

**COMMITTEE-OF-THE-WHOLE
MINUTES
January 19, 2021**

Mayor Gallo called the Committee-of-the-Whole meeting via Zoom Teleconferencing to order at 7:31 p.m.

COUNCIL IN ATTENDANCE REMOTELY: Aldermen Karen McHale, Nick Budmats, Kevin O'Brien, Jenifer Vinezeano, Jon Bisesi, John D'Astice and Lara Sanoica

COUNCIL MEMBERS ABSENT: None

STAFF IN ATTENDANCE REMOTELY: City Manager Barry Krumstok, Finance Director Melissa Gallagher, Deputy City Clerk Judy Brose, Assistant to City Manager Lori Ciezak, Police Chief John Nowacki, Fire Chief Jeff Moxley, Director Public Works Rob Horne, Assistant Director Public Works Jo Ellen Charlton, , Business Advocate Martha Corner and City Attorney Melissa Wolf

Those who are joining us via Zoom or in the City Council Chambers will be afforded the opportunity for public comment to address the City Council on matters that are on tonight's agenda after the City Council discusses with Staff.

Members of the public present in the City Council Chambers listening to the meeting will be afforded the opportunity to provide public comment in accordance with the procedures applicable to public comment at an in-person meeting of the City Council. Namely, members of the public must have signed-in before the start of the meeting.

Public comment will also be afforded to the public who are joining us on this conference line as long as they provided their contact credentials and the subject matter for which they would like to speak about before the deadline as noted on tonight's agenda.

Written comments that were submitted prior to the meeting will also be read out loud after the topic is discussed by Council.

We ask that persons wishing to address the City Council keep their comments to 5 minutes in length. Comments must be addressed to the Council as a whole through the Mayor, and profanity will not be tolerated.

1) Water Main Ownership

Rob Horne, Director Public Works - In many cases, the distinction between the delivery of potable water through public water mains (which is owned and maintained by the City), and the point at which private property owners connect their private service lines to that system (which they own and maintain), is clear and defined. The City owns and maintains the water main lines within the public right-of-way, while most everything that connects between there and a building is owned and maintained by the owner of that property. This distinction becomes blurred when a variety of scenarios occur, such as; when connections on private property occur to service multiple buildings, or when projects are approved with private streets and serve multiple properties, or when there is a need to secure "loops" (system redundancy) in a water main system in order to ensure reliable back up protection, or to achieve required pressure or flow for fire service.

These distinctions can be blurred because unless ownership and maintenance responsibilities on these private properties is carefully documented with proper easements and formally approved agreements when they are

constructed, there can be confusion as to who is responsible for maintaining the piping. For example, when there is a water break, who is responsible for the repair and/or restoration? What occurs if the City fixes piping on private property that causes further damage to the property or building? Who is responsible if someone gets hurt providing that service or walking near the work zone?

This memo hopes to educate and focus on the blurred scenarios that exist in Rolling Meadows, how our practice moving forward will contrast with past practices to better align with regulatory and industry standards, identify the costs and liability of the City's past/future practices, and staff's recommendation for how best to move forward.

The City's infrastructure system is made up of many different components. This discussion will focus primarily on the water system component, but much of the information is applicable to all City infrastructure, including, in part; sanitary sewers, storm sewer systems, lighting, and roadways.

The City's water system is made up of; public water mains, public fire hydrants, private fire hydrants, private commercial water services, and private residential water services.

Water mains and water services are going to be prioritized. Below is a brief definition of each:

- Water main, or any pipe installed for the purpose of distributing potable water, which serves or is accessible to more than one property, dwelling, or rental unit, and is exterior to buildings. *This means the piping is accessible to properties without having to access private property to make a connection.*
- Water service, or any pipe installed for the purpose of distributing potable water to a single property, dwelling, or rental unit, and is exterior and interior to a building. *This means the piping is not accessible to adjacent properties without having to access private property to make a connection.*

Determining Ownership: There are a variety of factors considered to determine whether a water line should be categorized as a water main or a water service, but many times this determination comes down to location. Generally, a water supplier (the City) will ask three (3) questions to determine water piping ownership (below). If any one of these three questions is "Yes" then the CWS (the City) can safely assume that they do own the pipe and are responsible for its repair. However, if the answers to all of these questions is "No", conversely, the CWS can, and should, safely assume that they do not own the pipe, and therefore, the pipe repair is the responsibility of the property owner.

1. *Is the water line within a City Owned right of way?* Rights-of-way are almost always dedicated to a municipality in conjunction with a roadway. It is generally sixty (60) feet wide, which encompasses twenty-four (24) feet for roadway, and approximately eighteen (18) feet on either side of the road for sidewalks and utilities. As a result, this is generally not difficult determination to make.
2. *If I turn off the water will it affect more than one property?* For numerous reasons identified by the IEPA, a link to this topic is provided below, main water lines that serve more than one property (not building) are generally acknowledged as water mains and not water services.
3. *Is there a legal agreement on file with the City requiring that the City maintain the water system?* As part of the pre-development process, communities generally require an agreement (typically an Improvement Agreement) especially when dedications or ownership transfers are required. This establishes clarity to a variety of factors, including utility ownership. *A common misconception is that if an easement is provided,*

then the City is required to perform maintenance on a particular utility. An easement is not the same as a legal agreement and is explained further below.

Easements vs. Formal Acceptance and Agreements: Easements typically identify a tract of land that gives a party the right to cross or otherwise use someone else's land for a specified purpose. Utility easements are generally ten (10) to twenty (20) feet wide and provide utility companies the ability to access their utility. In the case of water mains, sanitary sewers, storm sewers, and roadways, an easement alone is not sufficient to establish ownership or maintenance responsibility.

For the City to accept ownership of a water main line, the developer (or party that installed the line) is required to offer purchase to the City by providing a written request and a Bill of Sale (usually valued at ~\$100) and request/secure a formal acceptance by the City Council (Ordinance or Resolution), for any utilities that are to be owned and maintained by the City in the future. Again, providing an easement over a utility alone does not establish utility ownership. Easements provide the City with the *right* to "access, repair, replace" – it does *not obligate them*.

When a public utility is installed in a community, standard practice dictates that an easement be provided over the section of piping (usually fifteen (15) feet) depending on the municipality's requirements. When major water piping is installed on private property, the easement is primarily required to authorize the City or public utility access to the utility for a variety of reasons, such as; performing hydrant flushing, operating of valves, water quality inspections, and emergency repairs (in cases when the owner is not responsive in repairing a leaking water pipe). Again, the existence of an easement alone does NOT mean that the City is obligated to perform repairs on every water pipe connected to the system.

Legal Concerns: When certain scenarios first began to surface in the City, staff's immediate concerns revolved around legality and the City's exposure to potential liability. As a result of this matter, Staff has had conversations at length with the City's Legal Counsel. The topic of liability raised several concerns; including interior and exterior property damage, personal injury, etc. resulting from repairs performed on private property, outside the framework of the established/designated easement, as well as setting a precedent that might impact the City's future ownership of utilities because of current practices. Conversations with Legal Counsel has indicated that tort immunity would likely protect the actions of the City staff, because the City was acting on behalf of the public health. However, changes in our practices should avoid many of these concerns in the future, as our current operation does provide a window for those questions to arise.

