



CITY OF PARK RIDGE

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DRAFT MINUTES

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

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

Monday, May 22, 2017 at 7:00 p.m.

I. Roll Call

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, Mazzuca, Melidosian, Wilkening and Mayor Maloney. Ald's. Milissis and Shubert were absent. There was a quorum.

Staff Present: Acting City Manager Joe Gilmore, Acting Finance Director Andrea Lamberg, Community Preservation & Development Director Jim Brown, Public Works Director Wayne Zingsheim, Executive Officer Paul Lisowski, Human Resources Manager Mike Suppan, City Attorney Julie Tappendorf, and Senior Administrative Assistant Julie Zarlenga.

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

None.

III. Mayor's Report

- A. Approve to adjourn to Closed Session after the meeting pursuant to 5 ILCS 120/2(c) (1) – Appointment, employment, compensation, discipline, performance or dismissal of specific employee(s)**
- B. Approve to adjourn to Closed Session after the meeting for the purpose of selecting a person to fill a public office pursuant to 5 ILCS 120/2(c) (3)**
- C. Approve to adjourn to Closed Session after the meeting to approve the minutes of the May 15, 2017 Closed Session Meeting pursuant to 5 ILCS 120/2 (c) (21)**

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

Motioned carried, by roll call vote, 4-0.

IV. Finance and Budget

Ald. Mazzuca said with permission from the Public Works Chairman, he was going to combine the FY18 Budget Amendment for the Bike Path Project with the Purchase order for bike racks, as they are tied together.

A. Action Items

- 1. Approve a one (1) year extension to the contract for Fire Department uniforms to On Time Embroidery, Inc. of Elk Grove Village, IL**

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

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Executive Officer Lisowski said that a few years ago, the City went to bid for uniforms. Last year the vendor did not increase the price, although this year, the vendor had requested a price increase. Procurement Officer McGuire proposed a 1.8% increase, which the vendor has accepted.

Ald. Melidosian asked if there was a consumer price index (CPI) written into the original contract, and if the price was open-ended.

Executive Officer Lisowski said there was a CPI in the original contract, and that the price was to be agreed upon per the CPI, which is what the Procurement Officer did.

Ald. Mazzuca asked why this was not bid out.

Executive Officer Lisowski said that staff was satisfied with their product.

Motion carried, by voice vote, 3-1, (Ald. Mazzuca was the nay vote).

2. A. FY18 Budget Amendment for Bike Path Project

B. Approve a purchase order for bike racks for the Summit Metra Station to F. H. Paschen in the amount of \$11,310.00

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

Public Works Director Zingsheim said that staff is looking to move forward with the first part of the project (a plan refresh), for a budget amendment in the amount of \$8,302.50. The Bike Path Project was already approved by Council at the Budget Workshop meetings. The second part is for the purchase and installation of the bike racks which is something that the Bike Task Force requested.

Jim O'Donnell, Chair of the Bike Task Force, 310 N. Western, said the Bike Task Force was tasked with finding projects for little cost that would benefit the community. After conducting a survey, they found that the Uptown area, which includes the METRA station, is the most desired location to bike to. Two out of three people that currently take the METRA, that do not bike now, said they might bike to the METRA if it was more convenient.

Ald. Moran asked if this project included the overhead canopy that would protect the bike racks from the elements.

Joe De Young, 205 Glen Lake, said the project only includes the bike racks, however, if they chose to add the canopy at a later date, they could do so.

Ald. Melidosian asked if security was part of the plan.

Mr. De Young, said they have not yet looked into security cameras.

Ald. Moran asked if they would be adding capacity by installing the bike racks.

Mr. De Young said they would be increasing the capacity by 40%.

Motion carried, by voice vote, 4-0.

3. Reject all bids received in response to Request for Bid No. FN-FY17-03 for Citation Management Services

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

Acting Finance Director Lamberg said that staff issued an invitation to bid for Parking Citation Processing. Twenty-three firms registered, and seven bids were received. Staff is recommending that all seven bids be rejected and that a new bid event is planned.

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Ald. Moran asked if the bid was confusing. Acting Finance Director Lamberg said that secondary collections was tied to the bid response and that staff wanted the collections piece separate.

Motion carried, by voice vote, 4-0.

4. Approve a purchase order increase for High Excess Liability Pool (HELP)

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

Acting Finance Director Lamberg said the budget and FY18 Blanket Purchase Order list included an estimate of what the member contributions would be for insurance. The member contributions came in higher than what the projections were, which is why a purchase order increase is needed.

Motion carried, by voice vote, 4-0.

