



THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, FEBRUARY 26, 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**

CALL TO ORDER – At 6:35 PM, Mayor Nicholas J. Helmer called to order the February 26, 2018 Regular City Council Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

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

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

ELECTED OFFICIALS ABSENT – Alderman Messer (by previous notification)

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

PLEDGE OF ALLEGIANCE – Led by City Administrator Wade

INVOCATION – Led by Deacon Steve Stecker – St. Alphonsus Church

APPROVAL OF MINUTES

A. February 12, 2018 Regular Workshop Meeting Minutes – **Alderman Rosenthal moved to approve the February 12, 2018 Regular Workshop minutes as presented; seconded by Alderman Williamson.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Messer absent

PRESENTATION

A. Prospect Heights Police Department Life Savings Awards to Officers Alan Thibeault, Todd Collins, Mitch Webber and Pardeep Deol – Officer Deol was out of town, and unavailable for the presentation.

Police Deputy Chief Zawlocki presented the Life Saving Awards to the officers.

Officer Collins and Deol – assisted in life saving efforts on January 12, 2018 regarding a drug overdose victim in which they performed CPR and administered two doses of Narcan.

Officers Thibeault and Webber aided a person on February 9, 2018 at 830 East Willow. An unconscious man with no pulse was resuscitated by the officers by using CPR and an AED.

Mayor Helmer commended the officers for their work, and noted the pride that the City had with their performance in the line of duty.

B. Presentation by Chief Drew Smith re: Prospect Heights Fire Protection District Referendum - Chief Drew Smith discussed the upcoming referendum in the March 20 election. The Fire District is requesting a 4% increase. This is the first time in 14 years that they have requested an increase. By law, the Fire District must go to referendum and request voter approval. Due to the fact that the assessed values of properties in Prospect heights has been in decline, there is less tax money going to the Fire District. To offset the reduction in funding, the Fire District has reduced Staff by 9%, lowered costs and lowered the amount of firefighters by 10%. Part-time workers have also been used to cut costs. Spending has been lowered regarding the capital reserve fund – this fund has not been replenished since 2008. He said that they have a \$4,000,000 operating budget. The requested increase would amount to \$34 per person in Prospect Heights. - **No action was taken.**

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS – None

CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Mayor Helmer – noted the opening of Sweet and Savory Crepe Café on Saturday, February 24th. He said that Alderman Dolick, City Clerk Morgan-Adams, Treasurer Tibbits, Digital Communications Technician Colvin and Assistant to the City Administrator Falcone were in attendance

It was noted that the Bridge Church grand opening is March 13 and the State of the City Breakfast is at the Ramada Inn on March 14.

Director of Building and Development Peterson said that the PZBA continued the truck ordinance until March. The first meeting of the Truck Sub-Committee was on February 20th. They will meet again on March 6.

Assistant to the City Administrator Falcone – Reminded the audience that vehicle stickers and pet licenses were due by March 31st.

Public Works Superintendent Roscoe – gave an update on the heavy rainfall. He noted that only one resident experienced flooding with water coming through the window wells.

Alderman Williamson asked the Mayor if his research on a line of credit from the bank for downtown redevelopment was for informational purposes only?

Mayor Helmer said that it was “totally” for informational purposes.

Alderman Rosenthal noted that a Strategic Directions Committee meeting was set for April that would include Tinaglia Design. He said that the CEA was considering the south end of the airport for

A. Chicago Executive Airport Report Presented by Director Bill Kearns – Director Kearns from the CEA said that the Customs Building was in the design phase.

He said that the Airport had gotten word that EMAS manufacturers Zodiac Esco was going to cease mailing blocks.

The CEA received the GFOA Financial Reporting Excellence Award

The CEA FY 2019 Budget Workshop will be held in March

The Noise Committee will meet on March 7, 2018 at 6 PM.

Aldermen asked for an update regarding the sales tax transfer out of the cities and to the airports.

Director Kearns said that there were no updates. He stated the State Representative Harris had said in January that the money should not be distributed based upon passengers on planes (which

would be O'Hare), but should stay where it had been generated. He noted that the end of June was the deadline to make a decision. – **No action was taken.**

Mayor Helmer – commended Tom Wessel of the *Journal and Topics* for his coverage on the proposed downtown development

Alderman Ludvigsen said that the SDC is moving forward and hoping to get a developer to develop the Downtown. He wanted to make clear that the City would not be developing the downtown as a project.

Alderman Rosenthal – said that the SDC would come up with the concept to be presented to the Council for review.

Treasurer Tibbits – asked that discussion of Home Rule be added to the next Workshop Agenda.

B. January Treasurer's Report Presented by Finance Director Mike DuCharme – Gave an update on the financial status of the City. He said that the following week would include budget presentations. – **No action was taken.**

10. CONSENT AGENDA – None

11. OLD BUSINESS

A. Request for Consideration of Date Change for September 2018 City Council Workshop Meeting to Avoid Conflict with Religious Holiday – It was noted that Alderman Rosenthal would send a new date for the meeting to the Council. – **No action was taken.**

12. NEW BUSINESS

A. Request for Waiver of 1st Read O-18-04 Staff Memo and Ordinance Increasing Liquor License Fees, All Classifications (1st Reading) – **Alderman Rosenthal moved to approve the waiver of first reading; seconded by Alderman Dolick.**

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

Motion carried 4 – 0; one absent.

