



PUBLIC NOTICE

**THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JANUARY 08, 2018 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 6:34 PM, Mayor Nicholas J. Helmer called to order the Prospect Heights City Council Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called roll. A quorum was established.

ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams, Aldermen – Rosenthal, Williamson, Dolick, Ludvigsen

ABSENT – Alderman Messer (by prior notification)

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

3. PLEDGE OF ALLEGIANCE – Led by Assistant to the Administrator Falcone

4. APPROVAL OF MINUTES

A. December 11, 2017 Workshop Meeting Minutes – **Alderman Rosenthal moved to approve the December 11, 2017 Workshop Meeting Minutes as presented; seconded by Alderman Ludvigsen.**

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

Motion carried 4 – 0, one absent

B. Review of Executive Session Minutes (*Not for public viewing*) – An update of all the

executive session minutes since the last review on August 28, 2017. Resolution for Semi-Annual Review will be at the January 22, 2018 City Council Regular Meeting - **No action taken.**

5. PRESENTATION - None

6. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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

8. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

City Administrator Wade said that there would be open discussion of an amended variation to 697 Glendale Ordinance. The original request called for a 4 foot encroachment and a 12 foot driveway. The new variance for reconsideration would be a 3 foot encroachment leaving 2 feet of grass and an 11 foot driveway. Concrete will be removed from the east side of the driveway. This is a second reading vote.

Alderman Williamson moved to approve the variance as amended to be incorporated into a revised Ordinance; seconded by Alderman Rosenthal.

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

Motion carried 4 – 0, one absent

A. Staff Update on the Status of the Vacant Building Program – Director of Building and Development Peterson said that they are on target and that notices have been sent to mortgage holders. On January 17, the Staff will be trained. It was noted that there are 67 confirmed foreclosures and another 30 in pre-foreclosure. – Director of Building and Development Peterson said that the City does not pay for reports. The charge of \$200 per report is paid by the banks. The City receives \$100 per report.

Alderman Rosenthal – Said that the Strategic Directions Commission would be meeting on January 18 to focus on activity to begin work on the City Center conceptual plan. That plan will be presented to the Council.

Alderman Ludvigsen – Noted that there was a chance that the City would lose the airport local tax revenue. The tax brings in \$150,000 annually to the City. Mayor Helmer said that he would like to fight this decision. City Administrator Wade said that Senator Harris had notified the City that FAA rules are now mandating that the City can only receive local sales tax if it had an Ordinance in place prior to 1987. He added that the City had a local tax Ordinance only since 2005.

Alderman Ludvigsen believed that the City became non-home rule in 2005, but that there might be sales tax ordinances that predate that.

It was noted that the CEA Airport Attorney would be asked about this, and City Administrator Wade said that he would contact the Wheeling City Administrator.

Mayor Helmer – Related the story that Officer Smith saw a man walking to a gas station in the sub-zero temperatures after his car had run out of gas. Once at the gas station, the man could not afford to pay for gas, at which point, Officer Smith gave him money. He offered kudos to Officer Smith and the Prospect Heights Police Department for their compassion.

Director of Building and Development Peterson – Said that he issued a COI for the Tap House – they are scheduled to open in a week. On February 8 from 5 – 7 PM there will be a Grand Opening. The Mayor will do the ribbon cutting at 5:45 PM.

Finance Director DuCharme – said that the audit has been finalized, and will be presented at the end of the month. The Joint Review Board for the TIF will be scheduled for the end of January. He also noted that the Budget Calendar had been sent out on November 1, 2017.

9. CONSENT AGENDA - None

10. OLD BUSINESS

A. O-17-34 Staff Memo and Ordinance Re: Adjustment of Daily Permit City of Prospect Heights Liquor License Fees (**2nd Reading**) – Mayor Helmer asked that the Item be tabled so that the City could look into revamping the entire Liquor License fee schedule. **Alderman Rosenthal moved to Table O-17-34 Adjustment of the Daily Permit City of Prospect Heights Liquor License Fees; seconded by Alderman Dolick.**

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

Motion carried 4 – 0, one absent

11. NEW BUSINESS

A. R-18-01 Staff Memo and Resolution Approving and Authorizing the City Administrator to Enter into an Agreement with the Illinois Police Pension Fund Association to Create a Retirement Health Savings Plan for Sworn Patrol Officers – Alderman wanted to know if the agreement was written by the City Attorney. Attorney Kearney said that he had not written it but he had reviewed it. It was noted that the City has two plans now. Public Works will use the existing plan. Non-sworn officers will have two options. Sworn officers will have the new plan only. **Alderman Dolick moved to approve a Resolution Approving and Authorizing the City Administrator to Enter into an Agreement with the Illinois Police Pension Fund Association to Create a Retirement Health Savings Plan for Sworn Patrol Officers; seconded by Alderman Williamson.**

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

Motion carried 4 – 0, one absent

B. R-18-02 Resolution Establishing the Downtown Redevelopment Commission – **Alderman Rosenthal moved to Table the Resolution establishing the Downtown Redevelopment Commission; seconded by Alderman Williamson.**

Discussion followed – it was noted by Alderman Rosenthal that the City should table this Commission until the Strategic Directions Commission had produced its report, and then this Commission might be the next step.

