



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 12, 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 6:34 PM, Mayor Nicholas J. Helmer called to order the Regular Workshop meeting of the City Council of Prospect Heights at 8 N. Elmhurst Road, Prospect Heights, IL 60070.

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

ELECTED OFFICIALS PRESENT: Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams, Aldermen – Messer, Ludvigsen, Rosenthal, Dolick, and Williamson

ABSENT – None

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Director of Building and Development Peterson, Police Chief Steffen, Finance Director DuCharme, Assistant Finance Director Graefen, Finance Administrative Assistant Batten, Public Works Superintendent Roscoe, Deputy Clerk Schultheis, Digital Telecommunications Technician Colvin, City Attorney O'Driscoll.

PLEDGE OF ALLEGIANCE - Led by Alderman Dolick

APPROVAL OF MINUTES

A. February 26, 2018 Regular Meeting Minutes – **Alderman Ludvigsen moved to approve the February 26, 2018 Regular Meeting Minutes as presented; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 - 0

PRESENTATION

A. Presentation by Tim Kupczyk, Hillcrest Lake Homeowners' Association, re: Hillcrest Lake Treatment - Tim Kupczyk, Hillcrest Lake Homeowners' Association spoke regarding the history of the lake and the Homeowners association. He noted that in 2014, the water levels of the lake had dropped and that there was a lot of weeds, mosquitoes and no fish. Due to the shallow levels, in 2015, the HOA had asked looked to solutions that would be cost effective and EPA-approved. They chose chemical treatment to half of the lake at a time – the eastern half in 2016 and the western half in 2017. He said that the treatments have created dramatic improvements and that **the Association wishes to continue the treatments.** He said that there had been no adverse side

effects, the fish have returned and the water levels have risen. Other wildlife that lives off of the fish have returned, too, like the bald eagles.

Mayor Helmer congratulated the Association for the efforts and for what they have accomplished.

It was noted that approval of the treatment was on the Agenda. – **No action was taken.**

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Assistant to the City Administrator Falcone – is looking for any last minute submissions to the Newsletter so that it can be sent to the printer.

City Clerk Morgan-Adams – noted that the Grand Opening of the Bridge Church will be held on Tuesday, March 13 at 5 PM

She also noted that the State of the City/State of the Village Chamber event would be held at the Ramada Inn on March 14 at 8:30 AM.

Public Works Superintendent Roscoe – Noted that crews are doing storm routing and sewer routing. It was suggested that residents clear obstructions from culverts and swales.

Alderman Williamson – Asked when Republic would begin landscape waste pick up would begin. The response from the Assistant to the City Administrator Falcone was that it begins on March 16.

Director of Building and Development Peterson – Noted that there were good suggestions from the Truck Subcommittee. He said that the revisions would be put on the website and in the ENews. There would be one month for people to read the proposed changes. The Aldermen asked for a memo of what was discussed at the Meeting

Police Chief Steffen – said that the Police Academy will begin in April. Chief Steffen gave a brief description of what the Police Academy does. He noted that many participants go on to become police volunteers. It was noted that Aldermen Dolick and Williamson had been through the Academy.

Chief Steffen also noted that Outreach will begin. It started out as a summer camp in the 1990's and has grown to include 30-45 kids. Gang activity in the area has dropped because of involvement in this summer program.

CONSENT AGENDA -

A.O-18-05 Staff Memo and Ordinance Amending Various Fees in Title 2, Title 3, Title 4 and Title 5 of the City of Prospect Heights City Code (**2nd Reading**)

B. O-18-06 Staff Memo and Ordinance Amending Title 12, Fine and Fee Schedule of the City of Prospect Heights City Code (**2nd Reading**)

C. O-18-07 Staff Memo and Ordinance Increasing METRA Parking Fees, Presently \$1.75 per day to \$2.00 per day (**2nd Reading**)

D. Approval of a Contract with Clarke Aquatic Services for Hillcrest Lake Herbicide Treatment and Algae Management for 2018 Season

Alderman Ludvigsen moved for omnibus approval of O-18-05 an Ordinance amending various fees in Title 2, Title 3, Title 4, and Title 5 of the City of Prospect Heights City Code; O-18-06 Amending Title 12 , Fine and Fee schedule of the City of Prospect Heights City Code; O-18-07 Ordinance Increasing METRA Parking Fees, Presently \$1.75 per day to \$2.00 per day; and Approval of a contract with Clarke Aquatic Services for Hillcrest Lake Herbicide Treatment and Algae Management for 2018 Season; seconded by Alderman Williamson.

There was unanimous approval.

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

Motion carried 5 - 0

OLD BUSINESS

A. O-18-08 Ordinance Increasing Class C-3 Liquor Licenses by Request from Ruben's Bar and Grill, 5 S. Wolf Road (*2nd Reading*) – Alderman Ludvigsen moved to approve an Ordinance O-18-08 increasing Class C-3 Liquor Licenses request from Ruben's Bar and Grill, 5 S. Wolf Road; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 - 0

B. Requested Waiver of 1st Reading O-18-11 Staff Memo and Ordinance Approving Land Lease Renewal with Commonwealth Edison for Metra Commuter Parking Lot (*1st Reading*) – Alderman Ludvigsen moved to waive the first reading of O-18-11 approving land lease renewal with Commonwealth Edison for Metra Commuter Parking Lot; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 - 0

C. O-18-11 Staff Memo and Ordinance Approving Land Lease Renewal with Commonwealth Edison for Metra Commuter Parking Lot (*2nd Reading*) – Alderman Rosenthal moved to approve O-18-11 land lease renewal with Commonwealth Edison for Metra Commuter Parking Lot; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 - 0

It was noted that the last payment was made November 21, 2017 for \$21,000, and that the 2018 amount needed to be paid. It was noted that the contract did allow legal counsel to make changes. It was also noted that the contract did not allow for use for special events such as the Fourth of July or shredding events; but Counsel can review.

