

**CITY COUNCIL MEETING  
MINUTES – March 24, 2020**

**Mayor Gallo called the Council meeting via Zoom Teleconferencing to order at 7:32 p.m.**

**Pledge of Allegiance to the Flag**

**ROLL CALL:**

Present: Cannon, Budmats, O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica

Absent: 0

With 7 present and 0 absent there is a quorum.

Members of the audience are reminded that these proceedings are being recorded for current and future broadcast.

**Staff Members Present Remotely:** Finance Director Melissa Gallagher, Deputy City Clerk Judy Brose, Police Chief John Nowacki, Deputy Fire Chief Jeff Moxley, Director Public Works Rob Horne, City Attorney Melissa Wolf

**Mayor Gallo** – Before we start I'd like to have a motion to suspend the City's Open Meetings Act (OMA) requirements and electronic attendance requirements in section 2-114 to allow for electronic attendance for members of the City Council to hold our meeting. Is there a motion? Alderman Budmats has made the motion and it has been seconded by Alderman Vinezeano. This will require a roll call vote, will the Clerk please call the Roll.

AYES: Vinezeano, Bisesi, D'Astice, Sanoica, Cannon, Budmats, O'Brien

NAYS: 0

ABSENT: 0

With 7 in favor and 0 opposed, we will suspend the OMA requirements.

**MOTION TO APPROVE MINUTES:**

The first order of business is to approve the minutes from the *March 10, 2020 City Council Meeting*. Is there a motion to approve the minutes? Alderman O'Brien made the motion and it has been seconded by Alderman Sanoica. Are there any corrections, additions, or deletions to the minutes? Seeing none, all those in favor say aye; those opposed say nay. The ayes have it and the minutes are approved.

The next set of minutes are for the *March 17, 2020 Emergency City Council Meeting*. Is there a motion to approve the minutes? Alderman O'Brien made the motion and it has been seconded by Alderman Vinezeano. Are there any corrections, additions, or deletions to the minutes? Are there any corrections, additions, or deletions to the minutes? Seeing none, all those in favor say aye; those opposed say nay. The ayes have it and the minutes are approved.

**MOTION TO DEVIATE:** None

## **MAYOR'S REPORT:**

There's plenty to report on but not much that everybody doesn't already know. The one thing I do want to fill everyone in on is communications as it pertains to inbound communication to City Hall whether it's from the Governor's Office, Illinois Municipal League, Northwest Municipal Conference, the CDC or any other organizations. Last week I was, like many of you encountered, an abundance of emails, when one message comes in and literally 15-20 minutes later another 10-20 emails come in with the same email body and the same attachment just from another entity. I know the intentions were well meant but I think it did more for feeding a frenzy rather than just a controlled release of information. With that, rather than trying to post all of this from many disparate actors trying to get this information out, I worked with City Manager Krumstok and IT so that we can have a central location on our City's website where we can push links for the latest updates and we, as City Council could just direct our residents and guide them to where the information is rather than us trying to be responsible to push out the latest updates. I feel that enables the community to find information better at their pace and it gives a central location where there's a composite of resources. The goal is to continue keeping that page up-to-date as information comes in with the appropriate link attached to it. Ideally, I have the Chamber of Commerce who started this past Monday is going to be reaching out to two or three businesses in a couple of different industries so we can understand how this shelter in place, quarantine and social distancing is impacting their business locally and what we as a City can do to offer assistance or help and what residents might be able to. Every Thursday I would like to push a video blog out to the residents through our website and then conversely through our social media feeds from our City's page. I think it's better than trying to look like I'm an island here and I would rather have information come in and we guide residents to a central location, I think that would do better for us. Those updates should come out on Thursday afternoon and gives us enough time during the beginning of the week to get a handle on what is going on as well as a decent forecast for the end of the week and what we can expect in the next few days coming into the weekend. Those updates will come in to the City and they will push out from the City and ideally we can guide the residents to our City's website. We have Barry Krumstok as the Director of Emergency Operations Management and Don Wenzel as the Coordinator, they have gone through years of this training and I think it's important and appropriate that we allow them to do what they do with the training that they have. If we can enable them to keep it in a central location, it makes for a consistency for operations and efficiency for everybody.

## **WARD REPORTS:**

**Alderman O'Brien** – I just wanted to pass along a thank you from the residents to Director Horne for the street patching that's already started on Campbell and the feeder streets to Campbell.