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

Motion carried 4 – 0, one absent

C. O-18-01 Ordinance Implementing Vehicle Sticker Increase (\$2 increase for 2018, \$1 for 2019, \$1for 2020, \$1 for 2021) (**1st Reading**) – there was no discussion. The consensus was the Council was in agreement with the schedule. – **No action was taken.**

D. Requested Wavier of 1st Reading O-18-02 Staff Memo and Ordinance Re: Harassment Discrimination Prevention Policy (**1st Reading**) – **Alderman Rosenthal moved to waive the first reading of the Ordinance on the Sexual Discrimination Prevention Policy; seconded by Alderman Williamson.**

ROLL CALL VOTE:

AYES -	Rosenthal, Ludvigsen, Williamson, Dolick
NAYS -	None
ABSENT -	Messer

Motion carried 4 – 0, one absent

It was noted that by State Law, the City must formalize an ordinance on a Sexual Discrimination Policy. Attorney Kearney said that the current policy was used and made compliant with new statutory requirements. City Administrator Wade said that training would be provided.

E.O-18-02 Staff Memo and Ordinance Re: Harassment Discrimination Prevention Policy (**2nd Reading**) – **Alderman Dolick moved to approve Ordinance O-18-02 Harassment Discrimination Prevention Policy; seconded by Alderman Rosenthal.**

ROLL CALL VOTE:

AYES -	Rosenthal, Ludvigsen, Williamson, Dolick
NAYS -	None
ABSENT -	Messer

Motion carried 4 – 0, one absent

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

City Administrator Wade made a request that the February Workshop would include the status of the City’s sewer system. There would be discussion of going out for an RFP for cleaning and televising the entire system. He said that even though 10% of the system has been televised, all of the areas would be included. Aldermen suggested that GIS would need to be part of the discussion. They also noted that the City needed a GIS database. The Aldermen would like to see policy and regulation formalized, and make certain that in the future all contracts would include GIS wording standard.

City Administrator wade also noted that there are a higher percentage of residents not paying their sewer bills. There was a request for direction as to how to pursue the delinquent residents. This will be included in the February Workshop. - **The Direction of the Board was to include this topic in the February Workshop Agenda.**

A. Discussion of Commercial Truck Parking Regulations – It was noted that the January 25th PZBA Meeting will include this item, and that the Winter Newsletter had an insert dedicated to this topic. – **No action was taken.**

B. Review of City Liquor Code – **No discussion**

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$317,914.23
MFT Fund	\$450.00
Palatine/Milwaukee Tax Increment Financing District	
Tourism District	\$0.00
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$595.00
Solid Waste Fund	\$26,487.70
Special Service Area #1	\$93.72
Special Service Area #2	\$61.60
Special Service Area #3	\$250.80
Special Service Area #4	35.16
Special Service Area #5	\$0.00
Special Service Area #8 – Levee Wall #37	\$78.12
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	\$5,878.73
Parking Fund	\$79.16
Sanitary Sewer Fund	\$2,905.96
Road/Building Bond Escrow	\$0.00
Police Pension	<u>\$0.00</u>
TOTAL	\$354,830.18

Wire Payments

1/5/2018 PAYROLL POSTING	\$147,443.68
DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	\$017,443.730
POLICE PENSION PAYMENTS	\$0.00
TOTAL WARRANT	<u>\$519,717.59</u>

City Clerk Morgan-Adams read the warrants.

Alderman Williamson moved to approve the warrants as presented; seconded by Alderman Rosenthal to include a Total of \$354,830.18; 1/5/2018 Payroll Posting of \$147,443.68; December Illinois Municipal Retirement Fund of \$17,443.73; and TOTAL WARRANT of \$519,717.59.

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

Motion carried 4 – 0, one absent

15. **RESIDENT COMMENTS** (Non-agenda matters)

16. **EXECUTIVE SESSION** - None

17. **ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**

18. **ADJOURNMENT – At 7:30 PM; Alderman Williamson moved to Adjourn; seconded by Alderman Dolick.**

VOICE VOTE: All ayes, no nays, one absent

Motion carried 4 – 0, Alderman Messer absent

Approved by the Prospect Heights City Council on this the 22nd Day of January, 2018



Deputy City Clerk Schultheis



Mayor Nicholas J. Helmer

