



**THE REGULAR WORKSHOP MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, APRIL 9, 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 6:30 PM, Mayor Nicholas J. Helmer called to order the April 9, 2018 Regular Workshop Meeting of the City Council 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 PRESENT - Mayor Helmer, City Clerk Morgan-Adams, Aldermen - Ludvigsen, Dolick, Rosenthal.

ABSENT - Treasurer Tibbits (by previous notification); Aldermen Williamson and Messer (both by previous notification)

OTHER OFFICIALS PRESENT - City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Director of Building and Development Peterson; Public Works Supervisor Roscoe, Digital Telecommunications Technician Colvin, and Finance Director DuCharme

**PLEDGE OF ALLEGIANCE** – Audience Participation - led by Lara Batten

**APPROVAL OF MINUTES**

**A.** March 26, 2018 Regular Meeting Minutes

**B.** February 12, 2018 Executive Session Minutes, but not for public release

**C.** February 26, 2018 Executive Session Minutes, but not for public release - **Alderman Rosenthal moved for omnibus approval of the March 26, 2018 Regular Meeting Minutes as amended; the February 12, 2018 Executive Session Minutes, but not for public release as presented; and the February 26, 2018 Executive Session Minutes, but not for public release as presented; seconded by Alderman Dolick.**

|                        |         |                              |
|------------------------|---------|------------------------------|
| <b>ROLL CALL VOTE:</b> | AYES -  | Rosenthal, Ludvigsen, Dolick |
|                        | NAYS -  | None                         |
|                        | ABSENT- | Williamson, Messer           |

Motion carried 3 - 0, two absent

**PRESENTATION** - None

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

**A.** Building Safety Month Proclamation - Read to the Council by City Clerk Morgan-Adams

**CITIZEN CONCERNS AND COMMENTS (agenda matters)** - None

**STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS -**

**Police Chief Steffen** - Gave an update on Outreach, and Police update.

**Alderman Ludvigsen** - Said that there was a complaint regarding the Bridge Church and claims of garbage in the water by the church. Alderman Ludvigsen had looked at the area in question and did not see any issues. The City Engineer will meet with the complainant.

- There was a resident request regarding a crosswalk on Willow Road.

- Alderman Ludvigsen noted that the Council had not been made aware that the Attorney would not be present until 2:08 PM today via email. He said that he believed that it was a requirement by City Code that the Attorney be present,

- Alderman Ludvigsen asked for explanation of the 4 AM license granted on St. Patrick's Day when the venue was not holding a special event. It was noted that there was an incident at the venue on that night.

**Alderman Rosenthal** - said that there would be a Strategic Directions Meeting on Thursday, April 19, 2018 at 6 PM

**Mayor Helmer** – noted that the City had been issuing one-day liquor license extension of hours for years. He asked that the City Ordinance be checked to make certain that the City was not in violation of any codes.

Alderman Ludvigsen said that his concern was venues being given one-day, 4 AM licenses, and that the extensions should not be granted solely because the venue requested it.

There was discussion that followed regarding how topics are added to the Agenda.

**Mayor Helmer** noted that Item O-18-11 had been removed from the Agenda until April 23, 2018.

- There was discussion regarding the water issue in regards to St. Alphonsus Church.

**Director of Building and Development Peterson** said that Staff was meeting with St. Al's facility manager and noted that there are conflicts with the plan regarding the size of the meter. The City is awaiting data from St. Al's. The **Mayor** noted that there will be a new pastor there soon and that there was a concern that something needed to be decided soon. It was noted that follow up would be on Tuesday, April 10.

**City Clerk Morgan-Adams** – noted that the Annual Mayor's Breakfast would be held on April 21.

**Director of Building and Development Peterson** said that Staff had been informed that Rocky Vanders would now be open for lunch. He also said that Thornton's was on the Consent Agenda, and that there was a representative in audience to answer questions.

**Public Works Superintendent Roscoe** – said that Public Works was in the process of Spring Storm water clean-up.

He noted that Levee 37 would have lots of pump work and would get oiled.

- Job Postings – from Public Works for seasonal employees for college students for full-time work at \$11 per hour

#### **CONSENT AGENDA -**

**A.R-18-09** Staff Memo and Resolution Approving Thorntons Prospect Heights Final Plat of Resubdivision –

**B. R-18-10** Staff Memo and Resolution Providing for Council Direction and Authorization for Inter Fund Transfers- **Alderman Rosenthal moved for omnibus approval to approve R-18-09 Thorntons Prospect Heights Final Plat of Resubdivision and Resolution Providing for Council Direction and Authorization for Inter Fund Transfers; seconded by Alderman Dolick.**

|                        |         |                              |
|------------------------|---------|------------------------------|
| <b>ROLL CALL VOTE:</b> | AYES -  | Rosenthal, Ludvigsen, Dolick |
|                        | NAYS -  | None                         |
|                        | ABSENT- | Williamson, Messer           |

Motion carried 3 - 0, two absent

**C. O-18-12** Staff Memo and Ordinance Approving the Official Zoning Map for the City of Prospect Heights (**1st Reading**) – **No Vote** Questions remained regarding a detention basin shown in Prospect Heights. The Director of Building and Development said that he would review it.

Mayor Helmer asked about Plaza Drive - Director of Building and Development Peterson noted that research indicated that the Plaza may not be owned by Pabcor but in 1982 was deeded to the City. This would alter the dynamic of the approach to the issues on Plaza Drive and enforcement. The memo regarding this issue was scheduled to be issued on April 11.

