



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
ON MONDAY, DECEMBER 12, 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 6:35 PM, Mayor Nicholas J. Helmer called to order the December 12, 2016 City Council Regular Workshop Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called roll. There was a quorum.

ELECTED OFFICIALS IN ATTENDANCE – Aldermen Williamson, Ludvigsen, Dolick, Rosenthal
ABSENT – Alderman Messer (by previous notification)

OTHER ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits

OTHER OFFICIALS AND STAFF – City Administrator Wade, Assistant City Administrator Falcone, Building and Development Director Peterson, Deputy Clerk Schultheis, Finance Director Hannon, Police Chief Steffen, City Attorney Kearny, and Digital Communications Technician Colvin.

3. PLEDGE OF ALLEGIANCE – Led by Police Chief Steffen

4. INVOCATION – None

5. APPROVAL OF MINUTES

A. November 28, 2016 Regular Council Meeting Minutes – **Alderman Williamson moved to approve Item 5A; seconded by Alderman Rosenthal.**

ROLL CALL VOTE:

AYES –	Rosenthal, Williamson, Dolick, Ludvigsen
NAYS –	None
ABSENT –	Messer

Motion carried 4- 0, one absent

6. PRESENTATION

A. Presentation of Comprehensive Annual Finance Report – Report given by Baker Tilley Virchow Krause by the Manager of the Audit. Their opinion was “unmodified” which they said was the highest lever that they could give that the statements were presented fairly with no material issues.

There was discussion with the Finance Director regarding the status of the Police Pension contribution. Finance Director Hannon said that the pension contribution was at 60%. She said that it would be discussed further when the City met regarding the Budget amendment. There was a discussion regarding the investment loss in the Police Pension fund.

There was a request to have the Police Pension Board representatives make a presentation with to the City Council.

Alderman Ludvigsen moved to accept the Audit Report and place it on file; seconded by Alderman Dolick.

ROLL CALL VOTE:

AYES –	Rosenthal, Williamson, Dolick, Ludvigsen
NAYS –	None
ABSENT –	Messer

Motion carried 4- 0, one absent

B. Sewer Rate Study Presentation – City Administrator Wade said that there are four areas of the City that are served by SSA's for sanitary sewer service and charges in these areas are based on assessed values of property. There is an inequity in the payment structure – the City would like to develop a unified rate. The City has only televised 10% of the system and does not have a good knowledge of the status of the other 90%. The system is between 50-60 years old.

The City hopes the rate study will address issues of concern proactively.

Presentation by Municipal Financial Services – Eric Caloccia

He said that the study was made to project future expenses, create rates that would generate revenue, create compliance and cash reserves and consolidate the system financially. It was noted that the plan would call for 15% of the proposed operating budget would be in reserve. The base line would be fiscal year 2018. Yearly rates were discussed. It was also noted that because this matrix had been set up, items could be amended with different rates to show how it would affect the entire project. – **No action taken. For informational purposes only.**

7. APPOINTMENTS AND CONFIRMATIONS AND PROCLAMATIONS

A. Proclamation Honoring Kaitlyn Roscoe for her efforts to Promote School Zone Safety – The Proclamation was read by City Clerk Morgan-Adams. Presented in response to the successful completion of the crosswalk after Kaitlyn's 2014 request.

8. CITIZEN CONCERNS AND COMMENTS (agenda matters) –

Kim Hemminger – 1049 E Thomas – Arlington heights has emailed a petition to the Mayor. 201 people signed it. She suggested that if the gas station is built, accommodations should be made for the residents, including a station that was not open 24/7 and a second driveway on East Thomas. The Mayor responded by asking why 201 people would sign when there were only six homes affected by the light. It was noted that Thomas is a county street, and that it was not a street controlled by the City.

Kim Hemminger – replied that the 201 signatures were in regards to safety concerns with their children walking in the area.

Building and Development Director Peterson – noted that the county can control driveway access points, and that there was a desire by the county to make certain that access points did not allow

cars to stack up. Cook County had wanted to make the "west" driveway the access but Thorntons and the Prospect Heights PZBA had worked hard to make the east the primary one.

Janet Fuller – Said that she was excited to have the McDonald Creek Committee.

9. STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

City Clerk Morgan-Adams – Said that the election filing period was from December 12 – 19th. There is only one candidacy available – Alderman for Ward 5.

Building and Development Director Peterson – Construction at Grandbrier is continuing.

Mayor Helmer – Public Works did a great job cleaning up the snowfall.

10. CONSENT AGENDA -

A. R-16-XX Resolution for Adoption of the Vantage Care Retirement Health Savings (RHS) Program – **Alderman Rosenthal moved to approve Item 10A; seconded by Alderman Dolick.**

ROLL CALL VOTE:

AYES –	Rosenthal, Williamson, Dolick, Ludvigsen
NAYS –	None
ABSENT -	Messer

Motion carried 4- 0, one absent

11. OLD BUSINESS

A. O-16-27 Ordinance Approving a Special Use Permit to Allow an "Automobile Service Station" at 1600 N. Rand Road for Thornton's, Inc. (Second Reading) – **Alderman Rosenthal moved to approve Item 11A; seconded by Alderman Ludvigsen.**

ROLL CALL VOTE:

AYES –	Rosenthal, Williamson, Dolick, Ludvigsen
NAYS –	None
ABSENT -	Messer

Motion carried 4- 0, one absent

B. O-16-31 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Police Pension Fund (Second Reading)

C. O-16-32 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number One (Second Reading)

D. O-16-33 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Two (Second Reading)

E. O-16-34 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Three (Second Reading)

F. O-16-35 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Four (Second Reading)

G. O-16-36 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Five (Second Reading)

H. O-16-37 An Ordinance for the Levy and Assessment of 2016 Taxes for the Fiscal Year Beginning May 1, 2016 and ending April 30, 2017 in and for the City of Prospect Heights Special Service Area Number Eight (Second Reading)

Alderman Rosenthal moved for omnibus approval of Items 11B,C,D,E,F,G,H; seconded by Alderman Dolick.

