



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MAY 14, 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 6:45 PM, Mayor Nicholas J. Helmer called to order the May 14, 2018 City Council Regular meeting at 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, Treasurer Tibbits, Aldermen – Williamson, Messer, Rosenthal, Ludvigsen

ABSENT – Alderman Dolick (by previous notification)

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

PLEDGE OF ALLEGIANCE – Buffalo Grove/Hersey/Wheeling Varsity 2018 Illinois State High School Hockey Champions

APPROVAL OF MINUTES

A. April 23, 2018 Regular Meeting Minutes – **Alderman Messer moved to approve the April 23, 2018 Regular Meeting Minutes as presented; seconded by Alderman Rosenthal.**

ROLL CALL VOTE:

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

Motion carried 4- 0, one absent

PRESENTATION

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Proclamation Honoring Buffalo Grove/Hersey/Wheeling Varsity 2018 Illinois State High School Hockey Champions – City Clerk Morgan-Adams read the proclamation.

B. Appointment of Ms. Janet Saewert, to Plan Commission Zoning Board of Appeals – Alderman Williamson moved to approved the appointment of Janet Saewert to the Plan Commission Zoning Board of Appeals; seconded by Alderman Messer.

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

Motion carried 4- 0, one absent

CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Public Works Superintendent Roscoe – Noted that the Public Works Department had been handling the deluge of rain and potential flooding issues very well.

Director of the Department of Building and Development Peterson –

- Noted that Assistant Director Taylor was judging a District 214 technical drawing of houses contest.

City Clerk Morgan-Adams – Noted that the Finance Department had won a CAFR (Comprehensive Annual Financial Reporting) Award for excellence in accounting reporting.

Alderman Rosenthal – said that he would be attending a meeting in Rob Roy Condo Association regarding street repair and water rates.

Deputy Chief Zawlocki –

- Noted that the Police Department had hired two new interns for the summer – one from Western Illinois and the other from Illinois State.

- Cop on a Rooftop Event for the Special Olympics is on May 18, 2018 at the Prospect Heights Dunkin Donuts on Milwaukee Avenue.

Treasurer Tibbits –

- Noted that the City is updating the editing and production room. It is getting painted and new carpeting will be installed. The green screens will be larger to be used on different sets.

CONSENT AGENDA -.

A. 0-18-19 Staff Memo and Ordinance Amending the Administrative Adjudication Process (2nd Reading)

B. 0-18-14 Ordinance Establishing Violations for Criminal Trespass, Theft, and Retail Theft (2nd Reading)

Alderman Rosenthal moved for omnibus approval of Ordinance Amending the Administrative Adjudication Process and Ordinance Establishing Violations for Criminal Trespass, Theft, and Retail Theft; seconded by Alderman Messer.

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

Motion carried 4- 0, one absent

OLD BUSINESS

NEW BUSINESS

A. Requested Waiver of 1st Read O-18-11 Staff Memo and Ordinance Directing the Sale of Surplus Property – Two Squad Cars and Radar Equipment (**1st Reading**) – **Alderman Messer moved to waive the first reading of O-18-11 Ordinance Directing the Sale of Surplus Property – two squad cars; seconded by Alderman Rosenthal.**

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

Motion carried 4- 0, one absent

B. O-18-11 Staff Memo and Ordinance Directing the Sale of Surplus Property – Two Squad Cars and Radar Equipment (**2nd Reading**) – **Alderman Rosenthal moved to Approve of O-18-11 Ordinance Directing the Sale of Surplus Property – two squad cars; seconded by Alderman Ludvigsen.**

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

Motion carried 4- 0, one absent

C. Staff Request for Approval of the Hiring of Construction & Geotechnical Material Testing, Inc. at a cost of \$10,820.00 for Pavement Section Investigation for Upcoming Street Improvements – Alderman Ludvigsen moved to Approve the Hiring of Construction & Geotechnical Material Testing, Inc. at a cost of \$10,820.00 for Pavement Section Investigation for Upcoming Street Improvements; seconded by Alderman Rosenthal.

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

Motion carried 4- 0, one absent

D. Staff Memo and Request for Approval of a Design Engineering Services Agreement with Gewalt Hamilton for \$38,500 for Upcoming Street Improvements – Alderman Rosenthal moved to Approve a Design Engineering Services Agreement with Gewalt Hamilton for \$38,500 for Upcoming Street Improvements; seconded by Alderman Ludvigsen.

Discussion followed. Alderman Rosenthal asked if curbing of Rob Roy would be included. City Administrator Wade said that it would be included. **The Direction of Staff was to include curbing.** It was also noted by City Administrator Wade that this was a preliminary of specifications. The actual construction engineering was forthcoming. The Design engineering would be included and the construction engineering later under separate contract.

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

Motion carried 4- 0, one absent

E. O-18-20 Staff Memo and Ordinance Approving a Side Yard Variance for 211 Gail Street (1st Reading) – Alderman Rosenthal moved to table an Ordinance Approving Side Yard Variance for 211 Gail Street; seconded by Alderman Messer.

