THE SPECIAL WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON WEDNESDAY, SEPTEMBER 12, 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 J. Helmer called to order the City Council Workshop Special Meeting 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 – Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams; Aldermen – Ludvigsen, Messer, Williamson, Rosenthal, Dolick
ABSENT – None
OTHER OFFICIALS PRESENT – City Administrator Wade; Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Police Chief Steffen, Digital Communications Technician Colvin, Director of Building and Development Peterson; Superintendent of Public Works Roscoe; Attorney Kearney and City Engineer Berecz (in the audience for a presentation)

PLEDGE OF ALLEGIANCE - Audience Participation - led by Director of Building and Development Peterson

APPROVAL OF MINUTES
A. August 27, 2018 City Council Regular Meeting Minutes – **Alderman Messer moved to approve the Minutes as presented; seconded by Alderman Dolick. There was unanimous approval.**
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

PRESENTATION
A. McDonald Creek Presentation by Commissioner Jon Kindseth – Jon Kindseth, McDonald Creek Committee Member, spoke about the Prospect Heights flooding issues. He noted that the McDonald Creek Commission was formed in December, 2016 to study this area – Resolution R-16-14, with a mission statement to educate people as to how the Creek is an asset, address water quality and flooding; and

develop partnerships with other like groups and restore the area. He noted that the McDonald Creek area encompasses an enormous amount of people.
Mr. Kindseth discussed the conditions that impact the quality of water in the area, as well as some of the solutions.
The Council asked what McDonald Creek was expecting from the City. Mr. Kindseth replied that they are looking for support and will build a base of volunteers and initially focus on properties that adjoin the Creek; and then ultimately will want financial support from the City.
Alderman Rosenthal moved to support McDonald Creek and supported them to move forward with their work, communicate with the Natural Resources Commission and Public Works; seconded by Alderman Williamson. There was unanimous approval.
VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

There was a question regarding what the Commission considered to be a problem area. Mr. Kindseth replied Somerset park. He also said that the Commission has information on the website and 15 brochures on best practices.
Aldermen suggested that the City Administrator should be involved with the Park District to discuss best practices. The City Administrator said that he would be talking with MWRD and the Park District. He noted that Somerset Park was already under review.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS –
A. Appointment of new members to the Ad Hoc Prospect Heights City Redevelopment Committee – Mayor Helmer noted that this was not an agenda-ready item but that all of the City Council had gotten information on the candidates for appointment and that their appointment confirmations would be at the next meeting.

PUBLIC CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS
Alderman Rosenthal – Ward 2 – Said that Roby Roy is looking forward to street repairs, and asked when they will start.
City Engineer Berecz said that the preconstruction meeting was for September 13th, and that construction could start as early as the end of the week. He said that the affected residents would be notified.

- Home Rule – said that he developed a PowerPoint presentation that he shared with the Home Rule Committee. He said that he was acting as a private citizen, and wanted to share the PowerPoint with the Council. City Attorney Kearney said that if he were acting as a private citizen, this could be sent out to the Council.

Alderman Messer, Ward 1 – Noted that she was happy that the Conor Contract had passed, and that its uses will have a long term benefit for the City.

Alderman Williamson – Ward 3 - Questioned which topics were being discussed for the workshop items. City Administrator Wade said that the first three items would be discussed, and that the items were listed in order of priority.

Director of Building and Development Peterson – Noted that River Trails has gotten Cook County demolition permits, and that a review of Building 13 is in progress.

- McDonalds is back on time after a small glitch with soil.
- There are two new home permits

Superintendent of Public Works Roscoe – Public Works has been routing pipes, removing trees, doing line striping, crosswalks, and mowing as well as their daily routines.

Assistant to the City Administrator Falcone – The Home Rule information will not be in time for the November vote; so the Mayor has directed that a special mailing be issued pertaining to Home Rule. City Administrator Wade said that there are two town hall meetings planned regarding the same subject. He added that there was a hope that neighborhoods would get involved with the Home Rule Committee.
Assistant to the City Administrator Falcone said that the Special Issue of the Newsletter would be out by October 1.

Police Chief Steffen – Discussed the Summer Outreach Government Day event on September 10, 2018. He thanked the Arlington Bike Club for donating helmets and said that 40 children attended.
He also thanked Jim Kelly for his efforts in providing furniture for the fire victims, and through his efforts with St. Alphonsus Church and other organizations, they have been able to provide furniture to 20 victim families.

Treasurer Tibbits – Has done research how other communities are implementing Home Rule.

