THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
ON MONDAY, JANUARY 23, 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 6:35 PM, Mayor Helmer called to order the January 23, 2017 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 – Messer, Rosenthal, Dolick, Williamson, Ludvigsen; Mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits
OTHER OFFICIALS PRESENT – City Administrator Wade, City Attorney Zimmermann, Assistant to the City Administrator Falcone, Director of Building and Development Peterson, Police Chief Steffen, Digital Communications Technician Colvin, Finance Director Hannon, and Deputy Clerk Schultheis.

3. PLEDGE OF ALLEGIANCE – Led by Mayor Helmer

4. INVOCATION – Led by Pastor Joe Kamanda – Glory House Church

5. APPROVAL OF MINUTES
A. January 9, 2017 Regular Workshop Meeting Minutes – **Alderman Messer moved to approve Item 5A; seconded by Alderman Rosenthal. There was unanimous approval.**
VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0

6. PRESENTATION
A. Chicago Executive Report by Betty Cloud – CEA Representative Cloud updated the Council regarding :

- US Customs issues – the CEA is pricing out options to build a facility for Customs. There will be an update at the February Meeting
- 2018 Fiscal Year Budget – review started.

- EMAS – the CEA is still receiving recognition for the effectiveness of EMAS, and the desire of other airports to learn more – San Diego Airport considering EMAS.
- The CEA was given a merit award for its EMAS program
- Master Plan Phase II – working with the FAA.
- DRONES – CEA Representative Cloud said that it is important that the citizens know that they cannot fly a drone around the airport. Any phone calls regarding drone usage or drones flying near the airport should be reported to the airport. It was noted that there is information listed in the Enews, in the website and in the Newsletter. It was also noted that there are signs around the airport prohibiting drones. She said that the real issue is the recreational user, not the professional drone user. CEA Representative Cloud said that there needed to be continuous reminders regarding the illegality and danger of drone use near the airport.

Betty Cloud also mentioned the St. Alphonsus event on January 27- 29, 2017. She said that it was a charity called "Soldier Journeying Home" and was to raise funds to build a home for a returning veteran with brain damage. She added that there would be a basketball game played in which the Mayor would be doing a ceremonial tipoff at 12:30 PM on Sunday, January 29th.

7. APPOINTMENTS AND CONFIRMATIONS - It was noted that at the February 13th City Council Meeting, there would a recommendation for appointments to McDonald Creek. Alderman Ludvigsen noted that there was a need for volunteers from all wards for the Creek Committee. He said that interested parties should call City Hall.

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

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Building and Development Director Peterson – said that on Thursday, January 19th, there had been a grand re-opening of the Memory Care Center at Brookdale. There were 30 rooms added.

City Clerk Morgan-Adams – reminded the audience of the Hero Banner Program. The banners will be displayed on Milwaukee Avenue.

A. Summation Report of Strategic Directions Committee, January 12, 2017 Meeting by **Alderman Rosenthal** – discussed the summation report and the three items that were being discussed by the committee: unbudgeted capital items, review of Department Heads needs, and status of the implementation of the comprehensive report. The next meeting will be February 16 – the SDC will be visioning for the future development of the City. **Alderman Rosenthal moved that the Summation Report submitted to the Council be accepted; seconded by Alderman Williamson. There was unanimous approval.**

Aldermen discussed the topic of GIS (Geographic Information Systems). It can map infrastructure, Police activity. It's scalable and can prioritize layers and add to it. It was discussed as being the best way to organize the City at every level. It was noted that a presentation on GIS capabilities will be forthcoming.

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

Motion carried 5 – 0.

Police Chief Steffen – Assistant Volunteer Group – which includes Alderman Dolick. Discussed Outreach game plan, mapped out Run the Runway event. There are several new volunteers from the Citizen Police Academy.

Officer Minnear will be retiring in the summer. A new officer will be brought on the beginning of June.

10. CONSENT AGENDA -

A. Approval of 3 Year Service Contract with Xtivity for Police Department Video Security System - It was noted that there are 26 cameras.

Alderman Messer moved to approve Item 10A; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 – 0.

11. OLD BUSINESS

A. O-17-01 Ordinance Approving a Budget Amendment for the Fiscal Year 2016-2017 City of Prospect Heights (Second Reading) – Alderman Ludvigsen said that at the SDC Meeting, there was discussion regarding the drainage projects and to see who was going to get back to City with prices. He stated that this is a two-stage project – the engineering side and the work side. The City needs to get the engineering done first.