**Alderman Vinezeano** – I have been out and about in the community quite a bit this last week and been kind of overwhelmed. I wanted to reiterate again several things that the CDC put out, social distancing, I've personally seen it, we're seeing at the hospital level and residents really need to take this serious. We had almost double amount of increase overnight in cases so we really need residents to take responsibility and take social distancing and the stay at home order seriously. If you're sick, stay home, don't go to the ER unless you are really needing medical attention. Call your doctor to get medical advice. Keep first responders healthy so we can continue to serve the community. We encourage you to stay home, stay healthy, keep your families safe and help the community stay safe.

**Mayor Gallo** – It is true, as of Monday we had 16 confirmed cases of COVID-19 and by this afternoon it went up to 31 or 32, it just about double in that regard.

**MEETING OPEN TO THE PUBLIC FOR 20 MINUTES:**

The next step is to open the meeting to the public and I did learn that we did not have any members of the public send an email up until the cut off time so we do not have anything to address. We will now move on to Pending Ordinances.

➤ **PENDING:**

**A) Ordinance No. 20-11 - Authorize Reserving the City's 2020 Home Rule Private Activity Bond Volume Cap (2<sup>nd</sup> Reading)**

Is there a motion to adopt this Ordinance? Alderman Sanoica has made the motion and it has been seconded by Alderman Budmats. Is there any discussion? See none, the question is shall the Ordinance be adopted. Will the Clerk please call the Roll.

AYES: Bisesi, D'Astice, Sanoica, Cannon, Budmats, O'Brien, Vinezeano  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed this Ordinance is adopted.

**B) Ordinance No. 20-12 - Approve Liquor License Application for a Class A2 Liquor License for Burrito Parrilla Mexicana Restaurant located at 2101 Plum Grove Road (2<sup>nd</sup> Reading)**

Is there a motion to adopt this Ordinance? Alderman Budmats has made the motion and it has been seconded by Alderman O'Brien. Is there any discussion? See none, the question is shall the Ordinance be adopted. Will the Clerk please call the Roll.

AYES: D'Astice, Sanoica, Cannon, Budmats, O'Brien, Vinezeano, Bisesi  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed this Ordinance is adopted.

**C) Ordinance No. 20-00 - Amend the Alcohol Liquor Code to Approve a Class G1 Liquor License for Video Gaming for MJ Hospitality, LLC dba Lulu's at 2633 Kirchoff Road (1<sup>st</sup> Reading) (Postponed at 2/25/20 City Council Meeting)**

I would like to make the recommendation that we do allow for 1<sup>st</sup> reading here since next week there will be a Committee of the Whole for open dialogue. It doesn't mean that the vote that takes place here is what the 2<sup>nd</sup> reading has to determine the same outcome. With that, is there an Alderman who would make a motion to consider this Ordinance for 1<sup>st</sup> Reading? Alderman O'Brien has made the motion and it has been seconded by Alderman Cannon. Is there any discussion?

**Alderman Sanoica** – If this is passing 1<sup>st</sup> reading and then we decide to pursue with changes after our Committee of the Whole discussion next Tuesday, we will require at least two more City Council meetings in order to be able to apply those changes. My question might be for the City Attorney of whether it's prudent to postpone this until the April 28<sup>th</sup> City Council meeting to ensure that we have adequate time to place those changes as necessary?

**Melissa Wolf, City Attorney** – That's a determination to be made by the Council. If after the Committee of the Whole that takes place in between 1<sup>st</sup> and 2<sup>nd</sup> reading, if there are changes made at 2<sup>nd</sup> reading that amends the Ordinance you would not have to hear those amendments twice. You just need to consider this Ordinance that's before you twice and if you amend it after the Committee of the Whole, you could make those amendments at that meeting. You would not have to have two meetings on those amendments or two readings on those amendments.

**Alderman Budmats** – Is the Petitioner granted any rights by us having already brought this through once and voting on it once that they would be "grandfathered" along somehow and that they wouldn't be subject to any changes that we make in the interim time period assume that there were changes made at the COW and then following the COW?

**Melissa Wolf, City Attorney** – No. Moving the question before the City Council is to move this Ordinance for 2<sup>nd</sup> reading. In order for the Ordinance to be enforceable or valid it would have to pass on 2<sup>nd</sup> reading so the vote to move it forward would not in any way grant them any rights.

