

MINUTES OF A REGULAR MEETING OF THE COMMITTEE OF THE WHOLE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND PARK, COUNTY OF LAKE, STATE OF ILLINOIS, HELD ON MONDAY, APRIL 13, 2009

The meeting was called to order at 4:16 p.m., and upon roll call the following members were:

Present: Mayor Belsky, Councilwoman Olian, and Councilmen Brenner, Kirsch, Mandel, and Silberman

Absent: Councilman Levenfeld

Mayor Belsky declared that a quorum was present.

Staff Present: Patrick Brennan, Shirley Fitzgerald, Will Jones, Mary Anderson, Elizabeth Holleb, Michael Blue, Alan Wax, John Welch, Paul Shafer and David Mitchell

Also Present: Corporation Counsel Steve Elrod and Hart Passman

APPROVAL OF MINUTES

A. Regular Meeting – Committee of the Whole – March 23, 2009

Councilman Silberman moved approval of minutes of the regular meeting of the Committee of the Whole held on March 23, 2009.

Councilman Kirsch seconded the motion.

Upon roll call: Yeas: Mayor Belsky, Councilwoman Olian, and Councilmen Brenner, Kirsch, Mandel and Silberman

Nays: None

The Mayor declared that the motion carried.

EXECUTIVE SESSION

Councilman Silberman moved that the Committee close its meeting to the public to discuss matters of pending/potential litigation, personnel, land sale/acquisition, and approval of closed session minutes.

Councilwoman Olian seconded the motion.

Upon roll call: Yeas: Mayor Belsky, Councilwoman Olian, and Councilmen Brenner, Kirsch, Mandel, and Silberman

Nays: None

The Mayor declared that the motion carried.

At 4:17 p.m., the Committee recessed the public portion of the meeting to meet in closed session for the purpose of discussing matters of pending/potential litigation, personnel, land sale/acquisition, and approval of closed session minutes.

Following the closed session, Mayor Belsky reconvened the open session of the Committee of the Whole at 5:45 p.m., and upon roll call the following members were:

Present: Mayor Belsky, Councilwoman Olian, and Councilmen Levenfeld, Brenner, Kirsch, Mandel, and Silberman

Absent: None

Mayor Belsky declared that a quorum was present.

RECESS

Upon a motion made, seconded and passed by acclamation, the Committee recessed its meeting at 5:46 p.m. At 6:19 p.m., Mayor pro tem Brenner reconvened the Committee of the Whole Meeting, and upon roll call:

Present: Mayor pro tem Brenner, Councilwoman Olian, and Councilmen Levenfeld, Kirsch, Mandel and Silberman

Absent: Mayor Belsky

Mayor pro tem Brenner declared that a quorum was present.

Staff Present: Patrick Brennan, Shirley Fitzgerald, Will Jones, Michael Blue, Mary Anderson, Alan Wax, Elizabeth Holleb, Paul Shafer, John Welch, Carolyn Hersch and Emily Palm

Also Present: Corporation Counsel Steve Elrod
Amy Amdur of Amdur Productions
Charlie Barnes of The Art Center
Roger Wolfe of Forest Bootery

SCHEDULED BUSINESS

1. Discussion Concerning the Port Clinton Art Festival/Taste of Highland Park

Assistant City Manager Jones gave a PowerPoint slide presentation concerning the Port Clinton Art Festival/Taste of Highland Park Agreement. The proposed agreement: (i) consolidates provisions of the original agreement with the amendments allowing for the Taste of Highland Park, (ii) has an initial term of five years (2010-2013) and renewal options for up to two additional five-year terms, and (iii) covers the terms for event dates and times, the Festival layout and expansion plan, number of Festival booths, event staging and restoration, City and Amdur Taste responsibilities, food vendor participation, vendor expenses, parking, public safety, business concerns, failure to perform, insurance, reimbursement for City services, payment of fees, and sales tax collection.

Assistant City Manager Jones and Amy Amdur of Amdur Productions answered the Committee's questions regarding the proposed agreement and vendor fees, number of food vendors, and where alcohol can be consumed during Taste hours.

Testimony was heard from:

Amy Amdur of Amdur Productions, who requested that the proposed \$3,500 public way usage fee be reduced or eliminated.

