson was the only company capable of conducting a comprehensive audit.

Ald. Mazzuca said he will be voting in favor of the item, but requested that the IDNR requirements be listed on the memo for the next meeting.

Acting Mayor Maloney asked if this audit would give them answers as to where the water is going.

Acting City Manager Gilmore said it would give them some definitive answers in some categories and would address many of the issues, however, there might still be some ambiguity behind other issues.

**Motion carried, by voice vote, 7-0.**

## **B. Discussion Items**

### **1. Multi-Year Contract for Tree Purchasing with Goodmark Nurseries LLC**

City Forester Naser went over the memo and said he was looking to expand the diversity among the canopy in order to protect the trees from disease and environmental conditions. He said they have had a good relationship with Goodmark Nurseries, and that they are the only nursery that has all of the species they are requesting. He added that they have the lowest price and always produce what is promised to staff, whereas other nurseries in the past have not come through. With that, he said that staff is looking for a 3+2 year contract with Goodmark which would allow staff to reach their plan for a wider diversity of trees.

Ald. Mazzuca was concerned that if the City was in a multi-year contract with Goodmark, and if something unexpected happened to Goodmark, such as a fire, that Park Ridge would be stuck in that contract.

City Forester Naser said that if something like that were to happen, that Goodmark would most likely work with the City, and they would just go back out to bid for another nursery.

Ald. Mazzuca asked if having this many species made the City Forester's job more difficult.

City Forester Naser said that many of the species are in the same genus i.e. there are 23 different Oak tree species, so it really wasn't that complex.

Ald. Mazzuca noted they had requirements to their bidding process for no bid contracts and asked City Forester Naser if he was aware of the policy.

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City Forester Naser said he was aware and that he had been working with Procurement and has support from the Procurement Officer to do this.

Ald. Moran asked if they were getting the left over trees.

City Forester Naser said no, that they are getting a head start on other communities by doing this. However, going out to bid every year does not allow them to get a head start. He added that by having a 3-5 year contract, it would also allow them to check on prices from other nurseries without having to compromise their tree selection.

Ald. Shubert asked which nurseries other municipalities were using.

City Forester Naser said he didn't know.

Ald. Mazzuca mentioned that City Forester Naser was supposed to have a City-wide plan and asked when they would see the plan.

City Forester Naser said he is working on a draft and could have something brought back in a month.

Ald. Milissis said he was in support of a 3-5 year contract, but that he wanted to go out to bid.

Acting City Manager Gilmore said the problem with going out to bid in the past was that when someone won the bid, they didn't always honor the bid.

Ald. Shubert proposed they ask for reference checks on the nurseries.

Acting City Manager Gilmore said they have asked for reference checks which come back fine, but then it turned out that they didn't have the trees they said they did.

Ald. Knight said he was in favor of moving this forward.

Ald. Mazzuca said he wanted to find out why other nurseries weren't bidding. He said he wanted a plan so that they could get an RFP out.

Ald. Milissis said he heard enough reasons to make an exception for this contract and was in favor of moving it to the November Committee meeting.

Ald. Moran said he was in support of this moving forward because he felt this was different than other contracts. He said they've already been going out to bid with no results and that they should trust the City Forester.

Ald. Shubert thanked City Forester Naser for the information and felt that perhaps some nurseries might not have bid because it was only a one year contract.

There was consensus to move the item forward to action at the November Committee meeting.

### **C. Department Head Report**

#### **1. Northwest Highway Streetscape**

Director Zingsheim said that in a strategic plan meeting Ald. Van Roeyen mentioned that the gateways to Park Ridge were important. Director Zingsheim felt that the most important one is on Northwest Hwy, which needs a lot of work. He said he found a grant opportunity which City Engineer Sarah Mitchell and Assistant Susan Tedeschi applied for and were awarded \$1.3 million to fix the streetscaping. He said there is a match to the grant which is 20% for eligible items, and 100% for ineligible items. He said that street lighting is 50/50, for a total of up to \$800,000 in matching funds. The work wouldn't start until FY19. The agreement will be brought back with all the figures applied for Council to decide whether they

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want to accept the grant or not. He added that only \$4 million of grant money was given out to municipalities, and Park Ridge received \$1.3 million.

Ald. Knight said the grant was terrific and felt that if they could put their minds to it, they could figure out how to pay for the rest of the grant.

Ald. Shubert congratulated Public Works staff.

Ald. Moran commented that it's a 62% return on investment on the \$800,000 which he said was a great opportunity.

Ald. Mazzuca asked Acting City Manager Gilmore to provide Council with a summary of all the matching grants they have applied for.

