



## CITY OF PARK RIDGE

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### MINUTES

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

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

Monday, March 24, 2014 at 7:00 p.m.

#### I. Roll Call

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

City Clerk Henneman read the roll and the following Aldermen indicated their presence at the meeting: Milissis, Smith, Shubert, Knight, Mazzuca and Maloney and Mayor Schmidt. There was a quorum.

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

None.

Mayor Schmidt stated that he and staff met with officials from Union Pacific and METRA who agreed to begin work on reconstructing the area of the Touhy Avenue viaduct which has been crumbling. METRA will pay for the walkway repairs; repair work is expected to take several months to complete.

#### III. Public Works

##### A. Action

1. **Approve the Contract for the 2014 Street Resurfacing Program, Arrow Road Construction Co., 3401 South Busse Road, Mt. Prospect, Illinois 60056, and a FY15 purchase order in the amount of \$1,048,811.81**

Motion by Alderman Maloney, seconded by Alderman Shubert.

Director Zingsheim stated that bids for the 2014 Street Resurfacing Program were opened on March 18. This contract is for the rehabilitation of approximately 4.4 miles of roadway. Two (2) bids were received with the low bid from Arrow Road Construction Co.

As part of the bid process, IDOT places the notice in its bulletin for two weeks, the City placed the legal notice in the paper for two weeks, the bid and legal notice were placed on the City's website, and staff sent 5 invitations to bid to various contractors. The bid package was not available on the website as contractors must be IDOT pre-qualified and the City charges for the plans.

He noted that the FY15 budget amount is \$1,000,000 and the amount over budget would be paid from fund balance. A FY14 budget amendment may be needed as the portion of the work completed before April 30 would be accrued back to FY14.

Alderman Mazzuca reviewed the bid process noting that he had asked staff which firms were mailed invitations to bid, when they were mailed, and how many of the 723 approved IDOT contractors are in the six county area. Director Zingsheim summarized this information.

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Discussion ensued on having the City notify all IDOT pre-qualified bidders by sending out legal notices and placing the bid package online,

Alderman Knight recommended that the use of MFT funds be a separate chapter in the Procurement policy currently being revised.

Alderman Smith suggested the use of project tracking software for purchasing.

**Motion carried, 5-1, by voice vote with Alderman Mazzuca being the nay vote.**

2. **Approve Purchase Order for diesel fuel, Al Warren Oil Co., 7439 West Archer Avenue, Summit, Illinois 60501, in the amount of \$24,434.20**

Motion by Alderman Maloney, seconded by Alderman Mazzuca.

Director Zingsheim stated that staff would be purchasing additional fuel before the end of the fiscal year and may be approximately \$15,000 over budget at year end.

**Motion carried, 6-0, by voice vote.**

3. **Approve Purchase Order Increase for truck parts, Leach Enterprises Inc., 4304 Illinois Route 176, Crystal Lake, Illinois 60014, in the amount of \$1,200.00**

Motion by Alderman Maloney, seconded by Alderman Knight.

**Motion carried, 6-0, by voice vote.**

4. **Approve Purchase Order Increase for auto parts, Golf Mill Ford, 9401 North Milwaukee Avenue, Niles, Illinois 60714, in the amount of \$1,600.00**

Motion by Alderman Maloney, seconded by Alderman Knight.

**Motion carried, 6-0, by voice vote.**

5. **Approve Purchase Order for emergency sewer main repair, DiMeo Brothers, 720 Richards Lane, Elk Grove, Illinois 60007, in the amount of \$6,836.56**

Motion by Alderman Maloney, seconded by Alderman Knight.

Director Zingsheim stated that while televising for the Sewer Lining Program, a small portion of the 15" sewer main on Merrill, north of Cedar, was found to be in such bad condition that it could not be lined. After City crews exposed the sewer main a good section to reconnect the pipe could not be found. On February 12, DiMeo Brothers of Elk Grove Village, Illinois was called in on an emergency basis and finished the repair with approximately 23' more of pipe. City crews worked with DiMeo Brothers with materials supplied by the City, along with future street repairs. The sewer main is now ready for lining.