Finance Director Hannon said that there is $100,000 in the budget available. There would be $15,000 for the engineering study – we could put that in drainage improvements.

Add to the budget – Police Department decision for $25000 as an insurance deductible. **To be added to line 013605501 - $25,000 under insurance.**

The Tree Program – can start in the Fall. This should be on a path for approval.

Finance Director Hannon discussed the Budget terminology upon request. GASB 54 and money for capital improvement is restricted. The City had a surplus which was added to the current surplus which is unrestricted funds. A majority of the surplus was from road construction which was the difference from what the City budgeted and what was spent. There might also have been costs that were not incurred that were in the capital improvements budget.

Aldermen questioned how there could be so much less spending than was budgeted to have produced an $800,000 surplus but did not affect the budget year end.

The Finance Director will pull up the audit to see the exact line items that produced this surplus to see where the impact was.

City Attorney Zimmermann noted that there would need to be a four vote requirement on the budget (ie 2/3 of the Council). He added that the spreadsheet should be an Exhibit A in the Budget and should be brought back to Council with the updates as a clean spreadsheet.

Alderman Rosenthal asked if the recommendations made by the SDC would be incorporated into the Amendment or if there were sufficient funds

Finance Director Hannon replied that she was not aware of what was approved except for the $15000 for drainage improvements.

City Administrator said that there were other items but they were not for the Budget, just for recommendation and discussion. Tree program - $30,000 targeted for Fall planting. It is a 50-50 program so the City needs some time to promote it, and there needs to be time for an RFP for the planting.

Alderman Rosenthal noted that the SDC had taken a great deal of time to prioritize the items, and so he wanted to make certain that they were seen as action items.

The Mayor said that the consensus was that an amended budget be brought back to the Council.

Finance Director Hannon suggested that the budget be approved based upon the one line item to be amended.

It was suggested that there may be more items forthcoming.
The Mayor said that it would be brought back on the Consent Agenda.
Alderman Messer moved to put O-17-01 with amendments will be put on the Consent Agenda of the February 13, 2017 Workshop Meeting; seconded by Alderman Dolick. There was unanimous approval. There was unanimous approval.
VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0

B. Discussion of Requested Attorney Presence at City Council Meetings – **Alderman Ludvigsen moved to Direct Staff to have the City Attorney at both Workshop and City Council Meetings; seconded by Alderman Williamson. There was unanimous approval.**

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

Motion carried 5 – 0.

12. NEW BUSINESS
A. Consideration of Results of the Alternate City Property Landscaping RFP and Approval of a Contract with the Lowest Responsible Bidder for up to Three One-Year Terms – **Alderman Ludvigsen moved to Table Item 12A; seconded by Alderman Rosenthal. There was unanimous approval.**
VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0

13. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING ON FEBRUARY 13TH, ITEMS LISTED PREVIOUSLY:
A. Review of Liquor License Code – Alderman Ludvigsen said that he will meet with the City Attorney on Thursday, January 26 to go through the revisions and will be ready for a workshop. – **No action was taken.**

B. Discussion of Sanitary Sewer System and Rate Study – It was noted that the rate study is done, but there was request to look at an alternative model. So, the Council must make the evaluation and give direction – **No action was taken.**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$102,548.96
MFT Fund	$2,011.88
Palatine/Milwaukee TIF	$0.00
Tourism District	$676.60

Development Fund	$0.00
DEA Fund	$0.00
Solid Waste Fund	$13,255.73
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	$21,849.92
Parking Fund	$0.00
Sanitary Sewer Fund	$4,121.62
Road/Building Bond Escrow	$1,479.00
Police Pension	$0.00
TOTAL	**$145,943.71**
Wire Payments	
1/6/2017 PAYROLL POSTING	**$132,943.71**
TOTAL WARRANT	**$278,061.54**

City Clerk Morgan-Adams read the warrants.
Alderman Rosenthal moved to Approve Item 14A; seconded by Alderman Messer for a Total of $145,943.71; 1/6/2017 PAYROLL PAYMENTS of $132,943.71; and TOTAL WARRANT of $278,061.54. There was unanimous approval.

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

ABSENT- None

Motion carried 5 – 0.

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

16. EXECUTIVE SESSION - None

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 7:35 PM, Alderman Messer moved to Adjourn; seconded by Alderman Rosenthal. There was unanimous approval.
VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0

Approved by the Prospect Heights City Council on February 13, 2017.

City Clerk Morgan-Adams

Mayor Nicholas J. Helmer

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