**Alderman O'Brien** – But there could be discussion at the Committee of the Whole or at the 2<sup>nd</sup> reading to "grandfather" them in since they were in the process. There's nothing guaranteed one way or another, correct? That would be a determination made at the 2<sup>nd</sup> reading?

**Melissa Wolf, City Attorney** – Yes that is correct. My response was simply with respect to moving this forward to 2<sup>nd</sup> reading does not vest the applicant with any rights but yes you could make the determination at the Committee of the Whole that allows for grandfathering rights that you could amend the Ordinance to address that.

**Mayor Gallo** – Any further discussion by anyone who hasn't spoken? See none, the question is shall the Ordinance be moved forward for 2<sup>nd</sup> Reading? Will the Clerk please call the Roll.

AYES: Sanoica, Cannon, O'Brien, Bisesi, D'Astice  
NAYS: Budmats, Vinezeano  
ABSENT: 0

With 5 in favor and 2 opposed this Ordinance does move forward to 2<sup>nd</sup> reading.

➤ **CONSENT ORDINANCES:**

The next items on the agenda are the Consent Ordinances. It consists of two (2) items, items D and E.

Since Staff is requesting a waiver of 1<sup>st</sup> reading for both items, each Ordinance will have its own motion at this time. The reason for waiving the 1<sup>st</sup> reading is so that it can be approved with immediacy.

Is there an Alderman willing to make a motion to waive the 1<sup>st</sup> reading for the Ordinance? Alderman Sanoica has made the motion and it has been seconded by Alderman Budmats.

**D) Ordinance No. 20-13 – Approve and Authorize the Execution of a Second, Extended, Amended, and Restated Intergovernmental Water Supply Agreement Between the Northwest Suburban Municipal Joint Action Water Agency (JAWA) and the City of Rolling Meadows (1<sup>st</sup> Reading)**

Is there any discussion? Seeing none, the question is shall the Ordinance be moved forward for 2<sup>nd</sup> reading? Will the Clerk please call the Roll.

AYES: Cannon, Budmats, O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed, this Ordinance does move forward.

**Melissa Wolf, City Attorney** – Just for clarification of the minutes and the record, when you say it moves forward for 2<sup>nd</sup> reading, we're basically saying we're waiving 2<sup>nd</sup> reading on this matter D, Ordinance No. 20-13.

Ordinance No. 20-13 is now back for final approval. Is there a motion to adopt this Ordinance? Alderman Sanoica has made the motion and it has been seconded by Alderman Vinezeano. Is there any discussion? Seeing none, will the Clerk please call the Roll.

AYES: Budmats, O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica, Cannon  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed. This Ordinance is adopted.

**E) Ordinance No. 20-14 – Approve and Authorize the Execution of a Residential Real Estate Contract for the Acquisition of the Property Commonly Described as 2809 Owl Lane, Rolling Meadows, Illinois (1<sup>st</sup> Reading)**

Is there an Alderman willing to make this motion for waiving the 1<sup>st</sup> reading of this Ordinance? Alderman Budmats has made the motion and it has been seconded by Alderman D’Astice. Is there any discussion? Seeing none, will the Clerk please call the Roll.

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

With 7 in favor and 0 opposed, this Ordinance moves forward.

Ordinance No. 20-14 is now back for final approval. Is there a motion to adopt this Ordinance? Alderman Vinezeano has made the motion and it has been seconded by Alderman Sanoica. Is there any discussion?

**Alderman Vinezeano** – I have a question for Attorney Wolf, can you tell us exactly how the process works after this reading and if it passes and how moving forward what the process is?

**Melissa Wolf, City Attorney** – If the City Council approves this, you’re basically approving the real estate contract and a closing will be scheduled to actually effectuate the purchase of the contract. Nothing further needs to be done on the City Council’s behalf. All that needs to be done is the approval of the contract. Since the City of Rolling Meadows is a home-rule municipality and its intention is that the City will purchase this via a cash purchase, there’s no further action on behalf of the City Council in order to acquire this property.

Any further discussion? Seeing none, will the Clerk please call the Roll.

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

With 7 in favor and 0 opposed. This Ordinance is adopted.