Despite initial determinations regarding tort immunity, concerns still exist for the occasions when the City secures the services of an outside contractor to perform these services. While many times these services are performed under the conditions and protections that exist for public employees on public property (insurance). There are equal occasions when contractors are secured to perform repairs that are on private property. It also calls into question the extent at which the City should, or is obligated to perform elaborate restorations. Many times, these blurred scenarios involve water lines that are extremely close to buildings, under significant landscaping, or near other above-ground improvements that can be costly if damaged.

Summary: It is important to understand that the information provided in this report is not intended to give the perception that the City is placing a burden onto property owners, instead it is actually alleviating the private burden from the public (tax-payers). Very much like individual homeowners, businesses are aware of the expenses associated with utilities on their property. However, Staff is committed to realigning our process to be more consistent with regulatory and industry standards. We are also committed to providing a clear and consistent message to all property owners as these determinations are made, which is why we are bringing this item to the City Council.

We understand that every scenario is unique and complex, but are hoping that after this discussion, the Council will better understand the issues, in the event that they are contacted by a business/property owner concerned their obligation to pay for repairs the City historically performed.

As always, staff will do everything possible, short of doing the work, to assist a property owner in enabling them to make whatever repairs are required. Again, this should not impact property owners as they are already generally aware that they are responsible for utilities that exist on their property.

Staff Recommendations: Staff will draft preliminary code language that will establish a consistent message for future incidents. This code language will be utilized by staff to provide clarity during these emergency situations. Staff will work with Legal Counsel to draft ordinance language for a proposed text amendment that will be provided to City Council for consideration by the end of February.

Staff will begin to implement a standard policy, using the guidelines established in the ordinance and in line with the IEPA and AWWA guidance, and utilize a consistent set of criteria to determine whether the City or a property owner should engage in repairs and/or maintenance. Once determined, staff will provide official written notification to the property owner notifying them of their short and long-term responsibilities.

Following staff research of City files on a repair that is required immediately, should the property owner disagree with our findings, the City will either shut the water off (provided no other properties are affected) or cause the repair (both of which will protect the public water supply) and if the property owner cannot provide sufficient evidence to the contrary, the City will invoice the property owner for the cost of the repair.

Staff will begin to use water modeling data and GIS to identify and systematically make system improvements that seek to eliminate blurred scenarios in the current infrastructure. This practice will be ongoing indefinitely and be comprised of a balanced, long-term approach.

Lastly, the establishment of clear development guidelines and protocols will be implemented as part of future development reviews and capital planning efforts (*capital planning efforts are already in practice, however formal guidelines will be developed as part of the departments controlling principles*). For example, Meadow Square will be brought to the City Council in the future, once a majority of the subdivision is constructed, prior to release of the security funds, to be formally accepted by the City Council.

Alderman Budmats – It seems that one of the culprits in this is the subdivision of property when a lot is divided into several pieces and at that point it seems that the water supply is an afterthought. The one that you showed with the five circles perhaps that complex was split into two owners or where the subdivision or condominium association split into two separate entities, is there a way before we approve subdivisions that we make sure that the water mains are accounted for before we approve a subdivision in the future?

Melissa Wolf, City Attorney – Yes, the City Council can adopt the appropriate regulations so the situation that has occurred before doesn't have to occur again and it can require that City approval of that service line is approved by the City ahead of time and prior to subdividing the development.

Rob Horne, Director Public Works - That is one of the things we have talked about internally in Community Development. We are going to either require or strongly encourage lot consolidation on future developments. If there has to remain subdivided lots then we will require that condominium language be established and again, part

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of an improvement agreement or something to that effect that our staff can always refer back to for the next 50 years. We will not let that occur in the future.

Alderman O'Brien – Director Horne's comments and answer to Alderman Budmats took care of my question so I'm all set.

Mayor Gallo – When it comes to the City ending up fixing a water main that clearly belongs to a private property, do we ever turnaround and invoice or try and direct that private property to another entity for resolution of the broken main or do we just make the repair?

Rob Horne, Director Public Works – Starting tomorrow morning we will be invoicing anyone that it happens to. It is my understanding, again I don't know what changed when historically, I've heard that a long time ago we didn't do this and at some point we changed. We have not, at least in my time here, invoiced anyone for a water main repair to that degree. That would be our process moving forward. We would meet with an owner and if we felt it was theirs to fix but they wanted to argue that point, obviously we have a responsibility to the public water supply, so if we couldn't make a determination at that moment we would fix it with the property owner understanding that any and all repairs/expenses would be incurred by them if it was proven or not disproven that it was theirs to complete. All we can do is review the files we have on hand. If nothing we have specifically states that it's ours, we have to assume that it's not.

Mayor Gallo – I know that there's a development now of a series of standards that could make it more clear or black and white to ownership and I know that you go through those three questions which you mentioned at the beginning of the presentation to make the determination but are there any other physical markers, I know you said not on the pipe specifically, but if a main is set in within the property lines by so much then it can be determined that it's owned privately vs. City owned or is there nothing like that you could draw back to for an observer to look at?

Rob Horne, Director Public Works – We've actually had conversations internally about painting hydrants because every 400 feet on a water line has a hydrant. It doesn't matter if it's a dead-end line, the dead-end has a hydrant so we can flush the line out. We've discussed the potential of painting the caps of the hydrant a different color to delineate whether it's a private or public line. We've really been scrambling over this last year trying to get this presentation before you all and right now we just want to get some concurrence that we're on the right track and that if you guys get contacted by business owners concerned about this in the future that you at least have some understanding of what we're up against. We're trying to make smart decisions, we're not here to make life difficult on any business owner. We really have to get out of the business of fixing peoples private water pipes because the reality is all the residents are paying for that when we spend that money.

Mayor Gallo – I can see where you're coming from with the position on what the effort is behind this. You mentioned that if there is a break in the main, whether it's the City or a private entity doing the repair, it has to go to property B's valve to shut it off and they break it, is it common to have those valves broken or is it always something different that breaks when those scenarios occur?

Rob Horne, Director Public Works – It's hard to tell because we always try to be the one's turning the valve. I can tell you that the simple practice of turning a valve off too quickly can actually cause multiple water main breaks elsewhere in the system, it's called water hammering. Some of these water mains were installed in the 1950's and a lot of them are only designed to last 50 years so some are beyond their expected life. It doesn't take a lot to damage a valve, some of those operating nuts rot away because they're underwater and when you go to turn them

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off they just pop right off and then they start leaking. Again, a simple repair can turn into a catastrophe pretty darn quick.

Alderman Sanoica – Director Horne you had stated to the Mayor that you intend to start invoicing businesses as early as tomorrow if required, I just wanted to make sure that while I appreciate you coming to the Council today to explain this problem and this long standing practice that we are now changing. So that we're on the same page, is there any collaboration with our Business Advocate to make sure that businesses aren't surprised by this change in expectation or change in practice?

