

**COMMITTEE-OF-THE-WHOLE  
MINUTES  
January 21, 2020**

Mayor Gallo called the Committee-of-the-Whole meeting to order at 7:30 p.m.

**COUNCIL IN ATTENDANCE:** Aldermen Mike Cannon, Nick Budmats, Kevin O'Brien, Jenifer Vinezeano, Jon Bisesi, John D'Astice and Lara Sanoica

**COUNCIL MEMBERS ABSENT:** None

**STAFF IN ATTENDANCE:** 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 Terry Valentino, Director Public Works Rob Horne, Assistant Director Public Works Jo Ellen Charlton, Business Advocate Martha Corner, IT Coordinator Waseem Khan and City Attorney Melissa Wolf

The floor will be open to the audience for 20 minutes to address the City Council on matters that are on the agenda after the City Council discusses with Staff. 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 may not be used in any form.

### **1) 2019 Public Works Update**

**Rob Horne, Director Public Works** - The Public Works Department went through significant transitions but also made significant strides in 2019. At the same time the department was able to complete a significant Capital Improvement Program. The department achieved much, despite the transition of both the department leadership positions, which occurred right in the heart of the construction season. This is a credit to the staff and their dedication and efforts during that time. I wanted to take the opportunity to share these successes with City Council, as the successes and accomplishments are ultimately that of the Council and the residents who support us and provide the resources necessary to achieve these accomplishments.

The catchphrase used at Public Works is "Take Time to Recognize the A's". Just like a child that comes home with four "A's" and one "D", from time to time, we all run into a project that doesn't go quite as planned. While we need to learn from those failures and make efforts to improve in those areas so they aren't repeated, we also need to not dwell on the "D", but take time to "recognize the A's". Staff is encouraged to take time to acknowledge that for every one thing that doesn't go exactly as planned, a hundred things do go as planned. This report is my opportunity to recognize the Public Works staff for an outstanding year and to thank the City Council for providing the resources necessary to accomplish so much.

**Community Development:** The Community Development Division continued to build on several procedural and foundational changes implemented in 2019, which will continue to evolve in the coming year. Many of these changes will be very important as the task of beginning the EnerGov build evolves, which will begin this month. A staff work group and subject matter experts for the build and implementation process have been established and will be led by the Assistant Director.

Staff has developed a new procedure for handling property maintenance and code enforcement issues. The new procedure involves all inspectors, which has had a very positive effect on improving an overall team environment. This has improved customer relations and resulted in a greater rate of compliance, thus avoiding the adjudication process and employee burnout. Staff has also developed and reintroduced express and over-the-counter permits

designed to expedite lower profile projects for residents and business owners. The Community saw significant construction, as indicated by \$54,000,000 in construction valuation on the building permits for 2019. The resulting revenues were equal to approximately \$1,250,000 or just under 2.5% of construction valuation. Below are some of the major construction projects/valuations from 2019.

- 1701 Golf Rd – Concourse & Interior Remodel \$5.5 million
- 1301 Meijer Drive – Store refresh & parking lot \$4.5 million
- 600 Hicks – Interior remodel & parking lot \$3.7 million
- Elizabeth Place – Reroof 34 buildings \$1.7 million
- Meadow Square – Site work \$2.65 million

Staff has standardized the utilization of third-party inspection and plan review services to help balance workloads, improve customer service and responsiveness, while protecting smaller residential projects from large consultant fees.

One of the most significant accomplishments of 2019, was the City Council’s approval of the community’s Comprehensive Plan. This was an important project for the community, and required significant staff hours to complete. Additionally, staff began working with the consultant to update the City’s Zoning Code. This is long overdue and Staff hopes to have the newly updated Code available for the Council’s review and approval in the first half of 2020. As a reminder, this will include all the sign code updates as well.

There are several other major projects the Community Development Division will be challenged with in 2020. Staff plans on updating the City adopted Building Code series, which will include eliminating and/or updating outdated or unnecessary code amendments, thereby making it easier for architects, builders, and developers. Another major project will include a comprehensive update of the City’s Fee Schedule. As indicated at a past Committee of the Whole meeting, the current fee schedule is cumbersome and difficult to apply, even for staff. This is also planned in the first half of 2020.

*Statistics:* \$54,000,000 in construction valuation permitted, \$1,250,000 collected in permit fees, 2,163 permits issued, 998 single family rental licenses issued, 1,519 rental licenses issued, 847 business license issued, 5 new G-1 licenses issued, 4,170/1,030 inspections/plan reviews (in-house), 24 P/Z Commission processes (excluding discussion items), 1,275/355 inspections/plan reviews (third party), 325 code compliance issues (127 adjudication), 437,000,001 phone calls fielded, apartment complex code compliance improvements successfully initiated/completed, completion of English/Spanish Comprehensive Plan, new permits developed/fillable on-line, developed “express permits” and redeveloped of over the counter permits.

**Utilities Division:** The Utilities Division has been an incredible influence on the operational improvements and environment being developed in the Department. The Division leadership has worked very hard to break down operational walls that had existed historically between the Underground and Water Operations Divisions. Both the Superintendent and Supervisor have implemented an atmosphere of collaboration and team work across the newly established Utilities Division, which is developing a positive team environment throughout the Department. This has led to the completion of more unresolved tasks, projects, and improvements by these Divisions than senior employees can recall in recent memory.

Last year also included significant water main replacement projects, with the approval of the infrastructure improvement bonds. The City committed to replacing older water mains that have long exceeded their useful life. The locations include; the Waverly Park Subdivision, Weber Road, and Arbor Drive. This year, those improvements will continue within the Waverly Park Subdivision, Arbor Drive, and also will include South Street,

and potentially, Plum Grove Drive. These improvements will have long lasting benefits to the City, as they are all some of the highest priority locations for repeat water main and water service emergency repairs. These impact the City not only because of staff and equipment costs, but the City also pays for the water lost during the water leak.

They will also continue to be challenged in 2020 with other major projects, unrelated to the water main replacement projects listed above. For example, staff will be implementing phase II of the SCADA system improvements that began in 2019. These improvements have not only improved the staff's responsiveness and system reliability and security, but has also begun to save the City tens of thousands of dollars annually in unnecessary overtime and telecommunication costs. These savings will continue to be realized during the second phase of implementation. The Utilities Division will also be taking over all meter reading responsibilities which should improve service to businesses and homeowners. Other major projects include; the elevated tank maintenance and painting, the Brookview/Sunset Sewer Project, Pressure Zone Control Station Systems, and the Industrial Area Stormwater Improvements, to name a few.

*Statistics:* Lined 8,000 linear feet of sanitary and storm sewer piping, repaired 500 vertical feet of sanitary and storm sewer manholes, performed smoke testing on over 28,000 feet of sanitary piping for mandated MWRD program, 225 hydrants painted, 850 hydrants flushed and maintained, responded to 50 water main/hydrant/service leaks in 2019, responded to 178 sanitary sewer backups, responded to approximately 75 drainage concerns, completed approximately 550 mandated water samples, many water main replacement projects.

**Streets/Forestry/Refuse:** The Streets Division had a great year as well, and despite all the good work done throughout the department, this group had possibly the best year of all. This Division was challenged in 2019 more than any division in Public Works. As a result of one contractor's poor planning and two grant projects coming due in the same year, the Street Division was responsible for the completion of one of the largest Road Programs in recent history.

In 2019, the Street Division was responsible for managing the completion of the Euclid Ave bike path (extending from Rohlwing Road to Salt Creek) and the Barker Avenue Bridge Reconstruction Project, which was completed just days prior to the beginning of the 2019/2020 school year. In addition to these two significant projects was the completion of the Kirchoff Road Resurfacing Project. Staff did an outstanding job at coordinating the City's special guests at the 4<sup>th</sup> of July parade, during the road construction. Their efforts, along with the City Engineer also saved the City approximately \$350,000 in median improvements and local road resurfacing by using federal funding dollars instead of local funding as part of the Kirchoff Road project. Projects this year included (*costs are approximate and construction only*):

• Barker Ave. Bridge	\$615,000	City Share (\$118,000)
• Euclid Bike Path	\$450,000	City Share (\$ 46,000)
• Kirchoff Road	\$2,100,000	City Share (\$410,000)
• Road Reconstruction	\$800,000	
• Road Resurfacing	\$865,000	
• Annual Maintenance	<u>\$425,000</u>	
<b>TOTAL</b>	<b>\$5,255,000</b>	

These projects were all completed while also performing the various operational in-house services, including; tree trimming, pothole repairs, tree removal, parkway restoration, sign repairs and installation, asphalt patching, and tree plantings, not to mention refuse operations. The staff excelled at completing these projects and performing these tasks while also expending significant hours and efforts supporting twenty (20) special events in 2019.

