CITY OF PARK RIDGE

M I N U T E S

COMMITTEE OF THE WHOLE MEETING
OF THE CITY COUNCIL

Monday, January 14, 2013
7:00 p.m.
Council Chambers

I. ROLL CALL

Mayor Schmidt called the meeting to order at 7:03 p.m.

On roll call vote by City Clerk Henneman, the following Aldermen indicated their presence at the meeting Sweeney, Maloney, Smith, DiPietro, Raspanti, Mazzuca and Knight. There was a quorum.

II. APPROVAL OF MINUTES

III. CITIZENS WISHING TO BE HEARD ON A NON-AGENDA ITEM

Mayor Schmidt was happy to see a report from the Economic Development Committee. The entire report was marked confidential. Mayor Schmidt did not believe that everything was confidential in the report, so it should not be marked as so unless necessary. He would like to receive a monthly report from the Committee letting the Council know what is new and a separate section reporting on progress on implementing the recommendations.

Alderman Knight would like to post the non-confidential reports on the City website.

Mayor Schmidt asked for a status update on Whole Foods. Director Testin stated that Whole Foods is currently in the process of obtaining a few variances. They are still moving forward with the project. The building permit has not been issued or applied for as of this date. At this point in time, the owner/builder is responsible for the delay in the project, not City Staff.

IV. FINANCE AND BUDGET

Director Oliven introduced a new Finance Department employee, Andrea Hatcher.

A. ACTION ITEMS

1. Bid Award Approval – Integrated Data Storage (IDS), Chicago, IL for network equipment and services; $89,872.00

    Alderman Knight made the following motion. Alderman DiPietro seconded.
MOVE THAT THE CITY COUNCIL APPROVE THE LOWEST RESPONSIBLE BID RECEIVED FOR NETWORK EQUIPMENT AND SERVICES, RFP IT-13-01, IN THE AMOUNT OF $89,872.00 FROM IDS, INTEGRATED DATA STORAGE, 70 W. MADISON STREET, CHICAGO, IL 60602.

IT Director Nelson provided background on this item.

Alderman Sweeney asked why two of the bids were rejected. IT Director Nelson stated that neither company specified the correct items of the required hardware and there were other items in the bids that were non-compliant. He also asked why there was such a range of price between the highest bidder and the next. Nelson stated the difference in price amongst the bids may be due to the price offered to the bidders by the manufacturer of the specified equipment.

IT Director Nelson stated that this network is being updated in order to support a number of projects such as video, the telephone system and other upgrades.

Alderman Mazzuca asked about the warranty on this equipment. IT Director Nelson stated that she would provide the warranty information before the next meeting and send the selected bid submittal to the elected officials via email.

Alderman Sweeney asked if it would be worthwhile to reject all of the bids and further investigate the lower, rejected bids received. City Attorney Hill stated that both of the low bids, which were rejected, contained too many discrepancies.

The motion passed (7-0) by roll call vote.

B. DISCUSSION ITEMS

1. Fiscal Year 2014 – Budget Calendar

Finance Manager Oliven stated that due to the necessary schedule change that was made, the February 28th meeting unfortunately takes place on the same day as a Zoning Board of Appeals meeting, which Alderman Sweeney also attends. Alderman DiPietro attends the Community Health Commission, which also is held on February 28th.

Alderman DiPietro stated that Budget Meetings must take precedence over all other Commissions.

Mayor Schmidt stated that the Budget Meeting would be televised no matter what, therefore bumping any other Commission that is scheduled to be held in the Council Chambers.

Alderman Maloney stated that he would not be at the February 28th meeting, as he will be traveling for business.

C. DIRECTOR’S REPORT

1. Budget Update

Finance Manager Oliven stated that there were two internal service funds that will be included in the budget that have never been budgeted for before: Vehicle Replacement and IT. This was always intended to be budgeted for, but was not done in the past.
The Finance Department has started working on revenue scenarios.

V. PUBLIC WORKS

A. ACTION ITEMS

1. Purchase Order Approval – Suburban Tree Consortium, River Grove, Illinois, for trees; $50,000

   Alderman Maloney made the following motion, Alderman DiPietro seconded.

