



THE WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, FEBRUARY 11, 2019 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 February 11, 2019 Regular Workshop Meeting of the City Council of the City of Prospect Heights, IL 60070.

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

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

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

PLEDGE OF ALLEGIANCE - Audience Participation – Resident Kathleen Quinn

APPROVAL OF MINUTES

A. January 28, 2018 City Council Regular Meeting Minutes – Alderman Dolick moved to Approve the January 28, 2019 City Council Regular Meeting Minutes; seconded by Alderman Williamson.

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

Motion carried 4 – 0, one abstention

PRESENTATION

A. Chicago North Shore Convention & Visitors Bureau Presentation by City Representative John Styler – Representative Styler noted that there were 8 members

on the Board and 450 business members that meet every other month at a business location. He noted that he had been the one to suggest to the CEA that they join, and they have. He is currently soliciting the Korean Cultural Center. Holly Allgauer is the President of the North Shore Convention and Visitors Bureau.

Alderman Rosenthal noted that the annual contribution of the City to the CVB is \$55,620. He also noted that the current CVB website's link to the City of Prospect Heights displays a photo of a structure that is not located in Prospect Heights.

Representative Styler noted that the website has the same photos for many towns. There was feedback from the Council that the Prospect Heights page contained an advertisement and photo of a realtor; and that the information on the website was dated and difficult to navigate.

Alderman Rosenthal said that he did not think that the City was getting its money's worth.

Mayor Helmer replied that the City publishes its own newsletter that has advertisements from non-local businesses – **No action was taken.**

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Appointment of Nick Colombe to the Ad Hoc Willow Road Project Committee – **Alderman Williamson moved to Approve the appointment of Nick Colombe to the Ad Hoc Willow Road Project Committee; seconded by Alderman Messer. There was unanimous approval.**

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

Motion carried 5 – 0

Committee Member Colombe said that he sought to preserve the value of homes and the neighborhood that was affected by the lake.

PUBLIC CONCERNS AND COMMENTS (agenda matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS –

Chief Zawlocki – read an email from resident Peggy Grande commending Sgt. Yanke and Officer Smith for coming to her assistance when she had a flat tire in the frigid weather, and could not get roadside assistance.

- Noted that the Citizens Police Academy begins on April 8 for residents and employees of the City. It allows the participants to get involved with volunteering at the Police station, special events and around the Police Department.

Alderman Rosenthal – Ward 2 – Thanked the City Administrator and Assistant to the City Administrator Falcone regarding their research to determine if there was a connection between the Robocalls and the Reverse 9-1-1 calls.

City Clerk Morgan-Adams – thanked everyone who attended the Rotary Cub charity event on February 6, 2019.

Alderman Williamson – Ward 3 – said that the City was poorly represented by the CVB.

CVB representative Styler said that there were no members joining so few local businesses to promote. He noted that Evanston had the most members.

Mayor Helmer – wanted to know how the CVB could solicit more members, and stated that it was even difficult to get businesses to join the WPH Chamber.

CVB Representative Styler said that the cost to join was too high.

Alderman Rosenthal – Ward 2 – said that businesses had no perceived value in the CVB

Mayor Helmer – stated that the City would lose hotel money if it did not pay the \$50,000 for membership. The membership is required in order to receive occupancy money from the hotels.

It was noted that while there were several hundred total members in the WPH Chamber, only nine were from Prospect Heights.

Treasurer Tibbits – stated that if the City had Home Rule there would be more money in the Budget for Capital Improvements.

Assistant to the City Administrator Peter Falcone – said that there was a productive first meeting with Flood Brothers regarding transitioning the waste management services on July 1. It was noted that the City no longer gets money from recycling, and that there will be new guidelines implemented regarding what can be recycled. When unrecyclable items are put in the recycling bin, they will be stickered and will need to be put in the trash. Nothing with food or food stains will be allowed. Items will have to be cleaned and dried before being put in the recyclable bin. The rule of thumb that the Mayor suggested was “when in doubt, throw it out.” Information will be published in the City’s media.

Assistant to the City Administrator Falcone gave a report on the Reverse 9-1-1 review. The Reverse 9-1-1 allows for notification to residents for emergencies. Residents must sign up for the program. There is a pass-thru link from Prospect Heights to Everbridge. Everbridge is maintained by NW Central Dispatch; and only select members of the City have access to implement a Reverse 9-1-1 – Police Chief Zawlocki, Police Officer Deal, Assistant to the City Administrator Falcone. NW Central Dispatch is run by the local fire and police departments. The decision to send a Reverse 9-1-1 can only be authorized by the Mayor or the City Administrator. There is a log of emergency notifications. In the last three years, seven notifications have been sent.