➤ **NEW BUSINESS:**

**F) MOTION TO APPROVE PAYMENT OF BILLS ON WARRANT 3/24/2020**

The next item of business is a motion to approve the Warrant from March 24, 2020 as presented by the Finance Department. Is there a motion to approve the warrant? Alderman Budmats made the motion and it has been seconded by Alderman Sanoica. Is there any discussion?

**Alderman Budmats** – I’d like to ask that we strike payment for check #60469 for \$205.00. The payment is question is premature as the work is supposed to be done in conjunction with this has not been completed.

**Mayor Gallo** – Is there an individual willing to second Alderman Budmats motion to remove that line item? Alderman Sanoica has seconded the motion. Is there any discussion from the Council on removing that line item from the payment of bills on Warrant?

**Alderman Cannon** – Can you please explain what it is?

**Alderman Budmats** – This is for a repayment of a surety payment for a project that has not been completed. The project in question has gone through adjudication so it doesn't seem appropriate that until the fines are paid or until settlement is reached that we would return the surety to the person who's looking to get it back.

**Alderman Cannon** – That makes complete sense to me but what's the legal side from the City's point? Why are we giving money back if he hasn't solved everything?

**Alderman Budmats** – I don't know the answer to that question.

**Rob Horne, Director Public Works** – I don't have the Warrant with me to see that exact address. It is my understanding, it's slightly a little different from what Alderman Budmats indicated. This is a contractor who has several projects outstanding and several outstanding violations, this surety bond was accidentally submitted for reimbursement for a different project while the contractor still had outstanding violations for a different project. We agree with Alderman Budmats, it was inadvertently processed by the Community Development staff. Once Alderman Budmats brought it to our attention and we did some investigating, we completely agree. We will notify that contractor tomorrow and let him know that surety will not be released.

**Mayor Gallo** – If there is no further discussion on that, I would like the Clerk to call the Roll to remove check #60469 from the bills on Warrant.

AYES: Bisesi, D'Astice, Sanoica, Cannon, Budmats, O'Brien, Vinezeano  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed. Check #60469 for \$205.00 will be removed from payment of bills on Warrant.

This bring us back to the original payment of bills on Warrant for 3/24/2020. Is there a motion to approve this Warrant as revised? Alderman Budmats made the motion and it has been seconded by Alderman Vinezeano. Is there any discussion? Seeing none, will the Clerk please call the Roll.

AYES: D'Astice, Sanoica, Cannon, Budmats, O'Brien, Vinezeano, Bisesi  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed. This Warrant is approved as revised.

➤ **CONSENT RESOLUTIONS:**

The next items on the agenda are the Consent Resolutions. It consists of ten (10) items, items G through P. I've taken the liberty of pulling Item P because it deserves a full discussion. Does any Alderman wish to remove any other item from the Consent Agenda for Resolutions? Seeing none, the Chair declares it in order for one motion to consider the remaining nine (9) Resolutions in one motion without debate. Is there such a motion? Alderman Budmats has made the motion and it has been seconded by Alderman Vinezeano. The question is, shall the nine (9) Resolutions be adopted?

- G) Resolution No. 20-R-29 – Award Contract for 2020 Street Resurfacing Program – Construction Observation Engineering Services**
- H) Resolution No. 20-R-30 – Award Contract for 2020 Street Resurfacing Program**
- I) Resolution No. 20-R-31 – Award Professional Engineering Contract for Construction Observation and Related Engineering Services for the Proposed Water Main Replacements on South Street and Plum Grove Drive – Bond Funded**
- J) Resolution No. 20-R-32 – Award Construction Contract related to the Replacement of Existing Water Main on South Street & Plum Grove Drive – Bond Funded**
- K) Resolution No. 20-R-33 – Award Professional Engineering Contract for Construction Observation and Related Engineering Services for Arbor Drive Water Main Replacement Project Phase II**
- L) Resolution No. 20-R-34 – Award Construction Contract for Arbor Drive Water Main Replacement Project Phase II**
- M) Resolution No. 20-R-35 – Award Contract for Overhead Door Replacements at Public Works Facility – 3900 Berdnick Street**
- N) Resolution No. 20-R-36 – Authorize the Ordering of Snow/Ice Control Salt for 2020-2021 Winter Season**
- O) Resolution No. 20-R-37 – Award a Contract for the Purchase of 4<sup>th</sup> of July Fireworks Displays for a City Event**



Again, the question is shall the remaining nine (9) Resolutions be adopted? Will the Clerk please call the Roll.

