

Council Minutes

AUGUST 20, 2002

MINUTES OF A REGULAR MEETING OF THE ZION CITY COUNCIL HELD ON TUESDAY, AUGUST 20, 2002, AT 7:02 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, ZION, ILLINOIS

Mayor Harrison called the meeting to order.

On call of the roll the following answered present: Commissioners DeTienne, Bennett, Taylor, Rogers and Mayor Harrison.

Mayor Harrison led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

It was moved by Commissioner DeTienne, seconded by Commissioner Rogers to accept the Council agenda with amendments as follows:

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- Deleting to consider resolution integrating fair lending regulations prohibiting discrimination, item 7.a.
- Changing to consider approval of settlement agreement with Newport Township Fire District from item 9.f. to 12.f.
- Changing approval of minutes of a Regular Meeting and Closed Session held on August 6, 2002 from Consent Agenda, item 5.a. to separate vote

The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

MEETING MINUTES/AUGUST 6, 2002

It was moved by Commissioner Bennett, seconded by Commissioner Rogers to approve the minutes of a Regular Meeting and Closed Session held on August 6, 2002 at 7:00 P.M., with all members having previously received copies. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, pass; Rogers, aye; and Mayor Harrison, aye. Motion carried.

CONSENT AGENDA

It was moved by Commissioner Bennett, seconded by Commissioner Taylor that the Consent Agenda be approved as follows:

(a) DEPARTMENTAL REPORTS: Detailed Balance Sheet and Detailed

Revenue & Expense Report for period ending July 31, 2002; Building Inspector's Report, July, 2002; Public Works Monthly Report, July, 2002
(b) PAYMENTS: Ancel, Glink, Diamond, Bush, DiCianni & Rolek, P.C., legal services, \$13,250.00; Business Districts, Inc., services rendered on the Downtown Improvement Project, \$6,460.53; ENSR, services rendered on Zion BRG Program, \$4,962.60
(c) PROCLAMATION: Buddy Poppy Days - September 13 & 14, 2002
The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

CITIZEN COMMENTS

Jim Howard questioned whether or not there is going to be a new cell opened in the North Shore Sanitary District landfill. Mayor Harrison stated he is not aware of a new cell in this landfill. Mr. Howard also stated there had been ongoing problems regarding loud music and excessive traffic on Gideon Avenue, but commended the Police Department for taking care of the problems.

PARKING PROHIBITED IN SPECIFIED PLACES

It was moved by Commissioner DeTienne, seconded by Commissioner Taylor that an Ordinance (02-0-47) be passed amending the Municipal Code of the City of Zion, as amended, Section 90-133, regarding parking prohibited on portions of Emmaus Avenue, 23rd Street and Lorelei Drive. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

AMBULANCE CHARGES

Chief LaBelle stated the costs for providing rescue services have steadily increased. The proposed ambulance charges would be billed through insurance or Medicare. If the charge goes through Medicare, the City would be accepting assignments. Mayor Harrison stated no resident would personally be charged fees, as this would be handled at no cost to the citizen through insurance or Medicare. It was moved by Commissioner DeTienne, seconded by Commissioner Bennett that an Ordinance (02-0-48) be passed amending the Municipal Code of the City of Zion, as amended, Section 34-16, amending ambulance charges. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

ACCOUNTS & FINANCE/TEMPORARY EMPLOYEE

A memo (02-DOC-103) was received from Greg Schneider, requesting permission to hire a temporary part-time employee to assist in the Accounts and Finance Department for a period not to exceed 90 days. Budgeted funds are available. It was moved by Commissioner Bennett,

seconded by Commissioner Taylor to grant permission to hire a temporary part-time employee in the Accounts and Finance Department, as requested. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

PURCHASING POLICY/TRAVEL & CONFERENCE POLICY

A memo (02-DOC-104) was received from Clerk Mackey, regarding proposed amendments to the Purchasing Policy and Travel and Conference Policy as follows:

Purchasing Policy and Procedures

- Adding "or designee in absence of the Department Head" after all references to Department Head
- Changing the required amount from "\$2,500" to "\$1,500" for bid procedures, as \$1,500 is the required amount per State Statutes
- Changing the requirement for purchase requisitions from "\$500" to "\$1,000"
- Purchase orders less than "\$1,000", instead of "\$500", can be completed by the Department Head
- Deleting the section regarding "Travel and Conference Expenses" from the Purchasing Policy, as there is already a separate policy on these expenses
- Defining approvals for contracts
- Adding a Requirements for Bids and Purchases list

Travel and Conference Policy

- Lodging: changing maximum allowed per night from "\$130" to "\$200"
- Meals: changing maximum allowed per day from "\$36" to "\$50"
- Travel: changing mileage rate from "\$.30" to "current IRS mileage rate"

Commissioner Bennett stated \$200 for lodging is excessive.

