

ECONOMIC DEVELOPMENT/PLANNING/ZONING COMMITTEE MEETING

**MONDAY, AUGUST 15, 2022
7:26 PM**

Alderman Mayfield called the Finance/Audit Committee Meeting to order.

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

Absent: None

I. DISCUSSION – ECONOMIC DEVELOPMENT/PLANNING/ZONING DEPARTMENT MONTHLY REPORT:

Victor Barrera, Economic & Community Development Director explained the monthly report. The city canopy in the back building parking lot was removed due to safety conditions. Chris Chirikos, Facility Manager was working on getting cost for train station renovation which could possibly trigger the sprinkler system. Mr. Barrera stated would follow up with him on the outcome. Mr. Chirikos was working with the City Engineer, Steve Cieslica and Interim Comptroller, Mike Peterson with a Capitol Facilities Replacement/Improvement Plan and would share the plan within few months; there were **90** invoices received for grass cutting currently; **85%** complete detailed with protocol with grass-cuts and complete; once flow chart was finished would share with council members; there was short-term changes with permit; plans managed by SAFEbuilt and a vast improvement with a different process by the clerk's provision.

Alderman Allen questioned time limit for permits; Mr. Barrera explained that the permit is issued within **24** hrs. Once the contractor was licensed in the City. The goal is to be issued "on the spot." If an emergency. The applications were also available online.

Alderman Smith questioned protocol if no penalties following the issue; Mr. Barrera stated would try to be reasonable

Alderman Evans asked if any new open businesses in the City; Mr. Barrera explained there were no new to be added and included in last monthly report and no new in this report. Alderman Evans questioned new residents coming soon; Mr. Barrera explained the level of construction activity with the City. Ricky Rockets had ComEd and acquiring easement issues, and they submitted the permit for final engineering plan.

Mr. Barrera stated will be adopting of **2021** building Code and goal by end of year. He requested various scheduled days that will be provided only for Committee discussion.

He was reviewing industrial corridor for construction south of MLK Dr. and Foss Park (Possible TIF) that he received preliminary interest. Working on a Comprehensive Plan with goal to award contract by calendar year.

Alderman Allen asked Burger King Status; Mr. Barrera clarified only the drive-up was open.

II. DISCUSSION OF EMCO PARKING LOT LEASE AGREEMENT:

Mr. Barrera explained that EMCO had an employee parking issue. If a redevelopment plan that included the parcel, the City would provide a 90-day notice. EMCO was responsible for maintenance and alterations of the property proposal required city approval. If any lease violations occurred with term, the Economic & Community Development was responsible for provisions of a notice.

III. DISCUSSION OF 1016 WADSWORTH AVE. LEASE AGREEMENT:

The adjacent owner, Mr. Ramon Cabrerra expressed interest in the property at **1016** Wadsworth Ave. (Vacant Property) in the interim of selling the home. There was no current interest from the City to retain the property.

The City was able to lease it to him for **(5)** years at **\$10** annually with intention of purchasing a single-family home. Mr. Cabrerra had the 1st right of refusal and if unable to construct, the City could proceed with another interested party and work out the transaction details.

Alderman Jackson questioned low amount annually of **\$10** and questioned if previously offered; Mr. Barrera agreed it was a low dollar amount though explained it would be less of a city burden; fencing off the property only for his children. He was open to another number if chosen.

Alderman Evans questioned if the City would be renting parking lots at this time; Mr. Barrera clarified it was a proposal discussion and that EMCO addressed the City with the parking issue and thought it would be a “win win” situation. Secondly, the adjacent owner had been maintaining the property for a lengthy time yet unable to purchase it.

Alderman Jackson asked if it was easier to sell the appraised property of **\$9,000**; Attorney Simon chimed in that the neighbor was not prepared to purchase the property and included not meeting all goals.

Alderman Allen questioned clarification of **\$10** annually; Mr. Barrera clarified was city-owned and referenced **1.2 C**. Attorney Simon added that if property was for private purposes it would be taxed, historically would be from **\$1,200-\$1,400 annually**. Mr. Barrera stated had previous discussion.

Alderman Smith provided a scenario of a potential proposal; Mr. Barrera explained the process.

There was a general consensus for the lease of **5-year term; \$10 annually**.

