



**MINUTES**

**COMMITTEE OF THE WHOLE MEETING OF THE PARK RIDGE CITY COUNCIL  
FINANCE AND BUDGET, PROCEDURES AND REGULATIONS**

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

**JANUARY, 25, 2016 AT 7:00 P.M.**

**I. Roll Call**

Acting Mayor Maloney called the meeting to order at 7:02 p.m.

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

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

A resident from the South Park area referenced 400 Talcott saying the legislative authority of the Planning & Zoning Commission said that City staff did not have the authority to approve the developer, and that the Planning & Zoning Commission denied the application. She then asked if the City was ready to defend itself against the 400 Talcott appeal. She continued to say that the City needs to follow through and defend the Planning & Zoning Commission. She noted that the citizens are counting on the elected officials.

Acting Mayor Maloney suggested she come to the February 1 City Council meeting since they will be discussing what they will be doing with a possible appeal.

Acting Mayor Maloney then said he would like to address certain controversy and debate around a policy decision made by the Library. He continued to say that there have been rumors that Council is dismissing their responsibility by not removing certain Library Board members. He said that Council is not involved in any other board or commissions aside from appointing members and that he would not remove a member for voting on a policy that they felt was right.

Ald. Knight praised the Library Board for how they handled themselves during the whole policy process. He also said that the rumor that Council wants to knock the Library down is not true.

**III. Finance and Budget**

**A. Action Items**

**1. Reject all bids for "Towing Services PD-FY16-03"**

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

Finance Director Gilmore said that in November 2015 the City issued a bid in which two responses were received, however neither conformed. He added that the expenditure is less than \$2500 so instead of reissuing the bid, they were going to go through a quote process instead.

Ald. Knight asked who the existing towing service is.

City Manager Hamilton said it was Lin-Mar.

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Ald. Mazzuca asked why this was put out to bid in the first place.

Director Gilmore said they wanted to test the market.

Ald. Shubert asked why the two bids were not up to specifications.

Director Gilmore answered that the bids were not consistent with the statement of work.

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

**2. Approve a purchase order increase with AT&T, PO Box 5080, Carol Stream IL, 60197 in the amount of \$14,000.00**

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

Director Gilmore said that a budget transfer was originally done for this and now a purchase order increase was needed to cover the transfer.

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

**3. Approve a purchase order increase with Phillips Edison, 11501 Northlake Drive, Cincinnati, OH in the amount of \$4,456.38**

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

Director Gilmore said that Phillips Edison provides common area maintenance for the Uptown building parking lot. He said that every year they get a true up on the common area maintenance fees and that the true up amount was not included on the original approved purchase order.

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

**4. Approve a FY16 budget amendment to increase Finance Insurance expenditures (100-1031-940800) by \$7,000.00**

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

Director Gilmore said the premiums came out higher than previous years. He said staff will shop for other insurance through our agent.

Ald. Mazzuca asked if they used the same agent every year to shop for insurance.

Director Gilmore said for the past several years they have.

Ald. Knight asked who the agent is.

Director Gilmore said it is Mike Nugent.

City Manager Hamilton added that the City is part of the HELP Pool and that Mike Nugent is the broker for all members of the HELP Pool. He said a different option would be to shop for insurance on our own.

Ald. Moran asked if the City paid a set fee for services.

Director Gilmore answered, yes.

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

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**B. Discussion Items**

**1. TIF Update**

City Manager Hamilton said that it's been two years since the City started re-negotiating the new Inter Governmental Agreements (IGA's) with the other taxing districts. The reason for the re-negotiations is because of differences in the definition of what is new property in the calculation of the TIF. The City has already approved the Park District and school District 64.

Director Gilmore said the proposed annual payment schedule is in the attached memo. The top of the schedule shows the proposed payments, whereas the bottom schedule is based upon the original sharing percentage. He continued to say that if District 207 approves the \$4.8 million payment schedule, then with the "me too" clause both District 64 and the Park District agreements would be affected. If both District 64 and the Park District decide on a payment schedule similar to District 207, then the Net Present Value (NPV) impact to the City would be around \$500,000 in additional TIF payments over the remaining years of the TIF.

Ald. Knight asked if Director Gilmore had a breakdown of both districts.

Director Gilmore gave the breakdown saying that District 64 is the largest of the increase at \$400,000 and the Park District at \$100,000.

Ald. Knight said that right now the districts are paying a percentage. He asked what would happen if they decided to move to a fixed payment schedule through the "me too" clause.

Director Gilmore said that they wouldn't move to a fixed payment.

Ald. Shubert commented that because District 207 was taking less up front, it might cost the City more with the "me too" clause.

