THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, NOVEMBER 13, 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 Nicholas J. Helmer called to order the November 13, 2017 Workshop City Council Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. **ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams called roll.
A quorum existed physically, so that Alderman Rosenthal's request to be granted electronic admission to the meeting was granted.
ELECTED OFFICIALS PRESENT – mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits, Aldermen – Rosenthal (electronically - not present due to injury), Dolick, Messer, Williamson, Ludvigsen
OTHER OFFICIALS PRESENT – City Attorney O'Driscoll, Finance Director DuCharme, Deputy Clerk Schultheis, Police Chief Steffen, City Administrator Wade, Digital Communications Technician Colvin, Director of Building and Development Peterson, Assistant to the City Administrator Falcone, and Public Works Supervisor Roscoe.

3. **PLEDGE OF ALLEGIANCE** – led by City Administrator Wade

4. **APPROVAL OF MINUTES**
A. October 9, 2017 Regular Council Meeting Minutes – **Alderman Williamson moved to approve the October 9, 2017 Regular City Council Meeting Minutes; seconded by Alderman Messer. There was unanimous approval.**
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

5. **PRESENTATION**
A. Honoring Our Heroes Banner Presentation by Mayor Helmer and City Council – City Administrator Wade noted that the Banner Program had been initiated and coordinated by Assistant to the City Administrator Falcone, in which banners honoring local servicemen were

sponsored by family, friends or co-workers. These banners were displayed from Memorial Day – Veterans Day in the Tourist District on Milwaukee Avenue. Mayor Helmer presented the banners to each recipient.

6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Appointment of Wendy Morgan-Adams to the Planning/Zoning Board of Appeals – Mayor Helmer asked that City Clerk Morgan-Adams stand before the Council. Mayor Helmer asked the Council to approve his appointment, City Clerk Morgan-Adams as the new member on the PZBA Board. **Alderman Messer moved to approve Appointment Morgan-Adams to the PZBA; seconded by Alderman Williamson.**

Discussion followed. City Clerk Morgan-Adams noted that she would be replacing an attorney on the board. She said that she had talked to the City Attorney and confirmed that there was no conflict of interest presented by her being on the City Council and the PZBA. Director of Building and Development read the backgrounds of the current PZBA.

Alderman Williamson noted that Appointee Morgan-Adams' qualifications were good but not for what might be expected of this PZBA. It was noted that in the past, the Mayor has tried not to have members of the Council be part of an advisory board. Alderman Williamson said that he believed this was the correct approach. He added that the component that he would like to see added to the PZBA would be someone with an architectural background. It was also noted that City Clerk Morgan-Adams also sits on another advisory Board - the Strategic Directions Committee; and that being on the Council, the SDC, and the PZBA might be construed as a conflict of interest.

Appointee Morgan-Adams saw no difference in an elected official sitting on a committee to change the liquor code or an ad hoc committee to change the commercial trucking parking and then sitting on the Council and voting. She also noted that she does not have a voting position on the Council. She noted that no one that had made an application was an architect.

Alderman Messer asked if there were other applicants and what type of backgrounds.

Mayor Helmer answered that there were five. He said that he had cancelled the appointment of Mr. Dela Riva to the PZBA after realizing that he would be better suited for another committee position. Mayor Helmer noted that the other applicants were not as qualified. One of the applicants was Mr. Folta, who was in the audience. Mr. Folta said that he was willing to acquiesce to the Mayor's judgement and was willing to take another volunteer job.

Appointee Morgan-Adams was asked about her legal background, and how it applied to zoning laws. She said that although she concentrated in family law, she had a lot of dealing with zoning laws in these cases.

Alderman Dolick shared the same thoughts as other Council members – looking to have the PZBA add someone with an architectural perspective and experience. It was noted that the City has been without an architect for many years. He suggested that the City look further for someone with a background in aesthetics.

Alderman Ludvigsen said that he did not feel there was a legal conflict of interest. He said that the Appointee was qualified for the position and any Board, however, being on the Council even though not a voting member is something that the City has tried to avoid. It could be perceived as a conflict. He said that if Appointee wanted to be on the PZBA and resign as Clerk, she would have the Alderman's vote because her experience and background.

Alderman Rosenthal said that the Strategic Directions Committee going forward is going to have a lot more to do with City design, aesthetics and architecture with the development of the City Center. The PZBA is going to need a member with a strong architectural background. The City will also need the separation of the PZBA as an advisory board and the SDC and the Council. He believed that the City needed a better definition of who they wanted the PZBA Board looking like in the next three to seven years.

Mayor Helmer called for a motion to table.
Alderman Rosenthal moved to table the confirmation of Appointee Morgan-Adams; seconded by Alderman Messer. There was unanimous approval.
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

B. Proclamation Honoring Mark Roscoe for His Service on the Planning/Zoning Board of Appeals – City Clerk Morgan-Adams read a proclamation in honor of the PZBA service of Mark Roscoe. Mayor Helmer presented him with a plaque from the City.

