



# CITY OF WOOD DALE

## **PUBLIC NOTICE**

IN ACCORDANCE WITH THE STATUTES OF THE STATE OF ILLINOIS AND THE ORDINANCES OF THE CITY OF WOOD DALE, NOTICE IS HEREBY GIVEN THAT THE SPECIAL MEETING – COMMITTEE OF THE WHOLE IS SCHEDULED TO BE HELD AT THE HOUR OF 6:00 P.M. ON THURSDAY, SEPTEMBER 5, 2024 IN THE COUNCIL CHAMBERS OF THE CITY HALL, 404 NORTH WOOD DALE ROAD, WOOD DALE, ILLINOIS, FOR THE PURPOSES SET FORTH IN THE FOLLOWING AGENDAS:

**SPECIAL MEETING**  
STANDING COMMITTEES  
OF THE  
CITY OF WOOD DALE, ILLINOIS  
SEPTEMBER 5, 2024

**I. FINANCE & ADMINISTRATION COMMITTEE**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of Meeting
  - i. July 11, 2024 Finance & Administration Committee Minutes
- D. Report and Recommendation
  - i. Special Events Purchases/Rental/Budget
- E. Items to be Considered at Future Meetings
  - i. None
- F. Adjournment

**POSTED IN CITY HALL ON AUGUST 30, 2024 AT 4:00 PM**  
LYNN CURIALE, CITY CLERK  
BY: CITY CLERK'S OFFICE



**FINANCE & ADMINISTRATION**  
**COMMITTEE MINUTES**

Committee Date: July 11, 2024  
 Present: Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Ames, Alderman Artie Woods, Alderman Catalano  
 Absent: Alderman Susmarski  
 Also Present: Mayor Pulice, City Manager Mermuys, Director Lange, Director Ibares, Officer McGlynn, City Clerk Curiale, Treasurer Porch  
 Meeting Convened at: 07:32pm

**APPROVAL OF MINUTES:**

Ald. Ames made a motion, seconded by Ald. Curiale, to approve the minutes of the April 25, 2024, meeting as presented. A voice vote was taken, with all members voting aye.

**REPORT & RECOMMENDATION**

i. ELECTED OFFICIAL ALLOWANCE

**DISCUSSION:**

Director Ibares began his presentation referring to several months ago the IT allowance was brought forward to committee and at that time the item was tabled. Now after receiving some feedback, the staff is now requesting direction on the proposed elected official allowance.

<b>COST</b>	<b>ITEMS</b>	<b>Monthly</b>	<b>Yearly</b>	<b>Term</b>	
\$ 1,600.00	IPAD PRO/MICROSOFT SURFACE	\$ 33.33	\$ 400.00	\$ 1,600.00	
\$ 35.00	Business Cards	\$ 2.92	\$ 35.00	\$ 140.00	
\$ 25.00	Name Tags	\$ 2.08	\$ 25.00	\$ 100.00	
\$ 480.00	Cell Phone	\$ 40.00	\$ 480.00	\$ 1,920.00	
\$ 120.00	Notebook cell service	\$ 10.00	\$ 120.00	\$ 480.00	
\$ 400.00	Shirts/Jackets	\$ 33.33	\$ 100.00	\$ 400.00	
\$ 45.00	Wallet	\$ 0.94	\$ 11.25	\$ 45.00	
\$ 12.00	Illinois Municipal handbook	\$ 0.25	\$ 3.00	\$ 12.00	
\$ 12.00	Roberts Rules	\$ 0.25	\$ 3.00	\$ 12.00	

<b>\$ 123.10</b>	<b>\$ 1,177.25</b>	<b>\$ 4,709.00</b>
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<b>PAYMENT OPTIONS</b>				
Per quarter	\$ 294.31			

