



THE WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, NOVEMBER 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 Regular Workshop Meeting of the City Council of Prospect Heights at 8 North Elmhurst Road, Prospect Heights, IL 60070.

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

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

ABSENT – Alderman Dolick (by previous notification)

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

PLEDGE OF ALLEGIANCE - Audience Participation – led by Lions Club Member Shelby Mazursky

APPROVAL OF MINUTES

A.October 22, 2018 City Council Regular Meeting Minutes

B.Executive Session Minutes Review

C.August 27, 2018 Executive Session Meeting Minutes (but not for public release)

Alderman Williamson moved for omnibus approval of October 22, 2018 City Council Regular Meeting Minutes, Executive Session Minutes Review, and August 27, 2018 Executive Session Meeting Minutes (but not for public release); seconded by Alderman Messer.

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

Motion carried 4 – 0, one absent

PRESENTATION

Prospect Heights Lions Club gave Police Chief Al Steffen a check for \$6000 that was collected by the Lions Club at their charity golf outing to be used for the Prospect Heights Outreach Program.

A. Presentation by PMA Financial Network for Money Management of City Investments – Eric Stoltz, representative of PMA Money Management discussed the role of his company as a money manager for public sector entities only. They have 120 employees and are headquartered in Naperville. Their philosophy is the “prudent man rule” – thus limiting the discretion allowed in managing a client’s account to the types of investments that a prudent man would make. They have \$27 billion under administration; and they have a full trading desk.

They maximize investment income, and while paying attention to the operating dollars throughout the year. They invest with a plan.

They do not hold proprietary product, so they can buy any instrument at any time.

They have relationships with many banks and depositories – including a national database of banks.

The City is always quoted a net rate for the fees. They will have a dedicated advisor to the City.

It was noted that PMA will do the transactions for the City. PMA is not a holding company, only acting as an agent. It was noted that the City initiates the transaction. PMA will put the cash flow analysis together. There will be mutual discussion regarding investments.

There was discussion regarding the fee structure.

PMA’s other municipal clients in the Illinois include Elgin, Buffalo Grove, Geneva, Glen Ellyn, Park Districts and Libraries.

PMA will make certain that the City’s investment activities are collateralized through letters of credit and other designated collateral. He noted that all funds are always collateralized. He stated that one example would be splitting the blocks of funds between two banks so that all funds would be insured by the FDIC.

Eric Stoltz said that the two-year rate of return is 3% after fees.

He noted that PMA would be willing to include local banks as to bid. If the City did a trade with the local bank itself, there would be no fee charged from PMA.

He stated that Prospect Heights would be considered a mid-size client for PMA. – **No action was taken**

B. Audit Presentation by Anthony Michelotti of Eder, Casella & Co. – Anthony Michelotti said that the Opinion Letter was unqualified – indicating that the City had received the highest rating. He went through the audit with the Council, stating the General Fund has \$9.6 million in fund balance, of which \$2.4 million is unassigned (money that can be used for any purpose). The City has 3.25 months in reserve. Mr. Michelotti said that a “safe” reserve amount would be 6 months. If the City includes the money that it has assigned to other fund balances, it has a 6 month reserve. The only non-spendable money in the audit was prepaid expenses and arena-land property.

It was noted that there was no Management Letter given in this audit, because none was needed. It was another good sign for the financial health of the City. – **No action was taken.**

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

PUBLIC CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Public Works Superintendent – Said that 2018 roadwork is wrapping up.

The City is 12 days away from the holiday tree lighting at the Gary Morava Center on November 24th at 5 PM

Building and Development Director Peterson – McDonald's has received conditional occupancy for improvements. Landscaping will be finished in the Spring.

City Clerk Morgan-Adams – Discussed the Tree Lighting Ceremony on November 24th at 110 West Camp McDonald.

