



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, JUNE 12, 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 6:36 PM, mayor Helmer called to order the June 12, 2017 City Council Regular Workshop at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. ROLL CALL FOR QUORUM – Deputy Clerk Schultheis called the roll.

There was a quorum present.

ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, Treasurer Tibbits, Aldermen – Messer, Ludvigsen, Williamson (arrived at 6:40 PM), Dolick, and Rosenthal

ABSENT: City Clerk Morgan-Adams (by previous notification)

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Police Chief Steffen, Deputy Police Chief Zawlocki, Director of Building and Development Peterson, City Attorney Kearney, Digital Communications Technician Colvin, and Finance Director DuCharme.

DIGNITARIES IN THE AUDIENCE – State Representative Elaine Nekritz, Fire Police Commission Chairman Jerry Meyer, and former Alderman Bree Higgins.

3. PLEDGE OF ALLEGIANCE – Led by Peter Falcone

4. APPROVAL OF MINUTES

A. May 22, 2017 Special Council Meeting Minutes

B. May 22, 2017 Regular Council Meeting Minutes – **Alderman Rosenthal moved for omnibus approval of Items 4 A, B; seconded by Alderman Dolick. There was unanimous approval.**

VOICE VOTE: All ayes, no nays.

Motion carried 5 - 0

5. PRESENTATION

A. City Center Planning Presentation, by Jim Tinaglia, Tinaglia and Associates – Tinaglia and Associates had been recommended by the Strategic Directions Committee to redevelop Elmhurst to Camp McDonald Roads. Tinaglia was to provide ideas on the scope of the project and where to

begin. They are developing a master plan with what-if scenarios. It was noted that the plan would be updated as time elapsed.

Alderman Rosenthal said that this would be a conceptual plan for our town center. The logical place would be at Euclid and Camp McDonald.

Treasurer Tibbits wanted to make certain that the City would have ownership over the designs. It was noted by Mr. Tinaglia that the City would own the designs.

Alderman Rosenthal stated that the project and updates would be on agendas going forward.

B. Presentation of State of Illinois Resolution Honoring Former Council Member Darlene Ahlstedt, by State Representative Elaine Nekritz – State Representative Nekritz read a resolution in tribute to former Prospect Heights Alderman Darlene Ahlstedt. The tribute was in celebration of her service to the community and in mourning for her recent passing. Former Prospect Heights Alderman Bree Higgins received a copy of the Resolution to be given to the Ahlstedt family. Mayor Helmer also paid tribute to former Alderman Ahlstedt.

6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Proclamation Honoring Retiring Police Corporal Scott Minniear – Police Chief Steffen read the tribute to Officer Minniear honoring his years of service. He was awarded a plaque and a certificate from the Police Department

B. Proclamation Honoring Retiring Police Detective Joe Vertone – Police Chief Steffen read the tribute to Detective Vertone honoring his years of service. He was awarded a plaque and a certificate from the Police Department

C. Proclamation Regarding General Aviation – mayor Helmer read a proclamation praising the merits of General Aviation.

7. CITIZEN CONCERNS AND COMMENTS (agenda matters) – Resident Mariusz Folta wanted to verify the hours for the liquor license that was to be granted to Elsie's. Alderman Ludvigsen noted that the license classification needed to be changed to C-3. It was noted by Assistant to the City Administrator Falcone that a new C-3 would have to be approved by the Council in order to issue it.

8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS –

Mayor Helmer – Discussed Rock the Runway and Run the Runway on July 1 at the Chicago Executive Airport.

The Mayor announced that Treasurer Tibbits would be one of the Grand Marshals for the Fourth of July Parade.

The Mayor said that he will be filling two vacancies – one for the CEA Chairman and one for the Police Pension Board.

Alderman Messer commented that the Heroes Banners look great, and that she is receiving very positive feedback from the residents.

Alderman Rosenthal noted that there will be a Strategic Directions Committee Meeting on June 15, 2017. There will be discussion regarding the budgeting process – what is liked by the Council and what is not.

He thanked Public Works for their quick response to the Rob Roy entrances issues – both north and south, by putting up reflectors.

Alderman Dolick – thanked SWANCC helpers Assistant to the City Administrator Falcone, Public Works, the Police Department, Marcia Jendreas, and volunteers for the recycling event in which more than 300 cars were unloaded of recyclables.

Police Chief Steffen noted that Community Days went very well and was well-attended. Twelve Officers participated in the Torch Run

SWANCC recycling event was run very efficiently

Outreach – the first of the Outreach events will be held on June 16 – Government Day. There will be a stop at City Hall.

Finance Director DuCharmes – introduced himself to the Board and the audience.

Director of Building and Development Peterson – there are more permits up to this point this year than were processed all of last year. There are lots of remodeling jobs being done.