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Challenges in 2020 will include aggressive annual reconstruction and resurfacing programs, along with resurfacing of a portion of Arbor Drive with \$280,000 in grant funding. There will also be several engineering efforts that will be pursued in 2020, including; the New Wilke and Algonquin Road Phase I engineering, the Quentin Road bike path Phase II engineering, the Hicks Bike Path Phase I engineering, and the Meadowbrook Bridge Phase I engineering. Again, the Staff is ready to meet the challenges brought by these projects, along with the regular annual maintenance work and another full special event calendar.

*Statistics:* Pavement patching – 4,800 sq. yds. (contractual), pavement patching – 4,000 sq. yds. (in-house), 2,675 square yards of sidewalk replaced, 1,500 linear feet of curb and gutter replaced, collected ~5,000 tons of refuse, collected ~ 1,600 tons of yard waste, 185 Parkway trees planted, 45,000 square yards of pavement rejuvenation material applied, 135 tree removals completed, tree removals - 50 (contractual), tree trimming – 1,330 (in-house), tree trimming - 525 (contractual), 180 parkway restorations completed, 8,600 linear feet of crack-filling completed, completed Kirchoff Road Resurfacing Project, Barker Avenue Bridge Reconstruction Project, Euclid Avenue Bike Path Construction Project, completed successful Public Works Operations and Snow & Ice Control Training Day, responded to 22 emergency snow and ice control events, annual road resurfacing project, annual road reconstruction project, annual sidewalk/curb and gutter program, pump station driveway reconstruction, public works phase 1 parking lot reconstruction, staffed 20 special events and created 50 special event banners/signs.

**Alderman O'Brien** – In regards to emergency snow and ice control events, is it considered an emergency if it's outside of normal business hours? What triggers an emergency?

**Rob Horne, Director Public Works** – All snow events are considered emergency events. It's when we put in whether it's a phase 1 to phase 4 operation, it's considered an emergency event.

**Barry Krumstok, City Manager** – We have different phases depending how much snow is coming down and how many trucks need to be out there. If it's 2am and a Sargent calls saying it's getting slippery, it's an emergency at that point.

**Internal Services:** The Internal Services Division underwent some significant leadership changes as part of staff transitioning that took place over the last year. With new leadership and a new approach to operations, the Division is flourishing in all areas. Both the Supervisor and Foreman have revealed a renewed energy and outlook with the opportunities with the new challenges they've been given. This has been proven true by the outstanding track record they have with their ability to complete the projects in front of them.

Significant achievements in 2019, include; the Phase II trench drain replacement project, the Phase II City Hall HVAC replacement project, the City Hall water heater replacement, the cold storage bin repair project, and the first phase of HVAC replacements at Public Works. The Division has also begun taking a proactive approach by developing a long-term program for replacing mechanical systems and equipment based on their useful life.

This will allow for a more balanced funding approach and reduce emergency repair costs. In addition, they were able to complete all of the vehicle and equipment replacements identified in the program at a 95% completion ratio, for projects they were responsible to complete. This means that the funds budgeted accurately reflected the needs identified, and the projects were comprehensively under the budgeted funding by five (5) %.

The Division designed and implemented a new type of service performed on power takeoff units on police and administrative vehicles that was not available through dealers or manufacturers. Prior to this practice, the fleet experienced seven (7) failures in a year due to over-heating. After implementation of the change, only one (1) failure has been experienced. This new service practice has greatly reduced vehicle down-time. The Division also

successfully completed the up-fitting on four (4) vehicles within the fleet, which typically saves the City approximately \$4,000/vehicle.

2020 offers challenges for these divisions as well, including; City Hall and Public Works interior work environment and safety improvements, ten (10) vehicle/equipment replacements, the motor pool floor coating project, HVAC system replacements (PW), etc.

*Statistics:* 362 preventative maintenance jobs – Police/Fire, 50 street light JULIE locates, 325 preventative maintenance jobs – Public Works/Other, completed four (4) vehicle up-fitting projects, 95 % project completion – Vehicles, 125 street light repairs, 3,250 facility work orders, 469 vehicle job work orders (PW), 296 vehicle job work orders (Police/Fire), 90% project completion – Facilities, completed Phase II – Trench Drain Project, Completed Phase II – HVAC Replacement Project – City Hall, implemented long-term replacement programs for HVAC, door, and other mechanical systems, completed cold storage building repair project, street and building LED light conversion continued, completed ten vehicle and equipment replacements, including: 3 police vehicles, 2 fire vehicles, 1 Community Development vehicle, 5 Public Works vehicles/equipment.

**Public Works/Community Development Summary:** A common theme in many organizations is that our people are our greatest asset. That theme rings true within the Rolling Meadows Public Works Team. This Department is made up of dedicated individuals who take great pride in working together to provide the best service possible to the residents of this community. In fact, in an effort to show our appreciation for the continued community support the staff requested that the Public Works Department host its own special event in 2020. The return of a Public Works Open House will be planned to coincide with National Public Works Week, which is typically the last week in May.

Public Works will be challenged by annual projects, capital projects, permit processes, professional contracts, and all the other tasks and responsibilities that fall under the Public Works umbrella. In addition to those responsibilities, the Department has established and desires to accomplish the following goals and objectives:

- Continue to evaluate services/identify potential efficiencies, and;
- begin planning efforts for equipment and operational storage (Central Road Public Works Building and Fire Station 16), and;
- refine and update annual work plans to protect against institutional knowledge loss, and;
- continue to adapt, update, and implement new technologies (SCADA, ERP, etc.) to align with industry standards, and;
- improve department messaging through new outreach efforts, and;
- adopt new and/or more customer friendly codes, code sections, and acquaint the public and staff with newly adopted Codes.

*Department Wide Statistics:* Transition of new Director and Assistant Director positions, transition of new leadership in Community Development, inspector position filled, continued succession planning / employee development and engagement program, implementation of new work order system, experienced four (4) Division transfers, secured for the City \$1,438,000 in new grant funding, initial SCADA improvements reduced annual telecommunication costs by over \$100,000, transition of water meter position responsibilities and duties.

*Major Capital Projects for 2020:* Road Resurfacing Project, Road Reconstruction Project, South St./Plum Grove Watermain Project, Park Street Drainage Project, Hicks Road median improvements, Quentin Road Bike Path Improvements, emergency power supplies – Water Stations, Weber/Waverly Watermain Project, Arbor Drive

Watermain Project, Elevated Tank Painting Project, SCADA Upgrades – Phase II, Brookview/Sunset Sewer Project, PW Parking Lot Improvement – Phase II, City Hall / Public Works Interior Improvements Project.

*Major Goals and Initiatives:* Implement Phase II of SCADA improvements, improve social media presence, begin EnerGov/ERP process for permitting, inspections, etc., assess long-term facility and storage needs, begin Saturday enforcement/inspection services, hold a Public Works Open House event, development of System Risk and Resiliency Plan, completion of Zoning Code updates, adopt newer Building Code Series, complete fee schedule update, continue to update forms and applications, refine plan review process to be more consistent, establish controlling principles for operational and capital decision making, implementation of DACRA system information for enforcement actions.

I feel privileged to serve the residents of this community and to take on the year's challenges on their behalf. I am also very proud to lead such a hard-working group of people in attacking these challenges, and I am confident that the entire team is excited about the future and all the potential it holds.

As has been historically offered, the Council members are welcome to spend time with staff in Community Development and/or Public Works to understand the operations and process.

