

COMMITTEE OF THE WHOLE MEETING

MONDAY, FEBRUARY 07, 2022
6:48 PM

Mayor Rockingham, Jr., called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy, January

Absent: None

I. DISCUSSION OF BIG BROTHERS BIG SISTERS:

Representative was not available at the time of beginning the meeting.

Alderman Allen moved, seconded by Alderman Mayfield that Committee of the Whole stand adjourned.

ROLL CALL:

Ayes Jackson, Mayfield, Evans, Allen, Smith, Murphy, January

Nays: None

Absent: None

The meeting adjourned at 6:50 p.m.

FINANCE/AUDIT COMMITTEE MEETING

MONDAY, FEBRUARY 07, 2022
6:50 PM

Alderman Mayfield called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy, January

Absent: None

I. DISCUSSION OF PROPERTY TAX ABATEMENTS:

Interim Comptroller, Michael Peterson explained the timeline for approval. Budget Goals: address Police/Fire Deficits (liabilities), repair Bond Credit Rating and increase sustainable annual revenues into the General Fund. The Debt Service this year is **\$1.1 mil** with the **4.9% (\$500,001)** tax increase. The Tax Levy Debt Service in the current Levy not being abated is \$1.1 mil for **2007B** and **2007C** Bonds.

The proposed 2021 tax levy abatements: **2007A; \$301,600, 2014A; \$1,076,400, 2014B; \$280,400** (Water Fund Bond).

II. DISCUSSION OF FINANCIAL SOFTWARE:

Mr. Peterson explained the Tyler Modules total cost of **\$501,808** if program was retained. He proposed a switch from Tyler to BSA software and spoke with attorney for possible refund from Tyler (initial software charge **\$157,510**). He explained that when BS&A Software was introduced previously, staff's opinion was for BS&A not Tyler; the previous Comptroller suggested Tyler (approved by Council). BS&A proposal was a total of **\$141,645** plus **\$15,470** travel and **\$8,100** annual hosting fee. He gave a list of local communities that use the BS&A Software.

Chief of Staff, Dave Kilbane added that currently was unable to fully utilize for approximately **2-3** more years. Mr. Peterson explained both timelines. Mr. Kilbane anticipated a refund and services would be available by end of year.

Alderman Evans questioned clarification of the cost; to date, the city had lost **\$100,000+** and asked if someone was hired to train for the Tyler financial software. Mr. Peterson said there was not, the temporary working on Tyler was implementing accounts and nothing was lost with paying her.

Alderman Jackson stated that the City should not continue to spend money on Tyler. He asked if the City needed to bid out for the software; Mr. Peterson stated already bid out prior **(3)** and didn't suggest re-bidding.

Alderman Evans suggested **(3)** bids; Mr. Peterson explained that it would prolong implementation and services. Alderman Mayfield requested Assistant Comptroller Tawanda Joyner to speak on behalf of staff's opinion. Ms. Joyner explained the process of testing the prior **3** proposals and Tyler didn't appear to be the best fit at the time; BS&A was user friendly for staff and residents.

Alderman Smith asked if the current system could be updated; Ms. Joyner said the system was up to date and was purchased approximately **1997**. There was not much automation and unfamiliar with any other community using the current system.

Mr. Kilbane strongly suggested BS&A for its flexibility, the number of users currently and user friendliness (staff and resident). Alderman Allen suggested moving forward with BS&A and make sure it was final.

Mayor Rockingham agreed implementation should be final by end of year with BS&A. Alderman Evans asked if there was a guaranteed reimbursement; Mr. Peterson said no but Attorney Simon explained that it was based on implementation and nothing had been implemented.

Alderman January agreed with looking to Attorneys for legal direction concerning bids. This is the 3rd unused expensive software. Need automation to benefit the citizens. Attorney Welch explained that typically this type of service did not require bid but noted he was not aware of the current ordinance. He would defer to his firm partners.

Alderman Evans suggested bidding or comparison shopping. Attorney Welch explained they would be proposals not bids.

III. DISCUSSION/PRESENTATION BY INTERDEV IT/GOV TC AND RECOMMENDATION TO PROCEED WITH THE OBTAINING OF PROPOSALS FOR IT SERVICES:

Alderman January left at 8:25 p.m.

Mr. Kilbane explained that IT Services had expired. Trying to obtain proposals, companies would like to do an assessment of the City's system. Impact and InterDev IT/GOV TC would like to seek assessment in order to submit a formal proposal. Impact had lowered their assessment fee.

Nino Spuria Regional Director of Government Services of InterDev IT introduced company. Over 40+ years of government experience; IT support and security. Most clients in southeast and Midwest. He said there may be a consortium to join (GovIT). The assessment would determine what model of IT to use; 24/7 support provided by email, phone, support and remotely.

