THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JUNE 11, 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 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 IN ATTENDANCE – Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams, Aldermen – Rosenthal, Williamson, Dolick, Ludvigsen
ABSENT – Alderman Messer (by prior notification)
OTHER OFFICIALS IN ATTENDANCE – City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Police Chief Steffen, Finance Director DuCharme, Public Works Superintendent Roscoe, Director of Building and Development Peterson, City Attorney Kearney and Digital Communication Technician Colvin.

PLEDGE OF ALLEGIANCE – Led by CEA Board of Directors Chairman Cort Harris.

APPROVAL OF MINUTES
A.May 29, 2018 Regular Meeting Minutes – **Alderman Rosenthal moved to Approve the May 29, 2018 Regular Meeting Minutes as presented; seconded by Alderman Dolick.**
VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Alderman Messer absent

PRESENTATION
A. Fire Police Commission Annual Update Presented by Chairman Sharon Hoffman – Chairman Hoffman gave an update of the Annual Report and the role of the Fire Police Commission. - **Alderman Rosenthal moved to accept the Annual Report of the Fire Police Commission as presented; seconded by Alderman Dolick.**
VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Alderman Messer absent

B. Year-End Report on Lauterbach and Amen Financial Services Presented by Nathan Gaskill

Nathan Gaskill, Lauterbach and Amen Partner, gave an update, noting that Lauterbach and Amen has been the City Attorney for one year. He gave a synopsis of the projects and team assembled for the City over the last year. Among the items noted was the passage of the Budget, A Five Year Capital Improvement Plan, implementation of new sewer rates, implementation of a new vehicle sticker process, collection of an additional $70,000 in delinquent vehicle sticker payments, IDOT audit, and Express Bill Pay. It was noted that Assistant Finance Director Graefen will be subbing in for Finance Director DuCharme, who will be cutting back to one day per week. He will be in on Mondays. – **No action was taken.**

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Acceptance of Resignation from the Chicago Executive Airport Board of Directors – The Mayor noted that Betty Cloud had resigned as CEA Director. **Alderman Rosenthal moved to accept the resignation of Betty Cloud as Chicago Executive Airport Director; seconded by Alderman Dolick.**

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

Motion carried 4 – 0, one absent.

B. Appointment of Scott Saewert to the Chicago Executive Airport Board of Directors – Scott Saewert was introduced as the Mayor's selection for the position of Chicago Executive Airport Board of Directors. **Alderman Williamson moved to accept the appointment of Scott Saewert as the Director for the Chicago Executive Airport Board; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0, one absent.

CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS –

Police Chief Steffen - Noted that it was "all hands on deck" for the deluge that left many residences and areas flooded. Deputy Chief Zawlocki had organized the effort to coordinate personnel and volunteers.

It was noted that there were eight officers in the Torch Run which raised $3000. The torch was passed to Prospect Heights at Milwaukee and Hintz.

Alderman Ludvigsen – Thanked the Staff and the Public Works Department for their efforts with the flood. He also noted that the Public Works Superintendent had been on vacation when the floods hot the City, and he returned early from his trip to assist in the cleanup.

Alderman Dolick – noted that Quincy park had flooding. He thanked Public Works for getting sandbags to the area.

Alderman Rosenthal – Thanked Public Works. He said that the City should look into creating a brochure as to what they could do to mitigate damage from flooding.

- He noted that the Finance Department had related the water rates in Rob Roy

- He said that he on the CEA Noise Committee and that there is a vacancy for anyone who is interested.

Assistant to the City Administrator Falcone – he noted that there was consideration being given to a special Republic trash pick up to assist residents that were cleaning out flood damaged property to be thrown away. It was noted that a special Saturday pick up might be the best option. The normal pick up is on Fridays – there was discussion as to whether a special pick up was necessary as the trash could be hauled away on Friday. Assistant to the City Administrator Falcone noted that the Friday would be SWANCC materials and the Saturday Special Pick Up would be Non-SWANCC materials. It was noted that a Reverse 9-1-1 would be used when the City was made aware of the items that could be thrown out.

City Clerk Morgan-Adams – reminded the audience of the Park District Block Party on Saturday, June 23rd at the Park District; and the Run the Runway and Rock the Runway events on Saturday, June 30th at the Chicago Executive Airport.

