APPROVED: 8/24/2009

COMMITTEE OF THE WHOLE
August 10, 2009
8:05 P.M.
CHAIRLED BY TRUSTEE BARBARA RENDALL HOCHSTADT

PRESENT: Mayor Smolinski, Trustees Atkinson, Hochstadt, Maglio, Rhode, Sass, and Wittman
Jeff O’Dell, Jim Knippen, Jason Bielawski, Bob Tinucci, Andre Metoyer, Jim Kruger, Pam Figolah, Ashley Kleckner and Patty Burns.

2. APPROVE PREPARED AGENDA
Moved by Trustee Rhode, seconded by Trustee Atkinson, to Approve the Prepared Agenda.
Upon voice vote, ALL AYES: NAYS, none. MOTION CARRIED.

3. APPROVE MINUTES OF JULY 27, 2009
Moved by Trustee Rhode, seconded by Trustee Sass, to Approve the Minutes of July 27, 2009 as presented.
Upon voice vote, ALL AYES: NAYS, None. MOTION CARRIED.

4. METRA STATION COFFEE VENDOR LEASE
Ashley Kleckner updated the Board with the latest findings regarding her review of lease agreements for space at other Metra Stations. The review shows that even with the 10% reduction in rent that was approved this past spring to Roselle’s tenant, Roselle has one of the highest rental costs in the area. Two other communities have adjusted the rent for station space due to the economy as well. Other communities have included maintenance requirements for the vendor such as washing floors and windows, in an effort to offset rent. The trend of reduced or minimal rent at Metra Station vendor spaces seems to be the norm.

Ashley outlined four options for the Board to consider as they proceed toward updating the vendor lease.

Trustee Wittman questioned the Village’s’ recourse should the vendor not maintain and clean to Village standards. He suggested that strong definitive language be used in a contract should the Board decide to go in that direction. Trustee Wittman feels that a RFP should still be issued for the position.

Trustee Atkinson agreed with the issue of controlling the quality of cleaning and how difficult that might be. He also felt that if the terms of the lease were going to be changed than most definitely it should be re-bid by RFP.

Mayor Smolinski asked how the other stations were handling the vendor cleaning issues. Ashley responded that it typically was not stated in the contracts but that the vendor and Village work together to get the job done.

Mayor Smolinski was in favor of going out for RFP and making it a 2 part RFP – one for rent only and one for a combination of rent and cleaning.

Trustee Maglio supported going out for RFP.

Trustee Sass suggested extending the current contract to the current vendor and pay him $300/mo. to clean the station. This plan maintains the revenue and if the cleaning is not acceptable the vendor would not receive his monthly fee, thus giving the Board the control they are concerned about.
Trustee Rhode supported going out for RFP with the rent price set in the proposal. Cleaning should be an option in the RFP. Trustee Rhode was concerned about who would be checking on the cleanliness at the Metra Station to determine whether it was acceptable or not. 

Trustee Hochstadt asked if there was any info on the rider ship levels at each station in the comparison presented. Ashley reported that she did not have that information.

The Board directed staff to prepare an RFP with no set rental price and with cleaning as an option in the proposal.

5. CONTRACTUAL PARAMEDIC SERVICES RFP

Deputy Chief Andre Metoyer provided a compilation of the responding bids for the Paramedic Services RFP. The Paramedic Services Selection Committee recommended Public Safety Services, Inc for the contract even though they were not the low bidder.

Trustee Atkinson stated that he had spent significant time reviewing the RFP and the submitted proposals. He was inclined not to follow the Committee’s recommendation, instead choosing Metro Paramedic Services. Trustee Atkinson also questioned why the “alternate bid” information had not been provided in the packet for the Board members. Trustee Atkinson felt that the reasons that the Committee had given for keeping the contract with PSSI (the current contract holder) were undercut by the lower bid of Metro and Metro’s claim that they would recruit from the paramedic pool currently at Roselle.

Trustee Rhode countered that the difference between Metro and PSSI was $8000 -12,000. The advice of the Committee should be considered as they are comparing the contracts “apples to apples”, something that the Board may not be able to do.

Trustee Wittman questioned who made up the Committee and how many times they met to discuss and review. Deputy Chief Metoyer provided that information. Trustee Wittman felt that the “transition issue” is not a Board concern as these are contractual employees. He is in favor of changing vendors and supports choosing the Metro bid.

Mayor Smolinski commented that she was not prepared to make a decision tonight and was very concerned about the reference ratings for Metro. She would like to review the recommendations and references more thoroughly before making a decision. She noted that Metro has had 2 contracts cancelled and their bid was $100,000 less than the other vendors. This has raised a red flag for her. She is also concerned about the fact that Metro is self insured. Staff needs to investigate their levels of insurance to confirm that Roselle will be adequately covered.

Trustee Sass asked about the 2 alternate bids and what they included. Deputy Chief Metoyer responded that the alternates included packaging billing with the paramedic services. The bidders were not required to bid on the alternates list, and only 2 vendors did bid. That is why the alternates were not considered in the final decision and why it wasn’t included in the packets that the Board members received.

Trustee Sass was concerned that the alternates had not been mentioned or provided in the Board packet back up. Ron feels that the billing issue is something that the Board may want to consider. Trustee Sass opted to Table the decision for review and more information.