Rob Horne, Director Public Works – I can't say that we've had any conversations. Again, my expectation as I think the memo said we do 6-8 a year and we do 40-60 breaks a year so my expectation is not that we're dealing with a high percentage of businesses so I would hate to distribute a mass message that isn't going to affect 90% of them. I think we'll take it case by case, we hand hold through these emergencies as much as humanly possible. I sounded a little harsh in that statement, we certainly work with every business owner and we try to provide them with the resources they need. Once we have made a determination that clearly identifies that it's not ours to repair, I feel like we have to hold to our guns and take that approach or we're never going to establish that precedent that has gone the other way for so many years.

Alderman Sanoica – Yes, I don't want to come across as saying that I'm not in support of all the points that you presented tonight. I am in support of all those points. I just know that no business likes a surprise. I'm not saying it needs to be a mass message sent to everyone but I do think it should be tailored to a point that when this does happen, the 6-8 that happened this year or next year or 10 years from now, like you said some of our piping is over 50 years old, that they know it's coming and they can plan for that and to know they can use the City as a resource as well.

Rob Horne, Director Public Works – I think that makes a lot of sense and we'll discuss that internally as to the best way to message that.

Barry Krumstok, City Manager – I do want to clarify one thing that Director Horne stated. In the past, when we do get information from Public Works to Finance, we have invoiced businesses for the repair we've done. The information needs to come from Public Works of what was done and how many hours. When we have sent out a bill we typically receive payment or have made payment arrangements. I do want to thank Kevin Casey and Jeff Steward for all the valves and all the work that they've done. When you look at the Dominick's property, that was a private water main but we would go in there every so often because of the concern of the hydrants or something, we always made sure that we had open communications with them. Kevin Casey and Jeff Stewart are fantastic talking to those individuals and the condo associations to make sure that they know, if we're working on their property doing the work, that there's a potential that they might get an invoice. Again, I do want to clarify that when we do get information from Public Works regarding a repair that was done, we do send an invoice to those businesses.

Melissa Wolf, City Attorney - Another thing that I just wanted to point out is that I think it's the intention of the City Staff going forward that we actually establish a policy that would identify how the City would treat these matters going forward and that policy would come before the City Council to get officially adopted. Whether that's in the form of just approving a policy on water mains/sewer lines or whether it's Code changes. That's just another measure of public knowledge with respect to what will be happening going forward.

Alderman Budmats - Can I assume that we are maintaining a certain number of fire hydrants for private property owners that we would not necessarily be maintaining after such an ordinance were passed? Do you have an idea of the number of hydrants that would be?

Rob Horne, Director Public Works – We actually have a pretty good program for letting property owners know that the hydrant is theirs to repair. For some reason the conversation changes when it's a water main break so we are pretty good at getting private property owners to repair or replace their hydrants that are identified during our hydrant flushing program or as part of our leak detection survey that we do annually. What we do to the hydrants generally is we operate them, we flush them to provide fresh water through the line and we do some minor maintenance that is really done to ensure that when firemen responds to an emergency the hydrant is operational and can be used in a fire response. Yes, that is probably something we do perform but that is very typical in most communities.

Alderman O'Brien – The process that Director Horne just walked through that if it is on private property I am in full support of what's been proposed to us tonight. I just want to confirm, based on the write-up, the average cost of one of these repairs can be about \$15,000 and can fluctuate based on the time of day. Maybe to Walmart or Meijer, \$15,000 is a fair amount of money even to a conglomerate like that. If it were a residential or an HOA, I'm guessing we would set up some type of payment plan and we would be very flexible given the emergency situation, is that correct?

Barry Krumstok, City Manager – Yes, you are correct.

Mayor Gallo – Thank you for the presentation and we look forward to seeing the ordinance to come back before the Council with a little bit more clarity and direction for you to help the community and your employees in the water department.

2) **Holiday Decoration 2021 Update**

Jo Ellen Charlton – Assistant Director Public Works - At the October 20, 2020 COW, Council decided not to move forward on plans to install additional lighting and holiday decorations on the currently vacant City-owned property at Owl and Kirchoff. Instead, Council requested at that meeting that staff come back in early 2021 with long-range ideas for holiday decoration enhancements that would improve the overall ambience in the City. Specifically, staff was asked how the City might use winter lighting as a strategy to improve the City's "Sense of Place" as recommended in the newly adopted Comprehensive Plan. Council suggested the project be viewed as something that could be implemented over the next five to ten years.

All good planning projects start with an assessment of "What do we have?", followed by consensus from Council on "What do we want?", so staff can take that information and come back with the "How do we get it?" This report will focus mostly on the first two topics. In addition to soliciting feedback on possible alternate decorations at alternate sites, the "What do we want?" section will ask Council for consensus direction on where the official holiday lighting ceremony should occur in 2021, as that will set the stage, and the budget for some of the early years of a five year plan. Staff intends to use direction and consensus gained from this meeting to come back to a later COW with some recommendations for Council's consideration.

What do we have? Until two years ago, holiday lighting and decorations in Rolling Meadows have historically been focused on Kirchoff Road. And, while the Historical Museum traditionally included its own holiday lighting, that lighting was supplemented by the City two years ago, when it became necessary to relocate the annual tree-lighting festivities that year due the McDonalds' expansion project causing damage to the evergreen tree utilized

for the event. The relocated lighting/spaghetti dinner event was successful, but feedback was provided to Public Works staff for improvements that would enhance the pedestrian walking experience along Barker, between the Museum and the spaghetti dinner location at Willow Bend School. Public Works crews retrofitted street light poles during the summer of 2020 with supplemental power capable of accommodating lit holiday decorations on the Barker street light poles. Additionally, staff had to make electrical system improvements to the Museum and adjacent facilities to accommodate the enhanced lighting provided.

What do we want? At a very basic level, staff has identified the options enumerated below as available for consideration.

1. Fill in or enhance Kirchoff Road corridor.
 - a. Extend pole decorations west of City Hall to Flicker, Rohlwing or Hicks.
 - b. Extend tree lighting west of Creek to Rohlwing or Hicks.
 - c. Enhance City Hall Lighting.
 - d. Enhance City-owned southeast corner of Owl/Kirchoff.
 - e. Enhance carillon/bridge “greening”/decorations.
 - f. Introduce new feature(s) on property near northbound 53 exit to Kirchoff and/or south bound entrance to 53 from Kirchoff.
 - g. Extend tree lighting east of Meadow to end of commercial district
 - h. Introduce new decorations at both ends of Kirchoff that have residential properties that currently do not have decorations.
2. Enhance lighting and decorations at Gateway Park (Kirchoff/New Wilke).
3. Add lighting/decorations at two Fire Stations.
4. Enhance lit and/or unlit decorations at 8 formal entry signs (brick monuments).
5. Add new decorations at 16 informal entry signs (wreaths).
6. Enhance I-53 exits
 - a. Algonquin Road intersection with south bound exit (west side of 53).
 - b. Algonquin Road intersection with north bound exit (east side of 53).
7. Investigate addition of light pole banner or tree decorations on other local Commercial Corridors
 - a. Plum Grove/Kirchoff/Euclid Strip.
 - b. Algonquin Road, western boundary to creek.
 - c. Algonquin Road, Keystone to Weber.
 - d. Algonquin Road, south side east of Weber and west side of New Wilke Commercial areas.
 - e. Triangle and south to 90 (Commercial/Corporate areas).
 - f. Golf Road Corporate (west of 90).
8. Add greens or banners on light poles at entrances to Residential Subdivision entries.
9. Public/Private or Intergovernmental Possibilities
 - a. Continental Towers Property visible from west bound 90 (Parking Garage?) Add Rolling Meadows identification?