City Manager Hamilton explained that it is just a different financing strategy.

Ald. Mazzuca asked if the "me too" clause could be used strategically by leaving it alone when the percentages aren't favorable and to pick back up when they are.

Director Gilmore said that a taxing district couldn't go out of the "me too" when the years aren't favorable.

Ald. Mazzuca asked what the raw dollars of "me too" are.

Director Gilmore said he would have it in the memo for next week.

City Manager Hamilton said that District 207 will potentially have it on their agenda for a vote next Monday at 6:00 p.m., and if they approve it, we will have it on our agenda for approval next week as well.

Ald. Shubert asked what it would take to get the NPV for the "me too" clause to be 0.

Director Gilmore said he would look into that.

**2. Ticket/Citation Collection**

Director Gilmore said they have prepared 1,000 items to go to the Illinois Debt Recovery Program (IDROP), which roughly totals \$200,000.

Ald. Knight asked if the State collects that money by garnishing tax refunds.

Director Gilmore said yes.

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### **3. FY17 Budget – Timeline for Budget Workshops**

City Manager Hamilton said they have drafted a Budget Workshop schedule, however, he noted a small typo in which the option of Tuesday meetings did not get included into the draft. He continued to say that he would like to get a consensus on whether Council would prefer to have the meetings on Tuesdays, Wednesdays, or a combination of the two. He noted that Council would also receive their completed Budget Workshop books with their Council packets on February 12.

## **C. Human Resources**

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

*Teamster (Police):* The City is currently waiting for dates to schedule the arbitration hearing on the Officer Vallejo termination.

*IAFF (Fire):* No report.

*ICOPS (Non-Sworn):* No report.

*FOP (Sergeants):* No report.

*IUOE (Public Works):* The City is waiting to receive dates from Local 150 to resume negotiations, pending receipt of the final written decision from the Illinois Labor Relation Board.

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

No report.

### **3. Staffing Changes**

- The Police Department fired four new Police Officers to fill open positions on December 30. The Officers are Mitchell Stephens, Quentin Richards, Robert Niemiec, and James Novy.
- Efren Solis, E.I.T., Civil Engineer, joined the Public Works Department on January 11.
- Police Commander Robert Hanson retired on January 19, after 28 years of service to the City.
- Mark Miller, Superintendent, will join the Public Works Department on February 9.
- We are currently in the process of receiving applications and/or interviewing for the following positions: Building Official/Administrator (ft), Payroll Specialist (ft), Administrative Assistant (pt), Parking Enforcement Officer (pt), On-Call Inspectors (pt), and School Crossing Guards (pt).

### **4. Pension Update**

City Manager Hamilton said he had City Attorney Simon look at the composition of the Police Pension Fund Board. He said that both the Police and Fire Pension Boards should be made up of two mayoral appointees, two retired appointees, and two active members. The Police Pension Board has two mayoral appointees, two retired appointees, and one active member. He noted that retiree Laura Kappler was still serving as the board's Chair, and so a letter was sent to the Illinois Department of Insurance (IDOI). IDOI's interpretation is that it was okay for her to be on the board, however, staff disagrees with the IDOI. After numerous unanswered notes to the Police Pension Board, Charles Atwell, the Attorney for the Police Pension Fund sent a note to City Manager Hamilton at 2:00 p.m. today saying they were aware of the IDOI's ruling.

Ald. Mazzuca asked why Council was hearing about this now if the letter was sent back in November.

City Manager Hamilton said there have emails sent to Laura Kappler but the emails have not been responded to until this afternoon. At least one Alderman is aware of the letters.

Ald. Moran noted that he has been attending the Police Pension Fund Board meetings and the lack of reply is the reason this hasn't come to us sooner.

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Ald. Knight asked if there was any concern of liability on the part of the City.

City Manager Hamilton there is a difference in motivation of someone who is an active member versus a retired member.

Ald. Mazzuca said that according to the rules Ms. Kappler's term is expired and she should not be serving on the board, even according to IDOI's interpretation.

Ald. Moran explained that they voted to keep her on the board since there was no interest from an active member to replace her. He said that he would be at the Police Pension Fund meeting the next day.

- The Police Pension Board has issued an RFP for Investment Advisor/Consultant Services and are currently soliciting responses.
- The next Police Pension Board quarterly meeting is scheduled for January 26 at 10:00 a.m. in the 2<sup>nd</sup> Floor Conference Room (505 Butler Place).
- The next Fire Pension Board quarterly meeting is scheduled for February 9 at 10:00 a.m. at Fire Station 36 (1000 N. Greenwood Ave).

#### **D. Department Head Report**

No report.

