



THE WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, OCTOBER 8, 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 City Administrator Wade said that Mayor Helmer was absent (having given prior notice), and asked the City Council to elect a Mayor Pro Tem.

Alderman Williamson moved to elect Alderman Rosenthal as Mayor Pro Tem; seconded by Alderman Messer.

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

Motion carried 4 – 0, one Present

ROLL CALL FOR QUORUM – At 6:40 PM, Alderman Rosenthal called to order the October 8, 2018 Regular City Council Workshop at 8 North Elmhurst Road, Prospect Heights, IL 60070.

City Clerk Morgan-Adams called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Treasurer Tibbits, City Clerk Morgan-Adams;

Aldermen – Williamson, Ludvigsen, Messer, Rosenthal, Dolick

ABSENT – Mayor Helmer (by previous notification)

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

PLEDGE OF ALLEGIANCE - Audience Participation led by resident Betty Cloud.

APPROVAL OF MINUTES

A. September 24, 2018 City Council Regular Meeting Minutes – Alderman Ludvigsen moved to approve the September 24, 2018 City Council Regular Meeting Minutes as presented; seconded by Alderman Dolick.

VOICE VOTE - All ayes, No nays

Motion carried 4 – 0, Mayor Pro Tem Rosenthal did not vote

PRESENTATION

A. Police Pension Fund Presentation – Police Pension Board Trustee Sal Palazzolo and Police Pension Board President Mike Smith passed out information regarding the police pension assets as provided by Wall Capital. The total current assets in the fund is about \$15,000,000; up from \$10,000,000 less than four years ago. By statute, 40% of the portfolio must remain in bonds. The rate of return of the portfolio is 6.75%. It was noted that the Fund is 65% funded, which matches up with Arlington Heights and Schaumburg.

The Police Pension Board meets every 3 months.

President Smith asked the City Council if they were interested in receiving portfolio updates each quarter. - **The direction of the Council is that the portfolio updates should be a one-page summary given to City Administrator Wade for him to disseminate to the Council.**

B. Tourism Board Presentation – Tourism Board Chairman Allgauer and Commissioner Hager did not have a presentation but had a Question and Answer Session with the Council.

- It was noted by Chairman Allgauer that submittals for grants included some extraneous information and fees, but only costs that were applicable to advertising were requested for grant reimbursement.

The Council responded that as the information could be FOIA'ed, it had to be made clear what was being reimbursed and how it was applicable. There had to be accountability because the present way of requesting grants was not easily understandable.

Chairman Allgauer said that under previous direction from the Finance Department there was more direction and request for detail; and packets submitted were between 50-60 pages. Chairman Allgauer stated that the hotels had become lax in their submittal paperwork but that the submittals grant requests were valid requests.

The Council requested paperwork that shows what the money is actually being used for; there needs to be an "interpretation" of what is being submitted for grant reimbursement. The Council is asking for more transparency and clarity.

Chairman Allgauer explained that many of the expenses are difficult to explain as they involve how hotels get to the top of a media page, such as Expedia.

Commissioner Hager said that submitting information is also tricky as the various hotels do not want to reveal their competitive strategies.

The Council asked that the Tourism District Board assist the Council and Finance Department in fixing the procedure to obtain the grant money; and that it is necessary for the procedure to become standardized and documented so that it is easily understood.

It was noted that for the December Meeting, a summary page would be issued to the Council; and that Assistant Finance Director Graefen and Tourism District Board Commissioner Schultheis will work with Commissioner Hager and

Chairman Allgauer to seek a standardized approach to the grant submittals by the December 7, 2018 Meeting

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS -

A. Proclamation Honoring Retiring Police Corporal Bill Suerth - City Clerk Morgan-Adams read the proclamation honoring Corporal Suerth for his years of service on the Prospect Heights Police Department

B. Re-appointment of Dee Munroe to the Water Committee – **Alderman Williamson moved to reappoint Dee Munroe to the Water Committee; seconded by Alderman Messer.**

VOICE VOTE - All ayes, No nays

Motion carried 4 – 0, Mayor Pro Tem Rosenthal did not vote

C. Re-appointment of Holly Allgauer to North Shore Convention and Visitors Bureau Board of Directors – It was noted that Holly Allgauer is the current chairman of the CVB, and that this will be her third term in the CVB.