C. Proclamation Honoring Corinne Frank-Watson for Her Service on the Planning/Zoning Board of Appeals – City Clerk Morgan-Adams read a proclamation in honor of the PZBA service of Corinne Frank-Watson. Mayor Helmer presented her with a plaque from the City.

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

8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS
A. Chicago Executive Airport Monthly Update – Director Kiefer – Commissioner Kiefer said that Commissioners Kiefer and Kearns were present, as was Executive Director Abbott. Chairman Harris,
Commissioner Kiefer said that:

- The Noise Exposure Map had been updated
- On November 28th, at the Ramada Inn, there would be an open House on Noise Exposure
- There was an update on the Customs facility and the possibility of the administration building designed at the same time
- There is a new airport website
- Residents can call in for noise complaints
- The next meeting of the CEA Board is December 6
- There was discussion regarding the IGA agreement with the CEA, Wheeling and the City of Prospect Heights. It was noted by the CEA members that Wheeling had already signed the agreement. Commissioner Kiefer said that the main point of contention with the City was the Council's perception of Section 5-C regarding the City Council's ability appoint/remove/discipline the Executive Director. The CEA would like the chain of command for the Executive Director to go through them. It was noted by the City Council that the executive directors typically have longevity and that there have only been three in the airport's existence. It was also noted by the Council that the City of Prospect Heights is only 50% of the vote and cannot remove the chairman by itself. There was general consensus of the Council that the provision was a failsafe and should remain. A meeting with Wheeling, the CEA and the City Council was suggested. – **No action was taken.**

B. Six Month Financial Report by Finance Director Michael DuCharme – the six-month budget review is the first step listed on the Budget calendar. When it was first reviewed, it showed that expenditures exceeded revenue by $765,000 because it included some capital items. Included in the packet to the Council is a memo listing all of the accounts that were originally approved. Finance Director believes that there is a positive variance of $808,000 – to offset the deficit balance that was originally approved.
Finance Director DuCharme said that the General Fund is a sizeable number. He said that the goal was to be consistent in the general fund number, which is very hard to achieve when capital improvements are inserted. He believes that a good portion of the money should be moved in separate funds for improvements and capital purchases. Otherwise, the General Fund seems inflated even though that money is targeted for projects.
Aldermen agreed that they want to create distinctive funds so that it does not allow the general Fund to create the wrong impression.
Finance Director DuCharme discussed the Police Pension Fund. The total is $1,073,243. The actuarial report from Tim Sharp shows a requirement of $823,00. The difference is $253,000. The Council explained that they are going beyond the actuarial number. Finance Director said that there is no need to fund the extra $253,000 until 2040 without dedicated revenue source to find capital projects, he believes that these same capital projects may have the same sense of urgency as the Police Pension. He noted that the City is at 65% funded, which was very good. – **No action was taken**

Finance Director DuCharme discussed MFT – said that MFT told the City that the service charge the City is taking is not allowable. Money is being transferred out the MFT for things that are not allowable. It has been going on for years. Going forward that amount will be lowered. The Finance Director said that he had never seen a formula like the one that was previously used. - **No action was taken**

Finance Director DuCharme also explained concern that funds that had a negative fund balance continue to have charges without ever understanding how they pay the money back. - **No action was taken**

Finance Director DuCharme said that he was not claiming anything was done incorrectly, he was just concerned that he had not seen things set up that way previously. He suggested that he would be providing alternatives. There was approval from the Council.

Chief Steffen - Discussed officers involved in several fundraisers:
Thanksgiving Food Drive
Working with Fire District to sell raffle tickets
No Shave November – fundraiser for cancer awareness

Director of Building and Development Peterson – The City's application for text amendment for 697 Glendale has been officially withdrawn.

City Administrator Wade – Addressed the Mayor's concerns that the PZBA trucking issue that was being presented at the PZBA meeting was not advertised enough to the public. He proposes slowing the process down, but that item could be opened on the agenda and then closed so that it could be discussed at another time. Therefore, it could be made part of the Newsletter. The Mayor had also suggested a mailing. It would postpone approval until January, 2018. The Mayor wanted expanded publicity. The item will be postponed until the January meeting. – **Action items to be taken.**

Treasurer Tibbits – Tree Lighting on November 25th at 5 PM at City Hall.

9. CONSENT AGENDA - None

10. OLD BUSINESS

A. Chicago Executive Airport Intergovernmental Agreement, Presentation by CEA Members, Discussion and Council Decision – **Previously discussed.**

B. Staff Memo and Consideration of 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 the City had requested assistance from Metra, but had not received any. There was discussion regarding the petitioning Metra to raise the parking charges to help cover costs. It was noted that ComEd had increased the City's leasing rate over 5%. **Aldermen agreed that the City should pay what it already owed - $21,000.**
Direction to the City Attorney was to get a one year extension on the lease and pay ComEd the $21,000; including line by line options that the Council has in the lease.

