THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, JANUARY 22, 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 6:35 PM, Mayor Nicholas J. Helmer called to order the January 22, 2018 City Council Regular Meeting at Council Chamber, City of Prospect Heights, 8 North Elmhurst Road, Prospect Heights, IL 60070

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called roll. There was a quorum.
ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams, ALDERMEN – Messer, Ludvigsen, Dolick, Rosenthal
ABSENT – Alderman Williamson (by prior notification)
OTHER OFFICIALS – City Administrator Wade, Assistant to the City Administrator Falcone, Police Chief Steffen, Finance Director DuCharme, Deputy Clerk Schultheis, Digital Communications Technician Colvin, Building and Development Director Peterson, Public Works Director Roscoe, and City Attorney Kearney.
IN THE AUDIENCE – Building Department Administrative Assistant Myzia and Finance Assistant Batten.

3. PLEDGE OF ALLEGIANCE – Led by Alderman Messer

4. INVOCATION – Led by City Clerk Morgan-Adams

5. APPROVAL OF MINUTES
A. January 8, 2018 Regular Workshop Meeting Minutes – **Alderman Messer moved to approve the January 8, 2018 Regular Workshop Minutes as presented; seconded by Alderman Dolick.**
VOICE VOTE: All ayes, no nays

Motion carried 4 – 0, Alderman Williamson absent

6. PRESENTATION
A. Fiscal Year 2017 Audit Report by Joe Lightcap of Baker Tilley – Joe Lightcap reported on the 2017 audit. He noted that there are good reserves compared to expenditures, and the City has $15.3 million in the General Fund. **Alderman Messer moved to approve the 2017 Annual Audit report as presented; seconded by Alderman Ludvigsen.**

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

ABSENT - Williamson

Motion carried 4 – 0; one absent

7. APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Chicago Executive Airport Report and Update – Commissioner Jim Kiefer – noted that the Chicago Executive Airport was doing very well.

- He said that Hawthorne FBO was seeking permits for a new hangar.
- Representative Harris and Representative Schneider are involved with the issue of the FAA redistributing CEA tax money away from the municipalities. The sales fuel tax of 1.25% by FAA ruling will only be distributed to those municipalities that had a sales tax ordinance established prior to December 31, 1987. The FAA ruling says that the tax money must be spent at the airport – that distribution based upon enplanements, therefore, 99% of the money will go to O'Hare and Midway Airports. The City Council asked for a letter from the CEA wanting to know why they were not told that the City was initially told that they would be grandfathered in.
- There was the sale of property by the airport. The land is in Wheeling and Wheeling approved the contract. The land was deemed non-essential to the growth of the airport.
- All three FBO's are doing well, and there was an inaugural flight for Signature.
- The Customs Building – the CEA has picked a pre-design company for the customs building. The hope is to break ground by late Spring. The hope is to build another facility to house snow equipment and another one to be used as the administrative building. All of it is predicated upon the customs building because that is the one that is most crucial.

Alderman Ludvigsen- Noted that residents do watch the TV meetings, and said that there had been a response to the upcoming PZBA meeting topics. **Mayor Helmer** stated that the City had received letters and phone calls regarding the truck parking issue. **Building and Development Director Peterson** said that people are aware of the PZBA public process, and a mailer had also been sent with the Newsletter.

Finance Director DuCharme – Finance Director DuCharme introduced his assistant Lara Batten. He described her role in functions such as processing payroll, the warrant list, sewer bills, etc.

Mayor Helmer – Asked how much money the City had made from video gaming. **Finance Director DuCharme** said that from May through December the City had received $159,000, and approximately $200,000 for the entire budget year.

Treasurer Tibbits – said that the City Audio Visual Department was looking into beginning live broadcasting of the City Council Meetings starting in February/March, 2018. The promo of each meeting would begin 15 minutes before the actual meeting.

Mayor Helmer asked if there had been any revenue from PEG fees. **Treasurer Tibbits** said that the fees are paid by WOW and Uverse, but that Comcast had only started paying us in September. The money that is collected is earmarked for equipment.

City Clerk Morgan-Adams – Said that the Rotary Club Classic 5000 would be held on February 7th from 5:30 PM – 9:30 PM – money collected will be used to fund youth summer programs and scholarships

10. CONSENT AGENDA –

A. *Request for Waiver of 1st Reading* O-18-03 Ordinance Amending Title 8, Chapter 5 Sewers to

Implement a Ten Percent (10%) Late Penalty and One Percent (1%) Interest Charge for Late Payments (***1st Reading***) – **City Attorney Kearney** said that the Ordinance had been amended to include delinquent bills being sent to collections and offenders must pay those fees.
Alderman Messer moved to waive the first reading; seconded by Alderman Dolick.