Charlie Barnes, representing The Art Center, who stated artist concerns for participation in The Art Center's Festival of Fine Crafts, scheduled for June 27 and 28, which conflicts with Amdur Productions' Glencoe Festival of the Masters scheduled that same weekend and could impede their participation in Amdur Productions Port Clinton Art Festival in August.

Roger Wolfe of Forest Bootery, who stated his concern for the impact to retailers of closing Central Avenue for the Festival/Taste.

Mayor Belsky returned to the meeting at 6:56 p.m.

Following discussion, the sense of the Committee was to ask: (i) staff to include flexibility in the agreement to allow for an increase in the number of food vendors in the future, permit small food stands - possibly throughout the Festival, and allow Highland Park owned food businesses that may not operate a business in Highland Park to participate, (ii) that the agreement include provisions to ensure that there are no scheduling conflicts in the future, possibly through a radius restriction, (iii) that a vendor fee escalation provision be included in the agreement, (iv) for a quarter to quarter/year by year comparison of data to determine the accumulative effect of the Festival/Taste on retail sales, and (v) that consideration of the final Port Clinton Art Festival/Taste of Highland Park Agreement be scheduled on the April 27 City Council agenda.

2. Service Delivery and Staffing Levels

Director of Community Development Blue gave a PowerPoint slide presentation concerning the service delivery and staffing levels of the Community Development Department by Division – Building and Planning. For the Building Division, he: (i) reviewed the number of budgeted full-time positions (16) and services provided -- core (conduct code enforcement, perform building/zoning review, issue building permits, perform permit inspections, respond to FOIA requests) and discretionary (calculate/collect impact fees and demolition tax), (ii) gave a historic overview of positions, (iii) reviewed the reorganization of the Building Division in 2008/2009 (converted one Code Enforcement Inspector to create Permit Administrator position, reclassified Chief Plan Examiner to Plan Examiner/Inspector and Community Service Inspector to Building Inspector, and eliminated Commercial Building Inspector, Administrative Supervisor and a part-time intern = overall decrease of 2.5 FTE), (iii) reported upon the number of building permits issued, code enforcement issues and estimated value of construction from 1999 – 2008, (iv) reported that in comparing the City with comparison communities Highland Park issues the largest number of permits, has the largest Building staff, has the second highest ratio of permits per staff member, currently has the shortest expected plan review turn around, and is the 3rd largest community in terms of population and housing units, (v) explained Highland Park's ISO's Building Code Effectiveness Grading Schedule rating of Class 03 for residential and commercial buildings (one of only twenty-five communities in the State of Illinois), and (vi) addressed future issues and goals (going green , foreclosure, overcrowding), and (vii) discussed ongoing

activities, cost saving/efficiency issues and accomplishments, development coordination and inter-departmental support.

For the Planning Division, he: (i) reviewed the number of budgeted full-time positions (9.75) and services provided – core (long range planning, special projects, code administration/case management, Commission Liaison to statutory Commissions, and administration) and discretionary (Commission Liaison to non-statutory Commissions and grants), (ii) reviewed Division functions (plans for the City's future land use and development, administers codes to implement the Master Plan Policy, provides special project planning services, is a resource to the public, and provides Commission administrative and policy support), (iii) reviewed histories of in-house special projects consultancy and policy implementation from 2001 – 2008, and development/Commission support and site plan meetings from 2003 - 2008, (iv) reported that in comparing the City with comparison communities Highland Park has the largest number of Commissions staffed by Planning, has the largest Planning staff, conducts in-house planning projects, and has a ratio of Planning staff per Commission equal to Lake Forest and Wheeling and slightly higher than Northbrook, Libertyville and Glenview, and (v) reviewed the policy implementation schedule for 2009-2010.

Director of Community Development Blue answered the Committee's questions regarding increased code enforcement, decreasing building permits/revenue, staffing to enforce foreclosure/vacant property issues, and group homes.

Following discussion of Community Development service delivery and staffing levels, the sense of the Committee was to ask staff to: (i) provide an update on group living to the Finance Committee and Committee of the Whole, and (ii) maintain the level of service, but continue to seek efficiencies in staffing.

OTHER MATTERS

There were no other matters this evening.

ADJOURNMENT

With no further business to conduct, Councilman Mandel moved to adjourn. The motion was seconded by Councilman Silberman and passed by acclamation. The Committee adjourned its meeting at 7:29 p.m.

City Clerk