Alderman Rosenthal - "I have been having some conversations, I think it's largely due to due to the fact of my interest, early on in my term, with the Lake and with the Slough. Several of the neighbors in that area have contacted me and are concerned with what kind of input or if they will even have input as we move forward with the IGA for Willow Road and the surrounding areas. When I asked the specifically 'what do they want?', their response was 'they want to be allowed through either a committee or special task force to allow input to the discussion' before we go to a point where we are negotiating a contract. They want to have their input...they are not saying 'we want to decide for you, but we just want to make sure that we have our input.' And their concern is that they won't have that, so I'm bringing that to the Council, and I want it to be official in the record. I don't think I need to make a motion to make that happen. When I asked how they would want to see this committee or whatever they were talking about structured, they saw it as a very small committee that would have representation of no more than five people - Two being two aldermen, the third being the City Administrator, and the other two being representatives of the neighborhood for input. So, whatever the best way to handle this, if it's read into the record, and at the time we begin talking about the IGA we have that in place, that will be fine"

(57th Minute – 59th Minute of the Meeting, transcribed verbatim into the record, as per request of Alderman Rosenthal)

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. Staggered Elections – Alderman Williamson wanted to know the status; and asked what type of petition was needed. Alderman Ludvigsen asked since this only affected the City Council, could the petition be structured by the attorney? Attorney O'Driscoll said that he would research the extent to which the attorneys could structure the petition question. There was a question as to whether staggering elections would encourage more people to run for office or less.

The amount of signatures needs to be 10% of who voted for Mayor in the last election. Treasurer Tibbits asked how would non-aldermanic, elected positions run? The reply was that the Treasurer, Mayor and City Clerk run the same year.

There was a question regarding whether or not the statute could be altered so that similar wards could run on the same year. - **No action was taken**

B. Sanitary Sewer Delinquent Payments – Finance Director DuCharme noted that the City was owed \$60,000 from 200 properties. The City is looking for the correct leverage to entice delinquent residents to pay. Collections agencies cannot mark the credit of sanitary sewer bills.

There was discussion regarding adjudication; and the concerns that Attorney Kearney has with issuing P-tickets. There was also the issue that the City cannot shut off access to the sewers.

Delinquent letters marked POST DUE sent out, and there was a response. There was the suggestion by Staff to put a door hanger on the homes where the payments were delinquent.

Other suggestions included a buffalo box to shut off sewer service, listing scofflaws in the Newsletter, withholding building permits from those who do not pay.

The direction of the Council was to utilize collection agencies for 6 months and have legal counsel look into other sanctions.

Public Works Superintendent Roscoe said that if he were to receive the list of delinquent payers, Public Works will not assist them with services that they request.

C. City Investment Policy – Presentation given by PMA at the beginning of the meeting.

CONSENT AGENDA -

A. R-18-39 Staff Memo and Resolution Approving Additional Work for the Installation of Public Works Salt Dome Concrete Pad and Pavement Subbase Removal and Replacement for Three Cul-de-sacs Along Country Club Drive for a Total Cost of \$41,800 with Builders Paving.

B. R-18-40 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. (GHA) for Review of Sanitary Sewer Inspection Videotapes and the Creation of a Sanitary Sewer Capital Improvement Plan (CIP) for a Cost Not-to-exceed \$18,500

C. R-18-43 Resolution Amending the Purchase Agreement for 25-35 Piper Lane – **Alderman Messer moved for omnibus approval of R-18-39 Resolution Approving Additional Work for the Installation of Public Works Salt Dome Concrete Pad and Pavement Subbase Removal and Replacement for Three Cul-de-sacs Along Country Club Drive for a Total Cost of \$41,800 with Builders Paving; R-18-40 Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. (GHA) for Review of Sanitary Sewer Inspection Videotapes and the Creation of a Sanitary Sewer Capital Improvement Plan (CIP) for a Cost Not-to-exceed \$18,500; R-18-43 Resolution Amending the Purchase Agreement for 25-35 Piper Lane; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0, one absent

OLD BUSINESS

A. O-18-35 Staff Memo and Ordinance Approving a Special Use Permit for an Automobile Storage Facility at 1326 N. Rand Rd. in the City's B-3 Commercial, Wholesale and General Services District (*2nd Reading*) – **Alderman Ludvigsen moved to TABLE O-18-35 Ordinance Approving a Special Use Permit for an Automobile Storage Facility at 1326 N. Rand Rd. in the City's B-3 Commercial, Wholesale and General Services District until the November 26, 2018 City Council Meeting; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0, one absent

Aldermen wanted to wait until Alderman Dolick was at the Meeting before taking a vote.