IV. DISCUSSION OF 1741 ELIZABETH AVE. TEMP CONSTRUCTION EASEMENT:

Mr. Barrera explained that **1741** Elizabeth was city owned property that had **(2)** blighted structures; home and garage. It was inadequate room to demo and restore the property and no Plat of Survey. The property’s adjacent owner, City’s (Clear Capitol LLC), was addressed of the issue needing a temporary construction easement due to the inadequate room to demo and restore the property. They understood that the City’s contractor would demo and restore their property at no cost to them per contract.

Alderman Smith requested documented vs. verbal with restoring the property in the contract language; Mr. Barrera stated the expectations were indicated and explained in the bid documents. Mr. Barrera explained that restoration was indicative of Attorney Simon suggested a “before and after” photo the City was utilizing from the neighbor. Alderman Smith questioned other addresses for demo; Mr. Barrera explained address **1426** Greenfield Ave. previous owned by Foss Park. The demo would commence within **45** days after Council approval of the easement. The dust concerns was seasonal and would be handled by the awarded contractor. Mr. Barrera familiarized others of the address.

V. DISCUSSION REY PETITION FOR ZMA B1 TO R3 @ 701 AUDREY NIXON BLVD:

Mr. Barrera explained the current property owner had expressed interest rezoning from a **B1** to **R3** for plans of renovation. There was a unanimous vote at Zoning Board and following council approval, would finalize plans and submit the permits. Would become a single family home.

VI. DISCUSSION FOR GRASS CUT INVOICE FOR 1919 SHERMAN AVE. WAIVER OF FEES:

The Mayor explained the auditors would understand it with council approval for waiver of **\$300** fees. Mr. Brooks, (late husband) of Mrs. Daisy Brooks clarified he generally took care of the household responsibilities. The lawn was maintained by the City while he was hospitalized; the grass was outgrown.

Ms. Brooks stated would follow rules properly moving forward.

The consensus was; Alderman Allen; waive the fees due to Mrs. Brooks illness and loss of her spouse, Alderman Murphy stated her concerns and suggested a one-time waiver understanding the extenuating circumstances, Alderman January; the Brooks were icons in the community, helpful with the seniors and agreed with waivers to be presented to Council for their vote, Alderman Evans; agreed with a waiver if not affordable and The Brooks have been the city support, Alderman Smith suggested providing services to the seniors not able bodied enough for the task, Attorney Simon suggested a City match for their services; someone more able providing senior services.

Alderman Allen moved, seconded by Alderman Evans that the Economic Development/Planning//Zoning stand adjourned.

ROLL CALL:

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

Nays: None

Absent: None

The meeting adjourned at 8:12 p.m.

**PUBLIC WORKS
COMMITTEE MEETING**

**MONDAY, AUGUST 15, 2022
8:13 PM**

Alderman Murphy called the Public Works Committee Meeting to order.

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

Absent: None

I. DISCUSSION OF WATER DEPARTMENT MONTHLY REPORT:

Bob Miller, Interim Public Works Director explained the detailed Water Department Monthly Report; There were (2) potential water operators hired in **July 2022** that were currently in training.

Alderman Allen asked if any city plans to sell more water and received no response.

II. DISCUSSION OF PUBLIC WORKS MONTHLY DEPARTMENT REPORT:

Mr. Miller explained the issue of leaded waterlines and would provide the public via flyers hopeful of resident self-reporting; (2) potential water operators that were in training, no water main breaks; previous flooding incident.

A new law was in effect **January 2022** for certification test; trained primarily until at a certified facility. The Public Works Dept. had become a registered certified site; when potential hires apply, a CDL license wasn't required and training would be included since it was a certified site.

Alderman Smith questioned clarification of certification process; Mr. Miller explained primarily register, a course and what entailed, a detailed diary and the guidelines from the Secretary of State; Alderman Smith asked the timeline; Mr. Miller stated could commence next week.

Alderman Allen questioned status for the equipment needed to patch the roadway; Mr. Miller stated there was a demo for crack filling would be provided in-house vs. outsourced. The equipment was awaiting for need to blacktop. He was assured the end of the season yet not guaranteed.

Alderman Allen acknowledged the Public Works Department for the patching on Hervey Ave.

Alderman Jackson questioned if to contact Public Works with water in resident's basement; Mr. Miller clarified it wasn't due to the city infrastructure breakdown; nothing prepared Public Works with **5 inches** of rain in less than an hour. It should have been covered by homeowner's insurance. It was his second time filing with homeowner's insurance.