How do we get it? Staff will use feedback generated from Council’s discussion and work with the Assistant to the City Manager and others to put together recommendations for a five year holiday decoration implementation project that is sensitive to funding and manpower constraints. It is important to note that with existing Public Works crews, there’s only so much additional work that can be scheduled into the relatively short period of time between finishing up street repairs, street sweeping, winterizing buildings, etc. and preparing for the beginning of the snow season. Therefore, as part of this next step, staff will evaluate how much additional work can be absorbed by existing crews, and what work will need to be contracted out in order to accomplish the City’s goals.

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What this exercise will not do at this time is address the bigger issue of year-long imaging or branding, and some of the hardscape and landscape right-of-way improvements discussed by Council at the last meeting that are intended to attract private investment. That discussion requires significant staff time and resources provided by consultants experienced in designing logos, images and brands, and then recommending how to implement that messaging into banners, signs, decorations and even bridge and other infrastructure improvements. That discussion might be considered as part of a future years' work program, after some of the existing projects Public Works is working on are complete. At this point, I would like to turn it over to Council to address the questions that are outlined at the end of the report.

Mayor Gallo – I'll start with a straw vote on the two locations and then before we get into identifying the second portion which is the top two or three holiday decorations, I wanted to open the floor up for conversation.

All those in favor of continuing at the Central Road/Barker location. 5 in favor; 1 opposed; 1 abstain.

All those in favor of the Kirchoff Road/Owl location. 2 in favor; 5 opposed.

It appears as though the old Public Works location next door to the Museum with sufficient parking and the spaghetti dinner conversation to come next. Before we get into the nine options for decoration enhancements, I do want to open up the floor for dialogue. Any questions, comments or concerns from the Council?

Alderman O'Brien – I know we've been really trying to focus as best as we can, seeing that this is a longer term plan which is great to see, I'm just throwing this out there, we've been trying to promote more on the west side of Route 53, would it make sense to alternate? Since this a longer term plan, there would be additional costs, we would have to find a place to do it but something I was thinking about, if we do go with the Central Rd/Barker on the eastside and then next year maybe we rotate it? In all honesty, I don't know where it would go, we have the park there on the corner by the new fire station and parking would be a nightmare as the new fire station lot wouldn't be big enough. I just didn't know since this is a longer term strategy we're looking at would there be thoughts of rotating it, once on the east side of Route 53 and once on the west side of Route 53? Just a thought.

Mayor Gallo – I think what we should do with that is table it until staff can possibly make some suggestions based on geographic opportunities and for now focus on 2021 scenario and maybe if staff can bring something before that time then you could bring that back for conversation for a long term incorporation. Let's try and focus on the 2021 time for now. I think that's a good idea for community growth.

Alderman Bisesi – I was very much in favor of the Central Road, however I do believe it would be important to do something as well on Kirchoff Road. I do like the ideas of expanding some of the decorations, maybe coming all the way from Flicker on down to Gateway Park or whatever. Just make it a nice and attractive thing. I have no problem with putting up a Christmas tree in the vacant lot until such time we can determine what the long term use for that property will be. As Alderman O'Brien said, we do need to not forget the west side of Route 53 and incorporate some stuff in there as well.

Alderman Sanoica - I know that Ward 1 and Ward 2 will have something to say about their respective sections of the City. Ward 7 encompasses both east and west, however I know that one of the reasons that this long term planning request came from Council originally was to incorporate other larger systemic boundaries that exist on the west side such as school districts and park districts that separate the communities and families. I think it extends beyond that as well, we also have, this was noted in the 10 year Comprehensive Plan, was that some of our addresses state Palatine even though they exist within the municipality of Rolling Meadows. I would be in favor of prioritizing any opportunity we have to demonstrate that Palatine addresses actually are a Rolling Meadows

municipality. We can't change the addresses as that's the responsibility of the postmaster general but we can create theming in areas like Plum Grove corridor and also Algonquin and Golf which are borderlines with Arlington Heights. That would be the priority that I would support.

Alderman McHale – I agree with Alderman Sanoica regarding a cohesive plan to incorporate the different sides of Rolling Meadows. I do have a question and maybe this is because I haven't been a resident of Rolling Meadows my entire life, is there a reason why we have to be tied to the spaghetti dinner? I know that it's tradition in a sense. One of the con's on why we can't have the tree lighting on Kirchoff is because there's not a place for us to walk to get to a location for a spaghetti dinner. Was there any way to maybe see if there's another type of event that we could do perhaps? I know that in other communities where it's a little bit simpler where they just have Santa and cookies/milk and the local dance school comes and does their routines and so on and so forth. I feel like that's holding things back. I also wanted to mention that the idea of having the tree at the Historical Center, while not all businesses are on Kirchoff Road it is very nicely decorated but I think having it at the Historical Center does definitely does bring a sense of community into Rolling Meadows.

Mayor Gallo – Thank you Alderman McHale, I appreciate your perspective on that. Maybe that's something we can explore. Historically, the spaghetti dinner worked out of convenience because the tree lighting drew the crowd and that crowd could transition to the fire station when this occurred on Kirchoff Road at the McDonalds. I could appreciate now maybe disconnecting what was historically connected to maybe get a greater exposure for one thing than the other.

Alderman Vinezeano – I believe I was with former Alderman Mike Cannon on opposing it at the Historical Museum. Although it does greatly benefit our Ward being that's in our backyard, it's just that, it benefits really two Wards that gets to see it quite often and obviously the students that drive to the high school and to the two schools over there. I realize that Public Works put in a lot of time and effort and money into that plan on Barker, however I feel like our Comprehensive Plan has been to move forward with building up our downtown area on Kirchoff Road and doing that would only make sense in emphasizing our community events on Kirchoff Road. I understand moving forward we'll have the lighting ceremony on the Historical Museum but I would definitely like to do something at the property at Kirchoff/Owl. With that being said, with this coming year as most of you can anticipate COVID is not going to be going anywhere. I don't anticipate us being able to have a turnout for a spaghetti dinner like we've had in the years past. To pull us to an event just because of a spaghetti dinner I think is premature in the light that we may have to cancel it anyway so if we can do events outside that would be better formatted for the year that we're approaching and maybe future years to come might be something that staff needs to really look into to plan accordingly. Not that I'm opposed to a spaghetti dinner, it's a great tradition but I just think times have changed and we need to change with that.