**Mayor Gallo** – Any questions or clarifications needed by Council?

**Alderman Cannon** – I was wondering if you can update us, I noticed that the ERP schedule has been pushed back to 2021. I now we had a change in personnel but is it going to cost us more money?

**Barry Krumstok, City Manager** – That's number 3 on tonight's agenda. We're on schedule and on budget.

**Alderman Cannon** – I thought it was supposed to be done this year?

**Barry Krumstok, City Manager** – It was but with changing of staff and some other things there's a little delay on what we were trying to do. When we get to number 3, there will be more explanation.

**Alderman Cannon** – One other question I have, we repaired all of our hydrants in October/November, since those things are leaking why can't we do that earlier in the year because I'm guessing those leaks develop over the winter, right?

**Rob Horne, Director Public Works** – Generally, the leaks develop after our flushing program. We train seasonal employees to do our hydrant flushing and do the maintenance on them when they notice problems they write those down so after summer our staff comes and tries to fix them all.

**Barry Krumstok, City Manager** – Again, the Council has been very good at allowing us to do annual leak detection. When we do find something we have to fix it because we are a user of Lake Michigan water. Last year was roughly about 17 but we do find a hydrant or two leaking. We used to have some private hydrants that were in the City but those have all been replaced or removed.

## 2) Complete Streets Policy Presentation

**Jo Ellen Charlton, Assistant Director Public Works** – I'm here tonight to you tonight about your consideration to adopt a Complete Streets Police for the City of Rolling Meadows.

**Why do we need a Complete Streets policy?** As reported in a recent weekly notes report, staff is drafting and is forwarding for consideration the adoption of a "Complete Streets" policy. The Northwest Municipal Conference's scoring for STP grant applications awards significant additional points for projects in communities that have adopted this policy. Complete Streets policies formalize a community's intent to plan, design and maintain streets so they are safe for all users of all ages and abilities. The policies direct transportation planners and engineers to consistently design and construct the right-of-way to accommodate pedestrians, bicyclists, and public transportation users in addition to auto and truck motorists. Many local communities have already adopted Complete Streets Policies and are constructing projects that meet the program's objectives. Not having a Complete Streets policy will put STP applications in communities without polices at a competitive disadvantage compared to those who do have policies.

**What's in a Complete Streets policy?** Complete Streets can be achieved through a variety of policies: ordinances and resolutions; rewrites of design manuals; inclusion in comprehensive plans; internal memos from directors of transportation agencies; policies adopted by city and county councils; and executive orders from elected officials, such as Mayors or Governors. At a recent Northwest Council of Mayors meeting, attendees were informed that in order to receive "bonus" points for a Complete Streets policy, it **MUST** be approved by the local jurisdiction and that they would evaluate the content of the policies according to the recommendations outlined by Smart Growth America. This organization has developed a guideline outlining ten elements of a Complete Street policy as follows:

An ideal Complete Streets policy includes the following:

1. **Vision and intent:** Includes an equitable vision for how and why the community wants to complete its streets. Specifies need to create complete, connected, network and specifies at least four modes, two of which must be biking or walking.
2. **Diverse users:** Benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities.
3. **Commitment in all projects and phases:** Applies to new, retrofit/reconstruction, maintenance, and ongoing projects.
4. **Clear, accountable expectations:** Makes any exceptions specific and sets a clear procedures that requires high-level approval and public notice prior to exceptions being granted.
5. **Jurisdiction:** Requires interagency coordination between government departments and partner agencies on Complete Streets.
6. **Design:** Directs the use of the latest and best design criteria and guidelines and sets a time frame for their implementation.
7. **Land use and context sensitivity:** Considers the surrounding community's current and expected land use and transportation needs.

8. **Performance measures:** Establishes performance standards that are specific, equitable, and available to the public.
9. **Project selection criteria:** Provides specific criteria to encourage funding prioritization for Complete Streets implementation.
10. **Implementation steps:** Includes specific next steps for implementation of the policy.

**Mayor Gallo** – Are there specific questions from the Council?

**Alderman Sanoica** – I was at the Bicycle and Pedestrian Committee with Northwest Municipal Conference earlier today to discuss this policy and spoke with one of the City Officials from Evanston because I was not necessarily concerned but I wanted us to consider the language that at this point the policy is quite open as to what we consider to be a substantial financial hardship. The Evanston Complete Streets Policy which was voted the second best in Illinois by the same organization that was referenced here actually has some more specific information regarding what financial hardship would be and they used a minimum of 20% of the total project cost. I think I would request that we consider those parameters to be a little bit more specific in our own policy as well to ensure that going forward if the Council is considering whether or not to not pursue a Complete Streets Policy for our own projects that we have very clear guidelines as to what that is or isn't.

**Mayor Gallo** - Any follow-up or feedback from that?

**Jo Ellen Charlton, Assistant Director Public Works** - That is kind of that next step, it does require you to spend a little bit more time and deliberate whether or not you're going to tie not funding a project or not funding complete streets elements to something that's a little bit more restrictive. If people want to save money or say no but that's a policy decision of the Council. So I would be very interested on whether or not that's something we should revise in our draft for your consideration at the next meeting.

**Alderman Sanoica** - I would like to clarify that I am very much in favor of as many of complete streets as possible and my fear is that we might have a Council in the future that would not have that as a goal. I'm looking at this policy as being very pro-complete streets in favor of pedestrian and cycling. I want to make sure that the financial hardship that we're referencing is truly a financial hardship and it looks like comparable cities have that 20% or in the event of no more \$1 million per project. My second question regarding our policy, is how this apply to Planned Unit Developments (PUD's)?

**Jo Ellen Charlton, Assistant Director Public Works** - Existing PUD's that have already been approved would still be subject to whatever approvals are regulating that development. New PUD's would presumably if this is passed, we would modify our Zoning Code to require these elements be incorporated into new things. Going back to the first scenario where if it's existing, if we have somebody coming through with a modification request for new signage for example, we would use that opportunity to open up the PUD, any time you open up the PUD for reconsideration you can also open up other elements, so that would be an opportunity to see if it makes sense to add other components and add those requirements as a condition of some of the other things that they want and the amendment to the PUD.

**Alderman Sanoica** - I have a number of those PUD's within Ward 7, Oak Berry, Creekside and Fairfax, none of those have sidewalks and I know a couple of these communities are looking for resurfacing projects. Would this policy, if adopted, then provide for resources or a toolkit perhaps if they were to resurface?

**Jo Ellen Charlton, Assistant Director Public Works** - It depends, there's a lot of things you would have to look into. Again, it's part of that thoughtful consideration. If it's within the right away and in our control then certainly there are things that could be considered if there's room. If there's not room then you're looking at property acquisition and adding to the 20% cost and some other things. If it's on private streets and regulated by the PUD by their approval it probably wouldn't be as applicable. It wouldn't be as easy to go in and make those changes if it's private improvements as opposed to public improvements.

**Alderman Sanoica** - Then I guess my follow-up is if there's a way that as a Council then we can have a policy that would encourage that the Complete Streets Policy be applied to these PUD's as well because I think that going forward we have another PUD over in the old Dominick's property as well and I would like our policy to be implemented in those areas as well.

**Mayor Gallo** - If the Council was going to go ahead and authorize Staff to continue with this plan development, in one of your prior slides you showed a timeline of certain areas for the City which construction was going to take place, when you look at those areas and if you were going to do something comprehensive like this to improve the walkways who performs or provides the analysis for the density of traffic or pedestrian traffic or what type of needs are clear and present in order to incorporate that into the projects? Who does that analysis?

**Jo Ellen Charlton, Assistant Director Public Works** - The city engineer. We go through a process of evaluating the projects that are up for resurfacing or reconstruction with both staff and the committee is also involved in that early decision. Adoption of this policy would just change the way we're thinking about it. Are we considering all the other components and rather than just resurfacing or reconstructing the street, are there other components that are applicable and we would look at it at that time.

**Mayor Gallo** - Agreed. Then with those considerations just making sure when we're taking those factors into consideration that we are current with what type of needs are required to be met, how many pedestrians versus how many people have cars versus bicycles or whatever.