Alderman Williamson moved to reappoint Holly Allgauer to the North Shore Convention and Visitors Bureau; seconded by Alderman Messer.

VOICE VOTE - All ayes, No nays

Motion carried 4 – 0, Mayor Pro Tem Rosenthal did not vote

PUBLIC CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Public Works Superintendent Roscoe – said that street repairs are underway. These repairs are being monitored by GeWalt Hamilton.

He noted that the Fall Color plantings are around the City.

The Superintendent discussed keeping the swales and sewers clear of leaves.

Director of Building and Development Peterson – Said that he was coordinating the demolition and rebuilding effort with River Trails every day. The demolition is set to begin this week. The redesign drawings have not yet been submitted. There is still hope that the fourth condo building might be salvaged.

City Clerk Morgan-Adams – Said that Prospect Heights residents can attend Open House Home Rule Meetings on October 24th at 6:30 PM at City Hall and on October 30th at 6:30 PM at the Gary Morava Center. She said that there would be arguments for and against Home Rule, explanation as to why the City Council approved that the Referendum be sent to a vote, and a Question and Answer session.

City Administrator Wade – Discussion of Levee 37 and the two outlet storm sewers for the drainage of Palatine Road owned by IDOT. They are below the base flood elevation. The City would like a map revision but the 2 storm sewers compromise the efforts. The repairs would cost \$750,00 - \$1 million. Letters are being prepared for the Mayor's signature to go to IDOT. There is cooperation between Prospect Heights, Wheeling, Mount Prospect, and the State of Illinois; and is managed by the Army Corps of Engineers. Information about this will be sent to Congresswoman Schakowsky, representative Carroll, and Senator Morrison. It will be an effort to have the state find one million dollars to enact the repairs.

Alderman Dolick – Ward 5 – thanked Public Works for the improvements in Ward 5, repairing the crosswalk and paint striping Old Willow.

Police Chief Steffen – said that the Police Test will be held on October 27th. There are 75 applicants; and of those, two will be hired.

Mayor Pro Tem Rosenthal – said that he felt he not only had a responsibility to do what was best in his Ward but the City. Issues he feels are important are;

- Management of flood control
- Correction in maintenance of sewer system
- Repairs to roads
- Need to work on a real atmosphere of transparency
- Need to use committees more and the expertise of residents
- He wants to model the police department in recruiting volunteers
- Need to be more active in reaching out to other entities such as the Park District

As per the above, he declared his candidacy for mayor in the April, 2019 election.

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. City Investments – Presentation and Discussion of Proposed City Investment Policy

Finance Director DuCharme – said that after discussion with the Treasurer, it was decided that there needed to be more input from the Treasurer. The Investment Policy will be reworked. The Mayor Pro tem also wanted to have a member of the Council giving input. **Alderman Ludvigsen accepted the request of the Council to be the representative to the Investment Policy revisions.**

B. Organization and Operation of City Council – Mayor Pro Tem Rosenthal requested that this topic be deferred until after the elections.

C. Home Rule Discussion – the dates for the Open House were already given by the City Clerk.

CONSENT AGENDA -

A. R-18-30 Staff Memo and Resolution to Repay Existing Loan from the General Fund Utilizing Tax Increment Financing Funds (Arena Property)

B. R-18-31 Resolution Authorizing an Operating Transfer from General Fund to Capital Projects Fund – this one requires a 2/3 vote

C. Request of Council Approval for the Prospect Heights Natural Resources Commission to Conduct a Prescribed Burn of the Prospect Heights Slough, Creek Court, Tully Park, 408 Hillcrest Drive, Saint Alphonsus wet prairie, and the Morava Nature Preserve, Scheduled for November 2018