AYES: Sanoica, Cannon, Budmats, O'Brien, Vinezeano, Bisesi, D'Astice  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed, the Resolutions are adopted.

*Item P was pulled by Mayor Gallo.*

**P) Resolution No. 20-R-38 – Approve the Exclusion of First Responders of the City of Rolling Meadows from Certain Provisions of the Families First Coronavirus Response Act**

Is there a Motion to approve this Resolution? Alderman Vinezeano has made the motion and it has been seconded by Alderman O'Brien.

**Mayor Gallo** – I pulled this because I do believe that we should have a quick discussion on this. Attorney Wolf has seen this come up in other communities and I want to put the floor open for any Council men or women who might have something to say about this. Is there anything to discuss on this item?

**Alderman Vinezeano** – Speaking as a front line worker, I take it that when we're in this profession we're expected to do our jobs especially in this time of need. The men and women that are in these roles go into these professions expecting to do this knowing that they are going to be in harm's way. I think that the theory that this may create a morale issue is not a valid point because we chose these professions knowing that we could be in harm's way and we're going to be called in times of need and most of these women and men will want to do their jobs during these times of need. I think excluding this is extremely appropriate.

**Alderman Sanoica** – I spoke earlier with Chief Nowacki and Chief Moxley regarding this particular item. I assumed the similar response to what Alderman Vinezeano is describing amongst our own force and first responders that they understand that this is their moment and so I did not anticipate the room for abuse of these leave policies through the Families First Act, however given the Council of both Chief Nowacki and Chief Moxley and our City Attorney, I will be voting to exclude these benefits given that our first responders do have paid leave and our first responders have a bank of time they can take off if they are sick or if they are compromised with this pandemic. The purpose of the act itself was more to close the gap between those who are not working or are sick or have to take care of children and don't have that paid leave or that paid bank leave. Given their recommendations, I will be voting to exclude this.

**Alderman O'Brien** – I've talked to several of the people on the forces here and also local and this is their calling, they certainly know what they're signing up for when they do take this profession on. As Alderman Vinezeano knows from her own professional and her own personal life. I am in support of this because there was no question or hesitation with the men or women on the front lines that I talked to about this.

**Mayor Gallo** – Attorney Wolf, I don't mean to put you on the spot in any way, when we had previous conversations, if you can just enlighten the rest of the Council about how this takes effect throughout the duration of school district closures. If you can share some of that information.

**Melissa Wolf, City Attorney** - The new law that was enacted by the President last week, I believe it was March 18<sup>th</sup>, will become effective April 2<sup>nd</sup> and it does a couple of things, specifically with respect to governmental employers. The first element of it is that it expands the Family Medical Leave Act to allow for time off work, 12 weeks that's partially paid in the event of school closures. The second element of the Act allows for emergency paid sick leave for a period of two weeks with full pay but capped at a certain amount for COVID-19 related reasons including illnesses and school closures. There is two different Acts that were created by the larger Federal Law, both Acts allow for the exclusion of emergency responders in order that municipalities could confidently continue their emergency operations without being fearful or burden by a mass leave taken based upon school closures or for other related reasons. If any of our employees including our emergency responders were to get sick related to this pandemic they definitely have benefits that are provided outside of this new federal law but the Resolution that you're considering today would be to exclude those first responders from those partially paid benefits so that they would not be capable of taking extensive leave that would be granted by this new federal law.

**Mayor Gallo** – Is there any other discussion? Seeing none, the question is shall this Resolution be adopted? Will the Clerk please call the Roll.

AYES: Cannon, Budmats, O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed, this Resolution is adopted.

## **OTHER BUSINESS & REPORTS:**

**Mayor's Appointments:** None

**Mayor's Proclamations:** None

**City Clerk's Report:** None

**City Staff Reports:**

**Melissa Gallagher, Finance Director went over the following:**

### **1) Community Items of Interest:**

- 1) Thank you to everyone who came out and voted during the March 17<sup>th</sup> Presidential Primary Election. The next election is scheduled for November of this year.
- 2) Thank you to everyone who volunteered and attended the Friends of the Rolling Meadows Library Book Sale last week.

