

**FINANCE/AUDIT
COMMITTEE MEETING**

**MONDAY, APRIL 20, 2020
6:26 PM**

Alderman Runnels called the meeting to order.

ROLL CALL:

Present: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Absent: None

II. REVIEW/DISCUSSION OF ENGAGEMENT AGREEMENT FOR AUDIT – FISCAL YEAR ENDING APRIL 30, 2020:

Interim Comptroller, Daniela Partipilo explained that it was an annual Engagement letter to be approved allowing audit conducted by Sikich. There was an estimated additional **\$111 cost** this year.

This would be placed on the next **Council Agenda, May 04, 2020.**

I. REVIEW/DISCUSSION OF INTRODUCTORY BUDGET:

Interim Comptroller, Daniela Partipilo explained that the tax rate notice of **3.58%** vs. last year; **4.40%**. She provided an overview of slideshow presentation in detail. The revised overview due to COVID-19 was as followed: no reduction to the service level; no tax levy increase; Police & Fire Pension Fund would be budgeted; she stated there was a new water rate, approved in **August 2019** and considering another study. The City would be deferring the Capital Improvement Plan and revising year-end projections due to COVID-19. No change to strategic priorities yet necessary to change the operations; fiscally sustainable.

Basically using a “wait and see approach” due to COVID 19 Pandemic. It would also affect the city revenue. Some of various taxes were slowly received. It only pertained to operations and maintenance budget that negatively affected the MFT (Motor Fuel Tax) funds. Would also need to change philosophies for the Fiscal Year **2021** Budget. The CARES Act required tracking expenses of COVID-19. There would be a surplus in the General Fund. Created a General Fund specifically for tracking all COVID-19 expenses. The **2007A** and **2014A** Debt Service Fund should both be paid by Fiscal Year of **2022**. There was also a reduction of utilities more than **3%** in the economy. There would be severance packages for any dispatch employees. There would be minimal expenditures in the TIF and expenditures would be utilized from the Skokie TIF Fund for the growers and infusers dispensary businesses in the area. Grant Place was only operations and maintenance purposes.

Alderman Allen questioned status of the CDBG? Mrs. Partipilo explained was unaware how monies were to be allocated or when. All department heads have attended webinars to keep track of those possible monies. Alderman Allen requested keeping in contact with Brad Cole IML connected to Washington D.C.

The Mayor expressed he was in close contact with Mr. Cole.

Item I & II will be placed on the next **Council Agenda, May 04, 2020.**

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

ROLL CALL:

Ayes: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Nays: None

Absent: None

The Meeting adjourned at 6:50 p.m.

**HUMAN RESOURCES
COMMITTEE MEETING**

**MONDAY, APRIL 20, 2020
6:50 PM**

Alderman Mayfield called the meeting to order.

ROLL CALL:

Present: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Absent: None

I. REVIEW/DISCUSSION – EXTENSION OF THE INTERIM COMPTROLLER’S CONTRACT WITH HRGOV THROUGH OCTOBER 30, 2020:

Chief of Staff, Deb Waszak explained/asking that the contract was extended to (6) additional months, to **October 30, 2020**. The City paid HRGOV; **\$70** per hr. and the Interim Comptroller rate of **\$50**; average of (40 hrs.) weekly. She felt Mrs. Partipilo was a valuable addition to the City.

Alderman Evans questioned if Mrs. Partipilo had a contract with HRGov. Mrs. Waszak explained there was (1) contract and could add an extension. He asked what was the original salary and one of the issues was the overtime; Mrs. Waszak clarified it was the same amount of **\$70** per hr. There hasn’t been overtime since the position of Assistant Comptroller.

Alderman Allen questioned when the overtime had ceased; why the city was paying for a contractor’s training in annually.

Mrs. Waszak stated estimated over a year. Alderman Allen had concerns with previous and future business due to COVID-19. Mrs. Waszak would be willing to adjust it in the future and clarified no overage in budget for training. The Assistant Comptroller was currently training with the Interim and herself. She also had other avenues with G.F.O.A and Municipal Management and furthering a Master’s Degree in accounting. She encouraged him to speak with the Assistant Comptroller.

The Mayor added that the professional training prepared her to move forward and hopefully with the City. She was acquiring a Master’s Degree. He echoed the same sentiment of Mrs. Waszak encouraging discussion with Assistant Comptroller.

This will be placed on the next **Council Agenda, May 04, 2020**.

Alderman Allen moved, seconded by Alderman Markham that Human Resources Committee Meeting stand adjourned.

MOTION CARRIED BY VOICE VOTE

The Meeting adjourned at 7:01 p.m.

Attorney Silverman reminded specific motion for public purposes.

**BUILDING/LICENSE
COMMITTEE MEETING**

**MONDAY, APRIL 20, 2020
7:01 PM**

Alderman January called the meeting to order.

