

MINUTES OF A REGULAR MEETING OF THE ZION CITY COUNCIL HELD ON TUESDAY, MARCH 15, 2022, AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS, CITY HALL, 2828 SHERIDAN ROAD, ZION, ILLINOIS

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Mayor McKinney called the meeting to order.

On call of the roll the following answered present: Commissioners McDowell, Fischer, Holmes, Frierson and Mayor McKinney. A quorum was present.

Also present: Police Chief Eric Barden, Fire/Rescue Chief Justin Stried, Building & Zoning Director Richard Ianson, Public Works Director Ray Roberts, City Administrator David Knabel and City Attorney James Vasselli.

Mr. William Bremner led in the Pledge of Allegiance to the Flag.

AGENDA CHANGES

It was moved by Commissioner Frierson, seconded by Commissioner Holmes to approve the City Council meeting agenda as presented. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney aye. Motion carried.

CITIZEN COMMENTS

Mary Lou Hiltibran, Zion ESDA Director, gave a monthly report of the recent activities that ESDA performs in assistance to the City. She invited those who wish to serve as a volunteer with ESDA to go to the City's website and fill out an application. Mayor McKinney thanked Ms. Hiltibran and ESDA for all they continue to do for the City.

Mayor McKinney presented Mary Lou Hiltibran with a certificate recognizing her as a "Top 100 National Award Winner for Outstanding Public Service Volunteerism." Commissioner Frierson and Cheri Neal noticed this opportunity a few months back and applied for this award on behalf of Ms. Hiltibran.

CONSENT AGENDA

It was moved by Commissioner Frierson, seconded by Commissioner McDowell that the Minutes be approved as follows:

- (a) **APPROVAL OF MINUTES:** a Regular Meeting held on March 1, 2022 at 7:00 p.m.; and approval but not release of Closed Session Minutes of a meeting held on March 1, 2022 at 7:29 p.m.

The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

It was moved by Commissioner Fischer, seconded by Commissioner McDowell that the Bills be approved as follows:

- (b) **BILLS:** Vouchers 140035 through 140133 drawn on Huntington National Bank, N.A. Total: \$442,327.74

The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

RESOLUTION/AMENDING THE PERSONNEL AUTHORIZATION

A memo (22-DOC-17) was received from Administrator Knabel regarding changes to the Personnel Authorization. Administrator Knabel stated in prior years, they attempted to transition full-time administrative roles to part-time in an effort to cut the budget. Unfortunately, this has resulted in negative consequences to City operations. There has also been difficulty in retaining quality employees, losing them to full-time positions elsewhere, resulting in time lost training those people as well as time spent training new employees. Additionally, many administrative functions then fall on the burden of department heads and supervisors which takes them away from their primary jobs. He presented the proposed changes to the personnel authorization which will add the full-time administrative positions back to public works, accounts & finance, and fire/rescue respectively. He also requested the addition of a senior accountant position in the accounts & finance department to plan for key employee succession in the future and continuity of operations within the department.

It was moved by Commissioner Fischer, seconded by Commissioner Holmes, that a Resolution (22-R-1) be passed amending the Personnel Authorization as presented. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye; and Mayor McKinney aye. Motion carried. Resolution passed.

ORDINANCE/EMERGENCY SIREN MAINTENANCE CONTRACT

A memo (22-DOC-18) was received from Chief Stried requesting approval of an annual maintenance contract for the City's emergency notification sirens. Fulton Siren Services has been the contracted provider for this item for the past few years. Chief Stried recommends approval of the contract in the amount of \$1,491.28. This is a budgeted ESDA item; Emergency Notification.

It was moved by Commissioner Frierson, seconded by Commissioner McDowell that an Ordinance (22-O-7) be passed authorizing, approving and ratifying an Emergency Siren Maintenance Service Agreement between the City of Zion and Fulton Siren Services to perform maintenance for the City of Zion Outdoor Warning Siren System. The vote on roll call was: The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried. Ordinance passed.

**MEMORANDUM OF UNDERSTANDING/DEPARTMENT OF JUSTICE/ASSISTANCE GRANT
POLICE DEPARTMENT**

A memo (22-DOC-19) was received from Chief Barden requesting approval of a memorandum of understanding (MOU) between the City of Waukegan, the County of Lake and the City of Zion regarding the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG). The grant is awarded annually by the US Department of Justice. The City of Waukegan completes the application for the grant on behalf of the signed parties and funds are distributed to the parties through the City of Waukegan. The MOU is necessary for the City of Waukegan to act as the fiscal agent for the grant. The City of Zion has been awarded a grant in the amount of \$11,745, of that amount, \$2,000 will be forwarded to the Lake County's State's Attorney's office. The police department has used this grant in the past to pay for equipment installed in squad cars and a speed radar trailer. They are currently considering purchasing updated equipment in the training room; a ballistic shield, riot munitions and gear.

