

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES
OF THE VILLAGE OF HARWOOD HEIGHTS
HELD ON WEDNESDAY, DECEMBER 2, 2009**

A. CALL TO ORDER at 7:00 pm by Mayor Arlene C. Jezierny

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Mayor	Arlene C. Jezierny
Clerk	Marcia L. Pollowy
Trustees	Mark Dobrzycki Michael Gadzinski Demetrios Mougolias Therese Schuepfer Lawrence Steiner (Absent) Lester Szlendak

Also present: Chief Ricchio

D. AGENDA ITEMS

Motion by Trustee Szlendak, seconded by Trustee Gadzinski

- Approval of Committee of the Whole Minutes of November 4, 2009

A roll call vote to approve the Committee of the Whole minutes resulted as follows:

A YES: Trustee Dobrzycki, Gadzinski, Mougolias, Schuepfer, Szlendak

NAYS:

ABSTAIN:

ABSENT: Trustee Steiner

Motion Carried

**Presentation by TransNational
-Credit Card Transactions**

- Mr. Jae Hass from TransNational presented a Power Point presentation to the Board regarding the procedures of handling credit card payments for the Administrative Adjudication System and possibly for the payment process for the village office revenue streams; water bills, permits, vehicle stickers, etc. He reviewed the setup procedures and all the reporting options that are available through this processing system and the fees associated with the type of credit card used.

Municipal Collection Agency

- Chief Ricchio reminded the board that part of our contract with RedSpeed, they mandate that the village have a collection agency.
- Mr. Roger Wood and Mr. Dan McDonald were in attendance from MSI (Municipal Systems, Inc.).
- Mr. Wood presented background information as to the formation and purpose of MCSI (Municipal Collection Services, Inc.) and indicated that they currently represent 67 villages and cities throughout Illinois.
- MCSI has been helping municipalities with debt collection since 1993, specializing in parking violations, Red Light Camera violations, local ordinance violations, building code violations, water billings, etc.
- Mr. Wood explained in length the overall procedures that they use to find offenders and how they recover outstanding fines.

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McDonald's 24-hour operation

- The board came to a consensus to approve both McDonald's for 24-hour operations. The two motions will be placed on the December 10, 2009 agenda for board approval.

One-Way Alley (Montrose & Nagle)

- Mayor Jezierny provided the board with a map and a resident's request regarding the alley on the 4400 blocks of Naragansett and Nagle.
- Chief Ricchio recommended that a "Do Not Enter" sign be placed at the westbound alley entrance on the 4400 block of Naragansett and a "No Thru Traffic" sign placed at the eastbound alley entrance on the 4400 Nagle block.
- A lengthy discussion ensued and the consensus of the board was to place the motion on the December 10th agenda for board approval.

Motor Fuel Gas Tax Ordinance

- Mayor Jezierny provided the board with a sample of Norridge's ordinance regarding a 3-cent motor fuel increase; also provided was a copy of Des Plaines ordinance for a 5-cent increase.
- Consensus of the board was to go with a 3-cent increase.
- Trustee Schuepfer as Ordinance Chair will prepare Ordinance for the December 10th agenda for board approval.

Construction/Repair Hours Ordinance

- Trustee Schuepfer reviewed a proposed ordinance that was prepared with recommendations from the Building Department Commissioner regarding the hours for construction/repair on Saturday & Sunday's.
- Discussion ensued with the recommendation of 8:00am to 5:00pm on Saturday's and 9:00am to 5:00pm on Sunday's.
- Consensus of the board was to place the ordinance on the December 10th agenda for board approval.

Proclamation – December Drunk and Drugged Driving Prevention Month

- Mayor Jezierny presented a proposed proclamation for the month of December regarding drunk and drugged driving.
- Chief Ricchio indicated that we monitor these offenses all year long.
- The board consensus recommended not to participate in the passing of this proclamation because the Police Department monitors these offense all year long.

Closing Hours for Premises Holding Liquor Licenses

- Trustee Schuepfer reviewed the proposed ordinance regarding extending the closing hours for businesses holding liquor licenses.
- The ordinance is a compromise to allow 3:00am operations on Thursday (Friday 3:00am), Friday (Saturday 3:00am) and Saturday (Sunday 3:00am), not 7-days a week. Liquor licenses issued for class "A", "C", "D" or "F", this accounts for about 15 establishments.
- One of the concerns, not only of the former Chief, but also of the current Chief, is if any of the license holders have any violations the Liquor Commissioner has the power to suspend their license or can even change their hours of operation.
- Discussion ensued regarding the various liquor license classes, it was suggested that if the ordinance passes all the establishments would have to notify the Liquor Commissioner and the Chief of Public Safety in writing on their intent to establish the new closing hours and it must be posted on the door; some establishments may not want to participate.
- Trustee Schuepfer asked the Chief if he could supply the trustees with a monthly report on incidents that are attributable to alcohol consumption; the Chief stated that he would provide a monthly report to the board members.

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Fee and Fine Review:

Liquor License Fees

- A list of the current Harwood Heights liquor license holders was distributed for the boards review.
- Mayor Jezierny provided the trustees with a list and schedule of current liquor fees for Class A, B and F from 20 surrounding communities for the trustees review.
- The board will discuss the proposed new fee structure at the next Committee of the Whole meeting in January.

Business License Fees

- Mayor Jezierny provided the board with memos from the Building Department and the West Central Municipal League regarding building and permit fees.
- The Building Commissioner gave a list of suggested building and permit fees for the board's consideration.
- A packet was distributed detailing all the business licenses that were issued in Harwood Heights and the fees that were paid by each vendor; a current copy of Norridge's business license fees was also included. Copies of the following Harwood Heights license applications were also included for the trustees to review; Restaurant license, Contractor's license, Business license, Industrial license and Vending license.