Director of Building and Development Peterson – Warned the audience that flooding events like this are usually followed by unscrupulous storm chasers that try to take advantage of the residents. He offered that if there were any questions, residents could call the City.
He also noted that residents would not be restricted from putting trash on the curb.

Public Works Superintendent Roscoe – noted that the smell in the Council Chambers was due to seepage from the flooding.
He noted that Elmhurst Road had been closed Saturday morning through Sunday morning, and that the Lake and the Slough were still closed. He said that there are many swales, culverts and water in-take valves that need to be made free from debris.

- FOR CLARIFICATION - Public Works Superintendent Roscoe stated that the City does *not* cut off or shut off valves to save other areas. Neighborhoods were not purposely shut off by the City.

Mayor Helmer – Congratulated the Public Works for the job that they did and the way that they stepped up to resolve the flooding issues.

Alderman Williamson – Noted that the response to the flooding was a team effort. He stated to the audience that the City is working on drainage projects. He noted that the City is limited by funds, but has made drainage one of its priorities.

City Administrator Wade asked that Item NEW BUSINESS, Item C be moved up in the Agenda

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. Home Rule Discussion – Treasurer Tibbits asked the City Council what their recommendation was to pursue a referendum for Home Rule. The Mayor asked if anyone would be willing to take the lead on pursuing a referendum. There was concern that putting the Referendum on the November, 2018 ballot would not give the City enough time to educate the Public on the virtues of Home Rule. There was interest in bringing in an outside professional to run such a campaign. There was interest in getting state and local officials involved. There was discussion as to what would motivate electors to vote for Home Rule. In order to get the referendum on the November Ballot, it would need to be registered by August 6th. It was noted by the Attorney that a referendum could be put on any election. It was also noted that if the City waited until the April election, there might be new members on the City Council. – **No action was taken**

B. Residential and Commercial Solid Waste Request for Proposal Discussion – City Administrator Wade said that the City is considering competitive bids for waste removal. Among the considerations are 1) senior discount of 25% 2) Unlimited yard waste pick up and 3) Allowing flexibility in the pick-up date for the City.
City Administrator Wade noted that if the City was not limited to the Friday day, there might be a savings. The general consensus was the Republic was doing a good job residentially; however; it was noted by the Mayor that the hotels had complained that Republic does not close the dumpster lids though they are required to do so. – **No action was taken.**

10. CONSENT AGENDA -
A. Staff Memo and Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at $3,300.00
B. Staff Memo and Scope of Services Agreement with Gewalt Hamilton for Phase I Preliminary Engineering Study for Apple Drive: US Route 45 to Burning Bush Drive, at $35,609.00
C. Staff Memo and Scope of Services Agreement with Gewalt Hamilton for Phase I Preliminary Engineering Study for Old Willow Road/Seminole Lane: US Route 45 to S Wolf Road, at $93,831.00
D. Staff Memo and Request for Final Payment to Lifco Construction Inc. for 2017 Drainage Improvements in the Amount of $58,511.17
F. Staff Memo and Request for Authorization for Purchase of Four Public Works Underbelly Plows from Lindco Equipment for $43,524 (Originally Budgeted for $64,000) –

Alderman Ludvigsen moved for omnibus approval to Approve Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at $3,300.00; Scope of Services Agreement with Gewalt Hamilton for Phase I Preliminary Engineering Study for Apple Drive: US Route 45 to Burning Bush Drive, at $35,609.00; Scope of Services Agreement with Gewalt Hamilton for Phase I Preliminary Engineering Study for Old Willow Road/Seminole Lane: US Route 45 to S Wolf Road, at $93,831.00; Request for Final Payment to Lifco Construction Inc. for 2017 Drainage Improvements in the Amount of $58,511.17; and Request for Authorization for Purchase of Four Public Works Underbelly Plows from Lindco Equipment for $43,524 (Originally Budgeted for $64,000); seconded by Alderman Williamson.

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

Motion carried 4 – 0, one absent.

E. Staff Memo and Request for Authorization for 4 Year Lease of Building Department Plotter/Scanner from Clifford Wald, at $7,890 ($1,973 per year) **–THIS WAS MOVED TO NEW BUSINESS. Alderman Rosenthal moved to authorize a four-year lease of the Building Department Plotter/Scanner from Clifford Wald, at $7,890 ($1,973 per year); seconded by Alderman Dolick.** Discussion followed.

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

Motion carried 4 – 0, one absent.