It was moved by Commissioner Frierson, seconded by Commissioner McDowell that an Ordinance (22-O-8) be passed approving and authorizing a certain Memorandum of Understanding between the City of Waukegan, Lake County and the City of Zion in order to receive \$11,745.00 in JAG grant funds. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye; and Mayor McKinney, aye. Motion carried. Ordinance passed.

2022/2023 HEALTH/DENTAL/LIFE INSURANCE RENEWAL

A memo (22-DOC-20) was received from Administrator Knabel regarding insurance quotes for the 2022/2023 health, dental and life insurance policies. Administrator Knabel stated the City's insurance broker, Assurance Agency received quotes to renew the City's current health, dental and life insurance policies. The health insurance results came back at a 21.89% increase but the Broker negotiated it down to a 13.25% increase. Quotes from United and Humana were increases of 25.8% and 144% respectively. This results in an increase of \$180,000. The City is self-insured for dental claims but uses Guardian as the underwriter and for processing and administering all claims. Their renewal came back with a reduction in the administrative fees of 1.59% but premium equivalents overall will increase 2.2%. The life insurance is currently under a rate guarantee until 5/1/23 with Blue Cross, Blue Shield so no action is necessary at this time. Administrator Knabel recommends renewing health insurance with Blue Cross/Blue Shield and dental insurance as presented for the year ending April 30, 2023.

It was moved by Commissioner Fischer, seconded by Commissioner McDowell, to accept the proposal of Assurance Agency for the renewal of employee medical with Blue Cross Blue Shield of Illinois (BCBS) and dental insurance with Guardian Dental, effective May 1, 2022 to May 1, 2023 as presented. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

RECRUITMENT SERVICES/CLIFTONLARSONALLEN LLP

A memo (22-DOC-21) was received from Administrator Knabel regarding a proposal from CliftonLarsonAllen LLP for recruitment services for a Senior Accountant position with the City of Zion. Administrator Knabel stated Zion has not always been the best with succession planning for key employees with the City and are trying to plan better for the future. Within the finance department there is a need for someone with specialized accounts and finance skills that will be able to fill the role of the Assistant Finance Director position when she chooses to retire. In the meantime, the position will shadow the current Assistant Finance Director to learn roles and responsibilities necessary to fill in for that position in the event of absence. Additionally, they will learn all of the operational duties throughout the rest of the department to be able to cover those functions if necessary. Due to the nature of the position, they felt they needed a broad range of potential candidates and currently does not have the capacity to reach that talent pool. He reached out to CliftonLarsonAllen and met with them to discuss the services they provide. He was very impressed with the comprehensive approach they take as well as how much burden it would remove from City staff in the process. As the City is clients of theirs, they are also receiving these services at a discounted rate from typical recruitment services. He recommended that the City engage CliftonLarsonAllen as presented for recruitment services for the Senior Accountant position within the City of Zion. The cost for this service will be \$18,000 and offer a 4-month guarantee if the candidate does not work out and will begin the process over again. Commissioner Fischer noted that he works in HR and the price for the service is indeed a discount for a service like this. He stated it is worth the money to get a team to help recruit this position.

It was moved by Commissioner Fischer, seconded by Commissioner Holmes, to accept the proposal of CliftonLarsonAllen LLP for recruitment services for a Senior Accountant position with the City of Zion. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

TABULATION OF BIDS/REPLACEMENT OF COUNCIL CHAMBERS FURNACE & A/C

A Tabulation of Bids (22-DOC-22) was received from Director Ianson regarding the replacement of the Council Chambers furnace and air conditioning. Director Ianson stated the City received two bids:

Northern Weathermakers, Inc.	\$18,654.84
Cahill Heating and Air Conditioning	\$ 7,860.00

Due to such a discrepancy in the bids, Staff is recommending to reject all bids and re-advertise to have an opportunity to review additional bids. Commissioner Fischer asked how old the current unit was. Director Ianson stated it was installed in the early 90s.

It was moved by Commissioner Holmes, seconded by Commissioner Frierson, to reject all bids and re-advertise for the replacement of the Council Chambers furnace and air conditioning. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

APPOINTMENT/LIQUOR CONTROL COMMISSION

Mayor McKinney stated a vacancy was left on the Liquor Control Commission with the passing of member Nadine Thorn. He is recommending the appointment of Beverly Mull as a replacement. Ms. Mull has lived in the Zion community all her life. She is heavily involved in the community and is very passionate about Zion.

It was moved by Commissioner Holmes, seconded by Commissioner McDowell to approve the appointment of Beverly Mull to the Liquor Control Commission. The vote on roll call was: Commissioners McDowell, aye; Fischer, aye; Holmes, aye; Frierson, aye and Mayor McKinney, aye. Motion carried.

