

MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

HELD ON JANUARY 14, 2019

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, January 14, 2019. Mayor Mahoney called the meeting to order at 7:30 p.m. Answering to roll call were Commissioners Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney. Commissioner Reed was not in attendance.

Also in attendance were Marie Arrigoni, Village Clerk; Rick Boehm, Village Manager; Tom Bayer, Village Attorney; Howard Jablecki, Assistant Village Attorney; Michael Sibrava, Public Works Director; Mose Rickey, Recreation and Parks Director; Joe Miller, Police Chief; Kathy May, Administrative Analyst; and Cathy Gabel, Deputy Clerk.

APPROVAL OF MINUTES OF THE REGULAR COUNCIL MEETING HELD ON DECEMBER 10, 2018: Commissioner Milovich-Walters moved, seconded by Commissioner Polk, to approve the minutes of the Regular Council Meeting held on December 10, 2018 as presented.

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

ZONING BOARD OF APPEALS (ZBA) APPOINTMENT: Zoning Board of Appeals (ZBA) members are appointed to serve five (5) year terms with the option of being reappointed at the conclusion of the term **or** appointed to complete the term of a vacancy. Mayor Mahoney entertained a motion to appoint Patrick Melvin to complete the term of a vacancy to expire June 1, 2022.

Commissioner Milovich-Walters moved, seconded by Commissioner Polk, to approve the appointment of Patrick Melvin to Zoning Board of Appeals to complete the term of a vacancy to expire June 1, 2022.

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

HEARINGS: None

CONSENT AGENDA

All items on the consent agenda are routine or have been brought forward at the direction of the Board of Commissioners and will be enacted with one motion. If discussion is desired, that item will be removed from the consent agenda and considered separately.

Commissioner Reed moved, seconded by Commissioner Milovich-Walters to:

- A. To ratify payment of invoices on the Warrant List dated December 24, 2018 in the amount of \$59,951.22

- B. To approve the proposal from Environmental Mechanical Services in the amount of \$9,800.00 to replace the hot water tank in the Kaptur Administrative Center
- C. To approve payment to PATSE Bus Service for 261 rides provided to Palos Park residents from May 1, 2017 to April 30, 2018 in the amount of \$1,503.36
- D. To acknowledge the Chicago Southland Convention and Visitors Bureau as our Convention and Visitors Bureau of record for the marketing and promotion of the tourism industry
- E. To approve payment of invoices on the Warrant List dated January 10, 2019 in the amount of \$197,212.90
- F. To approve the Supplemental Warrant List dated January 10, 2019 for manual checks, payroll, and recurring wire transfers in the amount of \$374,868.25

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

OLD BUSINESS: None

BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS: None

INFORMATION & UPDATES:

COMMISSIONER OF PUBLIC WORKS AND STREETS/RECREATION & PARKS, NICOLE MILOVICH-WALTERS:

CHILI IN THE PARK: Commissioner Milovich-Walters reported the Annual *Chili in the Park* Chili Cook-Off will be held Saturday, February 16, 2019 at the Recreation Center. There is a \$5 entry fee with doors opening at 12:30 p.m. and tasting beginning at 1:15 p.m.

COMMISSIONER OF BUILDING & PUBLIC PROPERTY, G. DARRYL REED:

BUILDING DEPARTMENT REPORT: In Commissioner Reed's absence, Mayor Mahoney reported the Building Department issued thirteen (13) permits from December 5, 2018 – December 31, 2018 resulting in \$4,171.59 in fees. Fifty-one (51) inspections were completed during this time. No occupancy permits were issued. No Exaction Fees were collected.

COMMISSIONER OF PUBLIC HEALTH AND SAFETY, DANIEL POLK:

POLICE ACTIVITY REPORT: Commissioner Polk reported the Police Department received 3,618 calls for service from December 10, 2018 through January 13, 2019. Palos Park Police also issued 99 adjudication tickets, 55 traffic tickets, 65 written warnings, 55 verbal warnings, completed 46 case reports, arrested 25 adults, 0 juveniles, 8 impounds, 52 senior checks, 103 citizen assists and 51 community contact hours.

BUSINESS EMERGENCY NOTIFICATION LISTINGS: To better serve the business community, the Palos Park Police Department will be providing business owners with annual update documents for their emergency notification list. Police are requesting several emergency contact names especially during non-business hours. The completed forms can be mailed, faxed to or dropped off at the Palos Park Police Department. Commissioner Polk stated businesses can contact the police department with any special needs or problems.

PHONE SCAMS: Residents are reminded to beware of calls from scam artists pretending to be with the Social Security Administration (SSA). The Social Security Administration will never call and ask for a person's Social Security number, request money or threaten someone's benefits. Commissioner Polk advised residents that caller ID showing the SSA's real number (1-800-772-1213) may show up. Computers make it easy for scam artists to show any number on caller ID, a technique called spoofing. If you get an unsolicited call from someone claiming to be from the SSA, hang up the phone. Do not give out your Social Security number, never confirm the last four digits nor give out a bank account or credit card number.