DISCUSSION TOPICS FOR WORKSHOP MEETING:
A. Storm Water Project Selection Discussion - City Engineer Berecz has reviewed all of the engineering reports. He said that the City now has the financial resources to implement the recommendations that were made. He noted that the area that would be repaired first would be Arlington Countryside.
He said that the focus would be on a new concept – size of storm sewer – impact of 2 year, 5 year, 10 year, and 100 year storm water events study. He noted that the cost would be about $1.5 million and that the cost of the study would be $18-20,000.
Other agencies that would be involved for their approval would be Cook County for Camp McDonald Road and IDOT for Rand Road.
There was a question as to whether or not Dorset Road could be added to the list to be repaired.
Engineer Berecz said that he would try to add in Dorset.
He added that it would be a good strategy to see if the City could get other agencies to take part in the repairs. He noted that a good plan was needed so as not to conflict between storm sewers and sanitary sewers. He said that engineering plans have a shelf life of about 3-5 years.
There was a question regarding whether or not increasing the size of the pipe would have an effect on McDonald Creek. Engineer Berecz noted that the plan would have to make certain that the water levels did not rise, and added that this is the first time that the City engineers have looked at this type of operation, so there was no data to reference.

Engineer Berecz was able to state that the plan did not affect erosion at McDonald Creek.
City Administrator Wade said that he and the City Engineer had met with the Highway Department and they wanted to assist the City.
Engineer Berecz said that there were no matching grants available for this project.

Engineer Berecz said that East Side TIF District is a more complex issue because of the levee wall. The area had been built before detention areas were popular. Possible solutions include more pumping, a detention area or increased storm sewer. He said that the City would be able to dovetail off of a 2015 study done by Mount Prospect. He believed that the cost would be in $1-2 million dollar range.
City Administrator Wade said that the information provided was consistent with the Christopher Burke Study.
It was noted by Engineer Berecz that if the City were unable to procure the Mount Prospect model the study would cost $40,0000, but with the model $20-25,000. – **No action was taken**
B. Piper Property Sale Proceeds Discussion – Aldermen brought up the issue of increasing the reserve fund. There was a request to increase the Capital Fund by $500,000 to reserve General Fund money and that the balance should go to the Capital Fund.
There was discussion as to what percentage of funds should be held in reserve. There was discussion regarding how conservative the City should be with its reserve funds.
City Administrator Wade said that there was no specific reserve percentage that was required by law for a non-home rule municipality.
He noted that the palatine TIF and the Milwaukee TIF are coming due within the year. They have recently started to generate increment. The City purchased the property for $4.2 million. From the proceeds of the sale of the property plus what the TIF balances are, the Staff might suggest that the City pay itself back for the purchase. That is an allowable TIF expense. The City does not want to leave an account balance in the TIF. When the City pays itself, it goes to the General Fund.
The proceeds from the land sale will not be seen for 18 months. Sale proceeds, existing balances in the TIF's and incremental property taxes. The City might come close to the $4 million.
There was discussion regarding paying down debt and increasing the reserves, while taking care of projects.
City Attorney Kearny said that the City may want a Resolution stating the money in reserves and another Resolution describing how the TIF funds will be used. And, a third Resolution when the sale is completed, how those revenues will be dispersed.
There was discussion as to whether the TIF money could be used for drainage – and the answer is that it is available for drainage.
City Attorney Kearney said that the money should not be earmarked for specific projects. There should just be money designated to funds.
The direction from the Council is for the Attorney to review the requirements for lining up the TIF's and make certain that there is a timeframe, and drafting the Resolutions that were discussed. The Council is also directing the City Engineer to prepare proposals to be put in Resolution form.
Capital Improvement Funds are protected for capital improvement use by the City Council action.
Treasurer Tibbits said that the GFOA recommends 4 months of operating expenses in reserves.

C. Safe Routes to School Sidewalk Grant Discussion – there was a call for grant applications. 80/20 grant picked a project for $240,000 for a continuation of sidewalk efforts on Schoenbeck. The police traffic study showed that there was speeding going on in the region. The crosswalk could be secured at Stonegate. There was discussion as to whether the improvements should be made on the east or the west side.
D. Home Rule Discussion – **Discussed previously**
E. Organization and Operation of City Council – No discussion
F. City Investments– **The Police Pension Board will be invited in Octiober.**

