



THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 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 6:37 PM, Mayor Nicholas J. Helmer called to order the March 26, 2018 City Council Regular Meeting at 8 North 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 – Rosenthal, Dolick, Messer, Williamson

ABSENT – Alderman Ludvigsen (by previous notification)

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Finance Director DuCharme, Deputy Police Chief Zawlocki, Deputy Clerk Schultheis, City Attorney O'Driscoll, Director of Building and Development Peterson, and Digital Communication Technician Colvin.

PLEDGE OF ALLEGIANCE – Led by Deputy Chief Jim Zawlocki

INVOCATION – Led by Betty Cloud - parishioner at St. Alphonsus Liguori Church

APPROVAL OF MINUTES

A. March 5, 2018 Budget Meeting Minutes – **Alderman Messer moved to approve the March 5, 2018 Budget Meeting Minutes with non-substantive changes; seconded by Alderman Rosenthal.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Ludvigsen absent

B. March 12, 2018 Regular Workshop Meeting Minutes – **Alderman Rosenthal moved to approve the March 12, 2018 Regular Workshop Meeting Minutes; seconded by Alderman Messer.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Ludvigsen absent

PRESENTATION - None

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Reappointment of Sharon Hoffman to the Fire and Police Commission – **Alderman Rosenthal moved to reappoint Sharon Hoffman to the Fire and Police Commission; seconded by Alderman Messer.**

B. Reappointment of Betty Cloud to the Chicago Executive Airport Board of Directors – **Alderman Messer moved to reappoint Betty Cloud to the Chicago Executive Airport Board of Directors; seconded by Alderman Rosenthal.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Ludvigsen absent

C. Reappointment of William Kearns to the Chicago Executive Airport Board of Directors – **Alderman Williamson moved to reappoint William Kearns to the Chicago Executive Airport Board of Directors; seconded by Alderman Dolick.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Ludvigsen absent

D. Reappointment of Jon Tammen to the Plan/Zoning Board of Appeals – **Alderman Dolick moved to reappoint Jon Tammen to the Plan/Zoning Board of Appeals; seconded by Alderman Rosenthal.**

VOICE VOTE: All ayes, no nays

Motion carried 4 – 0; Alderman Ludvigsen absent

CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

- A.** Chicago Executive Airport Report Presented by Director Betty Cloud - Director Betty Cloud said that the CEA Budget had been approved and that it would be brought the City Prospect Heights City Council for approval at the April 9, 2018 City Council Workshop Meeting.
- She reminded the Council of the Rock and Run the Runway event on June 30, 2018. She noted that registration for the 5K run had begun.
 - Customs Building – the architects have the floor plan for the facility. The floor plan will be presented at the April Meeting.
 - Hawthorne received the foundation permit from Wheeling
 - March 29 Job Fair – 11 AM until 2 PM for careers in aviation.
 - The Joint meeting of the CEA and the City will either be June 13 or June 20. It will be at dinner at Saranello's and Meeting at the Westin.

Mayor Helmer asked if there was an update whether or not the Airport funds would be received by the City – he said that the city was supposed to receive clarification from the Airport Attorney, Tom Lester. Director Betty Cloud said that there had been a meeting in which City officials had been invited, in which State Senator Harris had given an update and explanation. Director Betty Cloud Said that she would give a copy of that explanation to the City.

- B.** February Treasurer's Report Presented by Finance Director Mike DuCharme – said that there will be a capital Program. He said that in the past it was easy for the City to cover operating expenses but not capital expenses.

Assistant to the City Administrator Falcone – Noted that this would be the last week to purchase vehicle stickers and pet licenses before fines would be enforced.

Director of Building and Development Peterson – Noted that the PZBA had distributed information regarding the Truck Ordinance, and that the Public hearing was to be held on April 25, 2018. Information regarding this meeting and the truck ordinance is online and at City Hall. Mayor Helmer noted that a subcommittee on the truck ordinance had been formed made up of the Public and the PZBA.

Alderman Rosenthal – Ward 2 – Said that the Strategic Directions Committee was making final adjustments on the conceptual plan and that it would be brought to the City Council at the April 9th meeting for a report and suggestions from the Council.

Alderman Rosenthal also said that he met with the leaders of the Natural Resources Commission to see if resources and attractions like the Slough and Hillside Lake could be made available to more residents. He wanted to see if the Natural Resources Commission could speak to the Council sometime between now and June to make recommendations.

Alderman Rosenthal requested that this topic be put in the next Agenda.

Deputy Chief Zawlocki – said that three officers, Michael Smith, Kevin Lange, and Mark Pufundt had been appointed to Corporal, and that Corporal Suerth had been reappointed.

Mayor Helmer – asked that the City get out a note on Tuesday via ENews with the subject being that starting on Monday, April 2nd, residents would pay late fees for their vehicle stickers and pet licenses.