D. R-18-32 Staff Memo and Resolution Approving Purchase of Two New Police Vehicles for Police Department through the Downstate State BidSuburban Purchasing Cooperative from Morrow Brothers Ford for \$58,420.00

E. R-18-37 Staff Memo and Resolution Authorizing Additional Street Resurfacing - **Alderman Ludvigsen moved for omnibus approval of R-18-30 Resolution to Repay Existing Loan from the General Fund Utilizing Tax Increment Financing Funds (Arena Property); R-18-31 Resolution Authorizing an Operating Transfer from General Fund to Capital Projects Fund; Approval for the Prospect Heights Natural Resources Commission to Conduct a Prescribed Burn of the Prospect Heights Slough, Creek Court, Tully Park, 408 Hillcrest Drive, Saint Alphonsus wet**

prairie, and the Morava Nature Preserve, Scheduled for November 2018; R-18-32 Resolution Approving Purchase of Two New Police Vehicles for Police Department through the Downstate State Bid Suburban Purchasing Cooperative from Morrow Brothers Ford for \$58,420.00; and R-18-37 Resolution Authorizing Additional Street Resurfacing; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 – 0

OLD BUSINESS - None

NEW BUSINESS

A. Requested Waiver of 1st Read O-18-33 Staff Memo and Ordinance Directing the Sale of Surplus Property – 1990 Beaver Creek flatbed trailer 14ft. – VIN#491051 and 2004 Ford Taurus – VIN#1FAFP53214G197733 (*1st Reading*) – Alderman Ludvigsen moved to waive first reading of O-18-33 Ordinance Directing the Sale of Surplus Property – 1990 Beaver Creek flatbed trailer 14ft. – VIN#491051 and 2004 Ford Taurus – VIN#1FAFP53214G197733; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 – 0

B. O-18-33 Staff Memo and Ordinance Directing the Sale of Surplus Property – 1990 Beaver Creek flatbed trailer 14ft. – VIN 491051 and 2004 Ford Taurus – VIN# 1FAFP53214G197733 (*2nd Reading*) – Alderman Dolick moved to approve O-18-33 Ordinance Directing the Sale of Surplus Property – 1990 Beaver Creek flatbed trailer 14ft. – VIN 491051 and 2004 Ford Taurus – VIN# 1FAFP53214G197733; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 – 0

C. O-18-34 Ordinance Amending Chapter 11, Section 8 of Title 1 Raising the Operating Reserve of the General Fund (*1st Reading*)

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$117,004.80
Motor Fuel Tax Fund	\$0.00

Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$68,688.75
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	\$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	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$4,592.78
Parking Fund	\$28.77
Sanitary Sewer Fund	\$3,305.00
Road/Building Bond Escrow	<u>\$858.00</u>
TOTAL	\$221,568.96
<u>Wire Payments</u>	
9/28/2018 PAYROLL POSTING	\$153,895.29
SEPTEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	\$17,875.03

TOTAL WARRANT

\$393,339.28

City Clerk Morgan-Adams read the warrants.

Alderman Dolick moved to approve the warrants as presented; seconded by Alderman Ludvigsen to include a TOTAL of \$221,568.96; 9/28/2018 Payroll Posting of \$153,895.29; September Illinois Municipal Retirement Fund of \$17,875.03; TOTAL WARRANT of \$393,339.28. There was unanimous approval.

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

Motion carried 5 – 0

PUBLIC COMMENTS (Non-agenda matters) None

EXECUTIVE SESSION - None

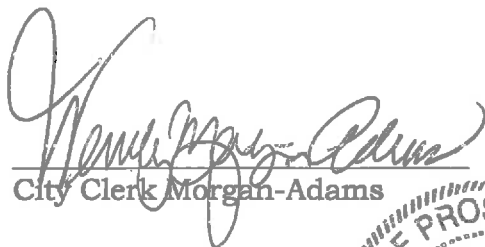
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 7:55 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 22nd day of October, 2018.


City Clerk Morgan-Adams


Mayor Nicholas J. Helmer