## **2. Bike Task Force Update**

Ald. Shubert thanked those who participated in the walk audit. He said the next meeting will be next Thursday and that the group is looking into changing the name of the task force to include walking pedestrians.

Acting Mayor Maloney asked Ald. Shubert to let the task force know that if any changes are to be made, they need to be approved by Council first since it was Council who formed the task force.

## **3. Pumpkin Composting, November 5 at Public Works Service Center**

Director Zingsheim said instead of residents throwing their pumpkins out, they can come to the Public Works Service Center on November 5 to compost their pumpkins.

## **4. Electronics Recycling event recap**

Director Zingsheim said that every year Supervisor Mike McGrath leads the electronics recycling event, and that it was a big success this year.

Supervisor McGrath thanked Cert and Citizens Patrol for their efforts in traffic control as there were a lot of people who came out for the event.

# **IV. Public Safety**

## **A. Action Items – Police**

### **1. Approve the purchase order for the purchase of two (2) 2017 Ford Utility Police Interceptors AWD (Explorers) to Currie Motors Frankfort Inc., in the amount of \$55,365.00**

Ald. Milissis made a motion to approve. Ald. Moran seconded the motion.

Ald. Mazzuca questioned staff needing to paint the wheels on the undercover vehicle for \$475.

Supervisor McGrath said he worked with a Sergeant liaison and explained that because it is an undercover vehicle, the steel wheels would give the vehicle away and identify it as a police vehicle. He said it is necessary to give the vehicle aluminum wheels so that the vehicle will blend in.

**Motion carried, by voice vote, 7-0.**

## **B. Discussion Items – Police**

### **C. Department Head Report – Police**

#### **1. Monthly Report – September 2016**

Police Chief Kaminski said that September was a good month with a good turnout at the 9/11 Memorial. He said they are also up for their re-accreditation.

#### **2. Complimentary Letters – September 2016**

Ald. Moran said he didn't feel that the officers should have received certificates of recommendation since it seemed as though they were just doing their jobs.

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Police Chief Kaminski said that the officers worked well together on a crash and did an excellent job. He felt that recognition was not a bad thing.

**3. Red Speed Monthly Reports – September 2016**

Chief Kaminski said that the rates have gone down.

**4. Citizen Corps Volunteer Report – September 2016**

Ald. Milissis said Council heard earlier from Supervisor McGrath about the good work they do.

**5. Stuff the Squad**

Ald. Milissis said the Police Department is working with Mariano's to collect food for two food pantries in Park Ridge.

**6. COPS Grant**

Chief Kaminski said they received a grant from the Department of Justice for \$49,500 to be partnered with UIC. The program will look at the report on 21<sup>st</sup> century policing and give feedback.

Ald. Milissis said there had been a lot of changes at Redcenter, including people resigning. He said Council may have to discuss this at some point.

**D. Action Items – Fire**

**E. Discussion Items – Fire**

**F. Department Head Report – Fire**

**1. Quarterly Report – 3<sup>rd</sup> Quarter 2016**

Fire Chief Sorensen said this was the busiest third quarter in their records. He said that 65% of the time they are on one call, but 35% of the time they are on multiple calls. He said that Captain Derek Decker is training employees who were on probation, and is doing a great job. He also noted that they concluded the promotional process for Lieutenant and Battalion Chief. The list will go to the Board of Fire Commissioners and is good for the next 2 years.

**V. Finance and Budget**

**A. Action Items**

**1. Approve a purchase order for GovTempsUSA, LLC in the amount of \$33,600 and a budget transfer in the amount of \$33,600**

Ald. Knight made a motion to approve. Ald. Shubert seconded the motion.

Acting City Manager Gilmore said that when the former CP&D Director resigned, staff had to hire an interim Director hired by GovTempsUSA. He said that the purchase order is to pay GovTempsUSA.

**Motion carried, by voice vote, 7-0.**

**B. Discussion Items**

**1. FY18 Capital Plan**

Acting Finance Director Lamberg said that staff is following the timeline in the handbook for Elected Officials. She asked that should Council have any feedback regarding the Capital Plan, that they contact either Acting City Manager Gilmore, or herself. Director Lamberg said the feedback will be brought to the November Committee meeting, and then again at the December Committee meeting for final consensus.

Acting City Manager Gilmore said that Library Director Van De Carr is here to answer any questions about the Library's Capital Plan.

Library Director Van De Carr said they are in the design and development stage for their projects. She noted a change on the Capital Plan stating that the \$2 million will be used in FY18, and that the remainder will be used in FY19.