How much revenue the 12% increase was projected to bring to the City – the reply was \$16,000. It was also questioned as to why the Item came without a cover letter, and what changes besides the fee grid was changed.

City Attorney Keaney said that there were global changes to the liquor code such as required Bassett training. He said that there was still no consensus on liquor license classes. Only the fees and statutory changes were made to the Ordinance.

B. O-18-04 Staff Memo and Ordinance Increasing Liquor License Fees, All Classifications (2nd Reading) – **Alderman Dolick moved to approve the Ordinance Increasing Liquor Fees, All Classifications; seconded by Alderman Ludvigsen.**

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

Motion carried 4 – 0; one absent.

C. O-18-05 Staff Memo and Ordinance Amending Business Code Fees (**1st Reading**) – Director of Building and Development Peterson said that there were proposed changes to 2-3-4-5 of the City Code amending the fee schedule. It was noted that the last amendment to the fees was 2003. It was noted that costs of Health inspections, contractor costs and building inspections needed to be updated, as well as the cost of sign fees and building applications. There was the need to have an escrow deposit of between \$500 - \$5000 that would be 100% refundable upon completion of the project. Residential and commercial zoning certificate fees, it was noted, should be required. Director of Building and Development Peterson said that this would not be a revenue generator as much as it was needed to offset costs that the City was now incurring by having an outdated fee schedule. When asked by Aldermen if this was a need or a want; Director of Building and Development Peterson replied that it was to balance the costs; and that rates should be raised biannually. – **No Action was taken.**

D. O-18-06 Staff Memo and Ordinance for Building Department Text Change (**1st Reading**) – See above. – **No action was taken.**

E. O-18-07 Staff Memo and Ordinance Increasing METRA Parking Fees, Presently, \$1.75 per day to \$2.00 per day (**1st Reading**) – It was noted that fees are being raised by a quarter. Finance Director DuCharme stated that the money would go directly into the Parking Fund. It would raise the money being brought in from \$64,000 to \$73,000 (approximately) – **No action was taken.**

F. O-18-08 Ordinance Increasing Class C-3 Liquor Licenses by Request from Ruben's Bar and Grill, 5 S. Wolf Road (**1st Reading**) – the Counsel presented an updated letter in which Ruben's Café requested a C-3 license. When applied for, if accepted for a license, Ruben's would pay the new rates. – **No action was taken.**

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

A. Discussion of Staggered Municipal Elections – Alderman Williamson wanted to clarify that the first election in which staggering was employed would include some aldermen with a two-year term, and then a special two years after that for four year terms.

City Attorney Kearney said this would all be laid out in the Workshop.

B. Discussion of Commercial Truck Parking Regulations – Aldermen asked if the Truck Ordinance could be continued this many times. Director of Building and Development Peterson said that the issue is still moving forward and that something would be delivered to Council by April. City Attorney Kearney said the petitioner seeking the amendment can continue to continue the request. In this case, the City is the petitioner.

City Administrator Wade stated that the March 12th Workshop would also include Home Rule, but that it would focus on the Budget.

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$87,666.32
Motor Fuel Tax Fund	\$1,014.01
Palatine/Milwaukee Tax Increment Financing District	\$0.00

Tourism District	\$92.44
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$16,650.00
Solid Waste Fund	\$0.00
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	\$2,400.00
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	\$2,800.18
Parking Fund	\$4,806.00
Sanitary Sewer Fund	\$1,375.00
Road/Building Bond Escrow	\$0.00
Police Pension	<u>\$0.00</u>
TOTAL	\$116,803.95
<u>Wire Payments</u>	
2/16/2018 PAYROLL POSTING	\$125,632.18
ILLINOIS MUNICIPAL RETIREMENT FUND	\$0.00
POLICE PENSION PAYMENTS	\$61,439.17
TOTAL WARRANT	<u>\$303,875.30</u>

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Dolick including a Total of \$116,803.95; 2/16/2018 PAYROLL POSTING of \$125,632.18; POLICE PENSION PAYMENTS of \$61,439.17; and a TOTAL WARRNAT of \$303,875.30.

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

Motion carried 4 – 0; one absent.

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

16. EXECUTIVE SESSION

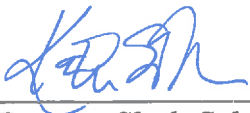
17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 7:46 PM; Alderman Ludvigsen moved to adjourn Open Session and go into Closed Session to discuss purchase or lease of City land, setting of price for city property, pending litigation and collective bargaining; seconded by Alderman Rosenthal.

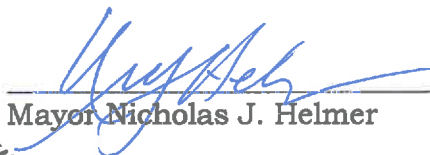
ROLL CALL VOTE:
AYES – Dolick, Rosenthal, Ludvigsen, Williamson
NAYS – None
ABSENT - Messer

Motion carried 4 – 0; one absent.

Approved by the City Council of Prospect Heights in this the 12th Day of March, 2018.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

