

**MINUTES OF A REGULAR MEETING OF THE ZION CITY COUNCIL HELD ON TUESDAY, AUGUST 2, 2005, AT 7:00 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, Taylor, Bennett, Flammini 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 Taylor to accept the Council agenda with amendments as follows:

- Deleting request to purchase tasers for Police Department, item 8.g.

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

**CONSENT AGENDA**

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

- (a) **APPROVAL OF MINUTES** of a Regular Meeting held on July 19, 2005 at 7:01 P.M. and approval but not release of Closed Session minutes of a meeting held on July 19, 2005 at 8:30 P.M., with all members having previously received copies.
- (b) **DEPARTMENTAL REPORTS:** Detailed Balance Sheet and Revenue & Expense Report, period ending June 30, 2005; City Clerk's Monthly Report, July 2005; Public Works Monthly Report, June 2005
- (c) **BILLS:** Vouchers 91173 through 91291 drawn on National City Bank, \$1,195,483.61
- (d) **PAYMENTS:** Computer Help Key, computer consultant services, \$4,612.50; Big Sky Balloons, 30 ft. cold air Santa balloon rental, \$2,200.00; Awards, Etc., Bee Line Trolley promotion, \$1,140.00

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

**ZBTHS NJROTC AIR RIFLE TEAM**

It was moved by Commissioner Flammini, seconded by Commissioner Taylor that a Resolution of Commendation (05-R-18) be passed honoring the Zion-Benton Township High School NJROTC Sporter Air Rifle Team, Eric Poulsen, David Ferger, Greg Alden, Charles Roberts, Eric Randall and Master Chief Dan Hackstein for their outstanding performance, skill and teamwork, which earned them 2<sup>nd</sup> place in the nation of all NJROTC and 4<sup>th</sup> in the nation of all service. Special recognition was given to Eric Poulsen for setting two national records with a perfect score. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Resolution passed.

**AMEND PERSONNEL AUTHORIZATION/POLICE & PUBLIC WORKS**

It was moved by Commissioner Bennett, seconded by Commissioner Taylor that a Resolution (05-R-20) be passed amending the Personnel Authorization, adding 1 Police Officer and changing a title in the Engineering Division of Public Works. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Resolution passed.

**REZONING PROPERTY/9<sup>th</sup> STREET & KENOSHA ROAD**

It was moved by Commissioner Taylor, seconded by Commissioner Flammini that an Ordinance (05-0-28) be passed rezoning property on the southwest corner of 9<sup>th</sup> Street and Kenosha Road from R30 (Residential single family) to HB (Highway Business). The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

**REZONING PROPERTY/21<sup>ST</sup> STREET, EAST OF HORIZON COURT**

It was moved by Commissioner Flammini, seconded by Commissioner DeTienne that an Ordinance (05-0-29) be passed rezoning property on 21<sup>st</sup> Street east of Horizon Court from LM (Light Manufacturing) to HB (Highway Business). The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

**AMEND MUNICIPAL CODE/BUSINESS DISTRICT USES**

It was moved by Commissioner Flammini, seconded by Commissioner Taylor that an Ordinance (05-0-30) be passed, amending the Municipal Code of the City of Zion, as amended, Sections 102-58 and 102-60, regarding change of uses in the Central Business and Highway Business Districts. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

**AMEND MUNICIPAL CODE/NO PARKING/1100 BLOCK OF CARMEL BLVD.**

It was moved by Commissioner DeTienne, seconded by Commissioner Bennett that an Ordinance (05-0-31) be passed, amending the Municipal Code of the City of Zion, as amended, Section 90-133, prohibiting parking in the 1100 block of Carmel Blvd. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried. Ordinance passed.

**ZION-CITY OF MIRACLES OUTREACH ORGANIZATION**

A letter (05-DOC-105) was received from Todd Gordon, Event Chairman of the Zion-City of Miracle Outreach Organization for their festival to be held in Zion on August 27. Mayor Harrison stated this is a community event, and the festival is sponsored through contributions from business and community groups. Mayor Harrison stated Mr. Gordon is requesting a donation of \$2,500.