   **MOVE THAT THE CITY COUNCIL APPROVE THE PURCHASE ORDER FOR SPRING 2013 TREE PLANTING TO THE SUBURBAN TREE CONSORTIUM, WEST CENTRAL MUNICIPAL CONFERENCE, 2000 5TH, BUILDING J, RIVER GROVE, ILLINOIS 60171-1907, IN AN AMOUNT NOT TO EXCEED $50,000.00.**

   Director Zingsheim stated that Council asked for a report as to what the Department planned to do with the remaining money in the tree planting budget.

   Alderman Mazzuca asked how many of the proposed trees would be two inches and how many would be three inches in diameter. City Forester Gilot stated that with the $50,000 the Department is requesting, it would allow 137 - 2” diameter trees or 173 - 1 ½” diameter trees.

   City Forester Gilot and Alderman Mazzuca discussed the possibility for implementing a cost-sharing program this Spring. City Forester Gilot stated that he would guess that there would be approximately 30-60 residents who would be interested utilizing a cost-sharing program this Spring.

   City Forester Gilot stated that the treatment of Dutch Elm Disease is an expensive process, but it does work. Alderman Mazzuca stated that he would be more in favor of treating already well-established Elm trees rather than planting new trees. City Forester Gilot stated that the rate of saving the infected trees with the proper treatment is high, but it needs to be done every two-three years. Currently, the City does not have the capabilities to treat diseased Elm and Ash trees before the end of this fiscal year. Therefore, timing will not allow the Department to use the requested $50,000 to treat diseased Elm and Ash trees.

   Alderman Mazzuca asked if there would be value in expediting the Tree Inventory Program. City Forester Gilot stated that the Department has just completed Phase I of the Tree Inventory Program. They are very happy with the results, and are already using the data. He does not feel that spending the $50,000 on the Tree Inventory Program at this time would be valuable. Planting new trees is a top priority for the City. Treatment programs for Elms and Ash Trees can save the City money, as the removal of large trees is very expensive, but City Forester Gilot feels strongly that tree planting is entirely cost justified.

   Alderman Sweeney asked for the success rate in the treatment of Elm and Ash trees. City Forester Gilot stated that the treatment has been highly successful. Park Ridge once had a
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Dutch Elm Disease treatment program. He hopes that the City can once again adopt a DED treatment program for public property trees.

Alderman Knight asked if the cost-sharing program could be implemented this Spring. City Forester Gilot stated that he would be more than happy to get this program started as he has been dreaming of it forever.

Alderman Smith felt that the City should put treatment ahead of new planting. City Forester Gilot stated that without new planting, the City would turn into “Parking-lot Ridge,” rather than Park Ridge.

Alderman Mazzuca asked if an accurate list of planting locations could be provided at the next City Council meeting. Alderman DiPietro felt that the Council is micro managing by asking for a list of planting locations.

The motion passed (4-3) by roll call vote with Aldermen Smith, Mazzuca and Raspanti voting no.

2. Purchase Order Approval – Avalon Fuel, Kankakee, Illinois, for diesel fuel; $23,478.00

Alderman Maloney made the following motion, Alderman DiPietro seconded.

MOVE THAT THE CITY COUNCIL APPROVE THE PURCHASE OF 7,000 GALLONS OF DIESEL FUEL FROM AVALON PETROLEUM, 200 EAST COURT STREET, SUITE 720, KANKAKEE, ILLINOIS 60901 IN THE AMOUNT OF $23,478.00.

The motion passed (7-0) by roll call vote.

3. Purchase Order Increase – Tonyan Brothers, Ringwood, Illinois, for sand; $5,000.00

Alderman Maloney made the following motion, Alderman DiPietro seconded.

MOVE THAT THE CITY COUNCIL APPROVE THE PURCHASE ORDER INCREASE OF $5,000.00 TO TONYAN BROTHERS, INC., 5101 ROUTE 31, RINGWOOD, ILLINOIS 60072-0070.

The motion passed (7-0) by roll call vote.

4. Approval to Continue Participation with NIMEC in Power Auction

Alderman Maloney made the following motion, Alderman DiPietro seconded.

MOVE THAT THE CITY COUNCIL APPROVE THE CONTINUED PARTICIPATION WITH THE NORTHERN ILLINOIS MUNICIPAL ELECTRONIC COOPERATIVE (NIMEC) FOR THE PURPOSES OF PROVIDING PRICING FROM ENERGY SUPPLIERS THROUGH A COMPETITIVE BID PROCESS AND AUTHORIZE THE CITY MANAGER TO SIGN AN AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER AS RECOMMENDED BY NIMEC.