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

Motion carried 4- 0, one absent

More information was required from the PZBA.

DISCUSSION/SELECTION OF TOPICS FOR WORKSHOP MEETING:

A.Discussion of Capital Improvements Plan – There was a request from Aldermen to get the City Engineer involved with the drainage report from the Christopher Burke Study to see what the approach should be. The plan that was requested from Staff should include drainage, roads, equipment. It was also requested that anything to do with the capital budget should be multi-year. City Administrator Wade said that he would confer with Engineering and there would be a completed report by November.

Alderman Rosenthal moved to direct Staff to prepare a five-year Capital Plan and Progress Report no later than the second City Council Meeting in November, 2018; seconded by Alderman Williamson.

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

Motion carried 4- 0, one absent

B. Discussion of Commercial Truck Parking Regulations – the current status of the PZBA is a recommendation. A proposal reviewed by Counsel is forthcoming.

C. City Attorney Discussion – City Counsel Kearney said that he reviewed the Ordinance requiring Attorney attendance and it declared that the City Attorney was required to be at all City Council Meetings and at the request of any Alderman for all other meetings.

There was a question regarding the need of the Attorney at the PZBA meetings, but noted that there was only rarely a need requested from the PZBA for an attorney. City Clerk Morgan-Adams noted that the PZBA was a recommending Board and that every issue needed to come before the Council before approval.

It was noted by Director of Building and Development Peterson that in any change of City Code or PUD's, or any need requiring legal advice, the Attorney was always consulted.

It was suggested that if the PZBA Chair needed legal advice they should first consult with Staff and City Administrator; who will decide if they need to go to an Attorney.

D. Discussion of Staggered Municipal Elections – There was discussion regarding whether or not a referendum had to come from the residents or emanate from the Council. It was also noted that the Statute indicated that the wards should be staggered by odd and even numbers.

E. Home Rule Discussion – It was noted that this could be initiated by Council but required requisite number of signatures. City Attorney Kearney said that residents needed to collect the signatures.

It was noted that the last time that the Home Rule issue was presented was 2012 and there needs to be a two-year waiting period after a Home Rule vote before another referendum can be put on the ballot.

Treasurer Tibbits said that the public needed to be educated. He had compiled information and was seeking direction from the Council. He noted that there needed to be town hall meetings and media coverage. It was noted by the Council and the Mayor that public education regarding the issue was critical.

Alderman Williamson noted that in 2012, 47.5% of the public was in favor of Home Rule after they had been educated as to its benefits.

City Attorney Kearney said that the Council must vote on whether or not they wanted it as a referendum for the April, 2019 ballot by the end of the year.

Alderman Ludvigsen said that the residents needed to know the impact of the funds that were lost for roads, drainage, sales tax, video gaming etc – every Newsletter should have a chart of what the City lost in revenue. He said that the City had lost millions by not having Home Rule. He said that there should be a comparison of the City Budget now and would it would be with Home Rule.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$246,431.13
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	\$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	\$243.14
Special Service Area #8 – Levee Wall #37	\$95.01
Special Service Area-Constr #6 (Water Main)	\$0.00

Special Service Area- Debt #6	\$56,071.25
Road Construction	\$0.00
Road Construction Debt	\$139,842.50
Water Fund	\$26,996.12
Parking Fund	\$573.41
Sanitary Sewer Fund	\$7,830.94
Road/Building Bond Escrow	\$658.00
Police Pension	<u>\$0.00</u>
TOTAL	\$505,832.36

Wire Payments

5/11/2018 PAYROLL POSTING	\$139,457.12
APRIL 2018 IL MUNICIPAL RETIREMENT FUND	\$17,244.88
TOTAL WARRANT	<u>\$662,534.36</u>

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Williamson to include a TOTAL of \$505,832.36; 5/11/2018 PAYROLL POSTING of \$139,457.12; APRIL 2018 IL MUNICIPAL RETIREMENT FUND of \$17,244.88; and a TOTL WARRANT of \$662,534.36.

ROLL CALL VOTE:

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

Motion carried 4- 0, one absent

RESIDENT COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 8:40 PM, Alderman Messer moved to close Open Session and go into Executive Session to discuss potential litigation; no action will be taken afterward; seconded by Alderman Ludvigsen.

ROLL CALL VOTE:

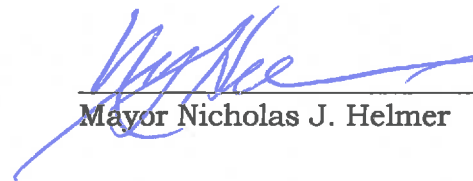
AYES -	Williamson, Ludvigsen, Messer, Rosenthal
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NAYS - None
ABSENT - Dolick

Motion carried 4- 0, one absent

Approved by the City Council of Prospect Heights on this the 29th day of May, 2018.


City Clerk Morgan-Adams


Mayor Nicholas J. Helmer