It was moved by Commissioner DeTienne, seconded by Commissioner Flammini to approve a donation of \$2,500 to Zion-City of Miracles Outreach for their August 27 Zion festival. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**CITIZENS LAW ENFORCEMENT ADVISORY COMMISSION**

Mayor Harrison recommended the appointment of Kathy Richards to the Citizens Law Enforcement Advisory Commission.

It was moved by Commissioner Flammini, seconded by Commissioner Bennett to approve the appointment of Kathy Richards to the Citizens Law Enforcement Advisory Commission. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**BID REQUIREMENTS**

A memo (05-DOC-106) was received from Clerk Mackey, requesting to increase the minimum amount required for advertising for bids to \$10,000. The City's current bidding minimum requirement is \$1,500, which has not been changed since 1974. The state recently amended the Illinois Municipal Code to require competitive bidding for purchases in excess of \$20,000. The sale of city property, vehicles or equipment would continue to require advertising for bids. Mayor Harrison stated he is opposed to allowing purchases up to \$10,000 without Council approval. It was noted that requested purchases would still have to be approved during budget hearings.

It was moved by Commissioner Taylor, seconded by Commissioner Bennett to increase the city's bidding minimum requirement to \$10,000, and for an ordinance to be prepared accordingly. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, nay. Motion carried.

**PURCHASING POLICY**

A memo (05-DOC-107) was received from Larry Pannell recommending changes to the Purchasing Policy as follows:

1. A Purchase Order/Requisition, which will become one form, must be approved by Finance prior to placing an order
2. The amount required for a Purchase Order/Requisition would be increased from \$200 to \$500
3. Purchase approvals from the Council would be required for amounts over \$10,000
4. Eliminating section three, "Purchase Requisitions", as the purchase order/requisition will become one form
5. Recommending two quotes be obtained, instead of requiring three
6. Increasing the requirement for obtaining quotes up to \$10,000
7. Increasing the bid requirement to \$10,000, except for towing, and sale of city property, vehicles and equipment

A new computerized purchase order/requisition form will replace the need to have separate purchase order and requisition forms. Mr. Pannell stated if a purchase is requested over the amount approved in the budget, the purchase would be denied by Accounts and Finance. The Department Head can then request an appeal from the Council. Commissioner Bennett recommended, if the amount is over the approved budget, to allow the Department Head's respective Commissioner to grant permission for the purchase. Mayor Harrison stated the Department Head should have the discretion, with the approval of the Council, to transfer line items within their own funds. Commissioner Taylor recommended allowing the transfer of funds within the same type of categories or cost centers, if approved by the Department Head and respective Commissioner. The Council agreed with Commissioner Taylor's recommendation, adding if the entire cost center is exceeded, then the purchase would require Council approval. Mr. Pannell noted he plans to review departmental budgets after six months into the fiscal year, and again at nine months, and then every month thereafter. This review should help each Department Head monitor available funds.

The Council agreed to the amended Purchasing Policy, including Council recommendations, and for the final policy to be presented at the August 16 Council meeting.

**MASK AMPLIFIERS/FIRE/RESCUE DEPT.**

A memo (05-DOC-108) was received from Chief LaBelle, requesting permission to purchase 16 Clearcom Communication mask amplifiers for the Fire/Rescue Department. These amplifiers would allow for better communication during fires. There is only one supplier in this area, which sells this equipment. Chief LaBelle requested waiving bids and purchasing these units from Air One Company for a total cost of \$5,040.

It was moved by Commissioner DeTienne, seconded by Commissioner Bennett to waive bids and grant permission to purchase 16 Clearcom Communication Amplifiers from Air One Company for a total cost of \$5,040. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**RADIO PAGERS & CHARGERS/FIRE/RESCUE DEPT.**

A memo (05-DOC-109) was received from Chief LaBelle, requesting permission to purchase 12 Nova radio pagers and 6 additional chargers for the Fire/Rescue Department. The pagers would replace older, outdated units. Three quotes were received with the lowest quote received from OSI International.