ROLL CALL:

Present: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Absent: None

I. REVIEW/DISCUSSION OF GRANT PLACE RETAIL LEASE AGREEMENT BETWEEN CITY OF NORTH CHICAGO AND LAKE FOREST BANK AND TRUST:

Chief of Staff, Deb Waszak explained if for sale, Lake Forest Bank would have the option of purchasing it.

Alderman Markham questioned clarification. Mrs. Waszak explained. His understanding was that the City was considering selling the building. She stated nothing confirmed at this time.

Treasurer, Kenneth Robinson questioned if any increase of rent. Mrs. Waszak stated didn't have the older lease for comparison.

Alderman January requested further discussion. She questioned if any urgency for the lease. Mrs. Waszak agreed with discussion though the contract was expiring soon. She would gather information reflective of the differences in rent amounts.

II. PENDING MATTERS:

There was nothing for discussion.

This will be returned to **Committee** for further discussion, **May 04, 2020**.

Alderman Allen moved, seconded by Alderman Markham that Building/License Committee Meeting stand adjourned.

ROLL CALL:

Ayes: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Nays: None

Absent: None

The meeting adjourned at 7:11 p.m.

**ECONOMIC DEVELOPMENT/PLANNING/ZONING
COMMITTEE MEETING**

**MONDAY, APRIL 20, 2020
7:11 PM**

**I. REVIEW/DISCUSSION OF LAKE COUNTY/CITY OF NORTH CHICAGO CDBG
JOINT AGREEMENT RENEWAL:**

Senior City Planner, Nimrod Warda requested a CDBG Joint Agreement Renewal with Lake County and City of North Chicago. He explained that HUD indicated the City wasn't qualified staff to maintain qualification. It was less costly with Lake County and deadline of **May 15, 2020**.

**II. REVIEW/DISCUSSION OF HOME PARTNERSHIP PROGRAM CONSORTIUM
RENEWAL:**

Mr. Warda stated there was a "pool of monies" with Waukegan, North Chicago and Lake County to acquire federal funding. The partnership resulted in larger numbers and leveraging more funds from Lake County and establishing a fine report with them.

Alderman Allen suggested the need to continue with CDBG and HOME Partnerships.

The deadline would be **June 30, 2020**.

III. REVIEW DISCUSSION OF BIG TOP PRODUCTION FROM 1639-1641 SHERIDAN RD:

Mr. Warda explained there were issues with the building and it needed repairs. The Zoning was currently non-conforming, wasn't when initially permitted then yet the adjacent parcel makes up for it. He was requesting a Special Use permit; new owner, same use. He suggested to defer the zoning requirement until a Public Hearing can be scheduled. His preference was to have a 6-month temporary permit until Public Hearings were completed.

Alderman Mayfield agreed that the City should work with Big Top considering the City and County situation.

Alderman Evans asked if same consideration for any other upcoming businesses during this time of pandemic; Mr. Warda explained. Alderman Evans questioned clarification; Mr. Warda clarified that it would be similar business level as Big Top whose business was purchased.

Mr. Warda emphasized that life safety issues would be mandatory for now and other concerns would be held until a future date. Alderman Mayfield clarified this is specifically for zoning purposes.

Alderman Evans had more concern of a fairness issue with others.

Alderman Mayfield clarified it was a zoning issue. Mr. Warda explained to Alderman Evans it was the same process/procedures with a new business.

IV. REVIEW DISCUSSION OF 1148 LINCOLN ST. – (4) RESIDENTIAL UNITS:

Mr. Warda explained the property at **1148** Lincoln St. had previous issues. There was a new perspective owner and active interest to rehabilitate the property. The zoning would lose its grandfathering or option of allowing the rehabilitation on the property and keep it the same due to North Chicago as "Home Ruled."

Public Hearing was originally scheduled **April 13, 2020**, yet was cancelled due to COVID-19.

Alderman January questioned clarification why the meeting was cancelled and questioned dormers; Mr. Warda explained and that the ceilings would be taller. It would remain a 4-unit. She recommended returning through the zoning process ensuring the City was following the ordinances etc.

Alderman Markham questioned if the Zoning Board could host a Public Hearing like the City Council Virtual Meetings. Attorney Silverman explained there were other logistics that would have to occur much differently and more complex.

Alderman January strongly indicated could conduct a public hearing ensuring there was social distancing. Attorney Silverman explained postponing was the first-level recommendation and physical presence was necessary if no other method to delay it.

Mr. Warda explained that the Zoning/Planning Commission Chairman would prefer isolated during this time.

Mayor Rockingham stated would not prefer jeopardizing someone's health for a hearing. Our rules would be effective holding accountability and if not the project would be closed.