CONSENT AGENDA -

A. Staff Memo and Recommended Utility Service Audit Agreement with Azavar Government Solutions – Continued until April 9, 2018 Workshop Meeting

B. Staff Memo and Recommended Telecommunications Service Audit Agreement with Spyglass – By Request of the City Attorney, removed from Consent Agenda pending further review and discussion. -

Alderman Messer said that that this was a new item that had not been reviewed by Counsel. City Attorney O'Driscoll said that Counsel still wanted to review the Item. City Administrator Wade noted that this was the type of service in which the City could scrutinize costs. There was a question from the Aldermen regarding the way the fees were to be paid, and whether or not cost savings were guaranteed to have monthly savings for a year. It was noted that there was no term or right of termination in the contract.

It was noted by Alderman Rosenthal that this was a contingency agreement and that the firm would only get paid from the money that was part of the savings that they garnered for the City.

Alderman Dolick asked if the contract was an ongoing negotiation and whether or not it could be renegotiated throughout the year.

LEGAL COUNSEL WILL REVIEW. – CONTINUED

C. Staff Memo and Recommended Audit Agreement with Eder, Casella and Co.

D. R-18-07 Staff Memo and Resolution Approving an Agreement between the City of Prospect Heights and Metropolitan Alliance of Police, Chapter #253 (Sergeants)

E. Request of Council Approval for the Prospect Heights Natural Resource Commission to Conduct a Prescribed Burn of the Prospect Heights Slough, Scheduled for March/April 2018

Alderman Messer moved for omnibus Approval of 10C Audit Agreement with Eder, Casella and Company subject to Attorney review; 10 D Resolution R-18-07 Agreement between the City of Prospect heights and the Metropolitan Alliance of Police, Chapter #253 (Sergeants); and Approval for the Prospect Heights Natural Resource Commission to Conduct a Prescribed

Burn of the Prospect Heights Slough, scheduled for March/April 2018; seconded by Alderman Williamson.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent.

OLD BUSINESS

A. Budget Discussion (Capital Improvement Budget and Remaining Funds) – Finance Director DuCharme and City Administrator Wade set up a discussion panel in front of the Council to field questions regarding the Capital Budget and the proposed 2018 expenditures.

It was noted that the largest part of the expenditures would be on street resurfacing. About 1/3 of the streets require attention in the next several years. The streets are ranked according to the GeWalt Hamilton study. There are also two drainage projects. One is the partnership with a grant from the MWRD for a local storm water management project for the raising of Willow, Hillcrest and Owen to alleviate flooding issues. The project would be about \$2.8 - \$3 million. It would be a long term correction. The City's share of the project would be about \$800,000 - \$900,000. There was the hope that the City could get STP funding, but there is currently a moratorium on that funding. The City is looking for further help to get the costs to about \$400,000.

There was discussion regarding the detention basin of Lake Clare being connected to the other detention basin a few blocks away. Gewalt Hamilton recognized it as a possibility, but additional refinements and calculations would be needed. That would also be several hundred thousand dollars

Sidewalks coming up for 2018 – the Schoenbeck sidewalk extensions is one of the projects. This will allow for greater connectivity for pedestrians and bicyclists; and to Eisenhower School. Cook County Department of Transportation has asked for a tree survey. That project should come back to Council about May or June.

The other sidewalk program for Wolf Road –there needs to be a connection to the train station. The City is hoping to hear from the State in April or May.

Sewer Improvements – seeking for approval of televising, inspection and cleaning of the system. Within the next two years there will be a full analysis. This will be the baseline for the sewer capital improvement plan. This will be cheaper than reconstructing the sewer if it ever collapsed.

Equipment and Information technology - \$50,000 for replacement of computers, especially for the transition with the Northwest Dispatch new platform. The DEA funds can be used towards this upgrade to a different operating system.

Vehicles and Equipment – \$103,000 for Four underbelly snowplows (snowplows that are placed on big trucks), replacement of a 4 x 4 Pickup truck, and Police Department squad cars.

The bulk of the money is to be spent aggressively on the street program. The City is looking for better economies of scale – going after more roads. As this was a slow IDOT year, that has freed up some construction crews to work on local projects.

City Administrator Wade said that while there is a concern regarding the continual ability to fund capital projects - IDOT, MFT audit will free up \$900,000. For the City (but it can only be used for the streets).

City Administrator Wade said there is about \$530,000 in the Solid Waste Fund. That is from refuse fees.

City Administrator Wade said that should the audit come through as expected, the \$900,000 should be transferred for street resurfacing. It was also recommended that the \$530,000 should be put in the Capital Project Fund.

Aldermen asked if all streets had been surveyed and the answer was yes, and that there would be a rotation in effect. The worst streets would be repaired first.

It was also noted that MFT funds could be used for the purchase of salt.

It was noted by aldermen that there was a big budget item listed for Public Works in 2021 – City Administrator Wade said that it would be for a sewer truck. The cost is approximately \$300,000. The current truck is a 1999 vehicle.

It was noted that the average street life was calculated as 15 years.