The motion passed (7-0) by roll call vote.
B. DISCUSSION ITEMS

1. Handicap parking and ramp on Prospect Avenue

   Director Zingsheim stated that this is related to a request received for an additional handicap spot/ramp to be located by the Pickwick. A gentleman has asked for another handicap spot or a ramp to be installed. Staff feels that the installation could cause a trip hazard and drainage issues. There is currently an accessible ADA ramp located at the corner. Director Zingsheim stated that he has spoken to the City Attorney and the City is in compliance with all necessary ADA requirements. If the grant is awarded for the streetscape project, there is an area allotted for a handicap area closer to the middle of the block.

   Alderman DiPietro wondered if this was the same individual who made a similar request in 2010. Director Zingsheim stated that it is the same individual.

   Alderman Sweeney recommended “kicking the can down the road” and wait until the future streetscape program is approved and address this issue at that time.

C. DEPARTMENT HEAD REPORT

1. Water Main Breaks

   Historically, the City experiences about 54 water main breaks per year, from May-May. To date, the City has experienced 77 water main breaks and 28 service leaks. This is caused due to the dryness of the summer as well as the clay that has dried out, ultimately causing the ground to shift. There are also water hammer breaks that occur. Newer mains are also breaking as well. Director Zingsheim discussed the budget implications of the main breaks to the overtime and material budgets.

   Alderman Sweeney complimented the Public Works Department for the fantastic job they did on a main break near his home. They responded within 15 minutes providing barricades and began digging within 30 minutes.

VI. PUBLIC SAFETY

A. ACTION ITEMS - POLICE

B. DISCUSSION ITEMS - POLICE

C. DEPARTMENT HEAD REPORT


   No Discussion

2. Complimentary Letters – December 2012

   No Discussion

No Discussion

4. Police Dispatch

Acting City Manager Hamilton discussed the status of the Dispatch center. The most recent JETS meeting was held on January 10, 2013. They are in the process of filing a joint application with the ICC. The City Attorney’s for both Park Ridge and Des Plaines have reviewed a tentative Intergovernmental Agreement that will come back before Council for approval. Park Ridge will be a “customer” of Des Plaines. All processes will remain the same. The Police and Fire Chief’s are still researching the various options and continue to move forward. He does not foresee the cost going up, but the budget process is still going on, so he could not say for sure. Preliminary numbers show that the cost will be less than years past.

5. Chief’s Advisory Task Force

Deputy Chief Keller announced the Dodgeball Tournament that will take place on February 2nd at the Community Center. There will also be a PACT Area 1 Beat Meeting on January 29th at Lutheran General Hospital.

Acting City Manager Hamilton pointed out that the Council should have a memo from City Planner Branham outlining the next steps for the Police Facility. Alderman Sweeney wondered why the parking fund money is not being used to fund the parking lot portion of the project.

D. ACTION ITEMS – FIRE

1. Budget Transfer Approval - $9,900.00

Alderman Raspanti made the following motion, Alderman Sweeney seconded.

MOVE THAT THE CITY COUNCIL APPROVE THE BUDGET TRANSFERS TO FUND THE FIRE DEPARTEMNT UNIFORM – PPE ACCOUNT, IN THE AMOUNT OF $9,900.00.

The motion passed (6-0) by roll call vote. Aldermen Smith was not present for the vote.

2. Purchase Order Approval – Zoll Medical Corporation, Chelmsford, Massachusetts for an X Series Manual Monitor/Defibrillator; $153,314.05

Alderman Raspanti made the following motion, Alderman Sweeney seconded.

MOVE THAT THE CITY COUNCIL APPROVE THE PURCHASE ORDER TO ZOLL MEDICAL CORPORATION IN THE AMOUNT OF $153,314.05 FOR FIVE (5) ZOLL X-SERIES CARDIAC MONITOR/DEFIBRILLATOR UNITS, BATTERIES, CHARGERS, PATIENT MONITORING CABLES AND SENSORS.

Chief Zywanski provided background on this item.
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Alderman Sweeney asked if training would be provided. Chief Zywanski stated that training is included and will be provided on-site. Routine maintenance is also built into the warranty.

Alderman Knight pointed out that this item was initially intended to be funded by a grant. This is no longer the case. If voted favorably upon, it would not only not be funded by a grant, but also would come in over-budget. He wondered if this item could wait until the new fiscal year so it could be budgeted for appropriately.