Clerk Mackey noted the policy also states that when multiple lodging choices are offered, the employee is to utilize the least expensive whenever possible. It was recommended changing the maximum lodging allowance to \$150, and if this amount is not sufficient, the attendee must have approval of either the Department Head or Commissioner to increase this maximum.

Commissioner Bennett noted the Purchasing Policy states the Director of Finance would be responsible to assure that items have been ordered by authorized personnel, and feels this should be the Department Head's responsibility.

Commissioner Taylor added the Director of Finance should report any violations of this policy to the City Council.

Commissioner Bennett stated all invoices should be dated upon receipt and forwarded to Accounts and Finance in a timely manner. Commissioner Bennett also stated he is opposed to the renewal of existing contracts without Council action.

Chief LaBelle questioned whether or not contracts approved in the budget would need to come back before the Council.

Commissioner DeTienne stated these contracts should still come before the Council for final approval.

It was moved by Commissioner Taylor, seconded by Commissioner Bennett that Ordinances be passed as follows:

Ordinance 02-0-49: Repealing and replacing the current Purchasing Policy and Procedures, as presented with the following amendments:

- Adding "or designee in absence of the Department Head" after all references to Department Head
- Changing the required amount from "\$2,500" to "\$1,500" for bid procedures
- Changing the requirement for purchase requisitions from "\$500" to "\$1,000"
- Purchase orders less than "\$1,000", instead of "\$500", can be completed by the Department Head
- Each Department Head will be responsible to assure the City pays only for goods that have been ordered by authorized personnel, and the Director of Finance will report any violations to the City Council.
- All invoices should be mailed to the Director of Finance at City Hall and immediately dated. Invoices and packing slips should be forwarded to the Director of Finance upon delivery in a very timely manner.
- Deleting the sections regarding "Travel and Conference Expenses" and "Annual Orders" from the Purchasing Policy o Contracts must be approved by the City Council and signed by only the City Clerk or Mayor after Council approval with the following exceptions: 1) Council directive for signature other than Mayor or City Clerk, or 2) Contracts for daily operation of departments, which are less than \$1,000.00
- Adding a Requirements for Bids and Purchases list

The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

Ordinance 02-0-50: Repealing and replacing the current Policy regarding Travel and Conference Expenses, as presented with the following amendments:

- Lodging: changing maximum allowed per night from "\$130" to "\$150". If lodging at the maximum amount is not available, attendee must have approval of either the Department Head or Commissioner to increase this maximum.
- Meals: changing maximum allowed per day from "\$36" to "\$50"
- Travel: changing mileage rate from "\$.30" to "current IRS mileage rate"

The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

COMPUTER EQUIPMENT

A memo (02-DOC-105) was received from Greg Schneider, requesting permission to accept quotes for purchasing computer equipment as follows: 10 computers for Police Department, 2 computers for Building Department, 2 computers for Public Works, 1 server for City Hall. Mr. Schneider recommended purchasing this equipment from the company with the lowest quote, Dell, as follows: \$8,418.20 for the server, and Up to \$1,806.00 per computer depending on selected monitors Funds have been budgeted for these purchases. It was moved by Commissioner Bennett, seconded by Commissioner Rogers to grant permission to purchase a computer server for City Hall and 14 computers from Dell, as requested. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

NORTHPOINTE ACHIEVEMENT CENTER/SIGN FEE

Mayor Harrison stated Northpointe Achievement Center has requested waiver of a \$20.00 sign fee for installation of a temporary sign on their property for a benefit fundraiser. It was moved by Commissioner Rogers, seconded by Commissioner Taylor to approve waiving the \$20.00 sign fee for Northpointe Achievement Center, as requested. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

ENVIRONMENTAL STUDY/2861 SHERIDAN ROAD

A letter (02-DOC-106) was received from Benchmark Environmental Services, Inc. regarding a proposal to conduct a limited Phase 2 environmental study for property located at 2861 Sheridan Road. The cost range for this study is between \$3,975 and \$5,920, which is lower than previously quoted. It was moved by Commissioner Rogers, seconded by

Commissioner Taylor to approve the proposal from Benchmark Environmental Services, Inc. in an amount not to exceed \$5,920 for a limited Phase 2 environmental study of property at 2861 Sheridan Road. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