**Jo Ellen Charlton, Assistant Director Public Works** - Right, we'll be at an advantage, we'll have the census data coming out shortly in 2022, the underserved population and some of the income data will become very helpful to guide us in how we evaluate what improvements might be needed.

**Mayor Gallo** - Correct, if we do move forward with this hopefully by the time census data is back will be getting on with those targeted construction dates.

**Barry Krumstok, City Manager** - I would also remind people that one thing we do look at is that we're still on our ADA track because we did the study and we have to complete all of our sidewalks that need to be done. That goes into the factors when we decide on some of things that we need to do because ADA needs to be completed by a time sensitive dates.

**Rob Horne, Director Public Works** - Two things that Alderman Sanoica brought up that I want to make sure that she's aware of. The first thing is that points that are scored, I was on the subcommittee that put together the scoring system, in regard to the new CMAP regulations. We made a specific point that you couldn't just adopt a Complete Streets policy and not implement any of the improvements. There's a certain amount of points you get for just adopting the policy and then there's a certain amount of points for actually implementing what you adopted. The other thing that the City Council hasn't been made aware of, at the Capital Improvement Committee level we are working with them in developing what we call controlling principles. We can incorporate some of what this policy will say into our controlling principles and those are the things that help us make decisions for the capital

improvements that are adopted by the City Council so we'll have Council direction as to whether we widen a road or whether we put a sidewalk in a roadway that doesn't currently have one. We can create those guiding principles that are directed through the City Council.

**Alderman Cannon** – Alderman Sanoica, just so you know that some of those roadways that you're talking about over in your Ward are HOA's, we don't have anything to do with the resurfacing. Also, the question that I have, I don't disagree with implementing some of these things. There are some streets in my Ward that haven't been touched for 30 years and if we start spending 20% more on given projects right now, does that set those roadways back even further? We have limited dollars. Obviously, some of these design features would really be nice in some areas, I think anyone would say it would be crazy not to but I mean we have cost factors. Parts of the City have no street lights, are we going to start redoing street lights in other areas and not have street lights in other areas? There's tradeoffs we have to make and I'm just worried if we adopt a program like this and our costs go up significantly that means we're going to do less roadways.

**Jo Ellen Charlton, Assistant Director Public Works** - I think this policy gives you a place to jump off and get started. As Rob mentioned, you will be in a position to prioritize what you want to do in certain parts of the community and lighting is a great example. Maybe we would do a lighting project but it would be on a busier street and not a more localized street. I think, to answer your question directly, yes if you're putting more money into projects to address certain components. I think the fear that we're going to increase by 20%, I don't think you have to do that, I think there are components you can do to address significant issues for people that don't have to cost a lot of money and those are the ones that we can prioritize and still stay on track for accomplishing your goals.

**Alderman Cannon** – Two or three years ago we actually approved engineering for a street light project on Plum Grove Road and then they pulled the funding from us. That would be an easy project for us on a main road. I'd like to see that done before we do other lighting projects just because there are no lights out there right now. Again, I go back to these roads that haven't been touched for years and I get worried that they're going to get pushed off and that would be unfortunate for who are putting up with some really tough roads out in my area.

**Rob Horne, Director Public Works** – You almost have to put the roadways into a separate category. A lot of the roadways that you are talking about, basically the resurfacing and reconstruction that we do annually, we're already implementing some of the things we're adopting through this. We update all of our handicap ramps to current codes, we restripe our crosswalks, we put new signage for the reflectivity requirement and we repair sidewalks, all those things are things that we are now putting into the policy to look at. The bigger picture things are if we were to resurface Campbell the entire way, we'd want to look at that little closer than we would look at Sigwalt or Owl. Same thing with big projects that we're looking for federal funding on, that's the stuff that we need to be a little more critical. For example, on Kirchoff Road we received \$2.2 million and we were spending \$4 million dollars, maybe we were going to spend \$7 or \$8 million and we are going to make a lot of the improvements but that's for those big ticket projects that generally we're going to be looking for funding on.

**Barry Krumstok, City Manager** - Alderman Cannon, we do a lot with landscaping and we do get those points because greening of an area goes a long way too.

**Alderman Cannon** - You had that picture of Roosevelt Road which I'm very familiar with as my sister used to work in one of those buildings. The reason I bring it up is when they made that redesign because that was an old traditional street a few years ago, is that part of the engineering team that does that or do we have to hire a design architect?

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**Jo Ellen Charlton, Assistant Director Public Works** - That was part of the engineering, actually Christopher Burke did that engineering design for the one in Forest Park.

**Alderman Cannon** - So they have a designer that does that?

**Jo Ellen Charlton, Assistant Director Public Works** – Yes.

**Mayor Gallo** – Tangentially when we adopt these complete street policies does that open up opportunity for grants in any way to help offset costs for incorporation?

**Barry Krumstok, City Manager** – Yes, especially if you're doing walkways and medians.

**Jo Ellen Charlton, Assistant Director Public Works** - The State of Illinois is asking us to provide them with Phase 1 feedback on their bridge project for Route 53. They're looking to redo all of the bridges in Rolling Meadows. If you have a Complete Streets Policy and you need your existing conditions or your long-range plans show pedestrian connections, they're almost obligated to provide those and fund those at their levels where they wouldn't be if you didn't have a Complete Streets Policy.

**Mayor Gallo** - So it's definitely to our advantage to pursue these policies.

**Jo Ellen Charlton, Assistant Director Public Works** - Absolutely.

**Alderman Vinezeano** - To circle back, at the beginning you said that there's this point system and the deadline is March 15. That deadline is to have this policy in place, are we allowed to after that deadline continue to modify this policy?

**Jo Ellen Charlton, Assistant Director Public Works** - I think it's a living breathing thing. When the improvement committee gets together and starts talking about how we want to prioritize things or how we want to publicize things, how are we going to use the census data, how are we going to incorporate public comments into our process. I think we have some bones in the draft document that we have but at any point if you want to revise it, I know many communities who have had them in place for several years continue to modify them.

**Alderman Vinezeano** – So we just need to have the core policy in place in order to qualify for those point system?

**Jo Ellen Charlton, Assistant Director Public Works** – Yes.

**Alderman D'Astice** – I guess it's part of a two part question. I like what I'm hearing. My first question is, are the additional engineering cost a part of this percentage? Mr. Cannon was talking about the design, is that part of the percentage? The follow up to that, is the 20% a fixed number or should it be 10 or 30? What have other communities in the area done?

**Barry Krumstok, City Manager** – Typically, engineering takes care of that. The 20% is more of a guideline for different opportunities. Engineers are already doing that as we design some of our streets so there doesn't have a big flux of 20% over. It's really a guideline when you talk about those numbers.

**Jo Ellen Charlton, Assistant Director Public Works** – A lot of these plans are already made. Back when Forest Park did Roosevelt Road it was kind of a new thing, they paid Christopher Burke to provide some design concepts so that everyone would understand and get on board.

**Alderman D'Astice** – I just want to make sure I understand, on a \$1 million project and adopting this policy can make the project \$1.2 million, potentially?

**Barry Krumstok, City Manager** – When we call a \$1 million project, that's all in, we're not adding more into the project. When we do most of our streets, we have the engineer do it all so when we give you that number that's all in.

**Alderman D'Astice** – This is for public roadways not private? I know some areas in the City are private and they take care of their own stuff. Does this apply to them?

**Barry Krumstok, City Manager** – This only applies to City of Rolling Meadows roads. If it's private such as an HOA or PUD we can't touch it unless they come to the City and ask and once they ask we're opening the discussion and then we would putting that in.

**Alderman Budmats** – Will the policy have within it the parameters for exceptions to the policy? Who is entitled to make those and what the mechanism would be for determining those exceptions?

