



THE WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, DECEMBER 9, 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, Deputy Clerk Schultheis called to order the December 9, 2019 Regular Prospect Heights Workshop City Council Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL FOR QUORUM – City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Mayor Helmer, Treasurer Tibbits (6:35 PM – 7 PM), City Clerk Prisiajniouk, Aldermen – Morgan-Adams, Dolick, Cameron, Ludvigsen, Quinn

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

PLEDGE OF ALLEGIANCE - Led by Audience Member – Fire Police Commissioner Jerry Meyer

APPROVAL OF MINUTES

November 25, 2019 REVISED Regular City Council Workshop Minutes – **Alderman Dolick moved to approve the Minutes as amended; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

AYES -	Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
NAYS -	None
ABSENT -	None

Motion carried 5 – 0

PRESENTATIONS

A.Presentation of Police Awards – Presented by Fire Police Commissioners Meyer and Fiorito, Police Chief Zawlocki, and Deputy Chief Porlier.

a. Officer of the Year - Pete Deol – Officer Pardeep “Pete” Deol was honored as the 2019 Prospect Heights Officer of the Year – the presentation was made by Police Chief Zawlocki and Deputy Chief Porlier

b. Community Service Awards presented to Police Officers

Cop on a Rooftop – Chief Zawlocki, Deputy Chief Porlier, Detective Caponigro, Officers – O'Connor, Garza, Deol, and Farina.

Community Day - Chief Zawlocki, Deputy Chief Porlier, Officers Thibeault, Blanco

Special Olympics Torch Run - Deputy Chief Porlier, Records Officer Martinez, Mendez; Community Liaison Batten, Detective - Lange, Officers –Derman, Thibeault, Garza, Savas

Government Day - Chief Zawlocki, Deputy Chief Porlier, Sgt. Pufundt, Officers – Zitkus, Ware, Gausselin, Sigsworth

Camp Duncan – Officers – Deol, Blanco, Savas; Social Worker - Casey

Fire Day Camp – Officers – Webber, Farina, Savas

Zoo Outing – Officers – Coglianese, O'Connor, Zitkus, Blanco

National Night Out - Chief Zawlocki, Detective - Lange, Deputy Chief Porlier; Officers –Thibeault, Bane, Blanco

Navy Pier – Officers – Deol, Farina, Savas; Social Worker – Casey

Coffee with a Cop - Chief Zawlocki, Deputy Chief Porlier

Laurie's Children's Hospital – Officer Coglianese

No Shave November – (\$2600 was collected) – Sgt. Pufundt, Records Officer – Martinez; Detective - Lange, Officers – Derman, Thibeault, Coglianese, O'Connor, Zitkus, Farina, Blanco, and Savas

Thanksgiving Food Drive – Records Officer – Bolger, Community Liaison Batten, Sgts – Duron, Caponigro, Deputy Chief Porlier, Detective – Lange, Social Worker - Casey; Officers – Derman, Thibeault, Coglianese, Simpson, O'Connor, Garza, Webber, Deol, Farina, Blanco, Savas

Girls Club – Community Liaison Batten, Officers – Garza, Zitkus

B.Presentation of Development Proposal - "Residences of Prospect Crossing Plaza," Rand Rd – Michael Pontarelli, project designer, discussed the 100-unit dwellings that are being considered at Prospect Crossing.

Kevin Lew

is – IT Consulting – said that the residential development will include parking under the building. He said that the main access road would be Rand Road, not Willow Road.

The architect, Matt Haylock said that the building would be five stories and would be an odd shape to minimize the length of the building. The parking would be indoor and outdoor. There would be a pedestrian entrance in the lobby, and two elevators. Trash would be stored inside the building until pick up. There are eight apartments slotted for the first floor, and 23 units on each other floor. The smallest units would be by the stairs and some units would have balconies. The top floor would be beige to mute the visual scale. The parapet is to be 60 feet high. The building would have stone trim throughout.

Alderman Cameron inquired as to how 100 units could be maintained by only 26 parking stalls? The response was that there are 108 total spaces in the developed area, but only 26 inside. Matt Haylock noted that there is a shared easement for residents to park. The cross sharing easement ratio is a 1.2 ratio.

Alderman Cameron asked about ingress/egress from Rand Road.

Mr. Lewis said that the address of the apartment building will be Rand Road, but it can be accessed from the shopping center, and can come out through Olive Street. If additional parking spaces were needed, the shopping center can be used. the shopping center has its peak usage during the day when residents would not be home, and the peak need of the residents to have parking would be at times when the shopping center has the least amount of usage.

It was also noted that Target Stores is "ok" with people driving on their site – there is already agreement in place, and has been in place.

Mr. Lewis stated that there are plans being developed for more signage and landscaping.

Alderman Ludvigsen said that he wants more of a grand entrance to the location because it looks like a shopping center. He said that he would like to deter traffic from Willow. The most heavily used section of the shopping center is the north section.

Mr. Lewis said that they were looking to preserve the ability to circulate traffic. He said that traffic would be limited but not eliminated.

Alderman Ludvigsen was concerned about people using Willow if they lived on the east side of the building.

Director Peterson said that all the plans needed to go to the PZBA to determine what would be permitted.

Mr. Lewis also noted that there were going to be some one-bedroom units, which might limit the number of cars. The expectation was less than 200 cars.

Aldermen liked the building face and the bricks.

Mr. Pontarelli said that the building would be designed to be soundproof, fireproof, and have concrete blocks between units. He noted that security was important.

