THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, OCTOBER 10, 2016 AT 6:30 P.M.

IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS
MAYOR NICHOLAS J. HELMER PRESIDING

1. **CALL TO ORDER** – At 6:30 PM, Mayor Nicholas Helmer called to order the October 10, 2016 City Council Regular Workshop at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. **ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams called roll.
ELECTED OFFICIALS IN ATTENDANCE – Aldermen Williamson, Dolick, Messer, Rosenthal, Ludvigsen
ELECTED OFFICIALS ALSO PRESENT – Mayor Helmer, City Clerk Morgan-Adams, and Treasurer Tibbits.
ALSO PRESENT – City Administrator Wade, Deputy Clerk Schultheis, Finance Director Hannon, Police Chief Steffen, Director of Building and Development Peterson, City Attorney Zimmermann, Director of Public Works O'Neill, and Digital Communications Technician Colvin

3. **PLEDGE OF ALLEGIANCE** – Led by Alderman Messer

4. **INVOCATION** – None

5. **APPROVAL OF MINUTES**
A. September 26, 2016 City Council Meeting Minutes – **Alderman Williamson moved to approve Item 5A; seconded by Alderman Rosenthal. There was unanimous approval.**
VOICE VOTE: All ayes, no nays

Motion carried 5 – 0

6. **PRESENTATIONS AND PROCLAMATIONS** - None

7. **APPOINTMENTS AND CONFIRMATIONS** - None

8. **CITIZEN CONCERNS AND COMMENTS (agenda matters)** - Though the comment was not in regard to an agenda matter, Mayor Helmer asked Eagle Scout candidate Jax Sherman to explain why he was present at the Council Meeting. Eagle Scout candidate Sherman said that he was working on a badge for "Citizenship in the Nation." – **No action was taken**

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Mayor Helmer – noted that he had met with US Senator Kirk and Congressmen Schankowsky, and Dold. The goal was to secure grant money. The Mayor said that Senator Kirk knew of the Chicago Executive Airport and was keen on police issues. The Mayor stated that Prospect Heights' crime rate was much less than in other surrounding municipalities in the County. – **No action was taken**

Alderman Rosenthal – said that there had been compliments from the residents of Rob Roy regarding the work on Country Club Lane, and that residents had specifically noted their satisfaction with the way that City Engineer Berecz and Director of Building and Development had handled the situation. There was also an evaluation being done on Rob Roy Lane. – **No action was taken.**

A meeting would be held with McDonald Creek residents. Alderman Rosenthal would like to see a committee reconstructed with a defined purpose regarding the Creek.
Alderman Rosenthal had questions that would need to be defined to proceed:
1) Committee versus commission
2) Motion and resolution in terms of survivability between administrations
He said that he would put this in writing and send it to City Administrator Wade – **No action was taken.**

Alderman Messer – discussed communication between Wards 1 and 5 when there was an electrical issue there. – **No action was taken.**

Alderman Dolick – noted that the water main break and sewer system back up in Quincy Park was taken care immediately by Illinois American Water. – **No action was taken.**

Alderman Williamson – Discussion regarding program for road grading and evaluation. He wanted to know if there was a program in place to rate streets across Prospect Heights.
City Administrator Wade responded that there was not one currently.
The Alderman noted his belief that the City should implement one on an annual basis. – **No action was taken.**

Alderman Ludvigsen – Said that capital projects should be discussed now for the coming year. – **No action was taken.**
- Landscaping – there was general consensus that there should be addendums for other city properties including City Hall, Metra and the parking lot.- **no action was taken.**

Director of Building and Development Peterson – Noted that the 1414 Rand Road Storage building had a closing, and that plans were moving forward.
- Thornton's would be the topic at the next PZBA meeting
- COMED replaced the pole, and there had been a meeting with COMED Executive Jim Dudek to raise two other poles. It was noted that COMED had been responsive and that the new poles were up within 5 hours of the incident.
no action was taken.