**Jo Ellen Charlton, Assistant Director Public Works** – Yes, it is in the draft policy in item 4, exceptions to the policy. The exceptions are:

- a. Accommodation for the specified users are prohibited, such as limited access highways or walking paths.
- b. Cost of the facility or accommodation for a specific mode or user type is excessively disproportionate to the need or probable use expected over the next 20 years.
- c. A documented absence of current and future need as specified by local and regional long-range plans, including the most recent versions of the Chicagoland Metropolitan Agency for Planning's Regional Trails and Greenways Plan, and local and regional bicycle, pedestrian, and comprehensive plans.
- d. Emergency repairs that require an immediate, rapid response will not require the addition of Complete Streets accommodation; however, opportunities to improve multi-modal access should be considered where feasible. Temporary accommodations for all modes currently served by the corridor should still be made.
- e. Projects that were initiated prior to this policy, where additional design and engineering costs would exceed the budget and/or impact the project timeline.

**Alderman Budmats** – If for some reason the Council or the City Manager or somebody determines that for some reason the street shouldn't have this, what's the mechanism for that if it doesn't fall into those 4 guidelines? There is none? We adopt it and do it no matter what?

**Jo Ellen Charlton, Assistant Director Public Works** – The Council has the ultimate authority so if you need to modify the policy because you're not doing anything related to a complete street that option is out there. I look at all of the streets that we have in Rolling Meadows and even though we might not be where we want to be, many of our streets have sidewalks, many of streets have accessible crossings, many of our streets have had greening projects so I can't imagine a project where we couldn't say that we're making certain improvements based on the Complete Streets Policy that would not comply with this section.

**Alderman Budmats** – For example, Euclid, Palatine has a Complete Streets, does Arlington Heights have one?

**Jo Ellen Charlton, Assistant Director Public Works** – Yes.

**Alderman Budmats** – Right now if they wanted to redesign are we holding them back from being able to redesign a complete street if we don't have that policy? So that we're working in conjunction with them?

**Jo Ellen Charlton, Assistant Director Public Works** – I'm not sure I understand your question. You don't have to have a policy to work together.

**Rob Horne, Director Public Works** – If we're trying to get a grant together or doing a project together, yes we would negatively impact a partner project. As Jo Ellen said earlier, if we don't adopt this any project we put our name on for a potential grant, we're down 30 points as soon as we submit it. We're behind everyone else by 30 points.

**Barry Krumstok, City Manager** – Typically, we have the IGA between Arlington Heights and us and then when we do the IGA we typically choose those standards that we're going to be doing. When we did the light program on Algonquin Road that was everybody using the same standards. If we create an IGA, we're all going to be on the same standards. We might have our own Complete Streets ideas and they may have different but no matter what the engineering will be one universal uniform idea but it's showing we both have a program.

**Alderman Sanoica** – I just want to clarify, Alderman Cannon mentioned that an HOA wouldn't necessarily fall under this policy or the City wouldn't resurface. I just wanted to clarify with City Staff that if an HOA approaches us to work on a road project that the City will engage?

**Barry Krumstok, City Manager** – Right now if HOA's come in and are doing a resurfacing they don't need anything from the City other than going through the permit process. If they are going to be doing a widening or going into an easement or something else that would trigger this program per se. If Creekside resurfaces every year, that wouldn't trigger the program but if they are widening or some other things then it would trigger the program. Again, it's how much are they doing. If a PUD comes in and they want to redo the entire PUD or do a new section that is going to trigger it for the whole PUD.

**Rob Horne, Director Public Works** – One thing to note, generally, we don't have those discussions if they were to want to do that. We have a set standard that we have to meet through IDOT and an HOA doesn't have to meet which means their costs are generally much less than ours. We don't mix the two kind of contractors and we wouldn't try to partner up on anything like that. We usually only do a partnership with another public agency because they have to meet those minimum requirements.

**Mayor Gallo** – If there aren't any further comments or clarification, I know Staff is looking for a consensus from the Council. I think if we do get a consensus maybe have a little bit tighter language about PUD's and what triggers involvement with HOA's and PUD's to that regard. With that, I'd like to see a show of hands for those in favor for Staff to continue and finalize a draft for this Complete Streets Policy. All those in favor? Opposed? 7 in favor and 0 opposed.

### 3) ERP Update & Next Steps

**Melissa Gallagher, Finance Director** - The City is undertaking a comprehensive software update across all City Departments called Enterprise Resource Planning (ERP) software. The overall goal is to update outdated software platforms, compartmentalized software, databases, paperwork, duplicative data sources, and spreadsheets into a comprehensive Enterprise Resource Planning (ERP) software program.

The current financial system is 10+ years old and is outdated. Data is in multiple different locations/software/modules, not linked. Current software does not integrate well with other systems and software. Support from software manufacturer lacking. Reporting tools are difficult to use and do not export to other applications.

The goals of the project are to improve service to the City's residents and businesses, consolidate as many systems and processes as possible and gain the ability to perform more robust reporting. We have a lot of outside agencies and entities that we must report to. We want to make sure that GIS is tied to everything as well. The more we can do to tie everything together the better off we are.

Back in 2017 the City selected two partners in this project. By resolution, we have an agreement with Tyler Technologies for the City's software upgrade and we have a Professional Services Agreement with Baker Tilly. Baker Tilly is assisting the City with process improvements and project documentation.

The City's software upgrade is a multi-phased, multi-year project spanning all City Departments' functions with a focus on improving customer service for residents and businesses.

The timeline was adjusted due to the City's new IT Coordinator coming on board. Tyler has been proactive in their software maintenance and upgrades. Even after modules have gone live there has been adjustments and updates from Tyler.

**Waseem Khan, IT Coordinator** - The timeline for the ERP schedule has a specific order of operations to install each module. It is very important that the modules be added logically, accurately with other modules and correctly each time.

- **GIS Standardization (Ongoing):** The GIS Consultants, City Staff and Tyler are building the address integration for the ERP. The GIS component crosses all platforms and is essential to be tested and implemented correctly for each module.
- **Tyler Munis Financials (Implemented Successfully in 2018):** General Ledger, Financial Reporting, Budget, Accounts Payable, Requisitions, Purchase Orders and Accounts Receivable modules are all functioning very well and being used by all City Departments.
- **Work Orders (Implemented in 2019):** Public Works went with a "soft" live with Work Orders in October 2019. The GIS connection needs to be integrated in the Spring of 2020 to complete the final "go live" portion and to also to connect with the Utility Billing module. (Baker Tilly is currently working with Public Works and Finance on this module.)
- **Adjudication / PD Ticketing (DACRA) (Estimated Spring 2020 for PD Tickets and Adjudication Hearings Later in FY 2020):** The City has contracted with DACRA for Adjudication Hearings and Police

Department Ticketing. Currently, this module is being built and will be integrated with the Tyler Munis ERP. DACRA is estimated to go live in the Spring of 2020.

- **Tyler Cashiering & Citizen Self-Service Online Portal (Estimated Spring 2020):** The Tyler Cashiering (Finance front counter) Portal will go live in 2020 at the front counter in Finance and the Citizen Self-Service Online (payments and billing history) will go live with the Utility Billing module.
- **Utility Billing (Estimated late Spring 2020):** The City bills close to 7,000 Utility Billing accounts on a monthly basis (water, sewer, stormwater and refuse). This comprehensive software upgrade enhances the current billing system, Utility Bill invoices, collections/shut off process; provides a full integration with GIS data; and enhances payment and bill options via a “Citizen Self-Service Online Portal”. The estimated go live date is May 2020.

**Melissa Gallagher, Finance Director** – I just want to say a big thank you to Waseem and his team. It takes a lot to step in and keep the ball rolling. To Alderman Cannon’s question earlier, timelines do get adjusted but not that Waseem is here it has been going full forward. We have an informational and marketing plan for Utility Billing Phase so that residents and businesses are aware of the changes.