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Ald. Moran asked if they still had to approve Library's Capital Plan even though their board already approved it.

Director Van De Carr said that by law the Library can use the levy money for funds, but because the City owns the building, the Library has to come to the City to make them aware of any renovations to be made on the building.

Ald. Moran asked what type of improvements the Library will be making.

Director Van De Carr said they are aiming to get the Library functioning as a 21<sup>st</sup> century library, which would include an automation process for checking out books.

## **2. Ticket/Citation Collection**

Acting City Manager Gilmore said the report is standard, and does not differ from the previous reports.

Ald. Mazzuca asked if ticketing had increased.

Acting City Manager Gilmore said it had not and that IDROP is in full effect. He noted that any increase is due to the timing of tickets.

## **3. Uptown/Summit Parking**

Acting City Manager Gilmore said the traffic counts are starting this week and there are plans being made for public outreach.

### **C. Human Resources**

#### **1. Review/update on each union body, labor negotiation(s), grievance(s)**

- No report.

#### **2. Review/update on the non-union body**

- No report.

#### **3. Staffing Changes**

- Annie Eriksson, Human Resources Generalist, has accepted a new position.
- Nicole Betancourt, Payroll Specialist, resigned on October 7.
- Kim Hodge was promoted to Human Resources Generalist (ft) on September 27. Ms. Hodge served in the Park Ridge Police Department for 13 years.
- Ingrid Feiereisel was promoted to Assistant to the Police Chief (ft) on October 10. Ms. Feiereisel was previously the Administrative Assistant in the Police Department.
- We are currently in the process of receiving applications and/or interviewing for the following positions: Accounting Specialist – Payroll (ft), Police Administrative Assistant (ft), School Crossing Guard (pt), and Plans Examiner/Inspectors (pt/on-call).

#### **4. Pension Update**

- The next Police Pension Board quarterly meeting is scheduled for October 26 at 10:00 a.m. in the 2<sup>nd</sup> Floor Conference Room at City Hall (505 Butler Place).
- The next Fire Pension Board quarterly meeting is scheduled for November 8 at 10:00 a.m. at Fire Station 36 (1000 N. Greenwood Avenue).

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**D. Department Head Report**

**VI. Procedures and Regulations**

**A. Action Items**

- 1. Approve placement of an Ordinance amending Article 3, Chapter 2 of the Municipal Code of Park Ridge regarding the Rules of Order on the November 7, 2016 City Council agenda for first reading**

Ald. Mazzuca made a motion to approve. Ald. Milissis seconded the motion.

Acting CP&D Director Brown said that this Ordinance would expedite the approval process.

**Motion carried, by voice vote, 7-0.**

**B. Discussion Items**

- 1. Amending City Health Regulations to adopt new Illinois Food Code**

Director Brown said that the Food and Drug Administration (FDA) published food codes which are adopted by the States. The State of Illinois changed their code and Park Ridge needs to implement it by July 2017. The risk categories would change, and the risk 2 category would change to a risk 1 category, which would cause an increase in inspections and an increase in fees for the restaurant licenses.

Director Brown said he is asking that this be made affective January 1 in order to stay progressive. He said that by making it affective earlier allows them an entire calendar year to implement it.

Ald. Milissis asked if staff was reaching out to business owners who would be affected by the change.

Director Brown said they are reaching out to business owners and they are also providing them with educational materials to better inform them of the change.

Ald. Shubert asked if other municipalities adopted these rules already, and how these rules affected them.

Director Brown said he did not know, but that he would look into it.

There was consensus to move the item forward to the November Committee meeting as an action item.

**C. Upcoming P&R Items**

- 1. Future P&R agenda recommendations**

Director Brown said the Planning & Zoning Commission didn't have anything to give back to Council. He said at the last P&Z meeting the board didn't want to take action since several people were absent.

Ald. Moran said he wanted to see a memo from the City Attorney on social media policies for Elected Officials on the proper protocol according to the Open Meetings Act (OMA). He stated that inaccurate statements had been made on Facebook regarding stormwater that he could not reply to due to OMA.

Ald. Milissis indicated that freedom of speech allowed the postings.

Acting Mayor Maloney asked that the social media topic be brought back to a future P&R COW.

Ald. Mazzuca said that would be added to the list.

Acting Mayor Maloney indicated that a stormwater utility discussion topic would be included in a future meeting.

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**VII. New Business**

Ald. Mazzuca wanted to discuss were Park Ridge was at with body cameras. He said he would like to see that as an item under Public Safety.

**VIII. Adjournment**

The meeting was adjourned at 9:09 p.m.