OLD BUSINESS

A. O-18-21 Staff Memo and Ordinance for Commercial Truck Parking in Residential Zoning District Ordinance (***2nd Reading***) – **Alderman Williamson moved to approve O-18-21, and Ordinance for Commercial Truck Parking in Residential Zoning District; seconded by Alderman Dolick**

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

Motion carried 4 – 0, one absent.

NEW BUSINESS

A. Staff Memo and Request for Authorization for Agreement with Financial Advisor Consultant, Speer Financial, and Chapman and Cutler as Bond Council, to Evaluate Special Service Area Refinancing Savings – Finance Director DuCharme said that if the City did not refinance now, interest rates were set to rise. He said that the City needs to appoint Speer Financing as bond counsel, and the City would save about $1150 per parcel over 1o years. There would be no expense to the City or the SSA.

Alderman Rosenthal moved to approve Authorization for Agreement with Financial Advisor Consultant Speer, and Chapman and Cutler as Bond Council, to evaluate Special Service Area Refinancing Savings; seconded by Alderman Dolick.

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

Motion carried 4 – 0, one absent.

B. Staff Memo and Denial of Variation of Size Increase of an Accessory Structure for 1208 Stratford – Lawrence Matchen, the requester, explained that he had initially been denied his request by the PZBA because they said that he could not show that he had a hardship. He told the Council that his son is in a group home and there are issues getting him out of the car in the garage.

It was noted by Director of Building and Development Peterson that the PZBA had not heard of this hardship.

Alderman Rosenthal moved to return the Sign Variance request back to the PZBA for further review; seconded by Alderman Dolick.

ROLL CALL VOTE:	AYES -	Rosenthal, Dolick, Ludvigsen
	NAYS -	Williamson
	ABSENT -	Messer

Motion carried 3 – 1, one absent.

C. O-18-23 Staff Memo and Ordinance Approving a Sign Variance for 1845 N. Rand Road (***1st Reading***) – The representative, Matt Holm, for the Rand Olive Condo Association was looking for a waiver of first reading for a sign ordinance that would allow for a 160 sqft sign. It was noted that the PZBA had voted in favor of it 5 – 1, with one absent.

Alderman Rosenthal moved to waive first reading of O-18-23 Ordinance Approving a Sign Variance for 1845 N. Rand Road; seconded by Alderman Dolick.

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

Motion carried 4 – 0, one absent.

Alderman Rosenthal moved to Approve O-18-23 Ordinance Approving a Sign Variance for 1845 N. Rand Road; seconded by Alderman Dolick.

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

Motion carried 4 – 0, one absent.

D. O-18-24 Ordinance Creating Title 1, Chapter 5, Section 36 of the City Code to Provide for Indemnification of Certain Officials (***1st Reading***) – It was noted that this ordinance would clarify indemnifying staff and elected officials. – **No action was taken.**

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$90,051.27
Motor Fuel Tax Fund	$0.00
Palatine/Milwaukee Tax Increment Financing District	$0.00
Tourism District	$955.00
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	$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	$25,276.70
Parking Fund	$45.63
Sanitary Sewer Fund	$2,475.00
Road/Building Bond Escrow	$9,895.00
Police Pension	$0.00
TOTAL	**$128,698.60**
Wire Payments	
6/8/2018 PAYROLL POSTING	**$152,141.99**
BANK OF AMERICA INTEREST PAYMENT	**$20,969.13**
TOTAL WARRANT	**$301,809.72**

City Clerk Morgan-Adams read the warrant.
Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Dolick to include TOTAL of $128,698.60; 6/8/2018 PAYROLL POSTING of $152,141.99; BANK OF AMERICA INTEREST PAYMENT of $20,969.13; and a TOTAL WARRANT of $301,809.72.
ROLL CALL VOTE: AYES - Rosenthal, Dolick, Ludvigsen, Williamson
NAYS - None
ABSENT - Messer

Motion carried 4 – 0, one absent.

RESIDENT COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED - None

ADJOURNMENT – At 9:56 PM, Alderman Rosenthal moved to end Open Session and go into Closed Session to discuss lease of property by City; seconded by Alderman Dolick.
VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Alderman Messer absent

Approved by the City Council of Prospect Heights on this the 25th day of June, 2018.

Deputy Clerk Schultheis

Mayor Nicholas J. Helmer