- ✓ Front counter & website updates about Utility Billing Changes (January to June 2020)
  - ✓ January Committee-of-the-Whole Meeting
  - ✓ February 1<sup>st</sup> Utility Bills – Auto Payment Insert with the Utility Bills
  - ✓ February E-News & Views Article
  - ✓ February Committee-of-the-Whole Meeting
  - ✓ March Special Mailing for Residents (Utility Billing & US Census Information)
  - ✓ March News & Views Article
  - ✓ March Committee-of-the-Whole Meeting
  - ✓ April E-News & Views Article
  - ✓ April Committee-of-the-Whole Meeting
  - ✓ May News & Views Article
- **Capital Assets & Project Code Accounting (Estimated Fall 2020)** (tracking capital assets and depreciation schedules): The estimated go live is towards the end of FY 2020. Some work has already started for this module. This module requires complex set up by Finance and IT Staff and the data will be audited by the City’s Auditors.
  - **Permits & Licensing (Energov) (Estimated 2021):** Public Works and IT are building out the software development schedule with Tyler for 2020. The analysis and software development work will begin in January 2020. These essential modules take approximately twelve months to integrate the data and build out the modules.
  - **Payroll/Human Resources (Estimated 2021):** The City processes payroll and administers human resources benefits for all City employees and processes payroll for the Library. The work will start on these critical modules in 2020 (some work has begun). The estimated go live date is 2021. (This is a very complex integration.)

**Project Budget & Cost Update:** The Tyler Munis contract is approximately \$825,000 for the cost of the project. The City has an ERP contract with Tyler and is approximately 33% completed to date. The City has an ERP professional services contract with Baker Tilly of approximately \$125,000 and is approximately 33% completed to date. The budget for the project is on track for both Tyler and Baker Tilly.

Tonight we wanted to give you an update as to the status of the project and the next steps in this comprehensive upgrade.

**Mayor Gallo** – Thank you. The update was pretty comprehensive. Are there any questions or clarifications?

**Alderman Bisesi** – Along with each of the modules as we're putting them up are we also getting the reporting done at the same time? Or is all the reporting going to be after we have integrated all the different modules together?

**Melissa Gallagher, Finance Director** – Reporting in terms of financial reporting?

**Alderman Bisesi** – Not only financial reporting but let's say if we want to run something that says this is how many permits and this is the average amount of time it's taking to process these things.

**Melissa Gallagher, Finance Director** – Both systems are still being run. We still run our Legacy System our old system, we make sure reports are done. In our new system as it's being built we test, there's a lot of testing being done. There's a lot of parallel data all the way through. To your point, we still do all the processes that we do and all the work is still being done. When we think about permitting and licensing all of that data still sits there. There will be more functionality as we move forward. The reporting still goes on in our old system and is being built in the new system.

**Barry Krumstok, City Manager** – Each of the modules do report more information. Since Northwest Central chose DACRA and that is currently being integrated into our system. Part of the DACRA integration is also going into our adjudication so instead of one individual writing all the letters, the system is smart enough that once PD puts in a ticket the system generates those letters. There's more capabilities, efficiencies and tracking using DACRA. Each module has more functionality and more reporting. When we get to 2021/2022 when licensing and permitting goes live it will provide more information to Community Development with more tracking and more functionality.

**Alderman Bisesi** – The point of my question was primarily because I've done several implementations with companies that are larger than our City. One of things that I've seen happen at times is with the effort to implement all of the modules and everything you may hear the term what do we have to have and what is nice to have and sometimes reporting really should be thinking about while implementing and ends up on the back end and then you end up not having the data points in the system that you want to be able to generate whatever custom reporting you might want to have. That's why I was asking if we're simultaneously looking at what type of reporting do we want to have and making sure that those data points are in the system at this time.

**Waseem Khan, IT Coordinator** – That is definitely part of the process. When we sit down with our implementation consultants, they go through our process workflow with how the database should be designed and obviously your end product is what you want to work backwards from. So the reports that you want is how you build your database and your forms, so the more data we enter into the system, the more modules we bring online, the more interface we have, the better reports are going to be. We do have idea of how we want our reports to be as Rob mentioned, when you enter in an address you have all the information there, from utility billing to Community Development to the DACRA system, whatever the case may be. Eventually, that is our goal and by

taking these small steps and phasing the modules in we will be able to get to that master report that you are referring to. In the meantime, we are looking at reporting options and Staff is always looking at the end product, how it can be emailed, how it can be combined with other modules to make sure we can give residents and you all the reporting capabilities you want easily.

**Alderman Bisesi** – Okay, I think that answers the question.

**Mayor Gallo** – Further comments or clarifications from the Council? Thank you, we appreciate that.

#### **4) Dog Leash Discussion**

**Alderman O'Brien** – I know we've discussed at past meetings and wearing my previous Park District board member hat and talking with Chief Nowacki over the last several weeks, there's been concerns about leash laws and everything people even picking up after their pets to leash laws to all sorts of things. It's an extremely difficult thing to enforce. If the police aren't around I'm going to blow all the stop signs or speed down the street, out of sight out of mind type of thing. Over the last couple weeks a few residents have reached out to me, the letter is included in our packet and the resident has joined us tonight. There is a concern about animal licenses but we've talked about that but maybe the possibility of discussing with Council of just increasing the fines is what I think the first step would be. We do understand that we don't want to go full gamut if something at a lower step of enforcement could do. A lot of the write up there is thanks to Chief Nowacki and Officer Everett, there is some background data comparing Rolling Meadows to surrounding areas and we're not way out of line compared to where the other municipalities are in terms of licenses. As a first step is just that I wanted to chat with Council before necessarily re-implementing the licensing because on here some have it and some don't and those that do have it is a one-time fee. Based on some of the research there's roughly about 4000 animals that would be in Rolling Meadows just based on statistics and only 2000 people did register when the program was in effect. The questions for discussion and the recommendation at the bottom, would the Council be open for increasing the fines along the lines of an animal bite because currently it's \$20 and based on some research and talking to residents is maybe put in a tier approach the first offense is \$100, second offense \$200 and then \$300 for subsequent violations, as well as animals running at large. Since these materials have been posted people have reached out to me and as a previous runner I've had some encounters on this as well bike riders and other runners that I've talked to and fortunately it wasn't to the extreme like the encounter the resident had of her dogs being attacked and incurring vet bills. If a combination of higher fees as well as just focused enforcement during routine patrol, I don't think there needs to be additional patrol, if somebody does see that there is a dog off leash or something like that a citation would be issued and talking with residents last couple weeks we feel that word-of-mouth is going to travel is that once some of the officers start writing the violations with the higher fee people are going to make sure their dog is on a leash and hopefully will continue through and we don't have to go back to the licensing. A toe in the water to see if there is any appetite for increasing the fees as well as no additional burden on the Police Department just through regular offenses, if they see someone with a dog off a leash they will issue a citation and then hopefully word-of-mouth travels that the City is taken this serious.

**Mayor Gallo** – Why don't we take this one at a time starting with the animal bite fine and adjusting the price from \$20 to \$100 and incrementally go up per occurrence. Does Council have any comment or opinion on this?

**Alderman Sanoica** - This is about this particular issue but I also have information because I had a resident from Ward 7 that reached out as well and I wanted to provide this information to the Council for this point and all of the points going forward. This particular resident works with Golf Rose which is one of the impounding facilities where many of the dogs that are at large wind up. This resident particular stance on this issue is not necessarily to increase fines and this resident broke down the actual fines that are associated with a dog at large it's typically not

a dog that's leashed but usually a dog that escapes or gets out so if you're opening up the door to take out the garbage in the middle of the night and the dog runs out those are typically the types of instances where you will have that dog at-large where the police pick up the animal and then it's impounded. At that point, it's about \$117 for the dog on day one which includes a \$50 boarding fee, \$15 for a flea pill which is required upon intake and \$42 for the parvo distemper shot which is another inoculation that is required of any dog that is boarded and a \$10 kennel tech fee and that's just on the one and then it's an additional \$50 per day after that for one week. The concern of this volunteer is that if the City increases the fine for at-large or other issues with these dogs where they're taken it will be a disincentive for these dogs to find owners and they are already working very hard to decrease the rates of euthanasia for these animals. I also wanted to clarify with the letter that was provided with tonight's packet, if the dog that bit or attacked the animals was then impounded for about 10 days to ensure that there was no rabies or anything like that because it sounds like from this resident that was supposed to be the practice of any dog that attacks or bites is impounded at the owner's expense for at least 10 days to ensure that the rabies vaccination is...