5. Approve Prevailing Wage Rate Ordinance for the 2017 Prevailing Wage Rates

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

City Attorney Tappendorf said the Annual Wage Rate Ordinance is required by the State. It has to be passed by June, and filed by July. The rates haven't changed since 2015, however per State statute, it is mandatory that the ordinance be passed.

Mayor Maloney asked what might happen if they failed to pass the ordinance.

City Attorney Tappendorf said there would be penalties if it was not passed.

Motion carried, by roll call vote, 3-1, (Ald. Melidosian was the nay vote).

6. Approve FY17 Year-End Budget Transfers and Amendments

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

Acting Finance Director Lamberg said the year-end budget transfers and entries sometimes caused staff to go over the budgeted amount. The budget transfers and amendments are categorized by fund. This is a common occurrence that happens at the end of the fiscal year, and there may be some additional transfers and amendments needed at a later date.

Ald. Mazzuca commented that it looked like the format was different.

Acting Finance Director Lamberg said she used this format for efficiency, and broke it out by fund for further clarification.

Ald. Mazzuca asked if the \$160,000 increase in police and fire pension payments was an expected increase provided by the actuaries.

Acting Finance Director Lamberg said it was an expected increase.

Motion carried, by voice vote, 4-0.

B. Discussion Items

1. Cook County Minimum Wage and Sick Leave Opt Out

HR Manager Suppan said that the Minimum Wage Ordinance from Cook County would not apply to government, but to school districts and businesses. The Cook County Ordinance would increase

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minimum wage to \$10.00 per hour, with a \$1.00 annual increase. Employers would also have to pay their employees for sick leave. Many municipalities have already chosen to opt out of Cook County's ordinance. A survey was taken by the Park Ridge Chamber of Commerce and the majority was split 50/50 on whether or not to opt out.

City Attorney Tappendorf said that twenty municipalities have opted out. Park Ridge as an employer is exempt, but the school districts aren't exempt since by State law they are not considered local government.

Ald. Melidosian asked if schools would have to abide by the ordinance if the City choose not to opt out.

City Attorney Tappendorf said they would.

Ald. Moran commented that his firm took the survey that the Chamber of Commerce put out, and he noticed that people who didn't own businesses were taking the survey. He said there is no way to accurately tell how many people took the survey who were business owners because there is no way to separate the data.

Ald. Wilkening commented that the market will determine what businesses should pay their employees. While the idea is to not hurt the little guy who the county believes is being underpaid, they are hurting the small business who would not be able to afford to pay their employees the increased hourly rates.

Ald. Mazzuca noted that Council had three emails/letters they received from business owners regarding the Cook County Ordinance. He said staff would upload them to the City's website after the meeting.

Acting City Manager Gilmore said they also received an email from Gail Mountcastle with the Park District before the meeting. She said in her email that she was concerned that if other businesses had to pay a higher rate that they would have to as well.

John Bredemann, Bredemann Chevrolet and Toyota, said he was in favor of the City opting out of Cook County's ordinance. He felt this ordinance would not affect all businesses equally. He said that his dealership provides healthcare, payed vacation, and paid FMLA for up to 12 weeks. If this ordinance passed, he said he would have to eliminate part-time positions, as well as some essential full-time positions, and that increased costs would be passed onto the consumer.

Joan Sandrik, said that while she is not a business owner, she feels it's up to the individual business owners to decide their wages. She wanted to know what would happen to the school districts that are Park Ridge/Niles and if one municipality opts out, and the other does not.

City Attorney Tappendorf said the ordinance says that if a business has multiple locations, they have to follow the rules of which ever their primary location is and whether or not they decide to adopt the ordinance. However, in the case of a school district having multiple locations, she didn't feel that Cook County covered that question in their ordinance.

Paul & Geri Balazs, Vive Therapeutic Massage, 1035 Bonnie Ave, thanked Council for their time. Mr. Balazs said they object to Cook County's ordinance, and believe the State should be in charge of regulating minimum wage. He felt the ordinance was crossing the boundary on what the County should and should not enforce. He said they pay their employees in excess of the minimum wage, but that the mandatory sick time payment would affect them greatly. He said that a 6-7% increase would be a burden for them since they are a small business.

Ms. Balazs said that their retention of employees is excellent, and that the employees are grateful for the time off they are given, even though it's not paid.

Dino Vlahakis, 5 S. Prospect, said that since Chicago is going to \$15 an hour, the business owners from Edison Park will come to Park Ridge.

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Sheila & Fred Duda, Tea Lula, 11 S. Fairview, said they have been open for nine years and have always hired teenagers to help them gain job experience. However, if minimum wage were to increase, she would have to hire employees with more experience. Ms. Duda said she is already paying above minimum wage to keep in competition with the other businesses. She said they would also have to reduce the number of employees, and the fee would be passed to the customers.