There was an array of services and specialties; the security division only does security accordingly Alderman Allen clarified the assessment costs. Gary Nichols Chief Executive Officer explained that the cost was reduced for the possible consortium; review of current equipment. The consortium would have specific requirements. Alderman Allen questioned on-site; Mr. Nichols said depends on model used.

Alderman Allen questioned on-site travel time for repairs and service; Mr. Spuria said less than an hour. Alderman Evans clarified local communities that use their services. Mr. Spuria noted that onsite presence would be during high impact user times.

Alderman Jackson asked the number of employees; Mr. Nichols said 85. Alderman Allen asked his recommendation of Tyler or BS&A software. Mr. Nichols said there were clients with both systems but felt that BS&A was most beneficial based on size of the community; Tyler was too big for the need in North Chicago.

Mr. Nichols explained the consortium fee is one set fee. A separate assessment would be accepted and utilized in addition to their minimal additions. Jane Braithwaite explained further that the assessment would be done for the consortium and a separate performed by InterDev. If the RFP was approved there would automatically be given an assessment.

Alderman Evans asked why there was another assessment if the City already has an IT company in place. Mr. Kilbane reiterated that the contract had expired (2) years. Three proposals were needed; this type of service there is more specialty in the bigger companies and there is possibility of a consortium. Well worth the audit of the system.

Mayor Rockingham agreed with the assessment. He asked how long the City had to contract with InterDev before the consortium; Mr. Nichols said there was no time frame. Ms. Braithwaite added that InterDev was the IT company for the consortium.

Alderman Allen moved, seconded by Alderman Jackson that Finance/Audit Committee Meeting stand adjourned.

ROLL CALL:

Ayes Jackson, Mayfield, Evans, Allen, Smith, Murphy

Nays: None

Absent: January

The meeting adjourned at 8:46 p.m.

ECONOMIC DEVELOPMENT/PLANNING/ZONING COMMITTEE MEETING

**MONDAY, FEBRUARY 07, 2022
8:47 PM**

Alderman Smith called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy
Absent: January

I. DISCUSSION/REVIEW OF COVID-19 TESTING FACILITIES UPDATE:

City Planner Nimrod Warda said there was (1) operational COVID-19 testing pod; **1251** Skokie Highway previously closed; **1492** Lewis Avenue site has a legitimate license now and is at testing pod. Pods are not cohesive to usual temporary uses issued by the City. He asked opinion if there was a need to continue with using pods or using vacant store fronts. There was another applicant for a pod; the demand was not as urgent. Felt that the pods served its purpose and should move toward a more traditional use facility.

Alderman Allen agreed that there should only be one for now. Mr. Warda felt there was not a need for many with indoor facilities either but would agree with it being more formal. Alderman Smith concurred. He asked that **1492** Lewis car advertisement be removed; Mr. Warda said the car was still there and the advertisement would be moved to a ground banner.

II. DISCUSSION OF PAST CDBG/HOME REHAB LOANS – PARTIAL RELEASES:

Mr. Warda explained organization of CDBG. Services were offered to homeowners to fix properties with 0% interest loans. There was not enough interest in the program previously; has been better with **100%** forgivable loan with longer term (**10** years). The previous wording was not clear. One of the 2 applicants during this time now needs to be released. Asked for permission to assist in the relief/release of the loan.

Alderman Jackson felt that it be corrected; he asked if the loans were done now. Mr. Warda said still **50%** was due if sold and have already passed the 10 year minimum timeframe for 0%. Alderman Jackson asked the amount of participants; Mr. Warda maybe 12 with 50% forgivable. Alderman Allen and Smith agreed with making the correction and moving forward. Mr. Warda has drafted the releases with legal attorney authority.

III. DISCUSSION OF JANITORIAL SERVICES CONTRACT:

Economic Development Director Victor Barrera explained was seeking janitorial companies for its services contract. Services were over **\$20,000**; cleaning of City Hall, Police Department, North Chicago Train Station, Water Treatment Plant and Public Works.

Alderman Jackson clarified there was to be a solicitation of bids; Mr. Barrera said there was and that there would be a bid packet provided. Alderman January asked if the previous company cost was **\$100,000**; Mr. Barrera said it was **\$70,000**.

IV. DISCUSSION OF CITY-OWNED PROPERTY & SCATTER SITES LANDSCAPING CONTRACT:

Mr. Barrera said that Platinum and Tristate Landscaping contracts were set to expire and over **\$20,000**. Would like to get bids for all services in order to get a better bid. Alderman Allen asked if there were

going to be bids sought; Mr. Barrera said yes, April 15 was the date of expiration. Mayor Rockingham clarified how advertise to bid (as one complete service or separate the services); Mr. Barrera agreed. Mayor Rockingham suggested the bid be for separate services. Alderman Jackson agreed with separate. Alderman Smith strongly suggested that the landscaper can handle the workload.