Alderman Evans asked if there were any recent repairs; Mr. Warda explained there was some minor repair and permits provided prior to the pandemic. Alderman Allen suggested that we move forward with the rehab until any potential legalities.

Alderman Fisher agreed with rehabbing legally and safely.

Alderman Mayfield suggested that the City collaborated with him. She stressed the need of becoming more business friendly. Mr. Warda indicated there was no certificate of occupancy until much later.

V. REVIEW DISCUSSION OF 1412 LINCOLN ST. – SALE OF SURPLUS PROPERTY:

Economic & Community Development Director, Victor Barrera preferred restarting the sale of the surplus property due to the pandemic. He considered opening and awarding the bid on the same Council night. The property was vacant for estimated (2) years thus far. Preferred the council's opinion; remained to have a minimum bid of **\$35,000** and requirement of deposit.

Alderman Evans explained that the City bought it for **\$13,000**, He suggested recouping the cost and any monies invested. Mr. Barrera stated there was **\$15,000** and additional monies spent by the City.

Alderman Mayfield agreed with Alderman Allen with minimum of **\$35,000**. Mr. Barrera explained (2) parties expressed interest for the same amount council previously agreed.

Alderman January questioned the plan of the investor if renovating the home to sell or rent. She was concerned of additional rentals in the City; Mr. Barrera clarified once rehabbed, it would be owner-occupied. He would confer with attorneys if allowed to bid remotely in another location/City and how the public could view it.

Attorney Silverman questioned the deposit required to bid; it was the understanding of Alderman Allen and Mayor that **10%** would be the minimum requirement. He questioned clarification if the bidder had to apply the percentage agreed at the time of bid; Attorney Silverman and Victor acknowledged it was.

VI. REVIEW DISCUSSION OF ORDINANCE AMENDING ZONING CANNABIS REGULATIONS:

Mr. Barrera explained that there was a con-census of the overlay property district; and it included an address in line with city ordinance. Alderman Allen clarified that it was for the grower, transporters and diffusers. Mr. Barrera stated they were awaiting council direction.

Alderman Evans questioned if the company had an idea of the location and Mr. Barrera acknowledged they did directed to **pg. 9**.

Mayor Rockingham clarified it was a business and was their final decision what area. Alderman Allen and Alderman January agreed with area of Route **41**.

Alderman Evans had concern with more traffic in the area and suggested location within the City.

Alderman Markham questioned what resources provided from Economic Development to assist the businesses during COVID-19 crisis; Mr. Barrera explained advertised several grants and open bids with the public to view them. Mr. Barrera would provide a copy of the information to the council members as requested.

VII. PENDING MATTERS:

NONE

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

MOTION CARRIED BY VOICE VOTE

The meeting adjourned at 8:12 p.m.

**PUBIC WORKS
COMMITTEE MEETING**

**MONDAY APRIL 20, 2020
8:12 PM**

Alderman Evans called the meeting to order.

ROLL CALL:

Present: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Absent: None

I. REVIEW/DISCUSSION OF AWARDING CONTRACT FOR 2020 STREET SWEEPING TO LRS RECYCLING SERVICES; THE LOW SUCCESSFUL BIDDER ON A MUNICIPAL PURCHASINGS COOPERATIVE SOLICITATION:

Public Works Director, Ed Wilmes explained that LRS Recycling Services was the low successful bidder in the amount of **\$26,879.04**.

II. REVIEW/REQUEST AWARDED TO OLMOS LANDSCAPING INC. FOR 2020 LANDSCAPE MAINTENANCE SERVICES FOR CITY-OWNED PROPERTIES/MEDIAMS ON ARGONNE DR. AND ADAMS ST:

Mr. Wilmes explained that Mr. Olmos visited the properties weekly and directing his crews. Alderman Allen questioned other bids; Mr. Wilmes stated there were no new bids. Alderman Allen disagreed clarifying it was a business that required bids and suggested bidding next year.

III. REVIEW/REQUEST FOR EXTENDING 2019 PUBLICLY BID CONTRACT AWARDED TO TRI- STATE PLATINUM LANDSCAPES MAINTENANCE SERVICES FOR VARIOUS RIGHTS-OF -WAY AND VACANT SCATTERED SITE PROPERTIES MAINTAINED BY THE CITY:

Mr. Wilmes requested to extend the Tri-State Platinum's bid contract in the amount of **\$61,000**. Scattered site properties and rights-of-way were added to the contract.

IV. REQUEST FOR DECLARATION OF SURPLUS AND AUTHORIZATION TO SELL VEHICLES LISTED IN THE TABLE BELOW TO ENTERPRISE FLEET MANAGEMENT FOR APPRAISED VALUE LISTED:

Mr. Wilmes explained the value and recommended accepting the offers. Alderman Markham questioned if would exclude residential bids; Mr. Wilmes stated the contract read the vehicles would be sold to Enterprise. The bids received were primarily from the police officers.