**Motion carried, 6-0, by voice vote.**

## **B. Discussion Items**

None.

## **C. Director's Report**

Director Zingsheim stated that the City had received notification that the State of Illinois would be redoing all traffic controllers in Park Ridge with new control heads, LED lights and backup batteries with work beginning in June 2014. IDOT will be paying \$937,734.40, with the City match being \$28,789.10. The City may use MFT funds for its share. This item needs to be placed in the FY15 budget.

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Alderman Maloney stated that he attended the Park District Board meeting on March 20, 2014 and updated them on the Northwest Park project, noting that they were anxious to hear CBBEL's proposal for the park.

Director Zingsheim stated that the City had heard from MWRD that they were currently working on an agreement.

Alderman Milissis asked staff for an update on how the Village of Bartlett had received its FEMA grant.

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

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

- 1. Approve modifications to Article 2 Chapter 5: Corporate Seal, Emblems and Policies; Ethics Provisions and place on the April 7, 2014 City Council agenda for first reading**  
Motion by Alderman Shubert, seconded by Alderman Milissis.

Alderman Mazzuca recused himself.

City Attorney Hill detailed proposed modifications to the City's Ethics Code, noting that 2-5-8 had been revised regarding the filing and processing of a complaint.

Discussion ensued on the review of the complaint, response, and Independent Review.

Mayor Schmidt recommended adding a layer for City Council response if the City Attorney, City Manager or the Mayor felt there was no violation. By adding a majority vote of the City Council as a check and balance, the complaint could be moved forward but not blocked.

Alderman Milissis moved to amend the motion to include the City Council as a secondary review after the City Attorney, City Manager and the Mayor have reviewed the complaint, seconded by Alderman Knight.

**Motion to amend carried, 4-1, by voice vote with Alderman Smith being the nay vote.**

Discussion ensued on if the complaint is reviewed by the City Council that it will be discussed in an open meeting.

**Motion carried, 4-1, by voice vote with Alderman Smith being the nay vote.**

- 2. Approve Resolution Authorizing the Delegate and Alternate Delegate to the NIPSTA Board of Directors**  
Motion by Alderman Mazzuca, seconded by Alderman Knight.

Chief Zywanski stated that as the Police Department is no longer a member of NIPSTA, a new Alternate Delegate to the Board of Directors needed to be authorized and recommended that it be changed to the Deputy Fire Chief.

**Motion carried, 6-0, by voice vote.**

- 3. Approve modifications to Article 15, General Powers and Duties, and Article 19, Signs and Canopies, and place on the April 7, 2014 City Council Agenda**  
Motion by Alderman Mazzuca, seconded by Alderman Shubert.

Director Testin stated that as part of the sign ordinance text amendment, staff identified other areas of the Municipal Code that would need to be changed for consistency. He detailed the proposed changes to Articles 15 and 19.

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**Motion carried, 6-0, by voice vote.**

**4. Approve Ordinance creating re-inspection fees and place on the April 7, 2014 City Council Agenda**

Motion by Alderman Mazzuca, seconded by Alderman Shubert.

Director Testin stated that in order to add re-inspection charges, a fee structure need to be added to Article 20 "Administrative Procedure", Chapter 10 "Inspection Fees" for building permit inspections and Article 12 "Businesses and Occupations", Chapter 2 "Commercial Buildings" for health inspections.

**Motion carried, 6-0, by voice vote.**

**B. Discussion Items**

**1. Procurement**

City Manager Hamilton updated the Council on the status of the Procurement review:

- Established an internal review team
- Summarized specific outcomes for the project
- Currently working on benchmarking, staff comments, and reviewing the 3P Manual

He stated that drafts would be brought to the May Procedures and Regulations meeting for possible action. He noted that interviews would be beginning soon for the Purchasing Agent position.