NEW BUSINESS

A. R-18-41 Staff Memo and Resolution Authorizing PMA Financial Networks, Inc. and PMA Securities, Inc. to Provide Investment Services for the City of Prospect Heights **Alderman Ludvigsen moved to approve R-18-41 Resolution Authorizing PMA Financial Networks, Inc. and PMA Securities, Inc. to Provide Investment Services for the City of Prospect Heights; seconded by Alderman Rosenthal.**

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

Motion carried 4 – 0, one absent

B. R-18-42 Staff Memo and Resolution Authorizing and Establishing a City Investment Policy - **Alderman Messer moved to approve R-18-42 Resolution Authorizing and Establishing a City Investment Policy; seconded by Alderman Ludvigsen.**

Discussion followed regarding “subject to attorney approval” being added to the Resolution’s approval; and the wording as it applied to the Treasurer and the Finance Director. There was discussion whether the wording should include Treasurer “and” Finance Director needed to be involved in the investment process; Treasurer “or” Finance Director had to be involved on the investment process.

Motion was withdrawn.

Alderman Williamson moved to TABLE R-18-42 Resolution Authorizing and Establishing a City Investment Policy; seconded by Alderman Messer.

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

Motion carried 4 – 0, one absent

C. Estimate of Proposed 2018 Property Tax Levies – Finance Director DuCharme said that the Truth in Taxation estimate of tax levy total reduced by 2.5%. SSA's 1,2,3,4 are at zero.

Alderman Williamson moved to have the Finance Department draft tax levy ordinances for the next City Council Meeting; seconded by Alderman Messer.

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

Motion carried 4 – 0, one absent

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$226,035.58
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$1,028.46
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$29,410.14
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	\$36,960.25
Palatine Road Tax Increment Financing	\$0.00

Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$9,983.59
Parking Fund	\$40.40
Sanitary Sewer Fund	\$2,926.60
Road/Building Bond Escrow	<u>\$1,212.00</u>
TOTAL	\$307,597.02

Wire Payments

	\$161,304.44
10/26/2018 PAYROLL POSTING	
	\$134,089.20
11/9/2018 PAYROLL POSTING	
	\$1,406,018.75
US BANK DEBT SERVICE PAYMENTS	
	\$19,028.26
OCTOBER ILLINOIS MUNICIPAL RETIREMENT FUND	
	\$41,501.31
POLICE PENSION PAYMENTS	
	\$19,261.06
VEBA POLICE RETIREMENT HEALTH SAVINGS	
TOTAL WARRANT	<u>\$2,088,800.04</u>

Alderman Rosenthal moved to approve the warrants as presented; seconded by Alderman Williamson to include a TOTAL of \$307,597.02; 10/26/2018 PAYROLL POSTING of \$161,304.44; 11/9/2018 Payroll Posting of \$134,089.20; US Bank Debt Service Payments of \$1,46,018.75; October Illinois Municipal Retirement Fund of \$19,028.26; Police Pension Payments of \$41,501.31, VEBA Police Retirement Health Savings of \$19,261.06; and a TOTAL WARRANT of \$2,088,800.04.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent

PUBLIC COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 8:35 PM, Alderman Williamson moved to end Open Session and go into closed session to discuss Personnel Issues; seconded by Alderman Rosenthal.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent

Approved by the City Council of Prospect Heights on this the 26th Day of November, 2018



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

