

MINUTES OF THE BOARD OF COMMISSIONERS' MEETING

HELD ON JUNE 10, 2019

The Board of Commissioners of the Village of Palos Park, Cook County, Illinois held its regular meeting on Monday, June 10, 2019. Mayor Mahoney called the meeting to order at 7:30 p.m. Answering to roll call were Commissioners Milovich-Walters, Reed, Pavlatos, and Mayor Mahoney. Commissioner Polk 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; Lauren Pruss, Community Development Director; Mike Sibrava, Public Works Director; Barb Maziarek, Finance Director; Joe Miller, Police Chief; and Kathy May, Administrative Analyst and Cathy Gabel, Deputy Village Clerk.

APPROVAL OF MINUTES OF THE REGULAR COUNCIL MEETING HELD ON

MAY 13, 2019: Commissioner Reed moved, seconded by Commissioner Milovich-Walters, to approve the minutes of the Regular Council Meeting held on May 13, 2019 as presented.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

RECOGNITIONS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

LIBRARY REAPPOINTMENT: Library Board members are appointed to serve four-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 reappoint Kathy Branigan for a term to expire June 2023 and Michael Tannura for a term to expire June 2023.

Commissioner Reed moved, seconded by Commissioner Milovich-Walters, to approve the reappointment of Kathy Branigan for a term to expire June 2023 and Michael Tannura for a term to expire June 2023.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

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. ratify payment of invoices on the Warrant List dated May 27, 2019 in the amount of \$77,424.89

- B. pass a resolution authorizing the Village Clerk to make certain closed session minutes available for public inspection – First Review 2019 – the resolution states the Village has reviewed closed session minutes and determined that a need for confidentiality still exists as to the executive session minutes set forth on Exhibit “C”
- C. approve *Catholic Charities of the Archdiocese of Chicago – Holy Family Villa Golf Invitational Raffle* License and Raffle Manager Bond Waiver request for raffle to be held August 22, 2019 at Gleneagles Country Club
- D. approve *Ronald McDonald House Charities of Chicagoland & Northwest Indiana Raffle* License and Raffle Manager Bond Waiver request for raffle to be held July 17, 2019 at Cog Hill Golf & Country Club
- E. approve renewal of the American Legal Supplemental Service Agreement for the editing and compiling of ordinances into the Village Code Book for the time period June 2019 through May 2024 – The Village will only be charged for the actual updates that are requested by the Village, based on the Ordinances that are approved by the Village each year, which amend the Village Code. It is anticipated that, based on previous Village Code updates, the annual cost will be approximately \$2400.00
- F. waive bidding and accept the quote from Thomas Dodge Chrysler-Jeep Indiana in the amount of \$28,997.00 for the purchase of a 2019 Dodge Durango Police Model
- G. approve payment of invoices on the Warrant List dated June 10, 2019 in the amount of \$125,181.49
- H. approve the Supplemental Warrant List dated June 10, 2019 for manual checks, payroll, and recurring wire transfers in the amount of \$404,645.41

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

OLD BUSINESS: None

BOARD, COMMISSION AND COMMITTEE RECOMMENDATIONS: None

INFORMATION & UPDATES:

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

REPAIR LIGHTING AT METRA LOT: Commissioner Milovich-Walters reported the lights at the south end of the METRA Lot are out. Dav-Com Electric was called to investigate. They found a buried cable between two poles that was shorting out. The existing conduit was cracked allowing water in which trips the breaker causing the lights to go out. A proposal from Dav-Com to complete the work was received. Dav-Com has worked on other projects for the Village and is very familiar with the electrical in our public buildings. The cost to repair the lighting system at the METRA Lot is \$6,886.00.

Commissioner Milovich-Walters moved, seconded by Commissioner Reed, to approve the proposal from Dav-Com Electric in the amount of \$6,886.00 to repair the lighting system at the METRA Lot.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

SUPPORT SERVICES FOR VILLAGE WATER SYSTEM: Commissioner Milovich-Walters reported the Village entered into an agreement with Concentric Integration to evaluate and perform maintenance on our SCADA Control System at the reservoir and pump station which was upgraded in 2005. Concentric has begun to work with Public Works on a long-term program to upgrade the system. Concentric submitted a proposal to provide the Village support services for our water control system for the current fiscal year. The renewal fee of \$7,800.00 is broken down into two components. The first is a Fixed Fee of \$6,800.00 to cover proactive and preventative maintenance, technology and SCADA planning and budgeting, project management, remote support and monitoring and a maximum of 60-minute response time for onsite help in the event of an emergency. The second component is a retainer of \$1,000.00 to cover hours needed to repair or make improvements to the system. Any unused amount of the retainer can then be applied as a credit toward next years support budget. It was noted that funds to cover this agreement are in the 2020 Water Fund Budget.

Commissioner Milovich-Walters moved, seconded by Commissioner Reed, to approve the proposal from Concentric Integration in the amount of \$7,800.00 to provide support services for the SCADA system and computer that controls the Village water system.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

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

Commissioner Reed reported Chapter 692.02 of the Village Code requires property owners to cut high grass and weeds on their property. Grass and weeds cannot exceed eight inches in height. If you are aware of a property that has become overgrown, please call 708.671.3732.

BUILDING DEPARTMENT REPORT: Commissioner Reed reported the Building Department issued twenty-six (26) permits from May 13, 2019 – June 6, 2019 resulting in \$62,729.60 in fees. Twenty-four (24) inspections were completed during this time. No occupancy permits were issued.