Alderman Smith echoed problem with Alderman Jackson. He was informed by the previous Public Works Director, Ed Wilmes there was a plan in place; Mr. Miller acknowledged there was. Steve Cieslica explained that Alderman Smith was located within the Pettie Bone Creek area and have applied for a DECCO Grant during "COVID" and it was a large project. Alderman Smith questioned status of the grant; Mr. Cieslica clarified confident that the City would obtain the grant. He encouraged patrons to contact the Public Works Department when flooding in their basement and the needed data to properly record the information. Alderman Smith also urged the residents that attending the various ward meetings to address the issue.

Alderman Allen mentioned the 3rd Ward experiencing the same issue during Strawberry Condominium with flooding. There was a plan following the school completion.

III. DISUSSION OF ENGINEER MONTHLY DEPARTMENT REPORT:

Steve Cieslica, City Engineer explained the Engineer monthly department report. The Sheridan Road Diet project; IDOT resurfacing on Sheridan Road; approved District and downstate should be completed before

restriping the roadway; **16th & Kemble Ave** water main project; (3) easements remaining to be approved within a month; to schedule a Public Meeting for the Argonne Drive Phase I Study IL Rt. **131** to Rt. **137** within **September 2022**; receiving funding for Phase II Engineering; SMC Project /Rt.41/E. Skokie River.

Alderman Allen questioned when commenced for watermain; Mr. Cieslica stated within (2) years and he elaborated further it was a complex project.

Alderman Smith acknowledged a North Chicago patrol officer assisting a patron with a stalled vehicle during the flooding under the viaduct.

Alderman Allen acknowledged the Fire Department involvement.

Mr. Cieslica explained a separate IDOT Project with street lighting out on **10th** Street and Sheridan Rd.

IV. DISCUSSION TO SEEK COUNCIL APPROVAL TO PUBLICLY ADVERTISE & SEEK BIDS FOR THE 2022 LARGE WATER METER TESTING PROGRAM:

Mr. Cieslica explained the large water meter ranged from **2** inches to **20**. There was alternated methods of testing. It was budgeted for **\$40,000** and he didn't expect any more.

V. DISCUSSION TO SEEK COUNCIL APPROVAL TO PUBLICLY ADVERTISE & SEEK BIDS FOR THE 2022 MFT ROAD PROGRAM:

The MFT Road Program indicated the list of streets for bid; specs to IDOT once approved bids would be presented.

VI. REVIEW/DISCUSSION OF TAI WORK ORDER FOR THE 2022 CDBG SANITARY SEWER LINING PROJECT IN AN AMOUNT NOT TO EXCEED \$55,400:

Mr. Cieslica stated the exhibit on the last page indicated the main streets and remaining funding would be applied towards streets on Argonne Dr.

Alderman Allen mentioned a resident of the **5th** Ward returned from vacation of a month and found a leak in the toilet that caused escalation of bill from **\$100-\$400**.

She claimed had discussed the issue with the **5th** Ward Alderman and his expectation.

Attorney Simon suggested speaking with staff; setting a precedence and the frequency of the problem. The Mayor emphasized there were different scenarios.

Alderman Smith asked if the issue was resolved; Alderman Allen acknowledged it was.

Alderman Allen clarified there was no call received with changes to water meter. Alderman Evans suggested a payment plan as he also experienced the similar issue; Alderman Murphy suggested a lenient timeline payment plan; Alderman Mayfield suggest creating some policy; The Mayor clarified existing policy; The Mayor questioned clarification of the plan; Assistant Comptroller, Tawanda Joyner explained that it depended upon the resident feasibility issue and circumstances, then she would ask for less than **50%** as down payment.

Alderman Evans moved, seconded by Alderman Smith that Public Works Committee Meeting stand adjourned.

ROLL CALL:

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

Nays: None

Absent: None

The meeting adjourned at 8:51 p.m.

**PUBLIC SAFETY
COMMITTEE MEETING**

**MONDAY, AUGUST 15, 2022
8:52 PM**

Alderman Evans called the Public Safety Committee Meeting to order.

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

Absent: None

I. DISCUSSION OF FIRE DEPARTMENT MONTHLY REPORT:

Fire Chief, John Umek explained the monthly report for **July 2022**. Call Volume Detail: **288** Calls for Service, **210** Rescues, **8** Fires, **14** False Alarms, **19** Good Intent Calls, **27** Service Calls and **10** Hazardous Condition, Calls Year to Date; **1857**, Training: Completed Mandatory Physicals; Explanation in detail of training and the COVID update.

II. DISCUSSION OF POLICE DEPARTMENT MONTHLY REPORT:

Police Chief, Lazaro Perez explained the monthly report for **July 2022**. There were **770** Incidents shots fired reported to Date, **(5)** homicides, **47** seized firearms, **20** shots reported, **July 4th** Arrest, and highlighted **August 6th** **1** of the **(5)**.