Aldermen also wanted to know if there was liability for attorney fees if they went into default. The City Attorney was working on this issue and said that wording would be added so that the City was not liable.

Attorney O'Driscoll added that if the City wanted to hold an event, a letter could be written requesting use.

NEW BUSINESS

A. Requested Waiver of 1st Reading O-18-09 Ordinance Increasing Vehicle Sticker Late Fees (\$3 after April 1st and \$4 after June 1st for 2018, \$1.50 after April 1st and \$2 after June 1st for 2019, 2020, and 2021) (*1st Reading*) – **Alderman Messer moved to waive first reading for O-18-09 Increasing Vehicle Sticker late Fees (\$3.00 after April 1st and \$4.00 after June for 2018, \$1.50 after April 1st and \$2 after June 1st for 2019, 2020, and 2021); seconded by Alderman Ludvigsen. There was unanimous approval.**

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

Motion carried 5 - 0

B. O-18-09 Ordinance Increasing Vehicle Sticker Late Fees (\$3 after April 1st and \$4 after June 1st for 2018, \$1.50 after April 1st and \$2 after June 1st for 2019, 2020, and 2021) (*2nd Reading*) – **Alderman Messer moved to Approve O-18-09 Increasing Vehicle Sticker late Fees (\$3.00 after April 1st and \$4.00 after June for 2018, \$1.50 after April 1st and \$2 after June 1st for 2019, 2020, and 2021); seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

C. R-18-06 Staff Memo and Resolution Approving the Patel South Parkway Subdivision – **Alderman Williamson moved to approve the Pate South Parkway Subdivision; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 - 0

D. Requested Waiver of 1st Reading O-18-10 Staff Memo and Ordinance Approving a Variation for 107 East Leon Lane (*1st Reading*) – **Alderman Messer moved to Waive the first reading of Ordinance O-18-10 approving a Variation for 107 East Leon Lane; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

E. O-18-10 Staff Memo and Ordinance Approving a Variation for 107 East Leon Lane (*2nd Reading*) – Alderman Messer moved to Approve O-18-10 Approving a Variation for 107 East Leon Lane; seconded by Alderman Dolick. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

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

- A. Budget Discussion (Public Works, Finance, and Administration) – Public Works**
Superintendent Roscoe discussed the budget needs of Public Works including a new driveway pad for the salt dome so that the asphalt does not get ripped up, exterior work for Police Department, and a heated gutter cables for the police department to prevent ice on the buildings. There was also interest in reporting tool for the Public Works Department with a GIS component to track the work being done – it was noted that the software is in the budget. It is hoped that this will eliminate excess paperwork, and the tracking will support activities and expenses being done by Public Works. Superintendent Roscoe noted that it was a flat budget.

It was noted by the Mayor that Prospect Heights was rated as the third most frugal City in the state of Illinois.

The Public Works Department was seeking less hours in overtime, better fuel usage. There would be fuel pump monitoring as the fuel pump is 14 years old and has failed multiple times.

Street signage will need 4-6 year upgrades.

Two new full-time employees are to be hired (\$48,000 - \$56,000) and two part-time summer helpers (\$10,560 total)

City Administrator Wade discussed Administration/Engineering/Finance/IT are now all under Administration.

It was noted that an RFP is being sent to Auditing firms.

No action was taken.

B. Discussion of Staggered Municipal Elections (*Continued to next Workshop*)

C. Discussion of Commercial Truck Parking Regulations (*Continued to next Workshop*)

D. Home Rule Discussion (*Continued to next Workshop*)

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$218,129.06
Motor Fuel Tax Fund	\$7,131.71
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,248.92
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$26,487.70
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	\$176.64
Special Service Area #8 – Levee Wall #37	\$107.92
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$450.00
Water Fund	\$30,583.11
Parking Fund	\$777.21
Sanitary Sewer Fund	\$3,600.94
Road/Building Bond Escrow	\$1,244.00
Police Pension	<u>\$0.00</u>
TOTAL	\$290,937.21
<u>Wire Payments</u>	
3/2/2018 PAYROLL POSTING	\$142,059.58

FEBRUARY 2018 IL MUNICIPAL RETIREMENT FUND	\$18,375.67
2/27/2018 VEBA POLICE RETIREMENT HEALTH SAVINGS	\$24,894.18
TOTAL WARRANT	<u>\$476,266.64</u>

City Clerk Morgan-Adams read the warrants.

Alderman Williamson approved the warrants as presented; seconded by Alderman Rosenthal to include a Total of \$290,937.21; 3/2/2018 payroll posting of \$142,059.58; FEBRUARY 2018 IL MUNICIPAL RETIREMENT FUND of \$18,375.67; 2/27/2018 VEBA POLICE RETIREMENT HEALTH SAVINGS of \$24,894.18; and TOTAL WARRANT of \$476,266.64. There was unanimous approval.

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

Motion carried 5 – 0

RESIDENT COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 8:12 PM, Alderman Ludvigsen moved to Adjourn; seconded by Alderman Messer. 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 this the 26th day of March, 2018.



Wendy Morgan-Adams
City Clerk Morgan-Adams

Nicholas J. Helmer
Mayor Nicholas J. Helmer