- 3) While this year's Polar Plunge for Special Olympics (Illinois) was cancelled, we hope that all of you will donate to the Torch run which is scheduled to be done in June. You can also donate on Friday, May 15<sup>th</sup> during Cop on a rooftop (Dunkin Donuts).
- 4) Just a friendly reminder, yard waste collection starts on Monday, March 30<sup>th</sup>. In addition, please remember that this also marks the end of early refuse set out, which is allowed by ordinance from November 1<sup>st</sup> to March 31<sup>st</sup>. Beginning Monday, March 30<sup>th</sup>, residents should place refuse and recyclables at the curb after 6:00 pm the night before scheduled pick-up. For more information, please contact Public Works at 847-963-0500 or visit [www.cityrm.org/PublicWorks](http://www.cityrm.org/PublicWorks)
- 5) Another friendly reminder for residents and businesses, if you are having a hard time paying your utility bill or food & beverage payments, please contact Finance and they may be able to place you on a payment plan 847-394-8500.
- 6) Next Tuesday, March 31<sup>st</sup>, the City Council will be conducting the cancelled Committee-of-the-Whole meeting from March 17<sup>th</sup>. Staff requests that residents or businesses planning on attending to limit your time at the meeting. It may be better to contact the City Council or Staff on your items. By dropping off a letter (maybe utilizing the white mailbox outside of City Hall) or e-mailing an item, this will allow for your voice to be heard on an issue. At this time we are conducting the meetings remotely and more information will be posted the City's website.
- 7) Future topics at April Committee meetings:

Economic Development (*Tuesday, April 7<sup>th</sup> at 6:00 pm in the Council Chambers*): tentative items for discussion consist of: 1) new business feedback and contact distribution; 2) business and community showcase discussion (April 23<sup>rd</sup>); 3) business advocate update; 4) items of interest; 5) goals; 6) Chamber of Commerce Update; and 7) other items of interest in the City. – ***This meeting has been cancelled and the items will be postponed to a future meeting date.***

Planning and Zoning Commission: (*Tuesday, April 7<sup>th</sup> at 7:30 pm in the Council Chambers*): A Public Hearing is tentatively scheduled consisting of: 1) A Presentation of some more zoning code changes as presented by Teska Associates, City of Rolling Meadows, Petitioner. – ***This meeting has been cancelled.***

**Melissa Gallagher, Finance Director went over the following:**

## **2) February 2020 New Businesses**

- 1) Busse's Flowers & Gifts – Flower Shop
- 2) WCEDI – Outsourced Mailroom Service
- 3) Tacos Jerez – Fast Food Mexican Restaurant
- 4) Safe-Way Tuckpointing Co. – Masonry
- 5) A & R Dry Cleaning LLC dba Martinizing N&NW Suburbs Chicago (New Owner)  
– Dry Cleaning
- 6) Los 2 Amigos (New Owner) – Mexican Restaurant
- 7) Los dos Amigos Food dba Pizza Ready – Pizza (carryout)
- 9) Vensar Technology, Inc. – Software Development & Staffing

**Melissa Gallagher, Finance Director went over the following:**

### **3) Finance Front Counter Closure & Additional Finance Department Information**

Given the quickly changing environment due to COVID-19 pandemic, the staff report provided in the packet is now outdated. I am updating everyone with new information as per the direction from the City Manager. City Hall and Public Works offices are temporarily closed to the public based on health guidelines issued in response to the COVID-19 outbreak. All Public Safety operations will continue including services provided by the Fire Department, Police Department and Public Works Department.

While City Hall is closed to the public temporarily, City services continue to be delivered and our Community Development and Finance Departments remain open remotely by phone at 847-394-8500 or by email, please check the City's website for a variety of emails to contact City Hall. Particularly for Finance, we have the ability to take water bill payments and all other types of payments the following ways: by mail, UPS, FedEx, online at [www.cityrm.org](http://www.cityrm.org) by clicking online payments and via the City's white drop box located in the City Hall parking lot at 3600 Kirchoff Road. Those are the ways we are handling things right now as far as payments. It's business as usual as much as possible.

To further assist the public within days of the shutdown, at the direction of the City Manager, the City immediately created new on-line payment options. We added on-line payment options for real estate transfers, local motor fuel taxes, food and beverages taxes and building permits on our City's website. In addition, we created a one page summary for the new procedure for real estate transfers which has been very helpful for sellers, realtors and attorneys. It is important in this time of crisis to be mindful of the impact to our community. To that end, per the City Manager, the City has temporarily waived financial penalties for customers who are late paying their bills, whether it be water bills or local taxes or other bills due to the City. In addition, the City will not pursue water turnoffs for unpaid bills at this time.