After the motion was passed the mayor had a few questions. He inquired about what we are approving tonight approving \$294.31 per quarter? Director Ibares replied yes. The mayor then continued by stating that he had a couple of questions. Why is there an allowance for the I-pad when the city already provides it to us, and how many business cards is everybody buying? Are we reimbursing them for the cards, are we buying our own, and shouldn't the city be handling that? He agrees with the phone and the internet allowance because when we were first issued the computers this was not discussed. As far as clothing he was under the impression that we all get 2 shirts a year if someone wanted them. If I don't get the shirts, do I get reimbursed every year? He says that the optics of this looks like we are just trying to give ourselves a raise. If so, that is a different discussion. Alderman Messina added that it is very subjective, but Jeff can attest to it I probably get more texts than anybody up here I probably get 25 texts a day from people on my data plan. Also, I had to buy my own laptop because I cannot use my work laptop. I find it a lot easier to pick up email and answer everyone. I find using the I-pad is very difficult. And both of us Ward 1 Alderman constantly use excel spread sheets so we can track issues. So, I think we should get some money for compensation, I am not sure if that amount is high or what is reasonable. The mayor agreed with the idea of getting compensated for the phone and the internet and upgrading all the laptops. Which he added he has never liked. He commented on how nice Alderman Ames new device is and we should upgrade the rest of the computers. Alderman Ames commented that when she started, she had the same kind of device as the mayors, which was a hand-me-down from a previous council member, and it simply didn't work, so she was issued a new one. But she brought up the point that if anything goes wrong with it the city is responsible for its service which is a nice benefit. As far as the shirts and cards are concerned, she is not sure if we should be handing out our branding to everyone. She feels like that is something that the city should be monitoring.

Alderman Art Woods began by stating that he was the biggest proponent of eliminating the need for the paper packet and then we brought the I-pad. The amount of money we saved with printing, people packing the envelopes, and CSO's driving around delivering the packets, it is an incredible amount of money we are saving. But, he added, everyone has different ways of doing things and I purchased mine because I needed it to do everything, So, he asked why would he not be entitled to get compensation for purchasing his own? He continued that as far as cards it should be the same if I got a different printing, I would pay the difference. As far as the phone it hasn't been raised the fourteen years that I have been here. Everything that you need to do you need the internet, and you need the wi-fi, which is extra charges. So, if he wants to buy a better quality shirt he should get the allowance and he would pay the difference for a better quality.

Alderman Jakab stated that we gets 2 shirts a year so he doesn't know why we would get paid for that, but the laptops 100%, when we got the tablets, it did not have the internet so I had to purchase one so it would work for me. So, I am for it if the city is not going to buy us laptops they should be giving us money for our computers. Alderman Messina says that even if we have the allowance, he will still end up paying out of pocket, because how they work within their wards by using flyers and door hangers, so you as far as the usage you would have to have trust in the system. The mayor asked that if other departments don't use

their uniform allowance do they get paid out the difference? Director Ibaraz stated that the city tracks their allowance, and they pay the vendor directly. Alderman Art Woods stated that if he wants a better-quality business card, or better-quality name tag he shouldn't have to start from zero and everyone else gets theirs from the city. I am not asking for a check to go out shopping, I am asking you to offset the cost that I am already spending.

Alderman Messina did agree that if we could establish one vendor you can purchase shirts from, we should go there and be able to pick what we want and pay out of pocket. He continued that maybe we streamline some things like vendors, but at the end of the day we will have more money to fund these things. Alderman Artie Woods said that as far as if I could get the logo, he would have gotten his shirts in a week as a newer alderman. I know that we had an issue with the last order because we had gotten a new vendor, but it took 4 ½ months to get my shirts as a new alderman. He said that as he reads this that there is still an option to opt out if you want to keep the city issued laptop, cards and shirts you can still do that? Alderman Art Woods stated, yes. Alderman Artie Woods stated that in the business world you would get a company computer or a \$500.00 stipend to purchase whatever computer you wish. Alderman Ames stated that Director Ibaraz wanted direction, so we should take a vote because we have a motion and a second. Alderman Catalano stated that he knows that the phone is needed because he uses his for different issues all the time for city business. Alderman Catalano had a question about what happens if someone fills out a FOIA for our computers? Alderman Messina stated that it is only for an app, because if you have 10 devices, all they need is access to the app and not your actual computer or devices.

**VOTE:**

Ald. Art Woods made a motion, seconded by Ald Artie Woods, to Approve the Elected Officials Allowance for a total of \$294.31 quarterly with the ability to opt out and continue with the city issued plan. A vote was taken.

Ayes:	Alderman Art Woods, Alderman Curiale, Alderman Messina, Alderman Jakab, Alderman Artie Woods
Nays:	Alderman Ames, Alderman Catalano
Abstained:	None
Motion	Passed

**ITEMS TO BE CONSIDERED AT FUTURE MEETINGS:**

- City Owned Property Appraisals and Insurance Broker – September
- Equipment Evaluation/Cost Effectiveness Prairie Fest – TBD
- ADDED TO THE AGENDA BY ALDERMAN CATALANO: Discussion about New City Street Signs for the Dominion Area – TBD

Alderman Art Woods asked if we didn't discuss that before and determined that it was not a City street or what was the issue? Director Lange stated that the streets are privately owned so there is no city right-of-way there no jurisdiction over the easements other than the water mains and sewers. Alderman Art Woods then asked if they couldn't purchase it from us and put up their own signage? Director Lange stated yes that we have actually provided them the information of where we purchase our decorative poles and signs. The mayor stated that he remembers that Mr. Bond had brought up something about if we put them up there is some kind of liability issue if someone crashed into one. Mr. Mermuys stated that we could revisit it and ask the city attorney maybe if there is some kind of waiver that each association can sign.

