THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, SEPTEMBER 11, 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 6:33 PM, Mayor Nicholas J. Helmer called to order the September 11, 2017 Regular Workshop Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called roll. A quorum was present.
ELECTED OFFICIALS PRESENT – Mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits
Aldermen – Ludvigsen, Williamson, Dolick, Messer, Rosenthal
OTHER OFFICIALS PRESENT – City Administrator Wade, Deputy Clerk Schultheis, Assistant to the City Administrator Falcone, Police Chief Steffen, Building and Development Assistant Director Taylor, City Attorney O'Driscoll, Finance Director DuCharme and Digital Communications Technician Colvin.

3. PLEDGE OF ALLEGIANCE – led by Police Chief Steffen

4. APPROVAL OF MINUTES
A. August 28, 2017 Regular Council Meeting Minutes – **Alderman Rosenthal moved to Approve the August 28, 2017 Regular City Council Minutes as presented; seconded by Alderman Messer. There was unanimous approval.**
VOICE VOTE: All ayes, No nays.

Motion carried 5 - 0

5. PRESENTATION - None

6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS – None
There was a request for an update on the applications for the PZBA vacancy. The mayor said that he was reviewing three applicants, and that he would have an update within the next few days. – **No action was taken.**

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

8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Assistant to the City Administrator Falcone - said that the City had gone through the Records Management Division of the Illinois State Archives and identified document to be destroyed. There are approximately 50 boxes that the City has been granted permission to destroy. – **No action was taken.**

Alderman Messer – Said that a portion of Apple Drive median strip had been removed and restriped. She said that it has benefitted traffic flow. She thanks City Engineer Berecz and Public Works for getting that project done. Apple Drive to Milwaukee to Burning Bush is scheduled for milling and resurfacing in 2020. – **No action was taken**

City Clerk Morgan-Adams – Informed the City Council and the Staff of the Taste of the Town event sponsored by the WPH Chamber on September 28th at the Westin Hotel.

City Administrator Wade – the final check disbursement from the Old Town Sanitary Sewer District was received in the amount of $8908. – **No action was taken**

Alderman Rosenthal – Noted that the monthly meeting of the Strategic Direction Committee would be held on September 19, 2017. There will be a status report regarding the City Center and work on improving the budget process.

Alderman Rosenthal attended the McDonald Creek Commission Meeting. It was reported but there was not substantial evidence that there may be something going on with the creek as it relates to the Park District. There was a question as to whether vegetation and grass, and even some of the pool water, was being dumped into the creek. It was suggested that the City might want to follow up – **no action was taken.**

Alderman Ludvigsen – Asked that the Finance Director look into anything that might be coming up in January, 2018; like the 125 plan. He is wondering why we do not use a third party for that. he was not even certain that it should be done in-house. – **No action was taken**

Chief Steffen – Noted the passing of Thomas Merle, one of the Founding Fathers of Prospect Heights. – **No action was taken.**

Treasurer Tibbits – Noted that September 17th would be the 60th Anniversary of the Prospect Heights Library.

He also noted that Comcast had started collecting PEG fees at 35 cents per customer per month. – **No action was taken.**

9. CONSENT AGENDA - None

10. OLD BUSINESS

A. O-17-19 Staff Memo and Ordinance Establishing Prevailing Wage Rate for the City of Prospect Heights as Designated by State of Illinois ***(2nd Reading)*** – **Alderman Ludvigsen moved to Approve the Ordinance Establishing the prevailing Wage Rate for the City of Prospect Heights as Designated by the State of Illinois; seconded by Alderman Rosenthal. There was unanimous approval.**

<u>ROLL CALL VOTE:</u>	AYES:	Rosenthal, Williamson, Ludvigsen, Dolick, Messer
	NAYS:	None
	ABSENT:	None

Motion carried 5 – 0

11. NEW BUSINESS

A. O-17-21 Staff Memo and Ordinance for a Special Use Permit for a Sit Down Restaurant at 5 South Wolf Road, Ruben's Bar and Grill (***1st Reading***) – City Administrator Wade noted that the PZBA had voted for recommendation of this 726 sq ft, B1 retail, sit down restaurant. There was confusion as to whether the square footage was 726 sq ft or 955 sq ft. the numbers would need to be reconciled by the next meeting. Aldermen noted that there must be 30 seats for eating – the current layout appeared not to have thirty seats for eating. The applicant (Ruben Aviles) was asked if he would still open the restaurant if her were denied a liquor license, and he said that he would. He was asked about his background in the restaurant business and Mr. Aviles said that he had worked at a restaurant in Chicago called "Sammy's" in 1970.
Mr. Aviles said that he had a three year lease, and stated that he had no connection with Stanko K********.
Aldermen noted that Mr. Aviles had not presented a business plan.
When asked what the menu would include, Mr. Aviles said that there would be Mexican cuisine.
Mr. Aviles said that if he did not get a liquor license, he would have less hours of operation.
Mr. Aviles said that he wanted a liquor license and video gambling but that he will open a restaurant even if he does not get either.
No action was taken.