#### **OLD 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 (**2nd Reading**) - **TABLED**

**Alderman Rosenthal moved to Table an Ordinance Increasing the Number of Class A-2 Liquor Licenses; seconded by Alderman Dolick.**

|                         |          |                      |
|-------------------------|----------|----------------------|
| <b>ROLL CALL VOTE -</b> | AYES –   | Rosenthal, Ludvigsen |
|                         | NAYS -   | Dolick               |
|                         | ABSENT - | Williamson, Messer   |

Motion carried 2 – 1, 2 absent

#### **NEW BUSINESS**

**A.** Discussion of Hillcrest Lake and Slough and Possible Ways to Enhance Public Awareness/Interest and Consideration of Assignment of this Task to the Natural Resources Commission

**B. O-18-13** Staff Memo and Ordinance Approving a Special Use Permit for a Sit Down Restaurant, Lollipop Chicken at 658 N. Milwaukee Avenue (**1st Reading**)

**C. O-18-19** Staff Memo and Ordinance Amending the Administrative Adjudication Process (**1st Reading**)

**D. O-18-14** Ordinance Establishing Violations for Criminal Trespass, Theft, and Retail Theft (**1st Reading**) – **Alderman Dolick asked that ITEMS A,B,C, D be tabled to allow for vote to be taken with legal counsel available. Alderman Dolick moved to Table Items A,B ,C, D; seconded by Alderman Ludvigsen.**

Alderman Rosenthal asked to speak regarding Hillcrest Lake and Slough and Possible Ways to Enhance Public Awareness/Interest and Consideration of Assignment of this Task to the Natural Resources Commission, and noted that it did not require legal counsel. Alderman Rosenthal noted that the scope of the recommendation was to come up with a plan not to implement it.

**ROLL CALL VOTE -**

AYES – Dolick, Ludvigsen

NAYS - Ronsethal

ABSENT - Williamson, Messer

Motion carried 2 – 1, 2 absent

**E. O-18-15** Staff Memo and Ordinance Amending Title 1 of City Code and Adopting the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan) (**1st Reading**) – Introduced as first reading by City Administrator Wade.

**F. O-18-16** Staff Memo and Ordinance Adopting the FY2018-19 Budget for the City of Prospect Heights (**1st Reading**) - Introduced as first reading by City Administrator Wade. Added in the second reading would be a Public Works seasonal worker. It was noted by the Finance Director that items could be brought back for approval if there were changes in the budgets. City Administrator Wade said that any cost over \$10,000 came back to the City Council.

**G. O-18-17** Staff Memo and Ordinance Establishing Water Rates for FY2018-19 (**1st Reading**) - Introduced as first reading by City Administrator Wade.

**H. O-18-18** Staff Memo and Ordinance Approving FY17-18 Budget Amendment (**1st Reading**) - Introduced as first reading by City Administrator Wade.

#### **DISCUSSION/SELECTION OF TOPICS FOR WORKSHOP MEETING:**

**A.** Legal Counsel Memo and Discussion of Staggered Municipal Elections – **DEFERRED UNTIL NEXT WORKSHOP** – City Administrator Wade said that there were questions regarding which wards to stagger and whether there was a community of interest between wards by proximity.

**B.** Update and Discussion of Commercial Truck Parking Regulations – there will be a public hearing at the PZBA Meeting on April 25, 2018.

**C.** Home Rule Discussion – **Deferred to next Workshop**

**There was a request from Alderman Ludvigsen to add Drainage to the next workshop. And GeWalt Hamilton road maintenance plan.**

#### **APPROVAL OF WARRANTS**

**A.** Approval of Expenditures

General Fund

\$130,870.86

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| Motor Fuel Tax Fund                                 | \$0.00              |
| Palatine/Milwaukee Tax Increment Financing District | \$0.00              |
| Tourism District                                    | \$0.00              |
| Development Fund                                    | \$0.00              |
| Drug Enforcement Agency Fund                        | \$0.00              |
| 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                             | \$117.75            |
| Special Service Area #8 – Levee Wall #37            | \$194.42            |
| 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                                          | \$5,801.57          |
| Parking Fund                                        | \$785.52            |
| Sanitary Sewer Fund                                 | \$2,810.94          |
| Road/Building Bond Escrow                           | \$1,668.00          |
| Police Pension                                      | <u>\$0.00</u>       |
| <b>TOTAL</b>                                        | <b>\$142,249.06</b> |
| <b><u>Wire Payments</u></b>                         |                     |
| <b>3/30/2018 PAYROLL POSTING</b>                    | <b>\$142,271.92</b> |
| <b>MARCH 2018 IL MUNICIPAL RETIREMENT FUND</b>      | <b>\$26,541.89</b>  |

VEBA POLICE RETIREMENT HEALTH SAVINGS

\$194.06

TOTAL WARRANT

\$311,256.93

City Clerk Morgan-Adams read the warrants

**Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Dolick including TOTAL of \$142,249.06; 3/30/2018 PAYROLL POSTING of \$142,271.92; March 2018 IMRF of \$26,541.89; VEBA Police Retirement Health Savings of \$194.06; and a TOTAL WARRANT of \$311,256.93.**

**ROLL CALL VOTE:**

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

Motion carried 3 - 0, two absent

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

**16. EXECUTIVE SESSION** - None

**17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED** – Alderman Ludvigsen asked if there was need to go into Executive Session to discuss disposition of land. Director of Building and Development Peterson said that the discussion was in legal review and might be ready for the next meeting.

**18. ADJOURNMENT - At 7:43PM, Alderman Rosenthal moved to Adjourn, seconded by Alderman Dolick.**

**VOICE VOTE:** All Ayes, No Nays

Motion carried 3 – 0; Aldermen Williamson and Messer absent