**2. Coyotes**

Director Testin stated that the City had received a complaint on a coyote problem on Merrill Street. He updated the Committee on coyote control, noting that the Community Preservation and Development Department has received only one complaint from the Merrill area, receives three or four calls a year for information on coyotes, and know of no pets being lost to coyotes.

Lloyd Godfrey, 1318 Elliott, commented on coyotes in his area.

Staff was directed to place coyote information on the City website and to make paper copies available.

**3. Illinois Policy Institute Sunshine Award**

City Manager Hamilton stated that the City of Park Ridge had received the Illinois Policy Institute's Sunshine Award which recognizes online government transparency and had received an 86% rating. He anticipates a higher rating once the FY13 audit has been completed, noting that it is a work in progress.

Alderman Mazzuca stated that the City needed to be more transparent on taxes, auditing, compensations and contracts.

Aldermen Milissis and Shubert congratulated staff on this award.

Mayor Schmidt asked for a memorandum from the City Manager on outstanding items and how the gap will be closed.

Alderman Mazzuca asked when the Council, as part of the review process, wanted City Manager Hamilton's self-evaluation. It was decided the self-evaluation would be due in May 2014.

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**V. Finance and Budget**

**A. Action Items**

- 1. Approve Bid award for concrete replacement for the Fire Training Tower to Marvel Construction Company, 5150 N. Pittsburgh Avenue, Norridge, Illinois 60706, and purchase order in the amount of \$23,625.00**

Motion by Alderman Knight, seconded by Alderman Shubert.

Chief Zywanski stated that the Fire Department was awarded a \$40,000 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO), for repairs to the Fire Department Training Tower, located at Fire Station 36, and covers the following repairs: structural analysis, electrical repairs, materials/labor, plumbing repairs, and concrete replacement.

Public Works staff assisted in developing the bid package for the concrete work. As part of the bid process, the City placed the legal notice in the paper for two weeks and the bid package and legal notice were placed on the City's website. A total of fourteen vendors registered on the website and six (6) bids were received. The lowest, responsive, responsible bidder is Marvel Construction of Norridge, Illinois. The low bid exceeds the line item amount budgeted in the Grant by \$3,645. Staff has applied to DCEO for a grant modification in order to use the savings in the other four items to make up the difference in the concrete work.

Alderman Mazzuca questioned the bid process.

**Motion carried, 6-0, by roll call vote.**

- 2. Approve the Purchase Order for Nationwide Retirement Solutions, PO Box 182797 Columbus, Ohio 43218 in the amount of \$57,998.53 and a budget transfer in the amount of \$27,853.53**

Motion by Alderman Knight, seconded by Alderman Maloney.

Director Oliven detailed the IAFF Local 2697 contract as it pertains to Post Employment Health Plan (PHEP) contributions. A budget transfer of \$27,853.53 from Regular Salaries is needed to cover the difference in FY14 PHEP contributions.

**Motion carried, 6-0, by roll call vote.**

**B. Department Head Report**

Director Oliven gave an update on the FY13 audit, noting that it was on task with a tight plan. The auditors will be here in two weeks.

Alderman Knight asked that this be placed as a standing item on the Finance COW agenda.

Director Oliven stated that a new Moody's rating would soon be released, probably by the April COW meeting. He stated that it was very possible that the City will be downgraded from a negative watch.

**C. Human Resources**

- 1. Review / update on each Union body, labor negation(s), grievance(s)**

City Manager Hamilton summarized the status of each Union as follows:

- Local 150 – Mayor Schmidt vetoed the contract with veto reconsideration, if called, deferred to April 7. There are currently two ULPs pending. He updated the Council on the status of the May 6 and 7 subpoenas.
- ICOPS – Awaiting the wage and insurance openers from the Union. After review, they will be brought to the Council for discussion before negotiations begin.

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- Fire – The contract is up April 30. The City is reviewing the IAFF proposal and is putting together a list of negotiation items at which time it will be brought to the Council for discussion before negotiations begin.
- Police – have filed a petition asking that the Teamsters be their official bargaining representative.
- Sergeants – no outstanding issues.

