THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JANUARY 9, 2017 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 6:40 PM, Mayor Nicholas J. Helmer called to order the January 9, 2017 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 present.
ELECTED OFFICIALS PRESENT – Aldermen – Williamson, Messer, Rosenthal, Ludvigsen (entered meeting at 6:45 PM)
ABSENT – Alderman Dolick (by previous notification)
OTHER ELECTED OFFICIALS PRESENT – Mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits
OFFICIAL AND STAFF PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Finance Director Hannon, Deputy Clerk Schultheis, Police Chief Steffen, Building and Development Director Peterson, and Digital Communications Technician Colvin.

3. PLEDGE OF ALLEGIANCE – Led by Clerk Wendy Morgan-Adams

4. INVOCATION – None

5. APPROVAL OF MINUTES
A. December 12, 2016 Regular Workshop Meeting Minutes – **Alderman Rosenthal moved to approve Item 5A; seconded by Alderman Messer.**
VOICE VOTE: All Ayes, No Nays

Motion carried 3 -0 (Alderman Dolick absent; Alderman Ludvigsen not in attendance for vote)

At 6:45 PM, Alderman Ludvigsen enters the Meeting.

6. PRESENTATION

A. Police Pension Board Presentation by Sal Palazzolo – Police Pension Commissioner Palazzolo spoke on behalf of the Police Pension Board. In the audience were other Police Pension Board members and Police Officers Suerth and Coglianese. It was noted by Commissioner Coglianese that fifteen years ago the Fund was only funded 24-26%, and that level has been brought up to almost 70%. It was also noted that Commissioner Palazzolo is not only a Board member, but he and Commissioner James Brophy are also finance professionals. It was also noted that Treasurer Tibbits is on the Board.

The TSW Actuarial Valuation was given to the City Council. It was noted that the mortality rates had changed, so that the fund had to cope with greater longevity payouts. It was also noted that the fund had to earn 7%, yet simultaneously could not be invested in higher yielding stocks.

Commissioner Palazzolo said that over a five year period, the average rate of return was 5.52%. Now that the fund was over $10,000,000; the investment restrictions would be less stringent and the pension fund could invest in more stocks.

There was discussion regarding the 10% of the portfolio invested in foreign funds. Commissioner Palazzolo noted that they were high cap foreign bonds.

It was noted that when the Pension Fund did not achieve its 7% return, that did not mean that it lost money, only that it underperformed. This was partially due to the low-yielding instruments in which the fund is allowed to invest.

It was noted by Finance Director Hannon that there needed to be 100% funding by the year 2040.It was also noted that there needed to be a $1.3 million investment by the City to get the funding to 70%

Commissioner Palazzolo stated that the projections for the fund year end was 5.62%.

There was discussion as to whether the City should be adding money to the fund. Finance Director Hannon said that the City has been increasing funding 2-3% every year.

Treasurer Tibbits stated that the fund was doing much better than in years past. He noted that there were several years over the last 25 when the City added nothing to the fund.

Commissioner Palazzolo said that the Pension Board was benchmarked against the S&P 500 and Dow Jones. It was noted by Commissioner Coglianese that the two financial experts, Commissioners Palazzoio and Brophy are used to verify and check the invest advisor, as well as Treasurer Tibbits

There was discussion as to whether or not the percentage was discretionary, and who was the person that set that number. It was noted that the Department of Insurance does not set the percentage but gives a range of percentages which the fund should achieve.

It was noted by Commissioner Suerth that there would be payouts this year.
No action was taken.

B. USS Arizona Flag Presentation to the Prospect Heights Police Department – Mayor Helmer called Police Chief Steffen to the dais to receive the honorary flag and proclamation from City Clerk

Morgan-Adams. The flag that was flown over Pearl Harbor on the 75th anniversary of the sneak attack, was given to the Police Department.

7. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Proclamation Honoring Tim Jones for Service to the Community and City Plan Commission Zoning Board of Appeals – City Clerk Morgan-Adams read the proclamation and Mayor Helmer presented the plaque to Deputy Fire Chief Tim Jones.

8. CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Police Telecommunications Presentation by Police Chief Al Steffen – Police Chief Steffen said that the City had been part of the Northwest Community Dispatch since 1989. Although the City is a voting member, it is the smallest partner. There was an update in the system in 2009, which the City was part of, but now there is another upgrade to be implemented. It would cost the City $100,000 over two years. The Northwest Community Dispatch Center is the gold standard, but because the City is comparatively small, prospect Heights shares the channel with two other towns and sometimes it is difficult for Prospect Heights to get air time.
There are other dispatches - such as Glenview and Wheeling. The Police are to explore other services, which might improve the quality of service that that City gets as well as lessen the liability. It was noted by Police Chief Steffen that there are no standalone dispatch systems. The annual assessment for the City is $250,000. – **No action was taken**

B. Treasurer's Report by Finance Director Stephanie Hannon – Discussed the fact that the City id $452,000 ahead of budget. She noted that sales tax and video gambling tax are being received earlier. Capital expenditures were down $350,000. She noted that all departments were under budget.

Building and Development Director Peterson said that there were minor exterior finishes on the north side of the OTB. He said that the owners got the funding to finish but then the cold weather hit. He said that Players Pub had made significant strides. The remaining TIF payment would not be made until there was a certificate of occupancy.
There was suggestion from some of the Council members that there should be a deadline to complete the construction, and penalties if the deadline is missed.
The Mayor asked that the City Administrator review the agreement that the City had with Players Pub.
Finance Director Hannon noted that Players must complete their construction by April 30, 2017 or they forfeited the TIF money. – **No action was taken**

C. Report on Health and Sanitation Activities by Building and Development Director Dan Peterson - Building and Development Director Dan Peterson said that the Health Inspection Program was 96% completed; the other 4% was due to timing of business opening and closings. He discussed the amount of businesses that needed to be inspected – 69; and the various categories of risk that required multiple inspections. – **No action was taken.**

Assistant to the City Administrator Falcone said that the Newsletter was almost ready for publication.

Request for Executive Session – Alderman Messer moved to have an Executive Session following the Open Meeting Session to discuss Pending Litigation and Personnel Matters; seconded by Alderman Rosenthal. There was no vote but unanimous consent.

City Clerk Morgan-Adams announced the Grand Re-Opening of the Brookdale Memory Care Center at 4 PM on Thursday, January 19.

Deputy Clerk Schultheis said that Alderman Dolick's candidacy had been filed and there were no objections from the public.

City Administrator Wade said that there would be a Strategic Directions Committee Meeting on Thursday, January 12 at 7 PM

10. CONSENT AGENDA -

A. 3 Year Service Contract with Xtivity for Police Department Video Security System – Police Chief Steffen said that there was no current contract with Xtivity – neither service nor maintenance. As Xtivity had been customizing the system for the City, it would be difficult to replace them and their level of service had been stellar. He also noted that a router needed to be replaced. If the City renewed its contract with Xtivity, the router would be part of the deal. Otherwise, it would cost $7000 for a new router. **Alderman Messer moved to amend the motion to remove Item 10A from the Consent Agenda and direct to create an RFP; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0; one absent.

B. Approval of Settlement with Former Employee – **Alderman Messer moved to Approve Item 10B; seconded by Alderman Rosenthal.**
There was NO VOTE

Alderman Rosenthal moved to remove Item 10B from the Consent Agenda and discuss in Executive Session with the possibility to come back into open session for a vote; seconded by Alderman Messer.

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

Motion carried 4 – 0; one absent.

11. OLD BUSINESS

12. NEW BUSINESS

A. Staff Recommendation and Request for Council Authorization to Participate with Mount Prospect in the Joint Resurfacing of Old Willow Road, from Mura Lane to River Road. – **Alderman Williamson moved to Approve Item 12A; seconded by Alderman Messer.**
Discussion followed.

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

Motion carried 4 – 0; one absent.

B. Requested Approval of Results of the Milwaukee Avenue Tourism District Landscaping RFP and Approval of a Contract with Landscape Concepts as the Lowest Responsible Bidder for up to Three One-Year Terms – There was discussion regarding what the vote entailed; ie, just the Tourism District which was funded or the alternative additional services. **Alderman Rosenthal moved to Approve the Milwaukee Avenue Tourism District Landscaping only; seconded by Alderman Messer.**

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

Motion carried 4 – 0; one absent.