11. NEW BUSINESS

A. Staff Memo and Resolution Authorizing the City Administrator to Enter into an Agreement with FlexSource, LLC to Manage the City's Flexible Spending 125 Plan for City Employees
B. Staff Memo and Request for Approval for Replacement and Upgrade of Surveillance Cameras at City Hall in the Amount of $7,775.00
C. Staff Memo and Request for Approval of Purchase of Two 2018 Ford Utility Police Vehicles in the Amount of $27,971.00 Each through the Suburban Purchasing Cooperative
F. R-17-13 Staff Memo and Resolution Approving Tree Removal Contract with Roy's Tree Service in the Amount of $12,850 through Competitive Bid Process – **Alderman Ludvigsen moved for omnibus approval of FlexSource, LLC to manage the City's flexible spending 125 Plan for City Employees; Approval for Replacement and Upgrade of Surveillance Cameras at City Hall in the Amount of $7,775.00; Approval of Purchase of Two 2018 Ford Utility Police Vehicles in the Amount of $27,971.00 Each through the Suburban Purchasing Cooperative; and Resolution Approving Tree Removal Contract with Roy's Tree Service in the Amount of $12,850 through Competitive Bid Process; seconded by Alderman Williamson. There was unanimous approval.**

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

Motion carried 5 - 0

D. O-17-25 Staff Memo and Ordinance Granting a Side Yard Variance for 305 Lonsdale Road (***1st Reading)*** – It was noted that the PZBA had approved this unanimously. **Alderman Ludvigsen moved for a waiver of first reading; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 – 0

Alderman Messer moved to approve and Ordinance granting a side yard variance for 305 Lonsdale Road; seconded by Alderman Ludvigsen. There was unanimous approval.

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

Motion carried 5 - 0

E. R-17-12 Staff Memo and Resolution Approving a Plat of Consolidation for 708 N. Elmhurst Road (Greenbrier Senior Living, LLC) – **Alderman Ludvigsen moved Resolution Approving a Plat of Consolidation for 708 N Elmhurst Road; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 - 0

G. Staff Memo and Presentation of Preliminary Tax Levy Estimates and Requested Approval by City Council – It was noted by Finance Director DuCharme that the truth in taxation requirement means that the City must at least 20 days prior to the passing of the tax levy that the City estimate the amount of the tax levy. The estimate for the 2017 tax levy is $2,043,356. The Finance Director added that he had deleted the total levies for SSAs 1,2 ,3,4 because the City adopted the new sewer rate schedule. The tax levy SSA 8 has been lowered by $100,000 because the last note payment will be made April, 2018. Tax levy for SSA 5 lowered to $25,000. The Police Pension Fund levy has been increased by 4.5% to take into account any new growth in the City. SSA 6 – based solely on debt payment. They will be prepared for adoption. – **No action was taken.**

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

A. Discussion of Commercial Truck Parking Regulations – This item will be discussed at the next meeting. – **No action was taken.**

B. Review of City Liquor Code – Discussion of rates was needed for the next meeting. The changes being proposed also would change hours. There might be added costs for later hours. – **No action was taken.**

Vehicle Stickers – There was discussion regarding if any agreements had been made to increase vehicle sticker rates? - **No action was taken**

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$311,932.29
Motor Fuel Tax Fund	$0.00
Palatine/Milwaukee Tax Increment Financing District	$0.00

Tourism District	$13,334.98
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	$586.80
Special Service Area #8 – Levee Wall #37	$125.76
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	$3,253.86
Parking Fund	$21,446.43
Sanitary Sewer Fund	$2,822.40
Road/Building Bond Escrow	$5,124.00
Police Pension	$0.00
TOTAL	**$384,612.14**

Wire Payments

10/27/2017 PAYROLL POSTING	**$161,115.59**
11/09/2017	**$149,881.65**
October Illinois Municipal Retirement Fund	**$17,704.04**
Police Pension Payments	**$53,358.35**

TOTAL WARRANT **$766,671.77**

City Clerk Morgan-Adams read the warrants.
Alderman Messer moved to approve the warrants as presented; seconded by Alderman Dolick to include TOTAL of $384,612.14; 10/27/2017 PAYROLL POSTING of $161,115.59; 11/09/2017 Payroll Posting of $149,881.65; October Illinois Municipal Retirement Fund of $17,704.04; Police Pension Payments of $53,358.35; and TOTAL WARRANT of $766,671.77. There was unanimous approval.

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

Motion carried 5 - 0

14. RESIDENT COMMENTS (Non-agenda matters)

15. EXECUTIVE SESSION – Alderman Williamson moved to approve Alderman Dolick as Mayor Pro tem in executive session as the Mayor would not be able to attend; seconded by Alderman Messer. There was unanimous approval.

VOICE VOTE:	All ayes, no nays

Motion carried 5 - 0

16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

17. ADJOURNMENT – At 9:11 PM; Alderman Messer moved to close open session and go into executive session to discuss sale of City real estate; seconded by Alderman Rosenthal. There was unanimous approval.

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

Motion carried 5 - 0

Approved by the City Council of the City of Prospect Heights on this the 27th day of November, 2017.

Deputy Clerk Schultheis

CITY OF PROSPECT HEIGHTS CORPORATE SEAL Incorporated A.D. 1976 ILLINOIS

Mayor Nicholas J. Helmer