Alderman DiPietro made a motion to defer this item to the next Committee of the Whole Meeting. Alderman Knight seconded.

Alderman DiPietro suggested deferring this item in order to provide Chief Zywanski time to think about the notion of delaying this purchase and the impact on the Department until the next fiscal year.

Alderman Sweeney pointed out that this equipment might not be received for another 120 days, which is very close to the beginning of the new fiscal year. He is in favor of moving forward with the approval of this item at this time.

The motion to defer passed (6-1) by voice vote.

E. DISCUSSION ITEMS – FIRE

F. DEPARTMENT HEAD REPORT – FIRE


There were 331 emergency responses for the month of December. There were also no structure fires during the month of December.

2. Complimentary Letters – December 2012

No Discussion

VII. PROCEDURES AND REGULATIONS

A. ACTION ITEMS

1. Foreclosure Process and City Options – 463 D Summit

Alderman Mazzuca asked how much time has been spent by City Attorney Hill and Acting City Manager Hamilton on this item. City Attorney Hill stated that he has spent approximately 7.5 hours on this, all within retainer time and Acting City Manager Hamilton stated that he has spent approximately 8 hours. Acting City Manager Hamilton did not feel that it was necessary to bill for these hours spent.

Either Acting City Manager Hamilton or City Attorney Hill will plan to attend the closing for this property in February.

There is no motion before the Council. No vote was taken.
B. DISCUSSION ITEMS


   Acting City Manager Hamilton stated that he is looking to protect the City from a liability perspective and also ensure that the City is compensated for all labor expenses provided to the events where applicable. He provided background information on this item. He discussed the process in which events are conducted and the affect it has on staff time. When possible, schedules are adjusted in order to not incur overtime. But, there are times when overtime is inevitable. There are some events in which the City does not ask the event organizers for reimbursement of overtime costs. Acting City Manager Hamilton presented the overtime expenditures for numerous events.

   Alderman DiPietro added that if the City begins to be reimbursed for events such as parades, it might take away from what makes Park Ridge, Park Ridge. He felt that the City should continue to be reimbursed for events such as Taste of Park Ridge and Pizza Fest.

   Alderman Raspanti pointed out that while staff is able to adjust their schedules to not incur overtime, it is still a cost to the taxpayer since it is taking away from time spent on their regular duties. He asked that this time still be tracked. He added that only events that generated revenue should require reimbursement to the City. This would not include parades or Fireworks.

   Alderman Smith asked for the definition of a Special Event. Acting City Manager Hamilton stated that special event would be an event that was open to the public, involving large amounts of people in which the City would be involved in providing support services. Alderman Smith suggested using the following definition: Any parade, performance or procession that uses the public right-of-way.

   Alderman Sweeney stated that the Council needs to decide what events the City is going to support and what events they are not. A set definition of an event needs to be established.

   Alderman Maloney stated that there is a difference between a parade and an event such as the Taste of Park Ridge. He would not support a change to the Municipal Code that would treat all events equally, implementing a charge to events run by organizations which are not looking to make a profit, but often times are raising money for a charity.

   Alderman Mazzuca stated that the hourly wages should be charged for overtime costs and should include benefits. He suggested that employees might consider donating their time to assist in the event.

   Alderman Knight suggested keeping the notion that a letter of credit be submitted to the City to draw upon for significant events. He asked that communication improve when events are going to take place in Park Ridge. The City Council should always have a heads up on these events.

   Judy Barclay, 524 Courtland, added that the tents on Courtland are a part of the Taste of Park Ridge. The Art Fair takes place on Park District land; therefore the Park District is in charge of maintenance. She added that Winterfest is an event that utilizes a large part of
the City. It is a nice event, but they are also conducting their event in hopes of generating a profit.

2. Lease Agreement – Menchie’s Yogurt Shop

Director Testin provided background on this item. They are looking to put their glycol unit in the underground parking garage.

Alderman Sweeney asked for the dimensions of the unit and wondered how it would be protected.

Patricia Mahoney, Mid-America Asset Management, stated that concrete bollards would be put around the unit to protect it. The unit must placed in an open area as it emits a minimal amount of heat.

Alderman Sweeney asked what the danger would be if this unit ruptured. Chief Zywanski stated that it would not be a serious hazard. The material is similar to anti-freeze.