The next Town Hall Meeting Event was Thursday, **August 18, 2022; 5:00 p.m.** He was hoping to engage the community on a different level. There were **(3)** nuisance reported, naming the locations, The Police Department issued **185** Traffic Citations, **166** Conducted Traffic Crash investigations, **250** Foot patrols, **(2,867)** Law Enforcement related activities, **173** Parking tickets issued and conducted **239** Business Checks.

Alderman Smith questioned coverage of Shoots Fired; Chief Perez explained between Lewis Ave. and Sheridan Rd. Alderman Smith questioned cost; Chief said **\$89,000** for that area. Alderman Smith asked if the redlight cameras were operable at Green bay Rd. and Audrey Nixon Blvd; Chief Perez said IDOT had been contacted concerning connectivity.

Alderman January left Zoom at 8:59 p.m.

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

ROLL CALL:

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

Nays: None

Absent: January

The meeting adjourned at 9:05 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

**MONDAY, AUGUST 15, 2022
9:05 PM**

Alderman Murphy called the Human Resources Committee Meeting to order.

ROLL CALL:

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

Absent: January

I. DISCUSSION OF HUMAN RESOURCES DEPARTMENT MONTHLY REPORT:

Liz Black, Human Resources Department Director explained the monthly report.

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

ROLL CALL:

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

Nays: None

Absent: January

The meeting adjourned at 9:07 p.m.

**FINANCE/AUDIT
COMMITTEE MEETING**

**MONDAY, AUGUST 15, 2022
9:08 PM**

Alderman Mayfield called the meeting to order

ROLL CALL:

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

Absent: January

I. DISCUSSION OF FINANCE/AUDIT DEPARTMENT MONTHLY REPORT:

Assistant Comptroller Tawanda Joyner explained the monthly report noting target rate **16.6%** of revenue and expenditures; **19%** for the month down in expenditures. Water usage comparison of **2021** vs. **2022** was also in the report.

II. DISCUSSION OF TREASURER MONTHLY REPORT:

Treasurer Vance Wyatt explained the monthly report. The operating account showed a negative account because of a transfer. Total in investments as of close of last month **\$19,238,291.62**. He further elaborated on revenues and investments of the City.

Alderman Mayfield questioned the cash and investment balances; Mr. Wyatt explained the calculation. Alderman Mayfield questioned **\$400,000** difference in amounts and the decrease from the previous month; Mr. Wyatt said he would review and inform of the corrections. Alderman Mayfield asked that the Comptroller and Chief of Staff be forwarded the information also.

III. DISCUSSION OF CREATIVE FINANCIAL STAFFING (CFS) NOT TO EXCEED \$35,000:

Interim Comptroller Mike Peterson explained the need for a Financial Analyst, a position that had been vacant since May **2021**. There was a candidate in mind.

IV. DISCUSSION OF TRAVEL & TRAINING PER DIEM:

Mr. Peterson was open for discussion. The auditors saw discrepancies in travel & training policy with activities that were happening. Alderman Mayfield explained there was a per diem that was disbursed before the conference/training and asked if that was going to be different. Mr. Peterson stated the receipts should be submitted and then reimbursed.

Mr. Wyatt read from travel & training policy and said there were options to either pay per diem prior or after, with receipts. Mr. Peterson felt that it would increase the salary of the elected official and noted that the receipts weren't being submitted. Alderman Mayfield clarified the per diem process. Alderman Smith expressed his opinion that if the receipts aren't submitted the monies needed to be returned. Attorney Simon explained that per diem was based on location of the event and hotel stay required prior approval.

Mayor Rockingham gave the example of having had a check issued to pay for lodging and still needing a credit card for incidentals. Ms. Joyner stated that the lodging would only be paid up to a certain night based on the rates and stated that personal credit cards should be used for the difference. Mr. Wyatt reiterated that at the time of that transaction there is no preapproval as required by purchasing policy.

Alderman Murphy felt the monies should be reimbursed and not paid prior. Alderman Smith said the elected officials were leaders for the City and should be responsible enough to turn in receipts. Mr.

Wyatt suggested if the receipts weren't submitted send to collections. Alderman Mayfield suggested if per diem was requested to refer to Comptroller but she was in favor of reimbursement with receipts. Alderman Murphy agreed that request for per diem should be made.