It was moved by Commissioner Taylor, seconded by Commissioner Flammini to waive bids and grant permission to purchase 12 Nova radio pagers and 6 additional chargers for the Fire/Rescue Department from OSI International, subject to price verification. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**NEW WORLD COMPUTER SERVICES/POLICE DEPT.**

A memo (05-DOC-110) was received from Chief Malcolm, requesting approval to renew an agreement with New World Systems Corp. for the procurement of computer hardware, software and services for the Police Department. The total cost for these services is \$1,800. This is a budgeted item.

It was moved by Commissioner DeTienne, seconded by Commissioner Bennett to approve the agreement with New World Systems Corp. for the procurement of computer hardware, software and services for the Police Department for a total cost of \$1,800. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**LAPTOP COMPUTERS/POLICE VEHICLES**

A memo (05-DOC-111) was received from Chief Malcolm, requesting permission to purchase 10 Panasonic Toughbook laptop computers for police vehicles. These computers would be purchased through a state bid contract with CDS Office Technologies for a total cost of \$46,070. A grant from the Illinois Law Enforcement Alarm System Homeland Security Program would reimburse the city for \$46,000, leaving a balance of only \$70.00 for shipping costs.

It was moved by Commissioner DeTienne, seconded by Commissioner Taylor to grant permission to purchase 10 Panasonic Toughbook laptop computers for police vehicles from CDS Office Technologies for a total cost of \$46,070. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**COMPUTER DOCKING STATIONS/POLICE VEHICLES**

A memo (05-DOC-112) was received from Chief Malcolm, requesting permission to purchase 10 docking stations and mounting kits for police squad cars. This equipment would be purchased through a state bid contract with CDS Office Technologies for a total cost of \$7,954. This is a budgeted item.

It was moved by Commissioner DeTienne, seconded by Commissioner Bennett to grant permission to purchase 10 docking stations and mounting kits for police squad cars from CDS Office Technologies for a total cost of \$7,954. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**ANIMAL CONTROL FACILITY FENCING**

A memo (05-DOC-113) was received from Chief Malcolm, requesting permission to advertise for bids for the replacement of gates and fencing for the Animal Control Facility. These improvements are included in the budget.

It was moved by Commissioner DeTienne, seconded by Commissioner Flammini to grant permission to advertise for bids for the installation of gates and fencing for the Animal Control Facility. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**ESDA PARKING LOT PAVING**

A memo (05-DOC-114) was received from Brian Usher, requesting to amend the contract with T. Wallace Blacktopping regarding the paving of the ESDA parking lot. The parking lot area was previously approved for repaving. The driveways servicing the parking area are also in need of repair, and it is recommended including the paving for these areas. Mr. Usher recommended increasing the contract with T. Wallace Blacktopping in the amount of \$4,400 for the driveways servicing the ESDA parking lot.

It was moved by Commissioner Taylor, seconded by Commissioner Flammini to amend the contract with T. Wallace Blacktopping regarding the paving of the ESDA parking lot, increasing the cost by \$4,400 for the paving of the driveways. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**MRMC/SHILOH BLVD. OCCUPANCY**

A memo (05-DOC-115) was received from Brian Usher, considering a request from Midwestern Regional Medical Center (MRMC) for a right-of-way occupancy permit for the Shiloh Blvd. parkway. MRMC is requesting to place a fenced construction trailer in the parkway during construction. The hospital has been informed that pedestrian detour signs must be posted directing walking traffic to the north of the intersections around the trailer.

It was moved by Commissioner Taylor, seconded by Commissioner Bennett to approve the request from Midwestern Regional Medical Center for a right-of-way occupancy permit for the placement of a fenced construction trailer in the Shiloh Blvd. parkway, provided that sidewalk detour signs are maintained during the construction. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**MATTHEW WOODS SUBDIVISION**

A memo (05-DOC-1116) was received from Brian Usher, requesting permission to release the letter of credit and accept a maintenance bond for Matthew Woods Subdivision. Public improvements have been inspected and meet all City Codes.