City Attorney Hill stated that in the past, other businesses have not had to provide an easement agreement for their grease traps that encroach into public property.

Alderman DiPietro requested that this be placed as an action item on the next Committee of the Whole agenda.

3. Provide Staff Direction on Hiring a Search Firm to find a City Manager

HR Manager Suppan provided background on the process used in evaluating the search firms. An RFP process was conducted. He added that the issue of timing is something that Council should consider. With upcoming elections, this could affect the willingness of candidates to apply since there is so much uncertainty amongst the status of the elected officials.

Alderman DiPietro wondered if the City Council is committed to conducting a search for a new City Manager. There is not going to be a City Manager who is going to possess every single qualification that the Council is looking for.

Alderman Sweeney stated that the “temporary” City Manager has done a good job so far. He is in favor of extending his contract for another year, through May 2014. If there is a problem, then the Council can address the position at that time.

Alderman Maloney stated that the City does not currently have a contract with Acting City Manager Hamilton. Alderman Sweeney agreed and corrected his statement. He wondered if Staff would recommend waiting until the new Council is in place before beginning the search. Human Resources Manager Suppan felt that it would be a thoughtful approach. Director Testin added that it would reduce the amount of uncertainty that an applicant would experience. It would also provide the newly seated Aldermen the opportunity to have a say in the decision-making.

Alderman Maloney felt that the spreadsheet of search firms that was provided was great. Alderman Mazzuca agreed. Alderman Maloney thought it was easy to read and allowed him to compare the firms. He felt that it would make sense to wait until the elections are over. He also felt that Acting City Manager Hamilton has done a great job so far, but also
felt that the Council owes it to the taxpayers to conduct a search to make sure that the City hires the best person for the job.

Alderman Mazzuca did not feel that it is fair to the next Council to undertake a decision to hire a new City Manager at this time. He agreed that Acting City Manager Hamilton has done an outstanding job in a short period of time. He thought that it would be appropriate to extend Acting City Manager Hamilton’s position an extra six months after the election in order to leave the next Council the ability to make a responsible decision in choosing a City Manager.

Alderman Raspanti does not feel that the City is any further along in this process than they were eight months ago. He does not feel that the fact that there will be a new Council come May is an excuse for not moving forward in this process. Alderman DiPietro disagreed since there is a mayoral election to take place this year as well.

Alderman Maloney agreed that the Council has not been aggressive in this process, but his concern is that they will not get quality candidates if the City starts the process prior to the upcoming election.

Mayor Schmidt stated that a majority of the Council would be back for another term. Four of the Alderman will have had eight months experience with Acting City Manager Hamilton. He felt that the change should be made no later than August or September in order to provide the Council some time before Budget season. He also feels that Acting City Manager Hamilton is doing a great job. He suggested starting the process early enough so that it would be completed no later than September 1, 2013.

Alderman Sweeney felt that the Council needs to give back to Acting City Manager Hamilton. He has done a good job so far and we need to give something back to him. He suggested a contract of some length of time in order to provide the Acting City Manager with some sort of job security.

City Clerk Henneman stated that the City knows what they have in the Acting City Manager Hamilton. There is a lot of uncertainty in other candidates. She agrees with Alderman Sweeney in the need to provide Acting City Manager Hamilton with job security.

Alderman Maloney stated the Acting City Manager knew what he was getting into when he accepted the temporary position. He is not in favor of making a contract offer to the Acting City Manager. Alderman Knight agreed and would be in favor of deferring until a new City Council is in place.

A show of hands vote was taken and the consensus was to defer until a new Council is in place.

VIII. Other City Business

IX. New Business

Alderman Mazzuca stated that Acting City Manager Hamilton’s end date with the City is May 1, 2013, as currently written. He would like the City Council to discuss extending this date. This item will be placed as a discussion item on the next Procedures and Regulations Committee meeting.
Alderman Maloney stated that the Youth Commission is in need of volunteer snow shovelanders. There is a long list of people who are in need of shoveling, but there are only three volunteers to shovel. Anyone interested in volunteering should contact Cheryl Peterson at (847) 318-5200.

Alderman Maloney invited Mayor Schmidt to throw out the first ball at the Dodgeball Tournament on February 2, 2013.

X. Adjournment

Alderman DiPietro made a motion to adjourn. Alderman Sweeney seconded.

The meeting was adjourned at 10:30p.m.