Robocall on the sale of the property on Piper Lane – Everbridge shows no evidence that their system was breached and names and numbers used from their system for the robocall. The data of the Everbridge contacts does not match up with the names and numbers of those who received the robocall. It is believed that the robocall was based of phone numbers that were purchased.

It was noted that the City cannot implement its own features on to the system as it is used by first responders.

When asked whether or not anyone would be able to download the Everbridge calls; Assistant to the City Administrator Falcone said that once the information has been sent the City can run a notification report and can tell who was called and the outcome of that contact. The reports are confidential and protected by those qualified to have access to the information. The people who have access to the information are overseen by the people maintaining the data.

Alderman Rosenthal said that he would like to follow up regarding maintaining security.

Alderman Williamson said that Republic missed a recycling day due to the frigid weather. He said that the City was entitled to a credit. Assistant to the City Administrator Falcone said that the language in the contract did allow for a credit on missed days.

City Administrator Wade said that the City would request a credit.

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. FY2020 Budget Discussion -- Preliminary Capital Improvements Plan -- City Administrator Wade said that his greatest concern for the long term future of the City was capital investment in the City. Finance Director DuCharme said that \$1.1 million dollars that had been spent in 2018-19 in capital improvements was not sustainable. He noted that the five year capital plan for fiscal years 2020-2024, based upon the expenditures, would leave the City with a \$3.3 million deficit (however, he noted that the revenue of \$2.5 million dollars for the sale of the Piper Lane property had not been included). He said that the City needed to have a continuing source of revenue. Alderman Williamson noted that the City had done a good job paying off projects, and securing funding for the projects. He expressed interest in having goals that the City needed to strive to achieve rather than curtail projects. City Administrator Wade said that there would be departmental meetings and budget meetings planned. – **No action was taken**

CONSENT AGENDA -

A. R-19-02 Resolution Amending the Ad Hoc Willow Road Project Committee -- Alderman Messer moved to approve the R-19-02 Amending the Ad Hoc Willow Road project Committee; seconded by Alderman Ludvigsen. There was unanimous approval.

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

Motion carried 5- 0

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*) **Tabled from December 10th Workshop Meeting -- Joe Eberhardt requested in writing and to the Council that he wished to withdraw his Special Use request application -- **Request Withdrawn.****

NEW BUSINESS

A. *Requested Waiver of First Reading* O-19-01 - Staff Memo and Ordinance Approving an Amendment to Title 5, Chapters 2 and 7 related to Livery Service (*1st Reading*) -- Alderman Ludvigsen moved to waive the first reading of O-19-01 Approving an Amendment to Title 5, Chapters 2 and 7 related to Livery Service; seconded by Alderman Rosenthal. There was unanimous approval.

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

Motion carried 5 - 0

O-19-01 Staff Memo and Ordinance Approving an Amendment to Title 5, Chapters 2 and 7 related to Livery Service *(2nd Reading)* -- Alderman Ludvigsen moved to Approve **O-19-01 Approving an Amendment to Title 5, Chapters 2 and 7 related to Livery Service**; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 - 0

Requested Waiver of First Reading O-19-02 Staff and Memo Ordinance Special Use Permit for a Livery Service Facility -- 1326 N Rand Road, Arlington Heights, IL -- Way to Go Limousine *(1st Reading)* -- Alderman Rosenthal moved to waive the first reading of **O-19-02 Ordinance Special Use Permit for a Livery Service Facility -- 1326 N Rand Road, Arlington Heights, IL -- Way to Go Limousine**; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 - 0

O-19-02 Staff and Memo Ordinance Special Use Permit for a Livery Service Facility -- 1326 N Rand Road, Arlington Heights, IL -- Way to Go Limousine *(2nd Reading)* Alderman Messer moved to Approve **O-19-02 Ordinance Special Use Permit for a Livery Service Facility -- 1326 N Rand Road, Arlington Heights, IL -- Way to Go Limousine**; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 - 0

O-19-04 Memo and Ordinance Approving an Amendment to Title 5,7 related to Warehouse Use, Applicant Conor Commercial Real Estate *(1st Reading)* -- Mr. Quigley of Conor Commercial said that they had gone before the PZBA in January. Director of Building and Development Peterson said that Conor had addressed issues regarding traffic stacking, and that trucking traffic will go to the East on Piper.