DUMP TRUCK/PUBLIC WORKS

A memo (02-DOC-107) was received from Brian Usher, requesting permission to purchase a dump truck for Public Works. This 2002 dump truck would be purchased at a cost of \$73,937 through a State of Illinois bid, in which International Harvester was the lowest bidder. This is a budgeted item. It was moved by Commissioner Taylor, seconded by Commissioner Bennett to grant permission to purchase a 2002 dump truck for Public Works from International Harvester for the State of Illinois bid cost of \$73,937. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

TELEPHONES/POLICE DEPT

A memo (02-DOC-108) was received from Chief Malcolm, requesting permission to purchase five telephones for the Lieutenants' office area at the Police Administration Building. Chief Malcolm recommended purchasing the phones from Radicom Business Communications System for a total cost of \$3,838.45, which would be compatible with the current phone system. This would be a budgeted purchase. It was moved by Commissioner DeTienne, seconded by Commissioner Rogers to grant permission to purchase five telephones for the Police Administration Building from Radicom Business Communications Systems for a total cost of \$3,838.45. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

ANNOUNCEMENTS

- August 31 Miss Zion Queen Pageant
- September Zion Park District Arts & Craft Show - Lake
1 County Art League Fine Arts Show
- September Mayor's Prayer Breakfast - Lake
2 County Art League Fine Arts Show
- Community Labor Day Picnic
- September City Council Meeting
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- September Township Board Meeting
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CLOSED SESSION

It was moved by Commissioner DeTienne, seconded by Commissioner Rogers that the Council recess to Closed Session at 8:19 p.m. to discuss personnel, collective bargaining, probable litigation and pending litigation. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

It was moved by Commissioner Taylor, seconded by Commissioner DeTienne to reconvene the Regular Council meeting at 10:43 p.m. with all members present. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

FIRE/RESCUE DEPT. STAFFING

Mayor Harrison stated Chief LaBelle has presented concerns regarding minimum staffing for the Fire/Rescue Department. Chief LaBelle has recommended establishing a staffing policy of "2 in/2 out" for safety reasons. During structural fires, two firefighters would be on standby to provide assistance or rescue when two firefighters are inside the building. It was moved by Commissioner DeTienne, seconded by Commissioner Rogers to approve adding one firefighter/paramedic to the Fire/Rescue Department, amending the Personnel Authorization accordingly. Chief LaBelle stated adding a firefighter/paramedic will decrease overtime hours. Commissioner Bennett stated funds are not available for this position. Commissioner Rogers suggested if overtime hours are not decreased, the Council could address this issue at a later date and reverse this decision. Commissioner Taylor stated the budget is a concern, but the safety of the men takes precedence. The vote on roll call was: Commissioners DeTienne, aye; Bennett, nay; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

HEALTH INSURANCE

Mayor Harrison stated the Council has reviewed the city's health insurance. Commissioner Bennett stated the Council is in the process of documenting a policy and procedures for the health insurance. A finalized document will be prepared and presented for approval at a later date. Commissioner Bennett stated the Council is also considering changes in service. The Council agreed that meetings should be set for the insurance consultant to present the proposed changes to all non-union employees.

DEPARTMENT HEADS/SALARY SCHEDULE

Mayor Harrison stated the schedule for Department Heads' salaries, which was previously discussed, needed to be approved during a regular meeting. It was moved by Commissioner Taylor, seconded by Commissioner Rogers to approve the salary schedule for Department Heads for May 1, 2002 through April 30, 2003. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

FORMER CANDY FACTORY

Mayor Harrison stated Lake County has agreed to transfer the property known as the Candy Factory to the City at no cost. It would be necessary to enter into an agreement with the County to accept this property. It was moved by Commissioner Rogers, seconded by Commissioner DeTienne to accept the transfer of the property known as the Candy Factory to the City of Zion, and approving entering into an Intergovernmental Agreement with the County of Lake for this property. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

NEWPORT TOWNSHIP FIRE DISTRICT AGREEMENT

Mayor Harrison stated Chief LaBelle and Chief Kirschhoffer of the Newport Township Fire District have worked on the terms for an agreement to provide fire protection in areas which lie within the boundaries of the City or Fire District. The Council has reviewed this agreement, and is considering its approval based on the boundaries as currently presented. It was moved by Commissioner DeTienne, seconded by Commissioner Bennett to approve the Settlement Agreement with Newport Township Fire Protection District, entering into an Intergovernmental Agreement for the joint development and staffing of a satellite fire station between the City of Zion and the Newport Township Fire Protection District. The vote on roll call was: Commissioners DeTienne, aye; Bennett, aye; Taylor, aye; Rogers, aye; and Mayor Harrison, aye. Motion carried.

ADJOURN

There being no further business to come before the Council at this time, it was moved by Commissioner Rogers, seconded by Commissioner Bennett and unanimously approved the meeting be adjourned at 10:57 p.m. Motion carried.