PERMIT FEE INCREASES: Building Department staff completed a review of the Village's building permit fees and found that permit fees have not been updated since 2009. It was also found that there are several areas where building permit fees are not covering the cost to provide service. Staff also analyzed fees from surrounding communities to include Lemont, Homer Glen, Orland Park, Palos Heights, and Palos Hills. The proposed increase in fees that staff is recommending appear to remain relatively consistent with surrounding communities. The review revealed only a few changes are necessary to bring the Village in line with the cost to provide service, which has increased over time with increases in Village expenses and salaries.

As such, the following increases in fees are proposed: 1. Increasing the least expensive permit fees to \$75.00 (the majority of these permits are currently \$60.00) 2. Building inspections to increase from \$60.00 to \$75.00 and plumbing and electrical inspection fees to increase from \$75.00 to \$100.00 and re-inspection fees from the current \$100.00 to \$125.00 and 3. Introduce a new \$75.00 zoning review fee for permits that require zoning reviews either before submission or during review.

Commissioner Reed moved, seconded by Commissioner Milovich-Walters, to direct staff to prepare an ordinance amending the Building Code relative to permit fees.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

EXTENSION OF TIME LIMIT FOR REAR YARD SETBACK VARIATION: On May 14, 2018, Village Council approved an ordinance granting a rear yard variance of 14.5 feet from the required 50-foot setback for the construction of a three-season room. During the process of bidding the project, it was determined that the project was over budget as designed and the homeowner is currently working with an architect to redesign the addition. Section 1264.09 of the Village code requires construction of improvements subject to a variance to begin within one year of approval. The redesign of the project has caused a delay in construction and as such, the owner is requesting an extension of the approval.

Commissioner Reed moved, seconded by Commissioner Milovich-Walters, to approve an Ordinance approving a Six (6) Month Extension of the Time Limit for the Validity of a Rear Yard Setback Variation (124022 South Ridge Avenue).

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

AYE: -4- Commissioners Reed, Milovich-Walters, Pavlatos, and Mayor Mahoney

NAYS: -0-

ABSENT: -1- Commissioner Polk

COMMISSIONER OF PUBLIC HEALTH AND SAFETY, DANIEL POLK:

POLICE ACTIVITY REPORT: Commissioner Polk reported the Police Department received 3,574 calls for service from May 14, 2019 through June 9, 2019. Palos Park Police also issued 74 adjudication tickets, 18 traffic tickets, 50 written warnings, 32 verbal warnings, completed 35 case reports, arrested 6 adults, 0 juveniles, 3 impounds, 61 senior checks, 85 citizen assists and 124 community contact hours.

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.

CLERK'S REPORT:

PALOS PARK SENIOR CLUB: Clerk Arrigoni reported Senior Club held its June meeting with a summer picnic at the Recreation Center. Live music was provided by Kara and Jerry Eadie and lunch catered by Pat and Jack's. There will be no meeting in July or August. More information will be available later this summer for the September meeting to kick off the 2019-2020 Senior Club year.

MANAGER'S REPORT:

ULTIMATE TENT RENTAL FOR AUTUMN IN THE PARK: Manager Boehm reported quotes were requested from seven tent rental companies to provide tents, electric, flooring, lights, tables, chairs, and staging at the 2019 Autumn in the Park Festival. Three vendors replied back to the Village. Manager Boehm stated Ultimate Rental Services, Inc. of Romeoville, IL was the only company to submit a complete quote including electric power at \$16,705.50. Ultimate Rental Services, Inc. has been providing service to the Village for Autumn in the Park since 2017.

Commissioner Milovich-Walters moved, seconded by Commissioner Reed, to approve the quote from Ultimate Rental Service, Inc. of Romeoville, IL in the amount of \$16,705.50 to provide tents, electric, flooring, lights, tables, chairs, and staging at the 2019 Autumn in the Park Festival.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

LASER FICHE PURCHASE: Manager Boehm explained Laserfiche is a software development company that specializes in document management, business process automation, workflow, records management and document imaging. Document management is the use of a computer system and software to store, manage and track electronic documents and electronic images of paper-based information captures through the use of a document scanner. The Village can benefit in many ways through the purchase of a Laserfiche Server and Software Program. The program can automate the permitting process and simplify access to GIS data, and enable staff to easily find important information. Manager Boehm noted the funding for the initial software package has been approved in the FY 2020 Budget. This software package that is being proposed is considered to be the basic program so that the Village can begin to get the document management process started on a small scale.

Commissioner Milovich-Walters moved, seconded by Commissioner Reed, to approve the proposal from Proven IT for the purchase of a Laser Fiche Avante Server and Software Program in the amount of \$8,395.00 and an annual cost of \$1,078.00 for the Laser Fiche Software Assurance Plan.

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

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

CITIZENS AND VISITORS COMMENT PERIOD:

Maria Rogers – Mrs. Rogers was very appreciative of the support from everyone at the Memorial Day Ceremony held at Oak Hills Cemetery.

ADJOURNMENT OF REGULAR COUNCIL MEETING: There being no further business, Commissioner Reed moved, seconded by Commissioner Milovich-Walters, to adjourn the meeting at 8:18 p.m.

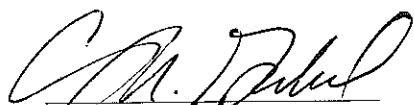
Upon voice vote, the motion passed with 4 yes votes.

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

NAYS: -0-

ABSENT: -1- Commissioner Polk

Respectfully submitted,



Cathy A. Gabel
Deputy Village Clerk