I also wanted to take a moment to provide an update about our new utility billing software platform. The City made a difficult decision this week to postpone plans to launch our new utility billing invoices and our online customer service payment portal. This decision was done in order to ensure the health and safety of our residents and employees due to COVID-19. City Hall's temporary closure to the public and implementation of social distancing protocols to help prevent the spread of the illness created new obstacles for the City's Finance and IT staff as we prepared for the new software to go live May 1<sup>st</sup>. Again, this is now delayed and information will be provided in the future to residents through the City's website and we will also do another special mailing.

Rolling Meadows mailed a four page informational piece in a green envelope which hit mailboxes this week detailing the new payment platform and the new on-line bill pay and also other new features. The mailing went out well before the shutdown occurred. We ask the residents that this information be placed on your fridge or bulletin board for future reference because at some point we will make sure the new enhancements go out. For all of our automatic bill pay customers, those who pay with a credit card or bank account the 20<sup>th</sup> of each month, the City's current autopay system remains in place and is safe and secure for you. For those customers who are already enrolled, there are no changes to your payments at this time. Be advised that paper bills will continue to be mailed to residents. When the new platform is available, residents will always have a choice of receiving a paper bill or an electronic bill, there is no cost to you either way. We had a few questions in Finance this week about that, we want to assure you that if you receive a paper bill today, the only way to change to an electronic bill is through the new payment portal when that is set up. Again, we could not simply guarantee the successful launch of this critical software without the on-site support of our technical consultants from our software company Tylor

Technology and they also agreed. The data transfer requires staff to work in close proximity to one another over the course of several weeks and months. For the health and safety of our residents and our employees this is a risk we will not take. Please refer to the City's website as the Mayor has been mentioning for the most up-to-date information. The temporary delay will allow us to focus our efforts to ensuring continuity of services and emergency planning and logistics. Thank you for your patience during this time and we will get through this together.

### **MATTERS NOT ON THE AGENDA:**

**Mayor Gallo** – Even though it was not published on here, I do want to ask and take a roll call vote for a motion to approve the continuation of the Emergency Declaration as set forth in Resolution No. 20-R-28. Is there a motion to approve the continuation? Alderman Budmats has made the motion and it has been seconded by Alderman O'Brien. Is there any discussion? Seeing none, will the Clerk please call the Roll.

AYES: Budmats, O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica, Cannon  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed, we will keep the continuation of the Emergency Declaration moving forward.

**Alderman Sanoica** – I just wanted to give a PSA to everybody, they should have received an envelope or two or three from the US Census Bureau in their mailboxes. It is crucial to follow the instructions in that envelope, instructing you to either call the US Census Bureau or complete the Census on-line. At this point, we're at 23% for our response rate for Rolling Meadows. If you don't want to pursue the on-line option, the numbers that you can call to fill out the Census in English is 844-330-2020, Spanish is 844-468-2020 and Polish is 844-479-2020 and there are about 14 other different phone numbers that can be reached and those numbers are included in the envelope themselves. Again, it takes about five minutes and if you need assistance there are a lot of resources available and feel free to call the City as well if you need help filling out the Census form.

### **CLOSED SESSION:**

#### **1) Personnel – 5 ILCS 120/2(c) (1) of the Illinois Open Meetings Act**

**Mayor Gallo** - There is request to go into closed session. It does require a motion and roll call vote. Is there a motion to go into Closed Session? Alderman Budmats has made the motion and it has been seconded by Alderman O'Brien. Is there any discussion? Seeing none, will the Clerk please call the Roll.

AYES: O'Brien, Vinezeano, Bisesi, D'Astice, Sanoica, Cannon, Budmats  
NAYS: 0  
ABSENT: 0

With 7 in favor and 0 opposed. We will now enter into Closed Session. The audience and press are advised that we do not anticipate taking any action upon returning to Open Session.

Entered Closed Session at 8:13 pm  
Returned to Open Session at 9:08 pm

**ADJOURNMENT:**

There being no further business, by unanimous consent the City Council meeting was adjourned at 9:08 p.m.

Respectfully submitted: Judy Brose, Deputy City Clerk

March 24, 2020 City Council Minutes Approved by Council on April 14, 2020.

*Judy Brose*

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Judy Brose, Deputy City Clerk