Mayor Rockingham asked if there were going to be specifics as to when cutting would take place and not open to when they want to cut. Mr. Barrera was going to be revise the previous bid packet to be more specific because properties are to be lien.

V. PENDING MATTERS:

Alderman Allen moved, seconded by Alderman Murphy that Economic Development/Planning/Zoning Committee Meeting stand adjourned.

ROLL CALL:

Ayes Jackson, Mayfield, Evans, Allen, Smith, Murphy

Nays: None

Absent: January

The meeting adjourned at 9:22 p.m.

PUBLIC WORKS COMMITTEE MEETING

**MONDAY, FEBRUARY 07, 2022
9:22 PM**

Alderman Allen called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy

Absent: January

I. DISCUSSION/REVIEW/PRESENTATION OF OPERATIONAL TECHNICAL ASSISTANCE PROPOSALS FOR WATER TREATMENT PLANT:

Chief of Staff David Kilbane explained he did an assessment of the Water Plant. There were only 6 staff members and there was over **(800)** hours of overtime due to lack of staffing. At risk of some of those retiring and there was no procedure in place for replacement. Not much leadership or guidance provided to the staff.

Mr. Kilbane would like to get the Water Plant back on track. Looking for operational assistance to the staff; would like to find additional operators. Would approach previous employees and offer them to come back. Would like to start a feeder program with North Chicago High School; offer internship and a 2-year program for possible Class C classification.

Two proposal: 1.) 6 month operational assistance to existing staff (**\$173k**) 2.) Robust Approach – 2 year program which is more expensive (**\$1.1 mil**)

Peter Kolb of Applied Technologies Inc. and Mike Grinnell of Gewalt Hamilton. Mr Kolb would do assessment of equipment and operations. There were currently **5** operators and 1 meter reader; 3 daily shifts covered. There was no maintenance or electricians for equipment. Staffing had no room for vacation time or sick time.

Mr. Grinnell said the safety of staff was at risk; lack of lighting, paint falling, no maintenance program. Filtering working pretty well can use SCADA to assist. Prioritizing in maintenance to move valves and get plant more sufficient.

Mr. Kolb explained proposal of 6 months; staffing, maintenance and assist with recruiting employees, weekly updates, budgetary cost estimates, etc. and assist current staff. Provide a plan on how to move forward. Time and material fees not to exceed **\$173,480**. The contract does not manage or supervise any staff but will assist only; no repairs will be done.

Alderman Evans clarified the cost and specialty. Mr. Kolb gave his credentials; Water Plant developers. Mr. Grinnell gave credentials; civil engineer and maintenance specialist. Long term maintenance plans. Alderman Evans doesn't want another mistake and concerned with who will be at the Water Plant.

Alderman Evans for referenced communities; Mr. Kolb and Mr. Grinnell listed cities. Alderman Allen asked electrical work 280 hours; Mr. Grinnell said it would take more evaluation once things are opened and reviewed. Alderman Evans what the City was getting for **\$173k**. Mr. Kolb explained 4 persons at 40 hours/wk.; assessment of plant to give plan for repairs, upgrades and staffing. Mr. Grinnell said safety would be at the forefront for the current staff.

Alderman Allen asked Chief of Staff for clarification. Mr. Kilbane explained the physical structure needs some attention; if one person gone a shift and half is lost; **75%** of lights were out. No

sustainability. City Engineer Steve Cieslica agreed a lot of work and staff was needed. Mr. Kilbane said adequate staffing was much needed in case of retirement or otherwise; reduce overtime.

Alderman Jackson expressed that taking care Water Plant was necessary and supported contracting for 6 months. Alderman Evans reiterated the specifics for **\$173k** was excessive considering they were not going to repair anything. Alderman Allen felt there was not a need to focus on electrical; have someone come in to fix them. Mr. Kolb said it was more specific than lighting.

Mayor Rockingham said at the same time of assessment there will be action to get more staff. Alderman Allen asked if there was interest from Street employees to work at the Water Plant; Mr. Kilbane had been in discussion with Tommy Johnson (Street) and Clifford Young (Water).

II. DISCUSSION OF 1.2 ACRES OF LAND FOR SALE – PIN #08-32-224-001 IN THE AMOUNT OF \$35,000 (FOR STORMWATER MANAGEMENT FACILITIES):

Alderman Allen said that property owner approached him about property that he was willing to sell to the City and asked if it could be considered. Mayor Rockingham explained that he spoke to the owner and it was continuous with Foss Park and would see if the water tower could be considered there.