Director of Public Works O'Neill – said that mums were in the process of being planted along with some cabbage plants. He noted that there was the possibility of a three year contract and that the contract would also include landscaping options for City Hall, Metra, Police Department, etc. - **no action was taken.**

City Clerk Morgan-Adams – said that the Executive Session Log would be on the next agenda. - **No action was taken.**

A. Report on Department of Homeland Security Facility at Chicago Executive Airport and Vape-Tobacco Ordinance by Police Chief Steffen – Police Chief Steffen said that Mayor Helmer, Alderman Dolick, the Fire Chief, and he had represented the City at a meeting with the Cook County Homeland Security office located at the Chicago Executive Airport. It serves 134 municipalities. The Homeland Security has given the Prospect Heights Police Department grants for two squad cars. They offer traditional and non-traditional services and equipment for various situations and events. The Mayor noted that they have capabilities for catastrophic events as well as public events – like block parties and parades. - **No action was taken.**

Tobacco Checks – Police Chief Steffen said that due to the increase in vape and nicotine liquid (juices) use, the City codes need to address these alternative nicotines. He said that the City should revisit our tobacco enforcement codes and update them. The Police Department will work with legal to determine how to proceed. It was noted that currently the Police Department is being forced to cite offenders using the state code because the City code does not address these new nicotines. City Attorney Zimmermann said that no motion is needed because this was is information only to the Council. Added to the information provided is that codes currently do not require background checks for tobacco dealers. - **no action was taken.**

10. CONSENT AGENDA -
A. Approval of Strategic Directions Committee Summation Report
B. Review and Authorization of Milwaukee Avenue Holiday Light Decoration Contract
C. R-16-12 - A Resolution Authorizing a Monthly Stipend of $62.50 to be Paid to the Mayor for Wireless Phone Costs Incurred as a Result of Mayoral Responsibilities –
Alderman Williamson moved for omnibus approval of Items 10 A, B, and C; seconded by Alderman Messer. There was unanimous approval.

ROLL CALL VOTE:	AYES -	Williamson, Messer, Rosenthal, Dolick, Ludvigsen
	NAYS -	None
	ABSENT -	None

Motion approved 5 – 0

There was discussion regarding the color if the LED lights. Public Works Director O'Neill said that the Tourism District Board was hoping for red, green and white lights for the holidays. It was noted that there is $90,000 in the budget from hotel tax.
Public Works Director O'Neill noted that the landscaper has given the City an opportunity to extend the contract for two years more than the yearly option. The consensus is to agree with the Tourism District Board regarding the red, green and white holiday lights.

11. OLD BUSINESS

12. NEW BUSINESS
A. Consideration of Request by Svetlana Ostrovskaya, of Willow Woods Association, for Funds from Special Service Area #5 for Storm Water Management Expenses for the Period May 1, 2017 to April 30, 2018 and Increase of Tax Levy as Required - Presentation by Svetlana Ostrovskaya of 934 E Old Willow, regarding Willow Woods request for involvement by the City. Also present was the President of the Willow Woods Association and the Project and Design Engineer Norman Toberman. Svetlana noted that residents had cleaned out a great deal of buckthorn, weeds, and overgrown vegetation.

Volunteers had worked from May through August to get to clean up the pond. She noted that because City water was coming to the pond, the City should get involved. The pond now requires plantings and maintenance. She also stated that the west pond had not been cleared of vegetation yet.

There was discussion regarding the scope of work. The Association hoped that the City would pay for sediment removal, shoreline stabilization and pond aeration.

The presentation speakers said that the US Army Corp of Engineers did not require permits nor does the MWRD. There was a question regarding permits that might be needed from the City of Prospect Heights.

Aldermen asked what the bottom line for the project would be and what would the Association contribute? The reply was that the numbers varied greatly because the scope of the project had not been established. The Association wanted to be in compliance and maintain the project; and the Association would try to pay whatever was left in the project. However, Svetlana noted that the Association would not pay money; only offer volunteer help.

City Administrator Wade said that this seemed more like an SSA#5 project, and could be looked at in $400,000 to $500,000 segments. Or, the residents could make anther SSA and would probably have to borrow money as a general obligation bond.

Aldermen wanted to know if the soil is contaminated. It was noted by Mr. Toberman that the soil was not tested. If it is contaminated there could be a substantial dumping cost.