Mayor Helmer leaves the meeting at 8:50 PM

Alderman Ludvigsen discusses the need to have the City Attorney at all future meetings as there is confusion regarding what can be approved given the amendments to the Agenda items. There is discussion that the bids for Tourism District are different than for the City bids.

There is direction from the Council for the Staff to put City-owned properties contract on the next agenda and separate the funds for the City.

Alderman Ludvigsen to appoint Alderman Williamson as Mayor Pro Tem in the absence of Mayor Helmer; seconded by Alderman Messer..

VOICE VOTE: All Ayes, No Nays

Motion carried 4 -0 (Alderman Dolick absent)

C. O-17-01 Ordinance Approving a Budget Amendment for the Fiscal Year 2016-2017 City of Prospect Heights (First Reading) – There was discussion after Finance Director Hannon talked about the budget and asked for feedback from the Council. – **No action was taken.**

D. Approval of Collective Bargaining Agreement with International Union of Operating Engineers LOCAL 150 – **Alderman Messer moved to Approve Item 12D; seconded by Alderman Rosenthal.**

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

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 (Continued) – Alderman Ludvigsen said that he was meeting with the City Attorney on January 21.

B. Discussion of Capital Projects and Capital Budget – the Strategic Directions Committee will discuss this at their next meeting. They will be looking at drainage and striping, too. Aldermen wanted to know from the City Engineer whether or not the City had the authority to stripe without permission from IDOT.

On the next Workshop Meeting, the topics for discussion are: Liquor Licenses, Sanitary System, and Capital Budget.
No action was taken.

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$482,175.47
MFT Fund	$11,363.81
Palatine/Milwaukee TIF	$935.58
Tourism District	$1,041.67
Development Fund	$0.00
DEA Fund	$326.56
Solid Waste Fund	$13,610.06
SS Area #1	$685.21
SS Area #2	$559.12
SS Area #3	$1,341.50
SS Area #4	$450.56
SS Area #5	$840.04
SS Area #8 – Levee Wall #37	$1,235.75
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$326.91
Road Construction	$
Road Construction Debt	$379.19
Water Fund	$47,873.38
Parking Fund	$4,520.68
Sanitary Sewer Fund	$2,476.20

Road/Building Bond Escrow	$500.00
Police Pension	$1,229.27
TOTAL	**$571,870.96**
Wire Payments	
1/6/2017 IMRF PAYMENT	**$21,477.03**
12/9/2016 PAYROLL POSTING	**$136,065.26**
12/23/2016 PAYROLL POSTING	**$144,370.51**
TOTAL WARRANT	**$873,783.76**

City Clerk Morgan-Adams read the Total Warrant.
Alderman Messer moved to approve Item 14A; seconded by Alderman Rosenthal to approve as presented the Total of $571,870.96; 1/6/2017 IMRF Payment of $21,477.03; 12/9/2016 PAYROLL posting of $136,065.26; 12/23/2016 PAYROLL posting of $144,370.51; and the TOTAL WARRANT of $873,783.76.

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

Motion carried 4 – 0; one absent.

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

16. EXECUTIVE SESSION – At 9:15 PM,Alderman Messer moved to go into Closed Session to discuss Pending Litigation and Personnel Matters, and then come back into Open Session to take Action if warranted; seconded by Alderman Ludvigsen.

City Clerk Morgan-Adams leaves the meeting at 9:15 PM

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED
At 9:37PM, The City Council came back into Open Session.

City Administrator Wade called roll. There was a quorum

Alderman Messer moved to Approve Item 10B; seconded by Alderman Rosenthal.

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

Motion carried 4 – 0; one absent.

18. ADJOURNMENT – At 9:40 PM, Mayor Pro Tem Williamson moved to Adjourn; seconded by Alderman Messer.
VOICE VOTE: All Ayes, No Nays

Motion carried 4 -0 (Alderman Dolick absent)

Approved by the City Council of the City of Prospect Heights on the 23rd day of January, 2017.

Deputy Clerk Schultheis

Mayor Nicholas J. Helmer