Sign Inspection Fees

- The last sign inspection fee was in 2006 for \$100. The current Electrical Inspector has been going out at night and checking all signs and reporting back to the businesses if lights are out or it's broken to get it fixed.
- Does the board want to continue with the \$100 inspection fee? \$25, \$50 or follow the 2006 \$100 fee?

Impound Fee

- The current ordinance that was passed by the Village Board imposes a \$500 fee when a vehicle is impounded. Chief Ricchio contacted a number of agencies that impound vehicles and our fee is on the low end compared to those contacted. The Chief is recommending to increase the fee from \$500 to \$600.
- The board consensus was to amend the current ordinance to reflect the \$600 fee and to place the motion on the December 10th board agenda.

Vehicle Sticker Ordinance

- Chief Ricchio indicated that vehicle sticker fees and fines have not been increased in years. Discussion ensued and the board agreed that the fees and fines should be increased.
- Trustee Schuepfer presented and reviewed a proposed amended ordinance 09-36 and will add a "no sticker" fine of \$50 that was agreed upon by the trustees.
- Amended Ordinance will be placed on the December 10th agenda for board approval.

Ordinance Violation Fines

Items to Consider for Increase:

- Review violation fines for not having a Business License; currently \$28.00.
- Review other tickets when it's not a first offense; currently \$25.00.
- No Vehicle sticker fines.

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Salt Purchase

- The MFT Fund will be reviewed and monitored to see if the Salt purchase can be paid out of the MFT account.
- Motion to approve will be placed on the next board agenda.

WSSRA

- Trustee Gadzinski recapped the discussion from the last Committee of the Whole meeting regarding the WSSRA's proposed increase of 2%. Based on the boards recommendation Trustee Gadzinski went back to the WSSRA and negotiated a 0% increase for the 2010 share payment.

Sister Cities

- Trustee Dobrzycki was contacted by the government of our Sister City in Poland inquiring as to what our plans were in pursuing the Sister City relationship. Some of the elected officials from Poland are thinking of coming to the United States and Chicago in March 2010 and would like to meet with the Village Board and the Polish Consulate might facilitate a meeting place for that.
- Our Sister City is celebrating their 750th Anniversary as a Municipality.
- Trustee Dobrzycki will be the contact between the village and our Sister City to share cultural ideas.

Scavenger Service (Garbage) Fee

- Mayor Jezierny provided the trustees with the counts for our residential households (1,819), residential households that do not pay for water (11) and 2 & 3 unit apartments (149). Total 1,979. Also provided for review was a listing of what other surrounding communities charge for scavenger service.
- Trustee Schuepfer reviewed in detail the proposed ordinance that relates to the scavenger fees; a lengthy discussion ensued regarding the fee that should be charged for single-family units (\$20.00 a month), multiple family units of 3 units or less (\$40.00 a month per building) and senior citizens (Age 65 & Older, \$12.00 a month); also discussed was the procedures relating to unpaid bills and partial payments and the unified billing system for water, sewer and garbage.
- The consensus of the board was that the garbage fees should cover the total cost of the scavenger fees.
- As the economy recovers, this program will be reviewed to see if we can make adjustments to the fee structure; up or down.

Tax Levy & Abatement Ordinances

- The proposed tax levy was reviewed. The garbage amount will be moved under the corporate totals. The abatement ordinance was broken into two separate ordinances based on the 2006A and 2006B General Obligation Bonds.

Additional Grant Money

- A second \$100,000 CDBG grant was awarded for Odell.
- \$645,000 grant money has been obtained from Representative McAuliffe for resurfacing projects.
- Mayor is still working on additional grant money for infrastructure improvements.

RedSpeed

- The application for the eastbound Harlem/Foster RedSpeed camera has been approved.

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Key Person List for Planners

- The Mayor indicated that she needs to supply the planners with the Key Person List by tomorrow; she received 9 names for the Key Person List for the Planners; they requested 12 to 15.
- Current list has some individuals from the industry district and residential; does not have any retail operations.

Sayre Avenue Resurfacing – 2010 with ERP Grant

- The Mayor was contacted by Norridge regarding Sayre from Montrose to Carl Cassata Drive. This is a shared street and an ERP (Emergency Repair Project) Grant has been awarded which will include the design engineering, construction and construction engineering.
- An intergovernmental agreement will be prepared with no cost to the village to complete this project.

Sing-a-long

- Continuing the tradition started by our late Village Clerk Dianne Larson, the annual Sing-a-long with the Clerk will be held this Friday, December 4, 2009 at 7:00pm here at the Village Hall.

Village Christmas Party

- The village Christmas Party to be held on Thursday, December 17, 2009 at 7:00pm has been changed from the Ridgemoor Country Club setting to the Village Hall.
- The board will pick up the tab.

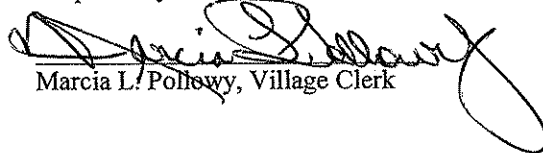
Public Comment

Joan White: Asked how a partial payment would be applied since the garbage charge will now be on the water/sewer billing?

Adjournment

Motion by Trustee Mougolias, seconded by Trustee Dobrzycki to adjourn. On a voice vote, all being in favor, the motion carried and the Committee of the Whole Meeting of the Board of Trustees of the Village of Harwood Heights was adjourned by Mayor Arlene C. Jezierny on Wednesday, December 2, 2009 at 10:30pm.

Respectfully submitted,


Marcia L. Poltoway, Village Clerk