Attorney Kearney said that the City could impose traffic controls on the roadway. It was noted that the reason the Ordinance calls for a warehouse is because the B-4 Special Use permits a warehouse -- only a warehouse or an office is allowed. -- **No action was taken.**

O-19-05 Memo and Ordinance Approving Preliminary Plat, Preliminary Engineering, Appearance Review and Granting Special Use permit for a 150,000 sq.ft commercial development, Applicant Conor Commercial Real Estate, 25-35 Piper Lane, Prospect Heights, IL 60070 *(1st Reading)* -- It was noted by the Director of Building and

Development Peterson that the site plan got a positive reaction from the residents of Quincy Park. – **No action was taken.**

O-19-03 Special Use Permit for a Private Truck Parking Lot, Applicant Stery Trucking, in the B-4 Office/Industrial District (1st Reading) – Robert Kirk, Stery Trucking architect, requested a waiver of first reading.

Alderman Rosenthal moved to waive the first reading of O-19-03 Special Use Permit for a Private Truck Parking Lot, Applicant Stery Trucking, in the B-4 Office/Industrial District; seconded by Alderman Dolick.

Discussion followed. It was noted by the Director of Building and Development that Stery Trucking had never gotten formal approval for the land that it is leasing from the CEA. It was noted by the Aldermen that this was the first time they were seeing this request. The current operation has been in place for four years, so it was questioned why there was a need to waive the first reading. There were also questions raised regarding the liability for the airport.

ROLL CALL VOTE: AYES – None

NAYS – Williamson, Rosenthal, Dolick, Messer, Ludvigsen

ABSENT – None

Motion failed 0 – 5

The First Reading Continued – Mr. Kirk stated that there was a request to have 55 parking spaces to regulation size. Alderman Ludvigsen noted that the aerial photo taken showed that there were 100 – plus trucks on the property currently.

Director of Building and Development noted that the site plan was for 55 leased spaces.

There was concerns regarding the ground surface. It was noted that there had been concrete dumps of five to six feet. The Aldermen wanted to make certain that the CEA would be told that they would need to make upgrades to their grounds. It was noted that Stery would pay for the parking lot improvements.

Mr. Kirk said that Stery would like a longer lease as they have already been there for more than three years without incident.

Aldermen asked the Fire District be asked what the appropriate amount of trucks should be in order for them to be able to have emergency access.

Aldermen were worried that in addition to the trucks, there was a great deal of construction equipment stored on the site.

Mr. Kirk noted that on the north and south ends of the location, landscaping would be installed. He also verified that no repairs would be done on the premises.

Alderman Dolick noted that all parks that are on the premises would be required to have vehicle stickers.

Mayor Helmer said that previous landscaping that had been agreed upon was never done. This was acknowledged by Mr. Kirk.

Alderman Messer asked for a new site plan that showed the amount of trucks that were leasing spaces.

Aldermen noted that in order to get a special use approval, improvements would need to be guaranteed. It was also stated that there were 100 trucks on the property, but only 45 vehicle stickers had been purchased. Attorney Kearney stated that all vehicles on the property needed to have stickers or the special use could be revoked.

Director of Building and Development Peterson said that the site plan had to show screening on all side of the property, except the vacancy to the east.

Alderman Williamson said that riding down palatine Road, the trucks were visible – large shrubs were required to screen the trucks.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$153,994.97
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,565.00
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$24.57
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	\$320.06
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	\$58,870.00
Palatine Road Tax Increment Financing	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$29,771.59
Parking Fund	\$674.88
Sanitary Sewer Fund	\$4,619.38

Road/Building Bond Escrow \$3,212.12

TOTAL \$254,052.57

Wire Payments

2/1/2019 PAYROLL POSTING \$155,291.71

JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND \$16,582.63

TOTAL WARRANT \$425,926.91

City Clerk Morgan-Adams read the warrants.

Alderman Messer moved to approve the Warrants as presented; seconded by Alderman Dolick including TOTAL of \$254,052.57; 2/1/2019 PAYROLL POSTING of \$155,291.71; JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND of \$16,582.63; and a TOTAL WARRANT of \$425,926.91. There was unanimous approval.

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

Motion carried 5 - 0

PUBLIC COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION - There was a request for executive session

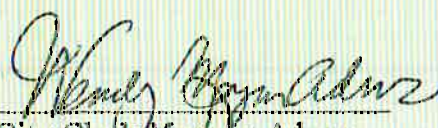
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT - At 8:45 PM, Alderman Rosenthal moved to adjourn open session and go into closed session to discuss the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on the 25th day of February, 2019.


City Clerk Morgan-Adams




Mayor Nicholas J. Helmer