Mayor Gallo – Who knows what this next round by December will be bring with the physical distancing whether or not we can get back to what used to be normal. I do have a quick question for Lori Ciezak about the tree lighting, when it originally took place on Kirchoff at McDonalds, was the intention of lighting the tree to create an event for the community or was that a byproduct of trying to decorate an area to keep the downtown street festive? Do you recall what the intention was when first setting out to do that?

Lori Ciezak, Assistant to City Manager - I would say that it was to maximize the effectiveness of both the tree lighting and the spaghetti dinner at a location. I don't know if one was more important than the other, it seemed like many people were tied to both of those events.

Mayor Gallo – The purpose of lighting the tree was to draw community out on a given day to celebrate and experience of lighting the tree and then forwarding themselves to the spaghetti dinner.

Lori Ciezak, Assistant to City Manager – Absolutely. I think more than anything, parking is going to be a huge factor in whatever is considered for a future location.

Mayor Gallo – I think back to Central Road and this last experience, there was plenty of parking on the Conyers Center, the high school and Central Road was full of cars down to Owl Drive. We had great feedback from it. The intention of that tree lighting at the Museum was to draw the community together for an occasion and then the byproduct was having the residual tree lit with festive decorations beyond that. I think one thing that we as a Council need to do is frame this in the sense of what are we looking for? Are we looking for purely holiday decorations or are we looking for an opportunity to bring the community together during the holidays and celebrate during a tree lighting? I think that will help foster our direction to what the priority is over, is it purely for decorating throughout the City to create this ambiance of festivities throughout the entire community or are we lighting a tree to celebrate bringing the community together in that event? I think if we can look at it with that regard, I think it might help us get closer to what our ideals are and I think based on the Council count is that Owl is the majority by the straw vote here as far as the location goes and it does have sufficient parking. Then the Council should ask themselves now are we doing this for the event to draw community together at the time or are we just trying to decorate the community for the holiday season? I think that will help us when we get to this next part with the nine components that we have here that we're going to take a straw vote on shortly.

Barry Krumstok, City Manager - Just to give you a little more perspective on it. It was to bring people to the downtown area but it was also the start of the official lights for the downtown area. Once the tree was lit all those lights that you see down Kirchoff Road were on after that point. The spaghetti dinner did not start until the 60th Anniversary of the City and then it grew into a larger community event overall.

Mayor Gallo – I forgot that it was a catalyst for lighting all of Kirchoff Road.

Alderman Bisesi – Barry said most of what I was going to say. Historically speaking, it was definitely the start of the Christmas season for Rolling Meadows. Also, when it was established, Kirchoff Road had a lot more on it at the time. It wasn't as residential as it is now. All those complexes along Kirchoff Road were not there, we had Crawford's, and it was very much a big center of town. It was kind of the beginning of all the lights. I think the thing that our citizen's always liked is just having somewhere to go for the tradition of the tree lighting, whether it's on Central or Kirchoff or wherever I don't know if it necessarily matters. Lastly, when we did take the straw vote I believe the Central Road was the majority vote vs. Kirchoff/Owl.

Mayor Gallo – I meant to say Central not Kirchoff/Owl, my mistake.

Alderman Bisesi – I actually think there might be a way to do both, it's just a matter of where we do the Santa part of it.

Mayor Gallo – Any further questions or comments before we do a show of hand for these 9 options to follow staff's request to identify the top 2 or 3 candidates, by that we will end up moving down the other ones that are less important as it is requesting for feedback. Any other questions or comments before we start do that? Just show your hand of you're in favor.

- 1) Fill in or enhance Kirchoff Road corridor – **5 yes**
- 2) Enhance Lighting/Decorations at Gateway Park – **0 yes**
- 3) Add lighting/decorations at two Fire Stations – **0 yes**
- 4) Enhance lit and/or unlit decorations at 7 formal entry signs – **4 yes**

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- 5) Add new decorations at informal entry signs – **0 yes**
- 6) I-53 exit enhancement at Algonquin intersections – **5 yes**
- 7) Investigate addition of light pole banner or tree decorations on other local Commercial Corridors (Plum Grove, Algonquin, Golf) – **7 yes**
- 8) Add greens or banners on light poles at entrances to Residential Subdivision entries – **0 yes**
- 9) Public/Private or Intergovernmental Possibilities – **2 yes**

It appears as though 1, 6 and 7 as the top three and that's because there are 7 and 5 votes respectively for each of those. The one coming in at 4th place is number 4. Are there any questions or comments?

Alderman Bisesi – The one thing I would like to see if there is something that we can do for at least holiday decorations particularly along Hicks or Plum Grove Road just to kind of tie the whole City together a little bit better.

Mayor Gallo – What are you thinking specifically? At that intersection?

Alderman Bisesi – Whether it be banners on light poles and some decorating where we can. It's kind of like we have the downtown on Kirchoff Road now we have Central/Barker that's lit up but the rest of the town is virtually ignored. I think keeping in the spirit of the Comprehensive Plan, something along Plum Grove Road and Hicks, letting people know that Rolling Meadows is in the holiday spirit and something that they see driving through our town would be nice. It would be nice to have there as long as we're not spending too much money.

Rob Horne, Director Public Works – I just wanted to relay that the overarching discussion in the past and one of the options that was on the list was about the remote locations or those western locations that can provide some common theming for the community to tie it together. Staff has always planned on researching potential locations for the future and certainly can bring that information back to City Council when we bring a more comprehensive look at what we're going to do based on the information you provided tonight. Again, those items would just not be prioritized in our first few years of the program but we expect this plan to last several years so it's nothing we plan on doing and completing in two years and being done with it. It's one of those things that's going to evolve over time.

Mayor Gallo – Thank you for reminding us of that. For the sake of this conversation and the subject being holiday decorations for 2021, I don't want to get all the way to the bottom of the rabbit hole tonight because we can continue for hours. If staff can keep that in mind to produce more opportunities for the periphery of the residents within the community to get that same ecstatic and feel of the holidays as we get on our downtown main street areas, I think that's what the Council is saying.

Jo Ellen Charlton, Assistant Director Public Works – Can I get another clarification on the local commercial corridors clearly there wasn't more votes than anyone. Alderman Bisesi mentioned two local areas. Is it a fair statement to say that the Council, if we're putting these in order of importance starting in year one and moving to year five, start with the more local business commercial like Plum Grove as opposed to the heavier commercial areas on Algonquin and Golf Road? Do those a little bit later in our cycle?

Mayor Gallo – Let's do a quick straw vote. All those in favor in addressing the more local aspects before moving on to the commercial corridors. 6 in favor; 1 opposed.

3) News & Views Mayor & City Council Rotation for Back Page Column

Barry Krumstok, City Manager - As part of the City's printed News & Views, there is a small section set aside on the back page that traditionally has been utilized by the Mayor to connect to the readers. Topics are relevant to the whole City and are not done politically. Mayor Gallo has decided to open this column to the entire City Council, with his last briefing, for some time, happening with the January/February 2021 feature. Staff randomly selected the order and has established a rotation. By drawing with a deck of cards, Ward 7 would be the first for the March/April printed edition.