It was also noted that the average PC life in the office was 5 – 6 years. The City does not have continual replacement but operates on an age lump.

Finance Director DuCharme – the TIF Fund expected \$295,000 but to date has received \$800,000. The last payment was made on the Milwaukee-Palatine TIF. That frees up \$125,000 moving forward. The TIF money can repay the General Fund.

If the City continues to receive \$800,000 the City can retire some debt.

Finance Director DuCharme noted that the Tourism District – the hotel tax was flat. While there are no salaries listed in the Fund, Public Works does provide service. It was suggested by the Finance Director that the \$300,000 in the Fund could be used for roads and road-related improvements in the District. It was noted that Winkleman and Apple Roads need resurfacing And Apple has drainage issues.

Mayor Helmer stated that Winkleman and Sanders belong to Northfield, in part. Our share is with the Forest Preserve. He stated that the reason that the Fund was set up was because the CVB had been shut down, and that the hotels needed the money for additional advertising. He said that the money was for hotel use; and that the hotels only get granted back what percent they are entitled. Finance Director DuCharme said that the Ordinance needs to be amended for clarification.

Solid Waste Fund – It was noted that revenues will increase 3.2%. the service charge will remain consistent. It was also noted that \$600,000 of the Fund Balance can be used for Capital Improvements.

SSA 1- 4 – Finance Director DuCharme said that tax levies are done away with, and that residents will not pay taxes.

Parking Fund – this amount will increase because the price was raised from \$1.75 to \$2 but it will not be enough to pay back the General Fund.

TIF Fund for Palatine – Cook County has money that will be given to the City - \$423,000 increment so far. This can be used to offset loans to the arena property. This will continue for 2-3 years.

The three recommendations of the Finance Department and City Staff are –

- **\$900,000 MFT money to go to Capital Improvements**
- **\$530,000 Solid Waste money to go to Capital Improvements**
- **\$1.2 million from last year's General Fund Operating Expenses to go into the Capital Improvement Fund**

NEW BUSINESS

A. O-18-11 Ordinance Increasing the Number of Class A-2 Liquor Licenses, with the hours of Monday through Saturday 8:00am to 4:00am and Sunday 12:00noon to 3:00am, From 1 to 3 by Request from Ramada's Tap House Grill, 1090 S Milwaukee Avenue and Player's Pub and Grill, 1250 River Road and Reducing the Number of Class A Liquor Licenses From 7 to 5 (**1st Reading**) – Mayor Helmer noted that Player's Pub representatives David Dziedzic and John Fiandaca were in attendance. Mr. Dziedzic noted that increased revenues for the Bar means increased tax revenues for the City. It is believed that the increased hours will bring in about \$200 more per night. Players Pub is also looking into more special events. Mr. Dziedzic said that Player's Pub brings in approximately 50% percent of the City's tax revenue for OTB (\$124,000) and video gaming (\$15,000)

Mayor Helmer wanted to know why Player's Pub did not just have weekends until 4 AM. Mr. Dziedzic replied that the greatest chance to increase revenue was to have as many hours to serve alcohol as possible to keep the video gaming open. Mayor Helmer said that the Police Department might have to add two additional officers if there were more 4 AM operations opening. There were questions as to whether the tax revenue benefit would justify the cost of the extra Police patrols. – **no action was taken.**

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

A. Discussion of Staggered Municipal Elections – To be discussed at the April 9, 2018 Regular Workshop Meeting

B. Discussion of Commercial Truck Parking Regulations – Update already given

C. Home Rule Discussion – Treasurer Tibbits will give an update on April 9

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$71,178.06
Motor Fuel Tax Fund	\$2,195.33
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$11,875.30
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$27,090.86
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	\$0.00
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	\$17,566.78
Parking Fund	\$0.00
Sanitary Sewer Fund	\$335.94
Road/Building Bond Escrow	\$0.00
Police Pension	<u>\$2,800.00</u>
TOTAL	\$133,042.27
<u>Wire Payments</u>	
3/16/2018 PAYROLL POSTING	\$142,891.59
ILLINOIS MUNICIPAL RETIREMENT FUND	\$0.00
POLICE PENSION PAYMENTS	\$61,439.17
TOTAL WARRANT	<u>\$337,373.03</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 \$133,042.27; 3/16/2018 PAYROLL POSTING of \$142,891.59; POLICE PENSION PAYMENTS of \$61,439.17; and a TOTAL WARRANT of \$337,373.03.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent.

RESIDENT COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION - none

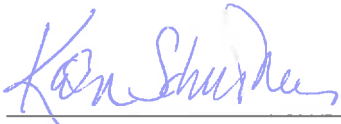
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 8:44 PM, Alderman Rosenthal moved to Adjourn; seconded by Alderman Messer.

VOICE VOTE: All ayes, No nays.

Motion carried 4 – 0, Alderman Ludvigsen absent

Approved by the City Council of Prospect Heights on this the 9th day of April, 2018.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