There was consensus to opt out of the Cook County ordinance and bring it back as an action item to the Council meeting.

2. Uptown/Summit Parking

Acting City Manager Gilmore said they are getting close, and plan to have the parking study presented to Council at the June 12 Public Works Committee of the Whole meeting.

Ald. Melidosian asked if Council could see a draft of the study.

Acting City Manager Gilmore said they could see a draft on June 7 or 8th.

C. Human Resources

Review/Update on each Union Body, Labor Negotiation(s), Grievance(s):

- The City is preparing for negotiations with ICOPS, scheduled for May 30, 2017.

Review/Update on the Non-Union Body:

- No report.

Staffing Changes:

- We are currently in the process of receiving applications and/or interviewing for the following positions: Administrative Services Supervisor (ft), Plans Examiner/Inspector (pt and on-call), Police Records Technician (pt), and School Crossing Guards (pt).

Pension Update:

- The next Police Pension Board quarterly meeting is scheduled for July 26, 2017 at 10:00 a.m. in the 2nd floor Conference Room at City Hall (505 Butler Place).
- The next Fire Pension Board quarterly meeting is scheduled for August 8, 2017 at 9:00 a.m. at Fire Station 36 (1000 N. Greenwood Avenue).

D. Department Head Report

None.

V. Procedures and Regulations

A. Action Items

B. Discussion Items

1. Discuss Streamlining of City-initiated zoning ordinance amendment process

Community Preservation & Development Director Brown said he added accessory structures and uses, and electric signs to the list as potential zoning amendments.

Ald. Mazzuca asked how Director Brown would make recommendations to the Planning & Zoning Commission.

Director Brown said that the P&Z Commission is looking for direction from a staff liaison, which they haven't received in a while.

Ald. Mazzuca asked if his department was receiving any feedback about signage problems.

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Director Brown said that many of the service stations have to re-apply for sign permits as their signs are not up to code.

Ald. Moran commented that pole signs are also a problem.

Director Brown agreed, but said that electric signs present more of an issue which is why he wanted to tackle them first, but that he would add pole signs to the list.

Ald. Mazzuca said that as the case has been in the past, sometimes the sign issues turn out to be a landlord/tenant issue.

Director Brown said there are sign maintenance rules in our zoning ordinance that we can enforce.

City Attorney Tappendorf said the streamline process was a recommendation from both herself and City Attorney Simon for Council to give input to the P&Z Commission. Right now it could take up to four meetings to get information to P&Z. Their recommendation is to streamline the process where you do not have to wait until a City Council meeting to make a recommendation. She added that consensus could be made at the Committee level of Procedures and Regulations.

There was consensus to move the process of recommendation through P&R first to direct staff.

C. Upcoming P&R Items

1. Potential Procedures & Regulations Agenda Items

Director Brown said that the Murphy Lake item will come back in June, and one year expiration of permits will be discussed at P&Z on May 23 and might go directly to Council.

Ald. Moran said they don't currently recognize Martin Luther King Day as a parking holiday, and could perhaps add that as an amendment onto the list. Term lengths and limits on commissions and committees is something he would like to see be more consistent. He said he would also like to add an item to the list of removing the elected Clerk position. He said he spoke with City Clerk Henneman about it and he felt the position is more administrative in nature and did not want to waste tax payer dollars on a position that is mostly run by staff. He wanted to see this as a discussion item at a future Committee of the Whole meeting and wanted input from legal to look into a referendum.

Mayor Maloney said it would be helpful if City Clerk Henneman were there when the discussion took place.

D. Department Head Report

1. CP&D Activity Report for the month of April 2017

Director Brown said they had one staff member leave, John Scalfani. He also said that due to heavy rains the department has been receiving a lot of phone calls and complaints from flooded construction sites.

IV. New Business

None.

VII. Closed Session

A. Approve to adjourn to Closed Session after the meeting pursuant to 5 ILCS 120/2(c) (1) – Appointment, employment, compensation, discipline, performance or dismissal of specific employee(s)

B. Approve to adjourn to Closed Session after the meeting for the purpose of selecting a person to fill a public office pursuant to 5 ILCS 120/2(c) (3)

C. Approve to adjourn to Closed Session after the meeting to approve the minutes of the May 15, 2017 Closed Session Meeting pursuant to 5 ILCS 120/2 (c) (21)

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The meeting adjourned into closed session at 8:34 p.m.

VIII. Open session

The meeting was brought back into open session at 9:00 p.m.

IX. New Business

None.

X. Adjournment

The meeting was adjourned at 9:01 p.m.