Alderman Allen suggested waiting until the City needed the items, clarified was the taxpayer's money. He recommended maintaining what the City currently had and mindful of the cost.

V. REQUEST FOR AUTHORIZATION TO ADVERTISE FOR BID-TRAFFIC AND PEDESTRIAN CONTROL SIGNAL MAINTENANCE SERVICES:

Mr. Wilmes requested authorization to advertise for Bid-Traffic and Pedestrian Control Maintenance Services. Alderman Evans questioned clarification of (2) companies; Mr. Wilmes explained it was due to lesser costs. Mr. Evans suggested one bid package; Mr. Wilmes could include both in the bid speculations.

The Mayor questioned clarification of the bid; and when contract expired; Mr. Wilmes indicated required IDOT certified for signal maintenance and there was no contract. It was as needed basis as an on-call service with annual lower pricing.

VI. REQUEST FOR HONORARY STREET NAMING FOR WARD 3 – MS. HAZEL MOORE:

Mr. Wilmes had started had received a request for an Honorary Street Naming of Ward 3 for Hazel Moore. Per Ordinance, it allowed (2) annually. Alderman Evans clarified it should read Hazel S. Moore.

VII. REQUEST FOR HONORARY STREET NAMING FOR WARD 5 – MR. MICHAEL “SNIP” MCBRIDE:

Mr. Wilmes stated had received request for an Honorary Street Naming of Ward 5 for Michael “Snip” McBride.

QUESTIONS/COMMENTS/CONCERNS:

Alderman Evans had high concerns how the trash was to be picked up in the 3rd and 5th Ward.

Mr. Wilmes stated had discussed with the contract representative from Advance Disposal. The main issue was that residents left loose refuse in the bins. They have instructed the drivers to gather the fallen

fallen debris in the streets. Advance was implementing other procedures to police their work. The contract was terming soon and should result in a far quality service.

Alderman Markham mentioned that the bags were torn from animals. He questioned process with recycled items. Mr. Wilmes explained there were three separate routes; trash, recycle and yard waste. It should be picked up on the scheduled day. With respect to torn bags in the bins, the resident was responsible for cleaning the area.

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

ROLL CALL:

Ayes: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Nays: None

Absent: None

The meeting adjourned at 8:44 p.m.

COMMITTEE OF THE WHOLE

MONDAY, APRIL 20, 2020

8:44 PM

Mayor Rockingham called the meeting to order.

ROLL CALL:

Present: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Absent: None

I. REVIEW/DISCUSSION OF HARD LIQUOR REQUEST AT 2004 MLK DR & LEWIS AVE; KSK INC. GAS STATION:

The Mayor explained that Items **I** and **II** were requested at last meeting for continual discussion.

He stated there was no study comparison with other cities as requested. He would allow them the process at a later date to be approved on council meeting acquiring the licenses.

Alderman January emphasized there were enough existing liquor stores that sell hard liquor. She agreed needed additional information for a more informed decision. The Mayor explained once he has acquired the proper data, the items can be returned to Committee for further discussion.

II. REVIEW/DISCUSSION OF HARD LIQUOR REQUEST AT 2004 MLK DR & PROSPECT AVE; GOLDEN PETROLEUM INC:

III. REVIEW/DISCUSSION OF 2-YEAR TERM – N.C. PUBLIC LIBRARY REAPPOINTMENT FOR HERBERT HANDY:

Alderman January questioned the terms of the board members. The Mayor stated between **2-4** years. He would be willing to follow up and return his findings to her.

City Clerk, Lori Collins explained some idea with the years of board appointed members.

Alderman January suggested providing information to the public upon a reappointment.

The Mayor encouraged the council members would request some interest background of new potential appointees for the board. He didn't prefer a quick turnover of members since they trained and received their certifications. As the member(s) leave he would be ready to reappoint another person.

IV. REVIEW/DISCUSSION OF 2-YEAR TERM – N.C. PUBLIC LIBRARY REAPPOINTMENT FOR EDWARD HOUSTON:

V. REVIEW/DISCUSSION OF 2-YEAR TERM – N.C. PUBLIC LIBRARY REAPPOINTMENT FOR LAWRENCE BROWN:

VI. REVIEW/DISCUSSION OF 2-YEAR TERM – N.C. PUBLIC LIBRARY REAPPOINTMENT FOR JEANETTE ALLEN:

QUESTIONS/COMMENTS/CONCERNS:

: Alderman Markham questioned the number of deaths in the City of North Chicago. Fire Chief, Dell Urban didn't have any confirmed cases at this time. Mayor mentioned one from a former employee's spouse.

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

ROLL CALL:

Ayes: Fisher, Mayfield, Evans, Allen, Markham, Runnels, January

Nays: None

Absent: None

The meeting adjourned at 8:57 p.m.