Mayor Gallo – The point of this is an opportunity to share that piece of real estate and if you don't want to participate you don't have to. Its 250 words that you're allotted. When I write these articles it's really not like I can get into anything substitutive with 250 words. I try and keep it lighthearted, relevant and topical. I do receive a lot of feedback from residents who do read it and to be honest I figured nobody would read what I write. So it's a pleasant surprise when people say that they appreciated what I wrote and after hearing that a number of times from numerous residents I figured this is a great opportunity to give the Council a platform. We all have our own platforms in speaking with our Wards and I think it's a good way to allow the 4th Ward Alderman to speak about something that's occurring in the 4th Ward for the readers in the 7th Ward or 2nd Ward and so on. I just want to see that same recognition of opportunity for relationship building between residents and the Council that I got to see with it. Again, if you're not interested in writing an article of 250 words I'm happy to continue to write in that space but it's my hope that you do choose to write and share something of importance topically of course with 250 words out to the residents of Rolling Meadows. That is my intent and I hope there's not much discussion or conversation and if you're interested that's great, if you want to sit out I'll write an article or we can move on to the next Council member in line. Any questions or comments?

Alderman McHale – I noticed that Ward 1 is set for a column to be due by April 9th and the election is April 6th so maybe we want to look at the rotation.

Mayor Gallo – Manager Krumstok, maybe we should push that one or pull a new card. Nothing here is written in stone but good catch on that.

4) Committee & Commission Discussion

Barry Krumstok, City Manager – For some time we've had some committees that have been active and some that haven't been active. We have some that are required by state statute and some required by our local ordinance. We also have some volunteer groups that have become more active and at this point it makes sense for them to become a full committee. We will always monitor the committees and reassess. One thing that is prevalent is that the City Council does need to establish certain committees like the Ethics Commission but for federal and state requirements we might be able to do an ad hoc committee for certain one's. The draft ordinance just has to be tweaked in one place because it talks about a seven person Environmental Committee and we actually have five active members so we will allow five members to make sure it stays active.

To summarize, we do have Board of Fire and Police Commission that is in the City Code and statutory mandated and there are no vacancies. The Board of Local Improvements is recommended to be replaced by the already existing Capital Projects Committee. The Commission of the Disabled is part of the defunct Urban Affairs Committee and we recommend the creation of an ad hoc commission if needed. The Human Relations Commission is the defunct part of Urban Affairs and we recommend the creation of an ad hoc commission as needed. The

Veterans Committee is operating and there are no vacancies. The Urban Affairs Committee is currently defunct and we recommend that the committee be dissolved. The Ethics Commission is required by state law and we recommend three appointments. We recommend making the Environmental Committee an official committee with five voting members to keep them active and they can have as many volunteers as needed. The Electrical Commission is in our City Code and appointments are needed. We are in compliance with the Board of Trustees for Police Pension and there are no recommended changes. The Board of Health was also part of the Urban Affairs Commission and is defunct and we recommend the creation of an ad hoc commission if needed. Most of our health issues go back to Cook County. We are in compliance with the Board of Trustees for Fire Pension and there are no recommended changes. The Library Board of Directors are in compliance and there are no recommended changes. The Economic Development Committee is in the City Code and there are two vacancies. There are not recommended Code changes to the Planning and Zoning Commission but there is one vacancy appointment needed.

Alderman Sanoica – The recommendations to decommission some of these functional groups, things like Human Relations or the Commission for the Disabled, you had also mentioned that one of the other committees or the Health Committee as a sub-committee from Urban Affairs would also be decommissioned and the reason for that is because you stated that we already have network connections with Cook County Board of Health. I guess my question is if those other needs or perspectives or advocacies groups or functions that these committees would serve, are all of those already accounted for through these other governmental organizations at the County level or through some other level?

Barry Krumstok, City Manager – Some of them we still need to have for when we apply for grants. Our City Code allows for the creation of an ad hoc commission and special committees to be set up if something comes up. With talking to City Attorney Wolf we're able to set up a special committees to satisfy grant requirements.

Alderman Sanoica – Beyond fulfilling a check box or a requirement for a grant application, my concern is that some of these functional committees do serve a purpose beyond that check box. I want to make sure that before we start decommissioning any of these socially focused groups or advocacy group that we are ensuring that those functions are being carried out in a comprehensive and beneficial way so that the Council is making decisions that take into consideration human relations and concerns of people with disabilities or the environment or any of these other suggested decommissioned groups. Has that analysis been conducted?

Barry Krumstok, City Attorney – Yes that has been done. When you look at disability ADA, I do spend a lot of time with that and there is a procedure when a complaint comes in so we do have all this covered administratively. The only one that needs to be established is the Ethics Commission even though they may never meet but it still needs to be established. All these items are being covered by staff.

Alderman Sanoica - I absolutely believe that staff would take every complaint seriously and address it quickly but I don't think that's the concern I have. My concern is that we might be missing out on some proactive opportunities to ensure that our community is being really thoughtful about long-term planning and ensuring that we're including all of our stakeholders.

Mayor Gallo – Alderman Sanoica, I like to pause you right there because I am on the same parallel with you with this. What I was going to say after the questions for Manager Krumstok because I believe there is a follow-up conversation that the Council has to engage in for a future Committee of the Whole. This conversation tonight is basically a discussion about the structure of these active contributing committees and commissions but from here forward we do have to have a secondary discussion about the function of these committees once we have cleaned up the slate and then make sure that we as a Council make sure that staff and those members of the committees are all aware of their roles, expectations, the initiatives that each of these committees and commissions are supposed

to engage in. So what I would like to do after we get through with this conversation with Manager Krumstok and cleaning up the committees and commissions that we circle back at a future date of a Committee of the Whole hopefully in the near future and then talk about the functionality of each one of them to make sure that we are not missing something that we need or make sure the members of the committees and commissions are satisfied in the efforts that they're putting and the time that they're volunteering.

Alderman Sanoica - Understood. Thank you for the clarification.

Alderman O'Brien – A resident had two quick thoughts and a I noticed the same thing as I was looking through the documents and I'm sure it's part of the clean-up, there is reference to his or her if we can make it his/her or he/she across all of the committees/commissions since we're doing a clean-up. The resident brought to my attention that only in two of our commissions, the Board of Fire and Police Commission and Ethics Commission, I was able to speak to the Ethics part based on my own experience but they have identified that no family of a Council member could be appointed to the Ethics Commission, rightfully so but it was also in the Board of Fire and Police Commission. I don't know if anyone has any background, if that's required by state statute? They were wondering from a consistency perspective would we want to put them all consistent. I told them I would bring it back to the group, I don't know if state statute dictates that but that was just two questions I got on the way to work. We can defer that, if that's more of the function of the group, to the next Committee of the Whole meeting, I just told them I would bring it up tonight.

Melissa Wolf, City Attorney – From a legal perspective, the Board of Fire and Police Commissioners is dictated by state statute so if that requirement is that board that's because of the state statute. With respect to the Ethics Commission, that is just something that has been proposed to the City Council. Part of the reason for that requirement for the Ethics Commission from a legal perspective is that this Commission may be actually overseeing alleged wrongdoing of one of the City Council members or the elected official. So that was the intention for that requirement for that commission member. The remaining commissions didn't have that conflict of interest that the Ethics Commission would have provided. That's just a determination that the City Council can make as you clean up these boards and commissions.