Trustee Maglio voted for further review before a decision was made.
Trustee Hochstadt asked if Metro would be able to come in and make a presentation to the Board to answer their questions and address some of the “red flag” issues. Deputy Chief Metoyer responded that he would set that up for a future committee meeting.

Moved by Trustee Wittman and seconded by Trustee Rhode, to Tentatively Accept the lowest bidder Metro Paramedic Services, Inc, based upon a future presentation from Metro and further investigation and information gathered by staff regarding self insurance limits, further review and reference checking resulting in a positive staff recommendation.

ROLL CALL:
AYES: Wittman, Atkinson, Hochstadt, Maglio, Smolinski
NAYS: Rhode, Sass
MOTION CARRIED.

6. CY PRES FUND OPTIONS
Jeff O’Dell provided background and 11 options for the Cy Pres settlement funds. The Village portion of the settlement was $79,000 and the funds must be used before the end of the Village’s budget fiscal year, December 31, 2009. Village attorney Jim Knippen and Jeff O’Dell agreed that the list provided for Board consideration met the guidelines for the settlement funds.

Trustee Sass questioned the quote received for the Commuter Parking lot improvements. Ashley responded that the cost numbers are good for this year but can’t be guaranteed for next year. Trustee Sass felt that the Commuter Parking lot improvements was a good project to spend the Cy Pres funds on.

Trustee Atkinson commented that he would like to see the funds spent on the Fire Department IT improvements because this would improve Roselle’s service level.

Trustee Wittman agreed with Trustee Atkinson and feels that the Fire Department needs this equipment.

Trustee Atkinson reminded Board members that the Fire Department has been denied funding this project 3 times with grant funding.

Staff was directed to further investigate and present their recommendations for funding of the Commuter Parking lot improvement project and the MTD project utilizing Cy Pres funds at the August 24, 2009 Committee of the Whole meeting for a final Board decision.

7. BUDGET UPDATE
Jeff updated the Committee on the most recent sales tax information that has been received. Jeff and staff have 2010 and 2011 budgets underway as well as a staffing analysis to be reviewed at the Board retreat. Jeff is also working on scheduling a “Home-Rule” presentation for the Board.

Trustee Wittman proposed consideration of Furlough Days and unpaid Holidays for the remainder of the budget year. Trustee Wittman felt that the furlough concept was a better idea than laying off more employees.

Jeff asked the Committee to wait until he presented his staffing analysis and other ideas for consideration before making that decision.

Trustee Atkinson asked if the budget was to be discussed during the retreat and if staff had a sense of what the Village’s reserves were at this point. Jeff replied that the budget was not going to be discussed at the retreat but the
staffing analysis would be presented as it would allow a better discussion of service levels. Regarding the reserves, with the anticipated $1 million shortfall, the Village will have approximately $3.2 million balance in the General Reserve fund.

**Trustee Atkinson** commented that the habit of raiding funds needs to be stopped.

**Trustee Hochstadt** said that she would like more information on Furlough Days as well as any and all options for cost cutting.

8. **FIRE CHIEF RECRUITMENT UPDATE**

Jason updated the Committee with the latest information on the Fire Chief recruitment. 40-50 resumes were received. Jeff and Jason are quite pleased with the quality level of the resumes. The recruitment process needs to be finalized and a decision regarding Residency Requirement must be made.

**Mayor Smolinski** commented that she would like to see about 10 candidates for the assessment process (as was done for the Police Chief recruitment) and that residency should not be a requirement.

**Trustee Wittman** felt that residency can be a burden in today’s economic market. Considering that the Village Administrator and Police Chief are not required to have residency, the new Fire Chief should not be required to be a resident. Trustee Wittman also agreed with the Mayor and would like to follow the same process as they did when hiring the Police Chief.

**Trustee Maglio** agreed with the Mayor on all points.

**Trustee Atkinson** agreed with No Residency requirement and no process changes.

**Trustee Rhode** was IN FAVOR of residency and no process changes.

**Trustee Hochstadt** agreed with No Residency and no changes to the interview process.

**Trustee Sass** stated that he is not in favor of any out of state applicants who will be requesting pay to relocate. There should be plenty of local resumes to choose from. Jason agreed with Trustee Sass.

9. **EXECUTIVE SESSION – None**

10. **OTHER BUSINESS – by Mayor Smolinski**

A. Notification of Gammenly regarding the Main Street repaving. It was decided to issue a site draft on their Letter of Credit based on legal opinion.

B. The Woodfield Convention Bureau is requesting someone from Roselle to sit on their Board. Both Trustee Rhode and Trustee Hochstadt are interested. Mayor Smolinski will forward the information to both of them and they will decide which Trustee will sit.

C. Coffee with the Board on Saturday September 5th, Labor Day weekend has been canceled.

D. A reminder that the “No vehicles across sidewalk” enforcement as well as “Dogs on Leash in Public” needs to be reheard at a future meeting.

E. Trustee Atkinson asked that information on Coin Operated Gambling be brought to a future meeting for discussion.

11. Moved by Trustee Rhode, seconded by Trustee Maglio to Adjourn Committee of the Whole at 9:40 p.m.

Upon voice vote, ALL AYES: NAYS; None  
**MOTION CARRIED**