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

None.

**3. Staffing Changes / Update**

City Manager Hamilton gave an update on the SAFER grant and the Purchasing Agent interviews.

**D. FY15 Budget Discussion Items**

**1. Economic Development Coordinator proposal**

City Manager Hamilton stated that the salary for this position is estimated at \$95,587 plus approximately \$20,000 in benefits.

Discussion ensued on the primary goals of this position, measuring and evaluating the success rate of this position, the development of a City strategy, additional costs involved in developing and implementing this strategy, and the need for a full time versus part time position.

Missy Langan, 1924 Canfield, questioned the need for this position, noting that there essential areas that could use these funds that would benefit the residents.

Judy Barclay, 524 Courtland, commented on the history of the Economic Development coordinator.

Alderman Smith recommended the re-establishment of an EDC group.

Consensus was reached, 2/4, to not establish a full time Economic Development position in FY15, with Aldermen Shubert and Milissis being in favor.

City Manager Hamilton stated that there would be a budget scorecard adjustment reflecting the change.

**2. FY14 to FY15 Carryover**

Director Oliven detailed the FY14 to FY15 carryover, stating that these are reflected in the fund balance scorecard. He noted a new city-wide internal control procedure had been established so that funds could not be double spent. Specifically, if necessary, a FY15 budget amendment reducing any carryover monies spent in FY14 would be sent to Council for approval.

**3. FY16 and FY 17 Projections**

Director Oliven detailed the general assumptions used to forecast the FY16 and FY17 fund projections noting the following:

- IMRF tax levy will be restored almost to the FY12 levy.
- \$100,000 General Fund contribution to the internal service funds.
- The General Fund levy is projected to be in the double digits as it had in the past.
- It is likely that the Uptown TIF Advance to the General Fund will be written off as part of the FY13 audit. As a result, the Unassigned Fund Balance should be looked at closely instead of the Fund Balance that had been the prior practice.
- The Uptown TIF has backend loaded debt payments that are escalating approximately \$400,000 per year to the debt in six of the next eight years. The total accumulated cost over revenues of the Uptown TIF is projected to become \$37.3 million, but with assuming no refinancing, EAV recovery, or intergovernmental payment changes.

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- The Parking Fund has been running at a deficit for a number of years. Director Oliven stated that an increase in rates had been contemplated in the FY14 budget process, but no increase had passed. Alderman Knight directed staff to place parking rates on a future Finance COW agenda for discussion. Director Zingsheim stated that staff will be coming to Committee for a purchase order increase to finish the current Summit streetscape project.

Director Van De Carr stated that even with budget cuts, the Library would be deficit spending into FY15. Without an increase in the tax levy, future cuts in staffing, materials and services will be necessary. In addition, there are significant capital expenditures in the next two years. She detailed possible new revenue sources.

Mayor Schmidt noted that there have been budget cuts in Police and Public Works, not just the Library. He asked if the Library Board had considered going for a referendum for a property tax levy increase. Director Van De Carr responded the Library Board had been discussing this option and what it would entail.

#### **4. December 2014 Tax Levy Forecast**

Director Oliven detailed the forecasted December 2014 tax levy with a tax rate of 1.295%, which is an increase of 16.38%, an average increase of \$177 annually for the typical household, and is based on the forecasted FY16 budget. He noted that, unfortunately, the levy rate budget projection has to be calculated every year using the prior year's EAV. He noted that the EAV will change every year around June and that this is the year of the tri-annual assessment. He stated that, given the rising Uptown TIF costs, he did not see the same room for cutting the projection as in prior years. He stated that capital projects are the only area in FY16 where there may be some room for change as the debt service is firm.

Alderman Knight noted that the final FY15 Budget would be presented to the Finance COW for approval on March 31, but that it can be amended at that time as well as on April 21 when it is presented at the City Council meeting.

#### **VI. Other City Business**

None.

#### **VII. New Business**

None.

#### **VIII. Adjournment**

The meeting was adjourned at 10:45 p.m.