



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JULY 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 6:32 PM, Mayor Nicholas J. Helmer called to order the July 9, 2018 Regular City Council Workshop at 8 N. Elmhurst Road, Prospect Heights, IL 60070.

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

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

ABSENT – Alderman Messer (by prior notification)

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

PLEDGE OF ALLEGIANCE - Audience Participation – led by Mr. George Nixon

INVOCATION – Rajinder Singh Mago – Sikh Religious Society

APPROVAL OF MINUTES

A. June 25, 2018 City Council Regular Meeting Minutes

B. June 25, 2018 City Council Regular Meeting Executive Session Minutes (*Not for public release*)

C. June 27, 2018 Chicago Executive Airport Joint Workshop Minutes

D. June 11, 2018 City Council Workshop Executive Session Minutes (*Not for public release*)

Alderman Rosenthal called for omnibus approval of June 25, 2018 City Council Regular Meeting Minutes; June 25, 2018 City Council Regular Meeting Executive Session Minutes (*Not for public release*; June 27, 2018 Chicago Executive Airport Joint Workshop Minutes; June 11, 2018 City Council Workshop

Executive Session Minutes (Not for public release); seconded by Alderman Dolick.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0; Alderman Messer absent

PRESENTATIONS - None

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

CITIZEN CONCERNS AND COMMENTS (agenda matters)

Bree Higgins – said that she was speaking regarding the trucking issues on the east side of the City. She said that the possibility of a 24-7 trucking company on Piper Lane would be a problem for all of the residents on the east side. She noted that the east side of Prospect Heights brings a substantial amount of money for the City, and that the City should show more respect for the residents there.

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Finance Director DuCharme – said that the 2017-18 vehicle stickers – sent out 1500 stickers for unpaid vehicle stickers. \$48,000 has been collected. Two hundred tickets have been voided. Two hundred and one have been returned in the mail. There were 856 – no responses. These will be sent to collection.

When asked how this compared to previous years, Finance Director DuCharme stated that there was sporadic collection in past years due to issues with unpaid fees.

It was noted by the City Administrator that two letters were sent to delinquent residents before the tickets were sent. – **No action was taken.**

Director of Building and Development – Stated that there is a high grass ordinance in effect, and that residents are required to maintain their yards and right-of-ways. – **No action was taken.**

Police Chief Steffen – Discussed the Police Towing contract. He said that in the past, the Police utilized all three services, but this led to some confusion. There was an RFP invitation for bid for Police Towing Services sent out on May 25, 2018. The bids were unsealed on June 26, 2018 with witnesses present. It was noted that all three towing companies submitted a bid – Gene's, Fries, and Hillside. Hillside was the clear low bidder. It was noted that a contract would need to be constructed. It will be a one year contract with an option for two more years.

The consensus of the Council is to move forward with contract with Hillside.

It was noted by Council that it is normal for municipalities to engage tow companies even if the cost is borne by another party. It was also noted that the contract would have a clause prioritizing response time.

Police Chief Steffen said that the Police Department can sever ties with Hillside at will.

Aldermen Williamson, Rosenthal and Dolick, Treasurer Tibbits and Mayor Helmer – praised the Fourth of July festivities including Run the Runway, Rock the Runway and the Fourth of July Parade.

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. Home Rule Discussion – the Mayor circulated a memo on Home Rule. He said that he had met with a Home Rule professional consultant. It was noted that the City lost upwards of \$750,000 per year for the flooding and drainage issues by not being Home Rule.

There was discussion regarding the merits of a third party consultant, as well as discussion regarding the ability to expedite the education process so that the referendum can be placed on the November ballot. It was noted that the deadline to place the Referendum on the ballot is August 20.

It was noted by Counsel that the City may not spend money to advocate, only to educate. No City Staff or resources may be spent in dollars or time to advocate a position.

It was noted that there was still a great deal of information from the time that Home Rule was put on the ballot in 2012. It was also pointed out that in the past, each time Home Rule was put on the ballot it garnered a greater percentage of votes.

Treasurer Tibbits read into the record a letter regarding Home Rule noting that revenues can be increased without raising taxes; and that Home Rule is a proactive way that voters can help the community.

There was a consensus to have a special meeting in the next ten days.