III. DISCUSSION/REVIEW OF ANNUAL SERVICE CONTRACT FOR HACH COMPANY IN AMOUNT NOT TO EXCEED \$32,404:

Mr. Cieslica explained it was annual contract for operations and maintenance of equipment.

IV. DISCUSSION/REVIEW FOR AUTHORIZATION TO PUBLICLY ADVERTISE FOR BID FY23 STREETLIGHT MAINTENANCE:

Mr. Cieslica said there was going to be bidding for FY23 Streetlighting

V. DISCUSSION FOR AUTHORIZATION TO PUBLICLY ADVERTISE FOR BID FY23 SEWER CLEANING AND TELEVISING SERVICES:

Mr. Cieslica said there was going to be bidding for FY23 Sewer Cleaning and Televising Services

VI. DISCUSSION FOR AUTHORIATION TO INCREASE THE CONTRCT VALUE FOR OLMOS LANDSCAPING FOR SNOW AND ICE REMOVAL TO AMOUNT NOT TO EXCEED \$65,000 FOR THE 2021-2022 SEASON:

Mr. Cieslica explained that there was additional cost that was not included and needed to make this additional. The goal is review and re-advertise for the next season.

VII. DISCUSSION OF SNOW REMOVAL DONATION – SHIELDS TOWNSHIP:

Alderman Evans requested donations from aldermen to Shields Township (Wards 3, 4, 5, 6, 7). The Mayor has donated **\$500** from his fund and requesting **\$500** from aldermen fund. Alderman Jackson asked if were personal expenses or aldermanic; Alderman Evans said it was up to aldermen. Alderman Jackson said it did not affect his ward and if personal would agree. Alderman Smith thought it was good to do these things for the seniors and our City.

Alderman Mayfield moved, seconded by Alderman Jackson that Public Works Committee Meeting stand adjourned.

ROLL CALL:

Ayes Jackson, Mayfield, Evans, Allen, Smith, Murphy

Nays: None

Absent: January

The meeting adjourned at 10:32 p.m.

**PUBLIC SAFETY
COMMITTEE MEETING**

**MONDAY, FEBRUARY 07, 2022
10:33 PM**

Alderman Evans called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy

Absent: January

I. DISCUSSION OF QUICKET SOLUTIONS CONTRACT RENEWAL:

Lazaro Perez, Police Chief explained requesting a 4-year contract extension for Quicket Solutions for writing tickets and accident reports.

Alderman Allen questioned clarification if collection of unpaid tickets were part of this; Chief Perez said it was not and would introduce at a later date.

This will be placed on the next **Council Agenda, February 18, 2022.**

II. DISCUSSION FOR MISCELLANEOUS OF THE INTERGOVERNMENTAL AGREEMENT REGARDING REGIONAL 9-1-1 CONSOLIDATION TO EXTEND ITS TERM TWO YEARS

Fire Chief John Umek explained items were to extend the original agreements for 2 more years and recommends/agrees with further review of 9-1-1 Consolidation Dispatch Center Study.

Alderman Allen moved, seconded by Alderman Jackson that Public Safety Committee stand adjourned.

ROLL CALL:

Ayes Jackson, Mayfield, Evans, Allen, Smith, Murphy

Nays: None

Absent: January

The meeting adjourned at 10:36 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

**MONDAY, FEBRUARY 07, 2022
10:36 P.M.**

Alderman Murphy called the meeting to order.

Present: Jackson, Mayfield, Evans, Allen, Smith, Murphy

Absent: January

**I. EXECUTIVE SESSION 5 ILCS 120 AND 120 2 (C)(12) – ESTABLISHMENT OF RESERVES
OR SETTLEMENT OF CLAIMS:**

Alderman Jackson moved seconded by Alderman Mayfield that Human Resources Committee Meeting Suspend at **10:37 p.m.** to Executive Session 5 ILCS 120 2 (C)(12) – Establishment of Reserves or Settlement of Claims.

ROLL CALL:

Ayes: Jackson, Mayfield, Evans, Allen, Murphy

Nays: None

Absent: Smith, January

Alderman Jackson moved, seconded by Alderman Allen to Resume Human Resources Committee Meeting at **11:02 p.m.**

MOTION CARRIED BY VOICE VOTE

Alderman January was absent.

Alderman Mayfield moved, seconded by Alderman Jackson that Human Resources stand adjourned.

MOTION CARRIED BY VOICE VOTE

Alderman January was absent

The meeting adjourned at 11:02 p.m.