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

Motion carried 4- 0, one absent

12. NEW BUSINESS

A. Requested Waiver of 1st Read O-16-30 Ordinance Approving a Parking Lot lighting Variance for Saint Alphonsus Liguori, 411 North Wheeling Road (First Reading) – **Alderman Dolick moved for waiver of first reading for Item 12A; seconded by Alderman Rosenthal.**

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

Motion carried 4- 0, one absent

B. O-16-30 Ordinance Approving a Parking Lot Lighting Variance for Saint Alphonsus Liguori, 411 North Wheeling Road (Second Reading) - **Alderman Ludvigsen moved to approve Item 12B; seconded by Alderman Dolick.**

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

Motion carried 4- 0, one absent

C. Requested Waiver of 1st Read O-16-29 Ordinance Approving a Sign Variance for Life Storage, 1414 N Rand Road (First Reading) – **Alderman Dolick moved to waive the first reading of Item 12C; seconded by Alderman Ludvigsen.**

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

Motion carried 4- 0, one absent

D. O-16-29 Ordinance Approving a Sign Variance for Life Storage, 1414 N Rand Road (Second Reading) – **Alderman Rosenthal moved to approve Item 12D; seconded by Alderman Dolick.**

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

Motion carried 4- 0, one absent

E. Requested Waiver of 1st Read O-16-38 Ordinance Regulating Reimbursement of City Travel, Meal, and Lodging Expenses (First Reading) – **Alderman Dolick moved to waive the first reading of Item 12E; seconded by Alderman Ludvigsen.**

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

Motion carried 4- 0, one absent

F. O-16-38 Ordinance Regulating Reimbursement of City Travel, Meal, and Lodging Expenses (Second Reading) – **Alderman Rosenthal moved to approve Item 12F; seconded by Alderman Ludvigsen.**

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

Motion carried 4- 0, one absent

G. Requested Waiver of 1st Read O-16-XX Ordinance Establishing McDonald Creek Commission (First Reading) – **Alderman Rosenthal moved to waive the first reading of Item 12G amending scrivener's error so that it reads Resolution, not Ordinance; seconded by Alderman Ludvigsen.**

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

Motion carried 4- 0, one absent

H. R-16-XX Ordinance Establishing McDonald Creek Commission (Second Reading) – **Alderman Rosenthal moved to approve Item 12 H; seconded by Alderman Dolick.**

There was discussion regarding the Ordinance versus resolution; and Committee versus commission. There was discussion regarding putting "sunsets" on committees. City Attorney Kearny noted that there could be time limits to reinstate the committees. Assistant to the City Administrator Falcone said that he would create a list of all current committees and members.

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

Motion carried 4- 0, one absent

13. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING ON NOVEMBER 14TH, ITEMS LISTED PREVIOUSLY:

A. Review of Liquor License Code – The Council would like to see the City Attorney put out a memo on classifications and liquor license issue based on use. There was concern regarding the late, non-standard hours that were assigned to the licenses. It was noted that later hours must be based on the good behavior of the liquor license holder's venue. There was discussion of a need to stagger costs for liquor licenses versus liquor licenses with video gaming. There was discussion regarding what constituted food service, and how the City Ordinance must be followed in order for establishments to get license to serve liquor as a restaurant.

There was discussion from City Attorney Kearny regarding different ways that video gaming can be controlled or banned outright. – **No action was taken**

B. Discussion of Capital Projects and Capital Budget – there was discussion regarding swales and drainage projects. There was discussion regarding putting drainage back into the budget. Finance Director Hannon said that work would have to be completed by April to be in this budget. She discussed money to be budgeted for the next fiscal year. – **No action was taken**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$221,622.34
MFT Fund	\$0.00
Palatine/Milwaukee TIF	\$147.00
Tourism District	\$76,831.79
Development Fund	\$0.00
DEA Fund	\$0.00
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	\$16,520.00
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	\$63,866.90
Parking Fund	\$250.78
Sanitary Sewer Fund	\$4,540.00

Road/Building Bond Escrow \$6,410.00

Police Pension \$0.00

TOTAL \$390,188.81

Wire Payments

12/7/2016 IMRF PAYMENT \$18,962.75

TOTAL WARRANT \$409,151.56

City Clerk Morgan-Adams read the warrants.

Alderman Williamson moved to approve the warrants as presented; seconded by Alderman Ludvigsen; including a Total of \$390,188.81; 12/7/2016 IMRF payments of \$18,962.75; and a TOTAL WARRANT of \$409,151.56.

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

Motion carried 4- 0, one absent

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

16. EXECUTIVE SESSION - None

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 9:17 PM, Alderman Rosenthal moved to adjourn; seconded by Alderman Ludvigsen.

VOICE VOTE - All ayes, no nays

Motion carried – 4 – 0, Alderman Messer absent

Approved by the Prospect Heights City Council on the 9th of January, 2017.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