Alderman O'Brien – Thank you for clarifying. As we look at this if we should make it consistent across all of our committees and commissions.

Alderman D'Astice – I believe you've already answered this question because I had a couple of residents contact me and asked what the policies and procedures are in terms of getting or doing volunteers. For example, all openings should be posted on the City website and in the newsletter. I think these items that they gave me is probably not the conversation we want to have tonight. Would you suggest that I email these suggestions on policies and procedures to everyone on the Council when we have a future meeting?

Mayor Gallo – These questions are they related to the function of the committee or are they a part of a function to get on a committee?

Alderman D'Astice – More of a function to get on a committee than the function of the committee.

Mayor Gallo – Attorney Wolf, where do you think this falls in terms of the preparation of the committees? As Manager Krumstok is going through this exercise cleaning these up, would those questions be better suited for speaking on behalf of the Code of Ordinances that define our committees and commissions or is this something we address this evening?

Melissa Wolf, City Attorney – If Alderman D’Astice has something in writing that he’d like to share I think before I make that analysis I would like to look at exactly what he’s talking about. I can say that what’s presented to the City Council now is consistent with how the Code provisions have been with respect to the committees and commissions. That additional component of it has not been previously addressed in the City Code.

Alderman D’Astice – It’s not really part of the Code but one of the first things they said was how do we, as a City, communicate to the residents that there are openings in these various committees? One person said put it on the City website and another one said put it the newsletter. I don’t think these items that they gave me are part of the Code they are more a part of the procedures we can employ and use to get people in and what do we do with the information they send us. I’ll send the information to Attorney Wolfe and you can let me know how you think we should deal with this.

Melissa Wolf, City Attorney – Okay, thank you.

Mayor Gallo – In the future if you are ever approached by a resident who’s asking those questions, obviously you can direct them to the website to the committee or commission of their choosing and there will be the roster that will show any vacancies and which terms are expiring. When there is a need to fill vacancies we do post in the News & Views newsletter that goes with the utility bill. That’s how I recently got three other individuals who I’m speaking with. After tonight’s Committee of the Whole meeting seeing how this shakes out then we can move forward with their potential appointments. It’s just word of mouth and refer them to the City’s real estate digital or otherwise.

Alderman D’Astice – Okay, thank you.

Mayor Gallo – All those in favor for accepting an ordinance put forth by Manager Krumstok. 7 in favor; 0 opposed.

5) Animal Contractor Recommendation and Preferred Provider for the City & Residents

John Nowacki, Police Chief - Each and every year, the Police Department responds to hundreds of calls regarding a wide-variety of animal related issues. A significant percentage of these calls involve wild, non-domesticated animals (skunks, raccoons, opossums). Most of the animal related calls are located on private property. These calls typically would not be classified by the Police Department as an immediate danger or hazard to the general public. As mentioned above, a large percentage of them involve skunks and opossums living under porches, sheds and so forth. Not an ideal situation for the homeowner, but surely not an immediate danger to the general public. The Police Department will not remove/euthanize these animals, as they are considered the homeowners responsibility and the Police Department would only take action if the animal(s) became a public safety concern.

To clarify the distinction “involving a public safety concern”, the Police Department will intervene if it is determined the animal is sick, injured, or possesses an immediate hazard or danger to the public. Sick and injured animals can become aggressive and carry diseases detrimental to individuals having contact with them. The Police Department will continue, as always, in responding to complaints from residents regarding dogs, cats, and animal abuse situations.

The decision of a homeowner to remove these nuisance (wild) animals from their private property can be an expensive endeavor. Prices for animal removal can easily run several hundreds of dollars. Understandably, price can definitely be a factor resulting in homeowners not addressing animal issues on their property.

To better serve our residents and assist them during these situations, Staff is requesting approval, from the City Council, to be permitted to request proposals from licensed animal removal businesses. The purpose of the solicited proposals is to identify a professional commercial business that specializes in the area of animal removal that provides their services at a lower cost (preferential pricing) to Rolling Meadows residents. [Please note that this “preferred vendor with preferred pricing” is also done by other communities].

If permitted to proceed in requesting proposal on this issue and upon selecting a preferred vendor, the decision to use this identified business will ultimately rest with the property owner. It is stressed that the property owner will always have the right to use any commercial animal control service of their liking. In addition, residents will deal directly with the company they decide to use, even if it is the recommended preferred business and they will be responsible for all cost associated with animal removal on their property.

Barry Krumstok, City Manager – I just want to clarify for all of those who don’t have the write-up in front of you. This is mainly for skunks, raccoons and opossums, it does not deal with foxes or coyote’s and the like. Right now if someone calls we’ll give out three recommendations of animal removal services for the smaller animals and if this passes by the City Council, other municipalities do this, we would utilize only one vender. I do want to stress that this is only for skunks, raccoons and opossums, not for foxes or coyote’s as that is a different discussion.

Mayor Gallo – Apex predators excluded at this time. Any other questions comments or concerns before we take the straw vote?

Alderman D’Astice – I think it’s a great idea. I have a lot of residents in this Ward because we live on a creek asking me about skunks and raccoons all the time. I think it’s a great idea and I would fully support.

Mayor Gallo - Any other questions, comments or concerns? If not, all those in favor of allowing Chief to go out to create an RFP to go out and get a single vendor that can be a preferred vendor for residents? 7 in favor; 0 opposed. Chief, you have approval from a straw vote to seek that RFP.

6) Economic Development 2020 Recap & Look Ahead

Martha Corner, Business Advocate – I just want to briefly recap the write-up that you received in the packet. During 2020, 37 new businesses opened in the City. Eight (8) businesses were home occupations. Of the 29 non-home occupations they were distributed by ward as follows: Ward 1 – 3; Ward 2 – 10; Ward 3 – 0; Ward 4 – 0; Ward 5 – 0; Ward 6 – 14; and Ward 7 – 2.

While all businesses in the City are important, notable business openings or projects during 2020 include:

Openings

- Burrito Parrilla Mexicana (2101 Plum Grove Road);
- DiCarlo Construction (4000 Industrial Drive);
- K-BBQ (1973 Plum Grove Road);
- Knockout Prints (4007 Algonquin Road);
- Patients Choice Medical (3601 Edison Place);
- Sally’s Place Restaurant (1973 Plum Grove Road);
- Phoenix HVAC (1051 Rohlwing Road, Suite A);

- S-E-A Limited (5600 Apollo Drive – School Health building);
- Tacos Jerez (1401 Golf Road);
- Tropical Smoothie Café (1456 Golf Road);

Projects

- Continental Towers – Interior and Outdoor Updates (1701 Golf Road);
- Nature’s Care Recreational Cannabis (974 Rohlwing Road).