DEPARTMENTAL COMMENTARY

Director Ianson asked that residents help keep the City clean by picking up trash around their homes now that the snow has melted.

Director Roberts stated he has been receiving inquiries on the leaf program. The program does not officially start until the end of April but collection of landscape and bagged yard waste begins April 1st. He also received inquiries regarding potholes. He stated that are not ignoring the potholes but it will be another month before the plants open up for hot mix. If using cold patch and it gets wet underneath, the patch will likely pop itself out. Additionally, he noted that he has seen lots of individuals out cleaning and raking the catch basins and thanked them for their efforts.

Chief Stried reminded residents that burning of yard waste is prohibited in Zion. This is for the safety and health risks of residents. Recreational burning is permitted but the guidelines of City ordinances must be followed. Additionally, he offered congratulations to Mary Lou Hiltibran for her recognition and added that the additional members of ESDA are equally as important.

Chief Barden acknowledged that Zion has been in the news recently regarding recent crimes. He thanked his staff as it has been a busy couple of weeks. He feels the officers have responded respectfully.

Administrator Knabel stated the taxing bodies recently had their State of the Community event at Zion-Benton High School. One hundred people from the public attended and they brainstormed together to see how to make things better and safer in Zion. They are in the process of compiling the information derived from the event and will be coming out with the results. They are planning on having another event and would love to see it continue to grow. Mayor McKinney asked Administrator Knabel how the group was formed. Administrator Knabel stated a few years ago the staff from the taxing bodies came together to try and find ways that they could collaborate on things as each taxing body has their own strengths to share. Key staff members have been meeting since then to brainstorm the different priorities in the

community. They have continued to be a support group for each other. The idea for the State of the Community event was to be able to share what they have been doing with the community. They shared their successes, future ideas and information with the public. Commissioner McDowell noted that it was a great event.

In honor of Women’s History Month, Commissioner McDowell shared information about Ellen Lloyd, a Zion midwife who was born in England and came to Zion in 1906. By 1918, she had delivered 515 babies and only 3 mothers died in childbirth. She had a .5% maternal mortality rate compared to the National rate of 15%. She was said to have delivered over 2500 babies between 1909 and 1966.

Commissioner Frierson congratulated Mary Lou Hiltibran and the ESDA volunteers. Additionally, he acknowledged that Zion officers have been putting in a lot of work and was not going unnoticed. He also noted that he was able to meet some new residents at the State of Community event who shared that it was the people that attracted them to Zion.

Commissioner Fischer commended the Mayor for selecting Beverly Mull to serve on the Liquor Control Commission.

Commissioner Holmes also commended the Mayor for appointing Beverly Mull to the Liquor Control Commission as she has served with Ms. Mull on the Library Board and noted that she has a compassion for both Zion and the children. Additionally, she thanked Mary Lou Hiltibran for her service to the community. She also offered the possibility of bringing children to the next State of Community event to get their perspective on things.

Mary Lou Hiltibran stated she has been on ESDA for 30 plus years and has seen how Zion has changed. She has noticed recently that citizens in the community are thanking them for their service. She believes residents want to help and they watch the way the Police and Fire treat their citizens.

Mayor McKinney stated they talked about having more community meetings prior to COVID. As the leadership group evolved they have been able to communicate as a unit. They are reflections on what is going on in Zion. The leaders are able to now refer residents to the proper areas in the community. He believes residents are an integral part of a positive change in the community.

ANNOUNCEMENTS

April 5	7:00 p.m.	Zion City Council Meeting
April 12	6:00 p.m.	Township Annual Town Meeting
April 15		City Offices Closed for the Holiday
April 19	6:00 p.m. 7:00 p.m.	Zion Township Board Meeting Zion City Council Meeting

CLOSED SESSION

It was moved by Commissioner Fischer, seconded by Commissioner Holmes that the Council recess to Closed Session at 7:49 p.m., pursuant to 5 ILCS 120/2 “Open Meetings”, for the discussion of filed, pending and/or probable or imminent litigation, collective bargaining and personnel. The vote on roll call was: Commissioners Frierson, aye; McDowell, aye; Fischer, aye; Holmes, aye; and Mayor McKinney, aye. Motion carried.

It was moved by Commissioner Holmes, seconded by Commissioner Frierson to reconvene the Regular Council meeting at 8:27 p.m. with all members present. The vote on roll call was: Commissioners Frierson, aye; McDowell, aye; Fischer, aye; Holmes, aye; and Mayor McKinney, aye. Motion carried.

ADJOURN

There being no further business to come before the Council at this time, it was moved by Commissioner McDowell, seconded by Commissioner Holmes and unanimously approved the meeting be adjourned at 8:28 p.m. Motion carried.

City Clerk