STORM SAFETY TIPS: As winter weather approaches residents are reminded to take note of local forecasts and plan accordingly for adverse weather conditions. Motorists should ensure their vehicles are well maintained and properly equipped for winter driving. Motorists should reduce speed, leave extra space between vehicles and buckle up. Wearing seatbelts is the single most effective thing that motorists can do to keep themselves and their loved ones safe on the road.

COMMISSIONER OF ACCOUNTS AND FINANCES, JAMES PAVLATOS: Commissioner Pavlatos had no formal report this evening.

MAYOR'S REPORT: Mayor Mahoney had no formal report this evening however, he read several announcements.

CLERK'S REPORT:

PALOS PARK SENIOR CLUB: Clerk Arrigoni reported Senior Club met today with quite a few in attendance. Lunch was served followed by a presentation from Sunrise Assisted Living.

MANAGER'S REPORT:

2019 IRMA ANNUAL INSURANCE CONTRIBUTION: Village Manager Boehm reported Intergovernmental Risk Management Agency (IRMA) has calculated the Village's 2019 annual contribution at \$73,715.00 for Liability and Worker's Compensation Insurance. This contribution is based on the Village's revenue base multiplied by a rate charged to all members. The Village has a surplus credit available with IRMA in the amount of \$193,336.00. These monies can be used to offset the 2019 contribution or left in the IRMA account to earn investment income. Manager Boehm suggested the Village use \$43,715.00 of the reserve amount for the 2019 premium. Over \$100,000.00 would still be available to cover any deductibles and the Village would not have to budget for deductibles in Fiscal Year 2020. Manager Boehm entertained a motion to approve the IRMA 2019 annual contribution of \$73,715.00 and that a surplus credit of \$43,715.00 be used as an offset resulting in a payment of \$30,000.00.

Commissioner Pavlatos moved, seconded by Commissioner Milovich-Walters, to approve payment of the 2019 Intergovernmental Risk Management Agency (IRMA) annual contribution of \$73,715.00 and a surplus credit of \$43,715.00 be used as an offset resulting in a payment of \$30,000.00.

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Pavlatos, Milovich-Walters, Polk, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

PROVEN BUSINESS SYSTEMS, LLC IT AGREEMENT: Manager Boehm reported the Village's current IT vendor, 3 Points, has been maintaining our equipment since 2010. Three IT companies submitted proposals for a new maintenance contract and each one interviewed. Proven Business Systems, LLC proposal came in at the lowest with a cost of \$2,769.00 a month for 36 months. The monthly fee may be higher or lower depending on the Village adding or removing computers and/or servers. The agreement allows the Village to terminate at any time, with a 30 day notice. To allow for a smooth transition, Proven Business Systems will begin system monitoring and working with 3 Points at no cost beginning February 1, 2019 through March 31, 2019 which is 3 Points last day serving the Village. Proven Business Systems would start billing the Village April 1, 2019.

Commissioner Milovich-Walters moved, seconded by Commissioner Pavlatos, to approve the agreement between Proven Business Systems, LLC and the Village of Palos effective January 14, 2019 in the amount of \$2,769.00 minimum monthly charge for a period of 36 months with monthly fees not paid or due until April 1, 2019.

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Milovich-Walters, Pavlatos, Polk, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

STAREVENTS MANAGEMENT AGREEMENT: Manager Boehm reported at the conclusion of the 2018 "*Art in the Park*" Art Fair, discussions were had regarding the hiring of a professional special events company to facilitate the growth of the Village event. The art fair is a two day event giving artists the opportunity to showcase their work. The art fair also includes live music, food trucks and community art projects. Staff reached out to StarEvents, a management company with 25 years' experience working in the special event industry to gauge their interest. Some of the events they manage include Ramenfest, Taste of Randolph Street, Southport Art Festival and Riotfest to name a few. A proposal was received in December. Manager Boehm entertained a motion to hire StarEvents to produce and manage the art fair in 2019. In the interest of increasing revenue growth, we can utilize StarEvents existing artist pool to increase awareness of the event and number of participating artists as well as increasing corporate sponsorship.

Commissioner Milovich-Walters moved, seconded by Commissioner Pavlatos, to approve the hiring of StarEvents with a management fee not to exceed \$16,000.00 and a sponsorship commission of 20% to produce and manage the Palos Park Art Fair in 2019.

On the call of the roll, the vote was as follows:

AYES: -4- Commissioners Milovich-Walters, Pavlatos, Polk, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

CITIZENS AND VISITORS COMMENT PERIOD: None

ADJOURNMENT OF REGULAR COUNCIL MEETING: There being no further business, Commissioner Milovich-Walters moved, seconded by Commissioner Polk, to adjourn the meeting at 8:09 p.m.

Upon voice vote, the motion passed with 4 yes votes.

AYES: -4- Commissioners Milovich-Walters, Polk, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Reed

Respectfully submitted,

Cathy A. Gabel
Deputy Village Clerk