**ADJOURNMENT:**

Ald. Messina made a motion, seconded by Ald. Woods, to adjourn the meeting at p.m. Upon a voice vote, the motion carried unanimously.

*Minutes taken by Julie Szabo*



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## **REQUEST FOR COMMITTEE ACTION**

Referred to Committee: September 5, 2024  
Subject: Special Events Purchases/Rental  
Staff Contact: All Department Heads  
Department: All Department Heads

**TITLE:** Special Events Purchases/Rental/Budget

### **RECOMMENDATION:**

Implement the following mix of rental vs. purchasing strategies and consider cost containment measures relating to Prairie Fest.

**Tents/Tables/Chairs** – Continue to rent tents, tables, and chairs for Prairie Fest and Holiday Tree Lighting and utilize City’s tents and chairs for other special events.

**Generators** – Continue to rent generators and light towers for Prairie Fest. Consider purchasing a 25 KW generator for other special events.

**Fencing** – Continue to rent fencing for Prairie Fest.

**Metal Detectors** - Continue to rent the metal detectors, equipment and security staffing for Prairie Fest.

**Miscellaneous** – Consider purchasing one or two ice chests for use at Prairie Fest and other special events.

### **BACKGROUND:**

The City hosts various special events to promote the celebration of seasons, create new memories, and bring a deeper connection to anyone living and working in Wood Dale. Some of the larger events are the Sounds of Summer concert series, the Wood Dale Cruise Nights car shows, the Summer Movies Series, Prairie Fest, Trunk or Treat and Tree Lighting at City Hall. The Special Events Committee consists of City Council members who meet on a regular basis to make decisions on details of each particular

event. The Committee has a staff liaison to help gather information so the members can make informed decisions.

To aid the Special Events Committee's work, the City Council had previously asked staff for a list of equipment that we currently rent for special events. The intent was to see if there was any possible cost saving associated with purchasing the equipment vs. the annual rentals.

As you are aware, during the FY25 budget process, Council directed staff to make changes to remedy the Tourism Funds budget shortfall. These changes were intended to be a temporary, short-term solution, with an understanding that a long-term solution would be developed for future budgets. As stated during the budget meetings, additional deficit spending in the Tourism Fund could lead to fund balance issues in the General Fund, as the General Fund would be subsidizing the Tourism Fund. Staff will have a better understanding of the overall impact of this subsidization once the FY24 audit has been finalized.

As you can see in the attached Prairie Fest budget numbers, the past few years have seen expenses go from roughly \$125K per year on average pre-Covid to roughly \$240K per year on average post-Covid. Revenues have remained largely the same, being around \$108K and \$114 on average pre- and post-Covid, respectively. Based on these averages, the Fest was losing on average \$14K pre-Covid and \$126K post-Covid. Costs for most (if not all) of the main components of the Fest have increased post-Covid, while we have added certain costs over the past couple of years, such as security. The overall cost increases are due to general inflation, and certain items (most notably tents and generators) have seen a decrease in bidders as businesses have either gone out of business or are not working in the "festival space" any longer. While there are multiple special events that are funded through the Tourism Fund, Prairie Fest remains the largest source of expenditures on an annual basis.

For the purposes of this discussion, we have broken down the discussion into two categories. Prairie Fest and Other Specials Events. Staff has included the most recent revenue/expenditure numbers for all 2024 events to date, as well as historical Prairie Fest revenue/expenditures for context.

## **ANALYSIS:**

### **Prairie Fest**

#### *General Information –*

Prairie Fest began in 2009 and was hosted on Commercial Street and Wood Dale Road until its relocation to the current site in 2015.