B. Parking Lease Agreement with Commonwealth Edison Company for Commuter Parking at the Prospect Heights Metra Station, 55 S. Wolf Road – City Administrator Wade said that there was a five year lease option and escalation in "out" years. The amount would be $20000 for the five years. The deal with Metra was noted to be as good of a deal as the City might obtain, but there was a suggestion to go to Metra and try to get assistance from them. It was noted that Metra costs the City $25,000 out of pocket every year and the parking lot is deteriorating. There was an interest in negotiating with Metra directly. It was noted that the City was losing $416 per year on everyone that rides the train. It was decided that this Item should be tabled for two weeks to go over options and verify the text of the lease. **Action items – get lease ready for signing and have the City Administrator speak with Metra to open up dialogue with them. - TABLED**

C. O-17-22 Staff Memo and Ordinance for Driveway Variance at 697 Glendale Drive (***1st Reading***) – The applicant, Mr. Pascucci gave background regarding his need for the variance. He said that as a first responder, he requires his truck to be home. He said that the truck did not have sirens or flashing lights. The PZBA had approved the project unanimously. As the applicant has a tow truck, it exceeds the maximum size of trucks allowed (maximum size allowed is 12000 pounds, and the Pascucci tow truck is 16000 pounds). It was noted that there would have to be a text amendment to get a tow truck of that size approved. There was a question as to whether or not there were contracts with the police department regarding response time. **– No action was taken.**

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

A. Discussion of Commercial Truck Parking Regulations – Alderman Williamson said that he had met with Code Enforcement Officer Porzycki and Building and Development Director Peterson to update the Ordinance as it applies to parking regulations by limiting signs on trucks and gross vehicle weight. – **No action was taken.**

B. Review of City Liquor Code – The Mayor said that the City Attorney had indicated that no one had responded regarding the liquor code update. He asked for opinions from the Council.
The consensus of the Council was that they had read it and that they liked it.

The Council wanted to discuss types of licenses and hours of operation. The Council wanted to update the Ordinances to exclude 4 AM licenses. Those with licenses that included this hour should be grandfathered in. – **No action was taken**

C. Discussion of Intergovernmental Agreement for Chicago Executive Airport – The Mayor said that he was against action being taken against the Executive Director of the CEA by their Board. The Council suggested getting rid of the portion of the agreement that allows the Board that privilege. **The consensus of the Council was that the Agreement was a good one except for the item that allowed the Board to remove the Executive Director.**

D. Discussion of Plaza Drive – City Administrator Wade said that the streets were in rough shape. He noted that the owners of the Apartment Association wanted to do reconstruction and then dedicate the area to the City. The other owner of the Plaza did not want to contribute. The City had offered to handle soft costs such as legal planning for $20,000. The cost of the street repair would be $160,000. It was noted by the Council that this was a maintenance issue and that their failure to reconstruct the street might lead to fines. It was noted that PABCOR was seeking far more than the $20,000 that the City was offering. It was noted that a continued dialogue without enforcement was futile. It was also mentioned that the Fire Department considered the area to be dangerous for emergency vehicles. **It was the consensus of the Council that the owners needed to be in compliance or the City could proceed with enforcement.**

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$138,804.96
Motor Fuel Tax Fund	$178.74
Palatine/Milwaukee TIF	$0.00
Tourism District	$122,797.71
Development Fund	$0.00
Drug Enforcement Agency Fund	$0.00
Solid Waste Fund	$25,985.62
Special Service Area #1	$0.00
Special Service Area #2	$0.00
Special Service Area #3	$0.00
Special Service Area #4	$0.00
Special Service Area #5	$0.00
Special Service Area #8 – Levee Wall #37	$0.00

Special Service Area-Constr #6 (Water Main)	$0.00
Special Service Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$0.00
Water Fund	$2,854.20
Parking Fund	$41.93
Sanitary Sewer Fund	$0.00
Road/Building Bond Escrow	$2,421.00
Police Pension	$0.00
TOTAL	**$293,084.16**
<u>Wire Payments</u>	
9/1/2017 PAYROLL POSTING	**$137,116.01**
August Illinois Municipal Retirement Fund	**$17,159.10**
Police Pension Payments	**$75,085.58**
TOTAL WARRANT	**$522,444.85**

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to Approve the warrants as read; seconded by Alderman Williamson to include a TOTAL of $293,084.16; 9/1/2017 PAYROLL POSTING of $137,116.01; August Illinois Municipal Retirement Fund of $17,159.10; Police Pension Payments of $75,085.58; and TOTAL WARRANT of $522,444.85. There was unanimous approval.

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

Motion carried 5 – 0

14. RESIDENT COMMENTS (Non-agenda matters) - **None**

15. EXECUTIVE SESSION - None

16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

17. ADJOURNMENT – At 8:12 PM. Alderman Williamson moved to adjourn; seconded by Alderman Rosenthal. There was unanimous approval.

VOICE VOTE: All ayes, No nays.

Motion carried 5 – 0

Approved by the City Council of the City of Prospect Heights on the 25th day of September, 2017.

Deputy Clerk Schultheis

Mayor Nicholas J. Helmer