B. Organization and Operation of City Council – Tabled.

C. City Investments – Alderman Rosenthal said that he would like the Council to be able to review regular reports from the City and the Police Pension Fund. It was noted that the City needed to see measure of performance, understand the statutory and legal parameters, and see what benchmarking was used.

Action Item is to have the Investment Manager from the Police Pension Board and Finance Director DuCharme give updates at a future Workshop.

CONSENT AGENDA - None

OLD BUSINESS

A. R-18-14 Resolution Authorizing the Sale of City Property, 25 and 35 Piper Lane (*Related documents: Listing Agreement, Purchase and Sales Contract, and Property Appraisal*) (*Tabled at June 25, 2018 City Council Workshop Meeting*) - **TABLED**

NEW BUSINESS

A. O-18-25 Staff Memo and Ordinance Granting a Special Use Permit for 411 N. Wheeling Road for an Electric Message Center Sign (*1st Reading*) (*Request from Petitioner to Waive 1st Reading*) – Alderman Rosenthal moved to waive first reading of O-18-25 - the Ordinance Granting a Special Use Permit for 411 N. Wheeling Road for an Electric Message Center Sign; seconded by Alderman Dolick.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent

Alderman Ludvigsen moved to approve O-18-25 - the Ordinance Granting a Special Use Permit for 411 N. Wheeling Road for an Electric Message Center Sign; seconded by Alderman Dolick.

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

Motion carried 4 – 0, one absent

B. O-18-26 Staff Memo and Ordinance Amending an Existing Special Use Permit for a Drive-Through Restaurant at 1200 N. Milwaukee Avenue (**1st Reading**) – City Administrator Wade said that there was a request for an additional Drive Thru lane and Menu Board in order to expedite service. In the audience was Joe Kirschner, representing McDonald's.

Director of Building and Development Peterson said that the Drive Thru and menu sign did not alter parking (which would remain code compliant. He said that the Code Amendment would be effective city-wide, allowing for a second menu. – **No action was taken.**

C. R-18-15 Staff Memo and Resolution Authorizing the Transfer of \$300,000 from the Tourism District Fund to the General Fund for Apple Drive and Winkleman Road Repairs – City Administrator Wade said that this item was discussed previously in the Budget Meeting and at the Tourism District Board Meeting, and was recommended to proceed. – **Alderman Ludvigsen moved to approve R-18-15 Resolution Authorizing the Transfer of \$300,000 from the Tourism District Fund to the General Fund for Apple Drive and Winkleman Road; seconded by Alderman Dolick.**

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

Motion carried 4 – 0, one absent

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$60,926.47
Motor Fuel Tax Fund	\$785.22
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	\$209.30
Special Service Area #8 – Levee Wall #37	\$218.33
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$20,640.00
Road Construction	\$0.00
Road Construction Debt	\$550.00
Water Fund	\$7,653.96
Parking Fund	\$448.56
Sanitary Sewer Fund	\$5,286.85
Road/Building Bond Escrow	\$0.00
Police Pension	<u>\$0.00</u>
TOTAL	\$96,718.69
<u>Wire Payments</u>	
7/6/2018 PAYROLL POSTING	\$153,424.64
JUNE ILLINOIS MUNICIPAL RETIREMENT FUND	\$18,893.79
TOTAL WARRANT	<u>\$269,037.12</u>

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Dolick to include a TOTAL of \$96,718.69; 7/6/2018 PAYROLL POSTING

of \$153,424.64; JUNE ILLINOIS MUNICIPAL RETIREMENT FUND of \$18,893.79; and a TOTAL WARRANT of \$269,037.12.

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

Motion carried 4 – 0, one absent

RESIDENT COMMENTS (Non-agenda matters) - NONE

EXECUTIVE SESSION – Pursuant to 5 ILCS 120/2 (c) (1) and (6) to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by public body.

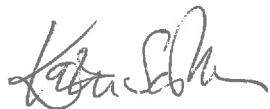
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 7:40 PM, Alderman Rosenthal moved to end Open Session and go into Executive Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and the sale or lease of property owned by public body; seconded by Alderman Ludvigsen.

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

Motion carried 4 – 0, one absent

Approved by the Prospect Heights City Council on this the 23rd of July, 2018.



Deputy City Clerk Schultheis



Mayor Nicholas J. Helmer