**Alderman O'Brien** - I don't believe it was.

**John Nowacki, Police Chief** – My understanding on this incident that the owner was issued a citation. The resident stated that the dog was tied up in the backyard must have escaped. Obviously nobody saw that happen but there was a leash in the backyard that was staked to the ground and obviously the dog got loose from that. When there is a person or animal bite there is a citation issued and there is an animal bite card that's filled out with the Cook County Department of Public Health to check for rabies. My understanding is that it would have been done and I do understand that the resident also in our City Code any animal that bites another animal or person they are liable and responsible for all damages, medical bills and veterinarian bills. Obviously, there are civil ramifications where civil suits can be filed. I know that's typical, a relative of mine their dog bit someone and it's tens of thousands of dollars of pending lawsuits going. That is an avenue that any victim of any dog bite has. I know I was in front of the City Council about a year ago talking about skunks, we average about 200 animal calls a year and I think we have about 50 stray dog reports that we respond to. When we do impound a dog there are some substantial fees regarding that impound. There is a lower fee if a dog just runs out of the house, we see it and owner comes out and grab it, we write a citation which is a lower fee amount and I think that's what Alderman O'Brien is asking for those incidences maybe to have the fine structure a little higher. In my personal opinion that the \$20 for basically a dog that runs down the street and the owner is located and it's not impounded then maybe a fine is more substantial. I think this owner was issued a minor citation but I do know they were issued a citation.

**Mayor Gallo** - My question is with adjusting the prices, do we have any data on calls that have been answered on these dog to dog altercations and whether or not they were mutually owned by individuals and it was just gross mishandling by one or the other handler or is it a majority of dogs at-large that cause these altercations? What do we know about this?

**John Nowacki, Police Chief** - What I know just from my experience over the years it's a host of reasons. A person opens the door and the dog runs out or dog gets through a screen door or a window or it's tied up outside. There are some restrictions about tying dogs up. There is a State Law about tethering a dog which could be very dangerous to the dog so there's a lot of state laws and I know our City Code and our City Ordinances mirror the State laws. Even with deeming a dog to be vicious or dangerous, there's some very serious ramifications about euthanizing the animal. To determine that a dog is vicious it has to go through the court, a judge is involved, a veterinarian who examines the dog, there could be training and could result in euthanasia or resulting in a dog never to go outside without a muzzle or caged. I think in all my years we've only been involved in one of those incidences so they don't happen very frequently but there is some avenues of recourse for those animals that are truly dangerous and vicious. Being a dog owner myself, my dog has been attacked and it's horrendous but the majority of the dog

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owners even in the City are very responsible. We do have about 4000-6000 dogs and if we have about 50 stray dogs calls and complaints per year that's less than 1%. Not to say that one individual that is attacked it's very serious and significant to them. Overall, most owners are very responsible and they do care and love their pets and they don't want anything happening to them either. The financial ramifications for when a dog is loose and does bite someone nobody wants that because the costs could run into tens of thousands of dollars.

**Mayor Gallo** - In your experience regarding fines, penalties and fees what does that do for recidivism or for stopping a second occurrence from the same animal? Do you see that fines actually prevent a secondary altercation?

**John Nowacki, Police Chief** - It's like anything else if the fines are significant enough I think a person would be a little bit more responsible and maybe take extra precautions because of the financial burden it might be incurred if their dog is caught loose. When we impound a dog the fee structure is different because of other costs. If a dog just runs down the street and returned to the owner I can see a more significant fine because \$20 doesn't deter a lot of people.

**Alderman Vinezeano** - When this was presented I heard from several residents that their biggest complaint is when they're in public places like our parks that animals are not on leashes. Not so much, that even my little puppy when we open the door and he runs out and he thinks it's playtime in the front yard, but it's when they're at the park and their jogging or running then people are not leashing their dogs. Is it typical to have a different fee scale that if your dog is not on a leash in a public place like a park to have that fine increased?

**John Nowacki, Police Chief** - I think if we had a fee increase it should be across-the-board to have a little uniformity instead of having different fees for in a park, on a public way or street or sidewalk. Like I said, I do believe \$20 is low. There's a lot of dogs in the City of Rolling Meadows and we can always do a better job of enforcing it. We do respond to calls, if someone sees a dog running at-large or not on a leash, we will definitely respond and if there is a violation we will issue a citation for that.

**Alderman Sanoica** - My concern is that when these incidents are happening at all that individuals who owns the dog aren't cognizant of the consequences in the first place. So do you have any recommendations before a fine or an incident occurs that we could implement as a City?

**John Nowacki, Police Chief** - Obviously we always have discretion on issuing a citation based on the circumstances. We could put more information, most all of our City Ordinances do mirror State law, whether or not we could post something on our Facebook and web page to hopefully educate the owners. I do think that most owners do realize that if their dog does get out and bite someone or causes damage and in today's society where there's a lot of litigation, I think most people realize that it's not going to end well for the dog owner. We could always do more educational campaigns.

**Alderman Sanoica** - I agree. I would almost equate this after talking to some of the residents in Ward 7 that it seems similar to people who refuse to wear seatbelts. It's not that they don't think the seatbelt will save their life it's that they don't think that an accident will happen. So if individuals believe falsely that they have control over their dogs without a leash and that their dogs will listen regardless of the circumstances or the environment. I'm wondering if we would be able to mirror a campaign similar to the seatbelt laws in the coming year in order to prevent these types of incidences from happening in the first place.

**John Nowacki, Police Chief** - We can definitely do a public education campaign maybe at some of our special events, National Night Out or Block Party. Maybe get some informational brochures and try to put that information

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out about being responsible dog owners. We do have our Facebook page and our website so we can definitely do that.

**Barry Krumstok, City Manager** – Staffwise we do like the higher numbers but if you choose as a Council to do the higher numbers we'll do a campaign but I think from the list that was their first question they had. You heard from Chief that the higher numbers are effective. From the 20 years that I've been here, we've had dogs jump over fences and we've had officers bitten.

**Alderman Sanoica** – I just wanted to follow up that that the feedback I've gotten in Ward 7 is that some owners don't walk their dogs at all and it's not because they don't leash their dogs it's because others don't leash their dogs and because of that reason there are dogs that are approached by dogs that aren't leashed, it's unpredictable.

**Mayor Gallo** - Is it currently a law to have your dog leashed?

**John Nowacki, Police Chief** - Yes, if you are out on public property, a park or sidewalk your dog has to be on a leash and it can't be longer than 6 feet. If anyone has those issues that is a violation and we will issue citations for that.

**Mayor Gallo** - I think we should welcome those residents to make the call in their specific neighborhoods and say I'd like to walk my dog but I can't because my neighbors aren't obedient to the existing laws. I think it's important that we convey that message.

**John Nowacki, Police Chief** - Like I said, I have a dog myself and there are certain homes that residents leave their dog out and roams free and you get to a point where you try to avoid those areas. A resident who is obeying the law following the leash law shouldn't have to restrict where they're going because of some irresponsible dog owners. We will address those so just call us and we will respond. The amount of violations are very small compared to the amount of owners we have of animals. It might be something that we can definitely improve as we move forward.

**Mayor Gallo** - What's it going to cost for hosting an obedience school for the humans?

**John Nowacki, Police Chief** – I think the dogs would be receptive but changing human behavior may be a little more difficult. A lot of times people don't call on those individuals that are irresponsible. They don't want the confrontation which is understandable. I will definitely increase enforcement during the summer.

**Alderman Sanoica** – This is perhaps a question for Alderman O'Brien if he still has his old Park District hat on, would it be possible to give residents an alternative who really do want to have their dogs off a leash to say there's a designated place for you to do that here in the City of Rolling Meadows, we have a dog park and here are the rules at your own risk.

**Alderman O'Brien** – One of the last meetings I had before coming on to the City Council and off the Park District Board is that was on their development plan. They were having engineers out to look at parts of the City that would be conducive to a dog park. I don't know the current status but I have heard it's coming.

**Alderman Sanoica** – I ask because if we can coordinate our campaign efforts for our human obedience school to be able to say we have a dog park and the reason we have a dog park is because this is the only place in the City where you cannot have your dog leashed.