It was suggested by the Association that there would be public benefits to the City to all of the SSA#5 residents not just Willow Woods, and that the project could be done in stages to lessen the financial impact. There was a question from Aldermen regarding whether or not the ponds impacted the entire SSA.

City Attorney Zimmermann discussed the legal ability of the City Council to get pay for the project , but noted that the SSA could not be amended to assist a portion of the SSA. A new one would have to be created with sub-categories for localized benefits. These possibilities were given by the City Attorney to give Council the different legal options that might be employed, if so desired.

The Council reiterated its concerns about contamination of soil and the Council wanted more information. The Council wanted to know how much needed to be done so that money spent would cover the completion.

The City Attorney noted that a new SSA would have to be implemented before the project could start and that would take 90 days and there would be a fee.

It was noted by City Finance Director Hannon that there was $10000 in the SSA, and that there is $5000 that can be given for maintenance.
The consensus of the Aldermen was to let the City Engineer give the City a cost estimate, as well as giving the City officials information and strategy regarding the next step. The Association needed a plan with recommendations for funding.

B. Discussion of Attendees at November National Business Aviation Association Convention, and Consideration of Process for Designating Attendees to Conferences and Conventions - Discussion followed.

The general consensus was that all elected officials would get notice of future conventions and conferences with the Mayor having the first option to attend, then aldermen if additional spots are available, and then other elected officials if the aldermen choose not to attend or additional spots are available.

13. WORKSHOP DISCUSSION ITEMS

A. Sanitary Sewer System Status Report - Information provided by Attorney Tom Bastion of the Old Town Sanitary Sewer System - the office condo is under contract. The assets of the sale will go to several communities including Prospect Heights. - **No action was taken.**

B. Request for Proposal for Milwaukee Avenue Landscaping - As discussed previously, the City will be looking to extend the contract to include areas other than Milwaukee Avenue. The contract could be extended to three years. - **No action was taken.**

C. Update on Metra Agreement - The City deferred assistance. City Administrator Wade requested consensus to continue talking to Metra. There was the possibility of increasing the parking costs. **The consensus of the Council was to continue negotiating the Metra Agreement.**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$119,981.34
MFT Fund	$0.00
Palatine/Milwaukee TIF	$0.00
Tourism District	$6,739.84
Development Fund	$0.00
DEA Fund	$2,028.21
Solid Waste Fund	$0.00
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00

SS Area #5	$0.00
SS Area #8 – Levee Wall #37	$0.00
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$0.00
Water Fund	$2,375.09
Parking Fund	$6,195.22
Sanitary Sewer Fund	$9,674.00
Road/Building Bond Escrow	$0.00
Police Pension	$0.00
TOTAL	**$146,993.70**
Wire Payments	
9/30/2016 PAYROLL POSTING	**$129,169.71**
TOTAL WARRANT	**$276,163.41**

City Clerk Morgan-Adams read the warrants.
Alderman Williamson moved to approve the Warrants as presented; seconded by Alderman Messer including a TOTAL of $146,993.70; 9/30/2016 Payroll Posting of $129,169.71 and a Total Warrant of $276,163.41. There was unanimous approval.
ROLL CALL VOTE: AYES - Williamson, Messer, Rosenthal, Dolick, Ludvigsen
NAYS - None
ABSENT - None

Motion approved 5 – 0

15. RESIDENT COMMENTS (Non-agenda matters) - None

16. EXECUTIVE SESSION

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT - At 8:33 PM, Alderman Ludvigsen moved to Adjourn the Open Session and go into Closed Session to discuss Price of Property and Sale of Property; seconded by Alderman Williamson. There was unanimous approval.
ROLL CALL VOTE: AYES - Williamson, Messer, Rosenthal, Dolick, Ludvigsen

NAYS - None
ABSENT - None

Motion approved 5 – 0

Approved by the City Council of City of Prospect Heights on this the 24th Day of October, 2016.

Mayor Nicholas J. Helmer

Deputy Clerk Karen Schultheis

CITY OF PROSPECT HEIGHTS CORPORATE SEAL Incorporated A.D. 1976 ILLINOIS