#### *Revenue vs Expenditures*

<u>Year</u>	<u>Expenditures</u>	<u>Revenues</u>	<u>Net</u>	<u>Band/Stage</u>
2010	\$101,000	\$88,000	(\$13,000)	\$53,000

2011	\$107,000	\$107,000	\$0	\$57,000
2012	\$116,000	\$123,000	\$7,000	\$54,000
2013	\$126,000	\$126,000	\$0	\$55,000
2014	\$126,000	\$113,000	(\$13,000)	\$59,000
2015	\$118,000	\$116,000	(\$2,000)	\$33,000
2016	\$118,000	\$96,000	(\$22,000)	\$35,000
2017	\$128,000	\$98,000	(\$30,000)	\$36,000
2018	\$168,000	\$103,000	(\$65,000)	\$67,000
2019	\$138,000	\$114,000	(\$24,000)	\$43,000
2020			Covid	
2021			Covid	
2022	\$200,000	\$104,000	(\$96,000)	\$80,000
2023	\$276,000	\$123,000	(\$153,000)	\$84,000
2024	\$245,000	\$115,000	(\$130,000)	\$85,000

### **Tents/Tables/Chairs**

Current Practice: Rent

2024 Expense: \$34,431.00 for delivery and installation of tents.  
\$2,777.20 for 900 folding chairs and eight barstools.  
\$1,298.30 for 37 eight-foot tables and 40 six-foot tables.

Purchase Price: \$76,864.56 for purchase of the quantity and sizes of tents used at Prairie Fest 2024.  
\$37.00 per chair.  
\$105.00 per six-foot table, \$145.00 per eight-foot table.

Considerations: Capital expense, storage, upkeep, installation manhours, liability, limited use.  
The City currently rents tents, tables, and chairs for Prairie Fest for the food vendors, beer tents, entrances, EMT tent, Bingo tent, non-food vendors, picnic and stage areas, and kids' areas. A portion of the cost is offset by the fees charged to the vendors for attending the fest. The City owns several smaller 10'x10' tents, tables and chairs which are adequate to meet the needs for the other summer



events, so purchasing larger commercial grade tents would only be used for Prairie Fest and possibly the Holiday Tree Lighting. Storing and transporting the tents each year will likely result in damage and the City will have to routinely replace parts. Setting up the tents would also require additional staff time the week leading up to the fest, which already takes the full week to prepare for. Perhaps the biggest issue is the liability the City would face for any injury caused by improper installation of the tents and stakes. Also, the number of vendors change from year to year, so the City would likely have to purchase additional tents to accommodate different configurations. Further, the quantity of tables and chairs needed for the fest, and the limited need for them throughout the remainder of the year wouldn't justify the expense to purchase.

Recommendation: Continue to rent tents, tables, and chairs for Prairie Fest.

### **Generators**

Current Practice: Rent

2024 Expense: \$21,904.00 for five generators with distribution setup (spider boxes, panels, etc.) and 11 light towers.

Purchase Price: Approximately \$375,000.00 (one 85 KW @ \$65,000, two 70 KW @ \$60,000, two 45 KW @ \$40,000, and 11 light towers @ \$10,000).

Considerations: Capital expense, maintenance, storage, limited use. In 2024 the City rented five generators for Prairie Fest. Two 70 KW generators for the stage, one 85 KW for the food vendors, one 45 KW for the beer tents, and one 45 KW for the non-food vendor tents and kids' area. To purchase the number of generators needed to cover this event would be a huge capital outlay for equipment that is only used once per year. The City would also be responsible for the maintenance and upkeep of the machines as well as having to store them year-round.

Recommendation: Continue to rent generators for Prairie Fest.

### **Fencing**

Current Practice: Rent

2024 Expense: \$5,680.00 for 1,600 feet of 8' chain link fencing with sandbags and bases delivered and installed.  
\$1,575.00 for 700 feet of steel cattle fencing.

Purchase Price: \$26,480.00 for 1,600 feet of 8' chain link fence panels with bases. Does not include sandbags.  
\$8,030.00 for 700 feet of steel cattle fencing.

Considerations: Storage, upkeep, installation manhours, liability, limited use. Fencing is a minimal expenditure each year for the fest and is not used for any other special event. Storing and transporting the fencing each year will likely result in damage and the City will have to routinely replace panels. Setting up the fencing would also require additional staff time the week leading up to the fest, which already takes the full week to prepare for. The City would then also be liable for any injury caused by improper installation of the fencing.

Recommendation: Continue to rent fencing for Prairie Fest.

### **Metal Detectors**

Current Practice: Rent

2024 Expense: Our four (4) day rental currently costs us \$9,000.00. This includes three (3) camera towers with lights, two (2) cameras per tower. We would have to outfit them with cameras.

We would also need at least one generator to run the four at the front gate and one generator at the back gate. With only powering the 2 separate locations with six (6) walk-through units, we would need approximately two (2) 7000-watt Generac Generators. The approximate cost is \$1000.00 each, totaling \$2000.00

The cost to purchase the light tower would be \$10,900.00 for each light tower.