**Alderman Cannon** - There is a dog park at Harper College that you can become a member of. Palatine Park District sponsored that I think seven or eight years ago and I think they have 150 to 200 families that go in there and run crazy. So there is available space. A couple concerns I have on the recommendations regarding the fence either traditional or electric, from my own experience electric fences are great for the people who own the property because they think they're safe but when you're walking down the street and have two dogs chase you like they did to me it really scares the hell out of you because you don't know that there's an electric fence. If we're going to redo stuff that we say that they can't have an electric fence in front. Where I live we don't have many parks so people walk their dogs and my block seems to be a favorite walking place. We had one family move in with four dogs and they pee on the bushes and everything and I actually lost a bush last summer. They clean up their poop and they think everything is fine but they pee on your property and they think that's okay. It's just frustrating.

**Mayor Gallo** – My neighbor put a sign in their bush saying I don't pee on your bush please don't pee on mine. It does help.

**Alderman O'Brien** – This was kind of like a tiered approach and I probably didn't explain that the best in the write up. It's a start and working with Chief Nowacki hopefully the increased fines if it gets agreement to move forward and then as a tiered approach if we monitor it for year or so. I just learned this tonight, that our vicious dog is in collaboration with State law and I don't know if we would have much leniency to change that one. Alderman Cannon, I didn't include it in there but to at least properly identify that the property is protected by an electric fence because you don't know if that dog is going to stop when it starts coming.

**Mayor Gallo** – Just to keep this moving, if we can show a quick show of hands from the Council for those in favor of escalating these prices then we can move on down further into these bullet points. All those in favor of allowing Staff to go ahead and make changes to escalate these prices from their current status up to more appropriate standard. All those in favor? Opposed? 6 in favor and 1 opposed.

Then running at-large, the same criteria stands so I'm just going to ask for those to show their hands again for allowing for Staff to go ahead and make those modifications. Those in favor for dogs at-large and raising the price for the fines. Those in favor? Opposed? 4 in favor and 3 opposed.

Then the last one, the Ordinance be modified to include dogs must be leashed or protected by a fence (traditional or electric) while on owner's personal property. The electric fences are great for the homeowner's dog but they're not good defense for a dog that enters the property and so again going back to leashing and making sure that we really remain strict on keeping dogs leashed if we see them in the public, not public shaming but if our Police see them that they do stop and alert them that it is a law and they have to abide by those laws. Further comments on this before I do allow the floor to be open because we do have a resident here?

**Alderman Sanoica** – One comment again from my residents in Ward 7 who volunteer with Golf Rose, they mentioned that they are against electric fences because they state that while this may keep the dog inside the perimeter for a period of time and the way that the collars work is that if a dog really wants something outside of the fence they will fight through the pain and get through it but that pain will also prevent them from returning which then exasperates the at-large issue. I just wanted to state that for the record as well.

**Mayor Gallo** – With that, if there aren't any more questions I'm going to go ahead and open the floor.

**Stacia K.** - Thank you, I've been wanting to talk about the dog leash ordinances and thank you Alderman O'Brien for hearing me out. As you probably all read the letter that I wrote. My husband and I have been residents of Rolling Meadows for 15 years and of those 15 years we've had dogs for 13. We've noticed in the last 5 to 7 years or so just

the increase in number of loose dogs as we're walking our dogs. We walk our dogs twice every day, rain, sleet, snow and even people who don't shovel their sidewalks we're trudging through all that. We've noticed an increase in these dogs and usually it's fine. Someone mentioned about a dog being leash aggressive which is how our dog came to be because we had loose dogs coming up and he gets aggressive towards other dogs. They might say don't worry my dog is friendly but my dog isn't friendly on a leash and we know that about them but others don't know that about him obviously. We've noticed an increase in the number of loose dogs and again usually it's fine but in the last five years or so we've been attacked twice. After our October attack after my husband was walking our dog he was about a half-mile away from our home and as you guys probably read the dog was in its yard and it got loose and went after my 12-year-old dog who's a senior dog and grasped onto his neck and my husband who's a very strong guy could not get the dog off. After about five minutes into this the dog owner finally came out and the dog released luckily. Meanwhile my other little dog ran off scared but luckily his instinct was to run home. I'm still flabbergasted by the fact that he even found his way home but obviously he was running to someplace safe. This was obviously a traumatic experience for all four of us, my husband and I would not even walk the dogs for weeks after that incident and we're always on edge. It used to be way back when we would walk with our dogs in Rolling Meadows thinking nothing of it until that first incident happened. The second incident we felt like enough is enough and that's when we reached out to Alderman O'Brien to voice our concerns because this just hasn't happened only to us but you all know this does happen. It happened to her neighbors across the street and we really want to just change and some action to happen. I'm really happy to hear even though all four different proposals may not move forward but I'm very happy to hear the openness to at least increasing the fines for the bite laws and hopefully that can move forward as this progresses. Thank you very much for hearing our issue and hopefully some of these incidences can be reduced as we go forward. Again, I like the concept of teaching the dog owners maybe some manners too. I really appreciate it.

**Mayor Gallo** – Thank you. The last thing for Manager Krumstok, if you can give Council some insight on the animal license and historically when we had dog license what impact did that have on City Staff and operations and what should we do when exploring this notion now?

**Barry Krumstok, City Manager** – There were two different departments that were impacted, Finance and the Police Department. Finance compiled all the information in an Excel spreadsheet and was shared with PD. If PD received a dog that had a tag they knew exactly who the owner was and they could return the dog. At the counter you had people coming in and people weren't always friendly. When we talk about approximately 1800-2000 from potentially 4000 dogs, not everyone was complying. I can tell you that there were a lot of dogs who were caught running at-large they weren't chipped and they didn't have a tag so we had no way of knowing who the owners were. It was customer service draining and very labor intensive for a very small return. Everyone is usually chipping their dogs and even though we don't have a reader but we go to Golf Rose to read the chip and then we can return the dog to their owner. The majority of the dogs that we receive here at City Hall are returned to their owner because the owner will contact us. The one's that aren't picked up are the ones that are sent to Golf Rose. There are dogs that may have been frightened by something and they're running at-large and the minute they see a police car and open up the door they will jump in because it's looking for shelter. Again, for the 1800-2000 licenses was very labor intensive.

**Mayor Gallo** – So limited value from both sides. I think even before we explore that it would be important or appropriate that Council goes out to their residents in their Ward that own dogs and see if it's something that they're willing to participate in or if it's not worth it due to chipping, etc. I would like to wrap it up here with last few questions or comments that the Council has.

**Alderman Sanoica** – This is a question for Staff. Since there's already so much paperwork with licensing that already occurs with Cook County, is it possible to have the County share this information with the City?

**Barry Krumstok, City Manager** – Typically, the County has not been forthcoming with sharing that information. With the County being so large they are not always willing to share but they're very happy when they find a vicious one because that's something they have to deal with. It would be great if Cook County were like some of the other counties.

**Alderman O'Brien** – On the way over here I did have an additional call, the resident was wondering about cats as well. I know we're talking leash law that would be applicable to dogs as I don't see a lot of people with their cats. If I'm understanding the ordinance correctly that we would be potentially modifying, regardless of animal type it's considered an animal. It would be applicable to cats as well.

**Mayor Gallo** – So leash your hamsters. Staff has clarification that we should go ahead and adjust the ordinance with the fees in those two sections and hopefully we can see those back before Council sooner than later to expedite this.

**Barry Krumstok, City Manager** – In 2020 we will have more public relations.

**Mayor Gallo** – Yes, more PR and more obedience training and leashing laws. Is there a motion to adjourn? Alderman Vinezeano has made the motion and it has been seconded by Alderman Cannon. All in favor say aye; those opposed say nay. The ayes have it and the meeting is adjourned.

**There being no further business, by unanimous consent the Committee-of-the Whole meeting was adjourned at 9:17 p.m.**

Respectfully submitted: Judy Brose, Deputy City Clerk

January 21, 2020 Committee-of-the-Whole Minutes Approved by Council on February 11, 2020.

*Judy Brose*

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Judy Brose, Deputy City Clerk