It was moved by Commissioner Taylor, seconded by Commissioner Bennett to grant permission to release the letter of credit and accept the maintenance bond for Matthew Woods Subdivision. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**CHOICE ONE MORTGAGE**

A memo (05-DOC-117) was received from Delaine Rogers, regarding a proposed TIF Grant for Choice One Mortgage. This grant is for building improvements, including parking lot paving, signage and landscaping at 2445 Sheridan Road. The TIF Review Board recommends approval of a \$25,800 TIF Grant. Choice One has an estimated investment in the building of over \$300,000 to date. Commissioner Bennett stated the owner should only be reimbursed for work described and approved for the TIF grant, noting if work is done beyond the approval, it should not be included. Ms. Rogers stated money is paid directly to banks and contractors to control this process. The owner selects the vendors and places the order. The city receives the invoices in order to assure that the payout is proper.

It was moved by Commissioner Taylor, seconded by Commissioner Flammini to approve a TIF Grant for Choice One Mortgage at 2445 Sheridan Road in the amount of \$25,800. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**EVERYTHING ZION CABLE SHOW**

A memo (05-DOC-118) was received from Delaine Rogers regarding a request from the Living Museum project for continued support for the Everything Zion cable television show. Tom Angelos provides two shows per month spotlighting Zion, and the funding would support equipment purchases, editing and staff time. The request for \$35,000 is a budgeted item through the Cable Fund. Mayor Harrison recommended, if this request is approved, that a smaller grant be considered next year. Mayor Harrison stated there is a need for upgrading the equipment, and suggested looking at alternative sources for future funding. Ms. Rogers stated approximately \$400 of this request is for editing Council meetings.

It was moved by Commissioner Bennett, seconded by Commissioner DeTienne to approve continued funding for the Everything Zion cable television show for a total amount of \$35,000, and for this project to be paid from the Cable Fund. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

**ACCOUNTS AND FINANCE**

It was moved by Commissioner Bennett, seconded by Commissioner Taylor to approve the appointment of Larry Pannell to the position of Director of Finance. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

Commissioner Bennett requested eliminating the vacant Assistant Director of Finance position, and creating a new position of Senior Financial Assistant.

It was moved by Commissioner Taylor, seconded by Commissioner DeTienne to approve the following:

- eliminating the vacant Assistant Director of Finance position,
- creating a position of Senior Financial Assistant,
- posting and advertising, if necessary, for the position of Senior Financial Assistant, and
- for the Personnel Authorization to be amended accordingly.

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

**ANNOUNCEMENTS**

- August 4 Farmers Market – every Thursday through October 13
- August 6 Bicycle Auction at City Garage
- August 16 Township Board Meeting
- August 16 City Council Meeting
- August 19 Coalition for Healthy Communities Caddie Classic Golf Outing

Bee Line Trolley service is now available Thursday through Monday from 9:00 a.m. to 9:00 p.m. This free trolley ride services the Sheridan Road corridor between Northpoint Marina and the Illinois Beach Lodge/campground.

**CLOSED SESSION**

It was moved by Commissioner Taylor, seconded by Commissioner Bennett that the Council recess to Closed Session at 8:27 p.m. to discuss personnel, purchase and sale of real estate, and probable and pending litigation. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, aye; and Mayor Harrison, aye. Motion carried.

It was moved by Commissioner Flammini, seconded by Commissioner DeTienne to reconvene the Regular Council meeting at 9:44 p.m. with all members present. The vote on roll call was: Commissioners DeTienne, aye; Taylor, aye; Bennett, aye; Flammini, 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 DeTienne, seconded by Commissioner Flammini and unanimously approved the meeting be adjourned at 9:44 p.m. Motion carried.

---

City Clerk

Approved August 16, 2005