### **IV. Procedures and Regulations**

#### **A. Action Items**

##### **1. Approve an Ordinance amending the liquor code to create a new salon liquor license and to reference a \$100 late fee for renewal applications**

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

Community Preservation & Development Director Testin said this amendment has the same language as the last time it was discussed. However, there's becoming more interest outside salons and now includes barbershops, nail salons, and art classes.

Ald. Shubert asked if the class heading or description should be changed since the interest has become broader than just salons.

Ald. Mazzuca asked Director Testin if that should be discussed tonight, or if the item should come back.

Director Testin said it can be modified unless Council wanted to discuss it further.

Ald. Knight referenced the Village of Richton Park and said they should consider the public accommodation license that doesn't charge since insurance is more of an important control factor than the fee is.

Ald. Knight made a motion to defer. Ald. Moran seconded.

Ald. Shubert suggested a way to recoup the insurance cost of enforcement is to charge a fee.

Ald. Van Roeyen asked if they were going to be in compliance with the BYOB component.

Acting Mayor Maloney said when this comes back that it should encompass everything.

Ald. Mazzuca directed staff to make the amendment have a broader coverage, and to look at the license fee.

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Ald. Knight added that he would like something included on enforcement.

**Motion was deferred to the next P&R meeting, by voice vote, 7-0.**

**2. Approve an Ordinance amending Section 4-14-1, Youth Services Commission Membership**

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

Director Testin said the Youth Commission requested three modifications to their membership in the code. The first is to remove a member from the Teen Center, to add a member from the Library, and to modify the status of a District 207 member to a non-voting member.

Ald. Moran added that this is just a cleanup, and that the Park Ridge Teen Center no longer exists, and District 207 counts towards our quorum, which sometimes creates a problem.

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

**B. Discussion Items**

**1. Discussion of an Ordinance amending the liquor code to modify the “proof of age” restrictions for package liquor sales consistent with state law**

Director Testin said the City Attorney recommended modification to the code so that the code represents the State requirement on proof of age.

Ald. Shubert said that City Attorney Tappendorf pointed this out and it was just something they missed during the initial revision of the liquor code.

Ald. Mazzuca asked for a consensus to move forward with this item.

There was a consensus.

**2. Discussion of an ordinance amending Sections 4 and 5, regarding procedures for zoning applications**

Director Testin said that the Zoning Board of Appeals acts as final decision for Planning & Zoning denials and Appearance Commission denials. He said the amendment to sections 4 and 5 would give Council the final decision and that the Appeals Board would give recommendations for denials to Council.

Ald. Mazzuca asked if there were administrative delays in the preparation of the findings of fact.

Director Testin said yes, that the delays were due to the findings of fact and the minutes having to be approved at the second meeting.

Ald. Moran said that two meetings have been cancelled for lack of a quorum since he's been the ZBA liaison for the past six to seven months. He asked if there was anything in place to finalize the minutes and findings of fact without meeting.

Director Testin said that ZBA would have to wait for the second meeting to approve anything.

Pat Livensparger, 413 Courtland, commented that the vote required to overturn the denial of the ZBA is not listed in the amended sections and should be in there.

Missy Langan, 1924 Canfield, asked Council what the motivation behind changing this policy aside from what occurred with 400 Talcott. Ms. Langan noted that the State Statute allows ZBA to have the final decision. She felt that if Council decided to approve this that it might be viewed to have political overtones.

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Judy Barclay, 524 Courtland, addressed Ald. Moran saying that there has always been a quorum. Ms. Barclay continued to say that in the past this has been done and if Council did this they might be making it political.

A resident from 1223 S. Vine addressed Council to discuss the 400 Talcott project.

Ald. Mazzuca informed the resident that they were not discussing the 400 Talcott project at time.

Ald. Mazzuca asked for consensus to move forward with the item as a discussion item and to have the questions and issues that were raised answered.

Acting Mayor Maloney requested that the City Attorney be present when the item comes back.

Ald. Mazzuca asked for consensus for the item to come back as a discussion item with the City Attorney present.

There was consensus.

**C. Upcoming P&R Items**

**1. Future P&R agenda recommendations**

Ald. Mazzuca said that Fair Housing, as well as the procurement policy has been added for February.

Ald. Moran asked that staff support & training for boards & commission members be moved up to February.

Director Testin said staff has already begun to do that and asked for direction.

Ald. Moran asked for a formalized document for new members.

Ald. Mazzuca asked Director Testin to brief Council on what staff has been doing as far as training.

**V. New Business**

Ald. Knight asked if an agenda item could be put on for withdraw of the appeal for 400 Talcott as well as putting a closed session on the next Council agenda.

**VI. Adjournment**

The meeting adjourned at 9:18 p.m.