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

Motion carried 4 – 0; one absent

B. O-18-03 Ordinance Amending Title 8, Chapter 5 Sewers to Implement a Ten Percent (10%) Late Penalty and One Percent (1%) Interest Charge for Late Payments (***2nd Reading***) – **Alderman Messer moved to approve O-18-03 Ordinance Amending Title 8 Chapter 5 Sewers to Implement a Ten Percent (10%) Late Penalty and One-Percent Interest Charges for Late Payments, as amended; seconded by Alderman Dolick.**

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

Motion carried 4 – 0; one absent

11. OLD BUSINESS

A. O-18-01 Ordinance Implementing Vehicle Sticker Increase ($2 increase for 2018, $1 for 2019, $1 for 2020, $1 for 2021) (***2nd Reading***) – Alderman Messer noted that the late fees needed to be adjusted to include an assessment that was commiserate with the multiples typically charged for late purchases, as such, (As per **Assistant to the City Administrator Falcone's explanation**):
Fee paid after April 1 would be assessed at 1.5x the price = $108
Fee paid after June 1 would be assessed at 2x the price = $144
City Attorney Kearney said that because this change was a substantive one, it would require another reading to be implemented with this wording.
City Administrator Wade said that the late fees would not be imposed until April, but that the sticker sale needed to be implemented before the next meeting. **Alderman Messer moved to Approve O-18-01 Ordinance Implementing Vehicle License Sticker Increase ($2 increase for 2018, $1 increase for 2019, $1 increase for 2020, and $1 increase for 2021) as written; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0; one absent

12. NEW BUSINESS

A. R-18-03 A Resolution Relating to the Semi-Annual Review of Closed Session Minutes – **Alderman Messer moved to Approve R-18-03 – the Semi-Annual Review of Closed Session Minutes; seconded by Alderman Dolick.**

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

Motion carried 4 – 0; one absent

B. Request for Authorization to Establish a Capital Projects Fund (Fund #30) and Initial Funds Transfer – **Finance Director DuCharme** discussed breaking up the General Fund and create a capital projects account. Keeping all of the money in one account, he stated, distorts the numbers from year to year. He also stated that there are some residents who took a dim view of seeing large balances in the General Fund without knowing what the money where that money was committed. He stated that 25% of the Budget would remain in reserves. When asked if that was a large enough number in reserves, **Finance Director DuCharme** replied that smaller towns usually needed larger reserves. He also said that the money once budgeted for a project should be used as soon as possible for that project.

City Administrator Wade said that he was hoping to have a situation where the City could plan out to five years, and not have a year to year snapshot of the budget.

There was discussion regarding increasing the Budget Reserve by 1%, but Finance Director DuCharme stated that he wanted to get comfortable with the numbers first before making that kind of change. – **Alderman Messer moved to approve the Authorization to Establish a Capital Projects Fund (Fund #30) as presented; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0; one absent

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

City Administrator Wade said that there would be an amended Liquor License Ordinance presented at the February 12, 2018 Work Shop. **City Attorney Kearney** said that a Draft of the suggested changes to the Liquor Ordinance was circulated, and there had been no comments. He added that this amendment could be used to increase liquor license fees. Aldermen suggested that the Council be presented with the with the redlined version only highlighting fees. This way the Ordinance can be approved/not approved with fees included.

A. Sanitary Sewer Capital Improvement Update

B. Sanitary Sewer Fee Non-Payment Collection

C. Discussion of Commercial Truck Parking Regulations

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$111,626.18
Motor Fuel Tax Fund	$0.00
Palatine/Milwaukee Tax Increment Financing District	$463.75
Tourism District	$764.81

Development Fund	$0.00
Drug Enforcement Agency Fund	$265.00
Solid Waste Fund	$27,017.70
Special Service Area #1	$132.50
Special Service Area #2	$132.50
Special Service Area #3	$331.25
Special Service Area #4	$132.50
Special Service Area #5	$132.50
Special Service Area #8 – Levee Wall #37	$132.50
Special Service Area-Constr #6 (Water Main)	$0.00
Special Service Area- Debt #6	$331.25
Road Construction	$0.00
Road Construction Debt	$397.50
Water Fund	$19,394.63
Parking Fund	$608.69
Sanitary Sewer Fund	$1095.00
Road/Building Bond Escrow	$551.00
Police Pension	$1987.50
TOTAL	**$165,496.76**
Wire Payments	
1/19/2018 PAYROLL POSTING	**$147,750.09**
JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND	**$0.00**
TOTAL WARRANT	**$313,246.85**

City Clerk Morgan-Adams read the warrants.

Alderman Messer moved to approve the warrants as read; seconded by Alderman Dolick to include a Total of $165,496.76; 1/19/2018 Payroll Posting of $147,750.09, and a Total Warrant of $313,246.85.

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

Motion carried 4 – 0; one absent

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

16. EXECUTIVE SESSION

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 7:40 PM, Alderman Rosenthal moved to Close Open Session and go into Executive Session to Discuss lease of property and setting of a price for property owned by the City; seconded by Alderman Messer.

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

Motion carried 4 – 0; one absent

Approved by the Prospect Heights City Council on this the 12th day of February. 2018.

City Clerk Morgan-Adams

Mayor Nicholas J. Helmer

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