9. CONSENT AGENDA - None

10. OLD BUSINESS

A. O-17-14 Ordinance Amending Title 3, “Business and License Regulations” of the Prospect Heights City Code (**2nd Reading**) – **Alderman Ludvigsen moved to approve Item 10A; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 - 0

11. NEW BUSINESS

A. R-17-06 Resolution and Agreement for City Center Planning Services with Tinaglia and Associates – **Alderman Rosenthal moved to approve Item 11A in an amount not to exceed \$36,000.00; seconded by Alderman Williamson. There was unanimous approval.**

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

Motion carried 5 - 0

B. O-17-16 Staff Memo and Ordinance Amending the Number of Class C Liquor Licenses, Providing Class C Beer and Wine Liquor License (8am-2am M-Thurs, 8am-3am Fri-Sat, Noon-2am Sun) for Elsie’s Place Café, 1300 N. Rand Road (**1st Reading**) – **Staff will review Elsie’s liquor license classification.**

C. O-17-15 Staff Memo and Ordinance Establishing a Capital Improvement Program for the City of Prospect Heights (**1st Reading**) – This item had been held over until the new Finance Director started.

Finance Director DuCharmes noted that there were very few items on the Capital Improvement List. He was hoping to see a list that included items that would be needed for the next five years. He noted that there may not be funding for these projects now, but that should not dissuade Council and Staff from looking at items that might be needed now and in the future.

Alderman Williamson noted that the Strategic Directions Committee would be reviewing these items and there would be discussion with feedback to the Finance Department. – **No action was taken.**

12. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING, ITEMS LISTED PREVIOUSLY:

A. Review of City Liquor Code- It was noted that the City Attorney had circulated a DRAFT a few meetings ago, there needed to be some feedback, as there were some “wholesale” changes suggested. – **No action was taken.**

B. Discussion of Sanitary Sewer Rate Study – It was noted that there had been a lot of positive feedback at the Town Hall Meeting. The Aldermen discussed keeping the sewer system under City control in order to give the residents a cheaper rate. The number that was offered was a rate of \$20. Aldermen noted that no matter who owned the sewer system, the rate could not remain at \$6.50. It was noted by Alderman Rosenthal that the unanimous opinion of the Rob Roy Condo Board was that the City should maintain the sanitary sewer system.

City Administrator Wade said that the new Superintendent that was being sought for Public Works would be required to have a background in this area.

It was noted that the city was already maintaining the system and using engineers and outside companies for specific jobs. The City also works with the Sewer system consultant Scott DeGraf.

The Direction of Council was to direct Staff to prepare documents to wind down the SSA's and set new rates.

It was noted by the Attorney that there will be a new rate schedule resolution.

It was requested that the Finance Director create spreadsheets. Finance Director DuCharme said that this information might not be available by the next meeting.

C. Discussion of City Code Involving Home Use Occupations and Zoning Variance Applications – Aldermen discussed the property maintenance. There was a question regarding whether or not it was a violation for signage on trucks that are kept at a residence. There were questions regarding code violations for trucks with commercial signage where there was not proper landscaping to keep them from view. Director of Building and Development Peterson said that the code distinguishes between commercial vehicle parking and home occupation. A vehicle up to 12000 pounds can be kept on one's driveway. He noted that the City Code was silent as to whether that vehicle could have signage.

The Mayor suggested a meeting with the Building and Development Department representatives to determine an approach. There was some contention that the current code did not address the issue.

Attorney Kearney noted that Home Occupation codes were difficult to enforce, and that the better approach might be to make additional parking regulations. Aldermen noted the detraction from the aesthetics of the neighborhood when commercial trucks were permanently parked in front of residential homes.

The general consensus of the Board was that the Code needed to be clarified so that it could be enforced.

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$166,311.13
MFT Fund	\$1,980.00
Palatine/Milwaukee TIF	\$67.00
Tourism District	\$34,657.25
Development Fund	\$0.00
DEA Fund	\$0.00

Solid Waste Fund	\$25,985.62
SS Area #1	\$0.00
SS Area #2	\$0.00
SS Area #3	\$0.00
SS Area #4	\$0.00
SS Area #5	\$6,231.61
SS Area #8 -- Levee Wall #37	\$115.92
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$59,251.25
Road Construction	\$0.00
Road Construction Debt	\$150,867.50
Water Fund	\$40,683.97
Parking Fund	\$659.48
Sanitary Sewer Fund	\$1,241.00
Road/Building Bond Escrow	\$1,070.00
Police Pension	\$0.00
TOTAL	\$489,121.73
<u>Wire Payments</u>	
5/26/2017 PAYROLL POSTING	\$145,692.90
6/2/2017 PAYROLL POSTING	\$2,422.16
TOTAL WARRANT	\$637,236.79

Deputy Clerk Schultheis read the warrants.

Alderman Messer moved to approve the warrants as presented; seconded by Alderman Rosenthal approving a total of \$489,121.73; 5/26/2017 PAYROLL POSTING of \$145,692.90; 6/2/2017 PAYROLL POSTING of \$2,422.16; and TOTAL WARRANT of \$637,236.79. There was unanimous approval.

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

Motion carried 5 - 0

- 14. RESIDENT COMMENTS** (Non-agenda matters) - None
- 15. EXECUTIVE SESSION** – After closing open session
- 16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**
- 17. ADJOURNMENT** – At 7:55 PM, Alderman Messer moved to go into Closed Session to discuss setting the price of property; personnel matters and pending litigation; seconded by Alderman Rosenthal. There was unanimous approval.

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

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 26th Day of June, 2017



City Clerk Morgan-Adams



Mayor Nicholas J. Helmer



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