Alderman Smith said the real issue should be addressed that receipts had not been approved. Mayor Rockingham said previously people were not following the policy to provide receipts. Alderman Evans questioned that this issue had been going on for years and the City staff had been commended without consequence; previous Chief of Staff got a **\$20,000 bonus**.

Alderman Jackson asked for a revised travel & training policy be presented to Council by the City Attorney at the next meeting.

Alderman Murphy left at 9:54 p.m.

Alderman Murphy returned at 9:58 p.m.

V. DISCUSSION OF CREDIT CARDS

Alderman Mayfield said based on discussion with Interim Comptroller and Interim Chief of Staff that the elected officials relinquish all credit cards; only 2 for the City, one being the Mayor's. When elected officials travel to use the Mayor's credit card.

Alderman Jackson was not in favor of relinquishing. Interim Chief of Staff David Kilbane said credit cards could manipulate the procurement policy because it is readily available. There was no need for Department Heads to need to use one; he suggested a credit card policy. Mr. Wyatt stated that the household income average in North Chicago is much less than other areas; when going to a conference a person may not be able to pay the difference and/or don't have a credit card.

Alderman Evans noted that there is a budget and if there is money in the budget why need permission for every transaction. Alderman Murphy stated that just because it is in the budget doesn't mean that monies could be spent as you would like. Mr. Wyatt said that there is a Purchasing Agent that is treat like Procurement. Attorney Simon emphasized that Council could spend money as seen fit but had to be for City business.

VI. DISCUSSION OF ILLINOIS ENVIRONMENTAL PROTECTION AGENCY – PUBLIC WATER SUPPLY PROGRAM

Mr. Peterson explained that it was for Kemble Ave. project and was a low interest loan. It provided a discounted low interest rate and minimal income; North Chicago is considered a disadvantage community. **\$1,250,000** in principal forgiveness the project is approximately **\$6,000,000**; loan based on **\$8,000,000**. Project may not be the entire **\$9,250,000** but submission for that number. There would need to approval of a Resolution and Ordinance.

Mr. Wyatt asked the projected APR on the loan; Mr. Peterson said **.94%**. Mr. Wyatt asked if the Treasurer would have sign off on it; Attorney Simon said that it was State regulated. Mr. Peterson said only the Mayor and City Clerk was required on the documents that he saw.

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

ROLL CALL:

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

Nays: None

Absent: January

The meeting adjourned at 10:26 p.m.

**BUILDING/LICENSE
COMMITTEE MEETING
MONDAY, AUGUST 15, 2022
10:27 PM**

Alderman Allen called the Building/License Committee Meeting to order.

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

Absent: January

I. DISCUSSION OF LAKE COUNTY HONOR FLIGHT – WELCOME HOME:

Alderman Allen explained that insurance was submitted with the application and everything else seemed to be in order.

II. DISCUSSION OF BLOCK PARTY – 1110 ARGONNE DR:

Alderman Allen explained all was in order and insurance was submitted.

III. DISCUSSION OF 5TH WARD MEETING AND BLOCK PARTY:

Alderman Allen noted that the application was submitted without insurance. Alderman Smith said he was informed by the Interim Comptroller that the insurance was under the City. Attorney Simon explained that the Ward meeting was a City event but the block party was not; there was time allowable for submission of private insurance. Alderman Smith verified with the Assistance Comptroller; Ms. Joyner said the Ward meeting was under the City insurance.

Alderman Murphy asked if there were going to be ponies at the event and it should be reflected on the application. Alderman Smith said there would be ponies agreed to it being on the application. Alderman Evans suggested that the Ward meeting be stated for the entire event. Attorney Simon explained that the block party was not City business.

Alderman Smith clarified that if there is City Seal and City phone number it would be a city event. Events for entertainment needed to be ratified by the entire City Council. Based on events described the Ward meeting was separate from block party of which the party was not a City event. Alderman Smith asked difference of Community Days; Attorney Smith said it was approved by the Council.

Alderman Murphy asked if the listed number on the flyer was a City issued number; Alderman Smith said that it was. Attorney Simon asked what was being provided to the residents and if he was asking for reimbursement of the entertainment; he explained and said there was no request for entertainment reimbursement. Attorney Simon said the block party would increase his profile as an alderman; Alderman Smith felt that all events was enlightening a person's profile.

Alderman Mayfield moved, seconded by Alderman Evans that Building/License Committee Meeting stand adjourned.

ROLL CALL:

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

Nays: None

Absent: January

The meeting adjourned at 10:50 p.m.