Purchase Price: The total purchase price would be approximately \$104,985.00-\$192,285.00 to purchase.

Considerations: To function similarly to Embassy Security, we must purchase tables, tablecloths, bins to place items into and stanchions to direct people. This is in addition to the standard metal detector equipment. Staffing levels would also be a concern.

Recommendation: Continue to rent the metal detectors, equipment and security staffing for Prairie Fest.

### **Miscellaneous – Ice**

Current Practice: Rent freezers and have ice delivered.

2024 Expense: \$1,336.00 for rental of two chests, delivery fee, and purchase of 168 20 lb. bags of ice.

Purchase Price: Approximately \$3,200.00 per chest. Ice can be purchased in bulk from Jewel for \$5.49 per 20 lb. bag

Considerations: Capital expense, maintenance, reliability of ice delivery. The City currently rents two ice chests for the fest and has bagged ice delivered to the site. There have been issues in the past with ice deliveries being delayed even multiple days during the fest which led to staff having to scramble to otherwise secure ice. Furthermore, once the ice is delivered, it cannot be returned so the City must store the remaining quantity which has necessitated use of the school district's walk-in freezer for the past several years. Ice is used at other events throughout the year as well requiring staff to make one-off purchases. Having the ability to store the ice on site would eliminate the need for such purchases and not have to rely on a contractor's availability for delivery. Local grocers have indicated the City can purchase and pick-up pallets of ice as needed.

Recommendation: Consider purchasing one or two ice chests for use at Prairie Fest and other special events.

## **Other Special Events**

### General Information- Special Events 2024

- Move with the Mayor/Council (5)
- Summer Concert Series/Cruise Nights Car Show (6)
- Outdoor Movie Series (3)
- Memorial Day Parade & Ceremony (1)
- National Night Out (1)
- Trunk or Treat (1)
- Veterans Day Breakfast and Ceremony (1)
- Tree Lighting (1)

### *Revenue vs Expenditures*

### Tents/Tables/Chairs

Current Practice: The City currently owns enough tables, tents and chairs to cover the special events outside of Prairie Fest and the Holiday Tree Lighting. Several tents along with heaters and lighting were rented for the 2023 Holiday Tree Lighting.

2023 Expense: \$10,864.80 for tents, heaters, and lighting for the Holiday Tree Lighting.

Purchase Price: \$30,503.92 for three 30' x 50' and one 10' x 10' tents.  
\$6,329.97 for three tent heaters.

Considerations: Capital expense, storage, upkeep, installation manhours, liability, limited use.

The City currently rents several tents for the Holiday Tree Lighting. Storing and transporting the tents each year will likely result in damage and the City will have to routinely replace parts. Setting up the tents would also require additional staff. Perhaps the biggest issue is the liability the City would face for any injury caused by improper installation of the tents and stakes. Also, there is increased liability and maintenance responsibility related to the tent heaters.

Recommendation: Continue to rent tents for Tree Lighting.

## **Generators**

Current Practice: Rent

2024 Expense: \$7,000.00 for 25 KW generator for Summer Concerts and Holiday Tree Lighting.

Purchase Price: \$25,949.20 for 25KW generator.

Considerations: Capital expense, maintenance, storage, limited use. The City typically rents a 25 KW generator for Summer Concert/Cruise Nights and the Holiday Tree Lighting. The expense for this annually is roughly \$7,000.00. The City could consider purchasing a 25KW generator to cover these events and perhaps slightly lower the cost for Prairie Fest (if it allows the City to reduce the number or size of any of the rentals).

Recommendation: Consider purchasing a 25 KW generator for special events.

## **Fencing**

Current Practice: The City does not use fencing for other special events. At times, snow fencing, barricades or other means are used to separate areas.

Recommendation: Continue current practice.

## **Miscellaneous – Ice Chests**

See Prairie Fest section for recommendation on ice chests.

## **Other Potential Questions to Ponder for Potential Savings/Changes**

- Do we reduce the numbers of fest days?
  - *For example, Fri. Sat. Sun. with Sunday being the Resident Appreciation Day.*
- Do we eliminate Resident Appreciation Day?
- Do we transition PF back to downtown?
- Do we eliminate Fireworks?
- Do we return to lower cost bands?

- Do we return to selling beverages ourselves for revenue purposes?
- Do we eliminate Prairie Fest in favor of focusing on smaller events in the new downtown park once completed similar to Addison and Bensenville?

**DOCUMENTS ATTACHED**

None