CONSENT AGENDA -
A. R-18-25 Staff Memo and Resolution Approving Bid Award to Stenstrom Petroleum Products for a New Fuel Management System at the Public Works Facility for $22,931
B. R-18-26 Staff Memo and Resolution Approving Public Works Purchase of a Big Tex Heavy Duty Trailer from R.A. Adams for $5,928
C. R-18-27 Staff Memo and Resolution Approving Purchase of Two New Police Vehicles for Police Department through the Suburban Purchasing Cooperative from Currie Motors for $56,132
D. R-18-28 Staff Memo and Resolution to Apply for Safe Routes to School Grant for Schoenbeck Road Sidewalk Extension at Country Gardens Park
– **Alderman Ludvigsen moved to approve Consent Agenda Items R-18-25 Resolution Approving Bid Award to Stenstrom Petroleum Products for a New Fuel Management System at the Public Works Facility for $22,931;R-18-26 Resolution Approving Public Works Purchase of a Big Tex Heavy Duty Trailer from R.A. Adams for $5,928; R-18-27 Resolution Approving Purchase of Two New Police Vehicles for Police Department through the Suburban Purchasing Cooperative from Currie Motors for $56,132; R-18-28 Staff Memo and Resolution to Apply for Safe Routes to School Grant for Schoenbeck Road Sidewalk Extension at Country Gardens Park; seconded by Alderman Dolick. There was unanimous approval.**
ROLL CALL VOTE: AYES - Williamson, Dolick, Rosenthal, Messer, Ludvigsen
NAYS - None
ABSENT – None
Motion carried 5 – 0

E. R-18-29 Resolution Amending the Ad Hoc Prospect Heights City Redevelopment Committee from Seven Members to Ten Members – there were questions from the Council regarding the need for more than seven members, and noted that this was not a project with a timeline. Mayor Helmer noted that the committee cannot spend money and would give the people their own process to contribute. There were no amendments voted to this Resolution motion. - **Alderman Ludvigsen moved to Approve R-18-29 Amending the Ad Hoc Prospect Heights City Redevelopment Committee from Seven Members to Ten Members; seconded by Alderman Williamson.**
ROLL CALL VOTE: AYES - None
NAYS - Williamson, Dolick, Rosenthal, Messer, Ludvigsen
ABSENT – None
Motion failed 0 - 5

OLD BUSINESS - None

NEW BUSINESS – there was discussion regarding Tourism Grant Money, as well as the request that all Tourism Board Meetings be televised and that the Minutes be posted on the website. As the Minutes are approved each Tourism Board Meeting, all were available for immediate publication. There was concern that grant money was being allotted without sufficient proof that the money the hotels are spending are benefitting the Tourism District

Alderman Ludvigsen moved to require hotels to show the application and supporting materials for grant approval and show how their expenditures for which they are receiving the grant money promotes Prospect Heights; the quarterly meetings will be videoed; and the Minutes will be posted upon approval; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 – 0

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$147,201.36
Motor Fuel Tax Fund	$0.00
Palatine/Milwaukee Tax Increment Financing District	$1,640.00
Tourism District	$2,470.31
Development Fund	$0.00
Drug Enforcement Agency Fund	$1,196.10
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
Capital Improvements	$0.00
Palatine Road Tax Increment Financing	$1,640.00
Road Construction	$0.00
Road Construction Debt	$1,025.00
Water Fund	$8,547.97
Parking Fund	$28.60
Sanitary Sewer Fund	$4,525.00
Road/Building Bond Escrow	$1,028.00
TOTAL	**$169,302.34**

Wire Payments

8/31/2018 PAYROLL POSTING	**$140,523.91**
WHEEL INN BODY & MOTOR	**$5,191.59**
TOTAL WARRANT	**$315,017.84**

City Clerk Morgan-Adams read the warrants.
Alderman Rosenthal moved to approve the warrants as read; seconded by Alderman Dolick to include a TOTAL of $169,302.34; 8/31/2018 PAYROLL POSTING of $140,523.91; WHEEL INN BODY & MOTOR of$5,191.59; and TOTAL WARRANT of $315,017.84. There was unanimous approval.
ROLL CALL VOTE: AYES - Williamson, Dolick, Rosenthal, Messer, Ludvigsen
NAYS - None
ABSENT – None
Motion carried 5 – 0

PUBLIC COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 9:00 PM, Alderman Messer moved to Adjourn; seconded by Alderman Dolick. There was unanimous approval.
VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0

Approved by the City Council of Prospect Heights on this the 24th day of September, 2018.

City Clerk Morgan-Adams

Mayor Nicholas J. Helmer

CITY OF PROSPECT HEIGHTS CORPORATE SEAL Incorporated A.D. 1976 ILLINOIS