Other businesses have received or are in the process of receiving approvals for new construction or remodeling and continue to work toward 2021 opening dates:

- Aloft Hotel (3405 Algonquin Road);
- Hyper Microsystems (900 & 980 Carnegie Street);
- Kung Fu Tea (1643 Algonquin Road);
- Leaky Keg Brewing (5100 Newport Drive);
- Lulu’s Café (2633 Kirchoff Road);
- Rosati’s Pizza (2630 Kirchoff Road – January 15, 2021);
- Shelby’s Café (2164 Plum Grove Road);
- Teriyaki Madness (1319 Golf Road – January 7, 2021).

The actual number of new business openings per year is largely a function of economic conditions, vacancies and other factors external to the City; however it is important to note that all business openings, whether in large or small locations, require much team effort on the part of City Staff and equal time by the business owner. The City continues to pride itself on a continuously high level of public/private collaboration.

During 2020 a few businesses did close (mostly due to COVID-19) and a sampling of them are: Buona Beef, Allstate on Kirchoff Road, Currency Exchange on Kirchoff Road, Sabroso Restaurant (old Pepe’s), Asian Tokyo, etc. We’re working hard with the property owners to fill those vacant locations.

2020 Temporary Local Business Assistance Program - In late July, City Council approved a temporary local business assistance program and allocated \$5,000 to support this endeavor. From the established policy, there were a few inquiries and information sent out, but only one business received a \$2000 payment. This was the only business to fully comply with the established eligibility requirements. (Note: at the January 12th City Council meeting a 2021 Temporary Local Business Assistance Program was approved).

Business Advocate – Business Attraction, Retention & Networking – Throughout the year, City Staff meets with prospective or existing business owners, including property owners and real estate agents/brokers, to identify their needs as appropriate to the City of Rolling Meadows and to assist with follow up. Items may include site development questions, marketing assistance, research, meeting scheduling, business development or general relationship building. The Business Advocate works hard to make sure business needs are addressed while also fitting in with the ongoing Community Development, Administration and Public Works operations and other City department functions. 2021 promises to be an even more eventful and productive year. (Have already started to work with the Atrium for backfilling two floors).

Comprehensive Plan & Zoning Code Updates – During 2019, the City completed an update to the 2006 City of Rolling Meadows Comprehensive Plan. The update includes specific recommendations for updating the City’s

economic development strategy. During 2020, the City engaged the planning consulting firm Teska & Associates to work on updating the City of Rolling Meadows Zoning Code. The update, completed during November 2020, includes a variety of changes to make the Zoning Code more user friendly for developers and businesses and to streamline business related approval processes.

City-Managed *Business Buzz* Website – Launched during 2020, the City owned and managed website includes:

- A Directory listing of all Rolling Meadows businesses (also sorted by categories including Construction, Dining, Health/Well-Being, Services, Shopping and Other);
- Special offers and/or coupons by participating businesses;
- Employment opportunities;
- Monthly Business Spotlight articles;
- Business Accolades articles;
- Community event announcements.

This website is available free of charge to any Rolling Meadows business wanting to participate in the online marketing effort.

Business Messenger Newsletter – Started in 2017, the Business Messenger is a quarterly publication with a strictly Rolling Meadows business focus on items of interest to the City’s business community. The newsletter is mailed to all businesses in the City of Rolling Meadows.

Business & Community Showcase – The second annual Rolling Meadows Business & Community Showcase event took place on Thursday, April 25, 2019 at the Meridian Banquet & Conference Center. 48 Rolling Meadows businesses and affiliated groups participated at a nominal cost of \$25 each. Showcase enhancements include advertising available job opportunities by participating businesses, sharing of marketing materials by businesses not able to attend the event, and display of available commercial properties in the City of Rolling Meadows. Due to COVID-19 the 2020 Business & Community Showcase was cancelled. The tentative date for the next Showcase event is September 23, 2021 at Meridian Banquets & Conference Center.

Next Level Northwest (NLNW) – The City hosted its first Rolling Meadows NLNW Pitch Panel application review and approval for Rolling Meadows-based Lakeshore Title Agency to enter into a professional coaching engagement on behalf of NLNW. The engagement will finished during February 2020 with success (*NLNW Lakeshore Title Success Story attached*). 2021 will be an even more productive year with two Rolling Meadows businesses budgeted to take advantage of this innovative, non-profit program involving five (5) municipal Board members (Elk Grove Village, Hanover Park, Hoffman Estates, Schaumburg and Rolling Meadows) and two private sector Board members (Wintrust Bank and Comcast). Currently another Rolling Meadows business, Knockout Prints, is in the application process and a Rolling Meadows Pitch Panel review of the application is scheduled for late January 2021 or early February.

Community Events Foundation (CEF) Programming – The CEF will continue to build upon volunteer participation and business support of events throughout the year (thanks to the work of the volunteers and Assistant to the City Manager Lori Ciezak).

Economic Development Committee (EDC) – City Staff works together on a variety of economic development initiatives to foster economic development and business success in Rolling Meadows. During 2020, to support

economic development, the EDC provided a number of City Council policy recommendations: Creation of City-managed *Business Buzz* website to market all Rolling Meadows businesses; Feedback from the 2019 Business & Community Showcase to be utilized in the 2021 Showcase; Next Level Northwest Work (NLNW); 6b Request by DiCarlo Construction (4000 Industrial Drive); 6b Request by Hyper Microsystems (900 & 980 Carnegie Street); and Discussion of 2021 EDC Goals & Objectives will continue in 2021.

Mayor Gallo – Any questions, comments or concerns about the Economic Development from last year and looking ahead toward next year?

Alderman Vinezeano – Being that I’m on the EDC we have had some turnover the last couple months and so not really sure how that’s going to look when we do reconvene in I believe March hopefully. With that being said, I know that we’ve run in to some road blocks amongst our Committee and so I’m really hoping that EDC can really do what the Committee is meant to do and work with staff in getting some of our goals established and worked on this coming year. I think the role of the EDC is imperative to our business community and moving forward in this trying time. I’m really asking that staff really works with the EDC and our business partners that are on this Committee so that there’s a good partnership amongst this Committee and our staff members for a more cohesive working relationship.

Mayor Gallo – Like I said before, I think there is an opportunity to discuss the current committees and commissions and their functionality as we move forward now that Manager Krumstok has finished up the phase 1 exercise of shedding those committees and commissions that are either defunct or irrelevant at this time and then we can focus on making sure that there is some symbiosis between the volunteers and the staff in order to achieve a common goal on initiatives that will move the economic needle for our community especially for the sake of the Economic Development Committee. So we will have a conversation about that and the members.

Mayor Gallo – Are there any other questions or comments or concerns? Seeing none, is there a motion to adjourn? Alderman Sanoica has made the motion and it has been seconded by Alderman Budmats. Will the Clerk please call the roll?

AYES: Vinezeano, Bisesi, D’Astice, Sanoica, McHale, Budmats, O’Brien
NAYS: 0
ABSENT: 0

With 7 in favor and 0 opposed, this meeting is adjourned.

There being no further business, by unanimous consent the Committee-of-the Whole meeting was adjourned at 9:46 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

January 19, 2021 Committee of the Whole Minutes Approved by Council on February 9, 2021.

Judy Brose

Judy Brose, Deputy City Clerk