Mr. Lewis said that lines were being constructed for water. He said that there was no municipal water supply.

It was noted that there might be a water tower in the future.

It was suggested by the Council that they might like less density and more parking spaces.

Alderman Morgan-Adams was concerned about the elevation. She would like to see three or four floors not five. She also noted possible ingress/egress issues.

Alderman Quinn – asked about handicap accessibility.

Mr. Haylock replied that the entire building was handicap-friendly. The demographic being targeted is older/downsizing.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A.Reappointment of William Kearns as Trustee for the Police Pension Board

B.Appoint Kamran Gaba from the Ramada Inn as the new Tourism District Board member – This Seat Has Been Vacant Since County Inn and Suites Dissolved – Alderman Ludvigsen moved for omnibus approval of Reappointment of William Kearns as Trustee for the Police Pension Board and Appointment of Kamran Gaba from the Ramada Inn as the new Tourism District Board member – This Seat Has Been Vacant Since County Inn and Suites Dissolved; seconded by Alderman Dolick. There was unanimous approval.

ROLL CALL VOTE:	AYES -	Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
	NAYS -	None
	ABSENT -	None

Motion carried 5 – 0

PUBLIC COMMENT (Agenda Matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Director of Public Works Roscoe – Said that the City is in full winter mode.

Superintendent Angelaccio of District 23 was in the audience and praised the Public Works Department for sign maintenance. Despite the fact that the signage was the County's responsibility, the City fixed it.

Director of Building and Development Peterson said that the aprons were in for ¾ of the parking lots on Piper – under Conor development. He added that the asphalt plants are closed for the winter. So, there will not be access to the road until Spring.

Alderman Ludvigsen – Asked for an update on the Redevelopment Committee. He added that he would like to see the updates sent to the Council; especially if there are any plans or renderings. He stated that any cannabis dispensary updates or interest should be sent to the Council.

Mayor Helmer said that the Redevelopment Committee would be meeting to discuss Deli-4-You, Prospect Crossing Apartment Building Project and Norm Solhkhah's development plans at the Train Station for 40-unit rental. The City will be getting a first look at the plans tomorrow.

City Clerk Prisiajniouk said that she attended her first Greater Wheeling Chamber Meeting, and noted their effort to help children reconnect with libraries.

City Administrator Wade noted that the City Engineer made storm water calculations regarding the impact of the Willow Road project. There will be a Willow Road Committee Meeting in the near future with the hope to have this to the Council by January, 2020.

Mayor Helmer discussed the meeting at the CEA holiday party. He noted that one of the issues that was brought to Wheeling was going to be discussed in the Public Comments – Non Agenda Matters.

Alderman Morgan-Adams commented on the success of the Chicago Executive Airport Holiday Party.

-She said that she would like to have the Council apprised of everyone that is looking to open a cannabis dispensary before it even goes to the PZBA.

Alderman Quinn – Congratulated the Staff and especially Assistant City Administrator Falcone on the work that had been done to secure the census grant.

Alderman Cameron – mentioned that she had attended the holiday party at the Chicago Executive Airport.

Police Chief Zawlocki told the Council that he will be in Springfield on December 19 to see Officer Sigsworth graduate from the Police Academy.

9. CONSENT AGENDA –

A.O-19-35 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Police Pension Fund (**Second Reading**)

B.O-19-36 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number One (**Second Reading**)

C.O-19-37 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Two (**Second Reading**)

D.O-19-38 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Three (**Second Reading**)

E.O-19-39 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Four (**Second Reading**)

F.O-19-40 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Five (**Second Reading**)

G.O-19-41 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Eight (**Second Reading**)

H.R-19-54 Staff Memo and Resolution Approving the Declaration of Trust of the Illinois Trust (Formerly Known as the Illinois Institutional Investors Trust) and Authorizing the Execution Thereof, and Authorizing Certain Officials to Act on Behalf of the City of Prospect Heights

To comply with statutory requirements, City Administrator Wade read all of the levies.

Alderman Dolick moved for omnibus approval of O-19-35 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Police Pension Fund; O-19-36 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number One; O-19-37 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Two; O-19-38 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Three; O-19-39 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Four; O-19-40 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Five; O-19-41 An Ordinance for the Levy and Assessment of 2019 Taxes for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020 in and for the City of Prospect Heights Special Service Area Number Eight; R-19-54 Staff Memo and Resolution Approving the Declaration of Trust of the Illinois Trust (Formerly Known as the Illinois Institutional Investors Trust) and Authorizing the Execution Thereof, and Authorizing Certain Officials to Act on Behalf of the City of Prospect Heights; seconded by Alderman Quinn.

Discussion followed – Alderman Morgan-Adams asked if the consolidation of the pension finds affected the tax levy?

Finance Director DuCharme replied that it had no effect. He said that the City would continue to levy on an annual basis. The main reason for the consolidation of the pension fund is for investment purposes. The annual levy is based on the City's actuarial information.

Alderman Ludvigsen added that the City does not levy the entire amount.

There was unanimous approval.

ROLL CALL VOTE:	AYES -	Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
	NAYS -	None
	ABSENT -	None

Motion carried 5 – 0

OLD BUSINESS

A.O-19-42 An Ordinance Amending Chapter 1 (Title, Intent and Purpose), Chapter 3 (General Provisions), Chapter 7 (Business Districts) of Title 5 (Zoning) of the City Code Pertaining to Adult-use Cannabis (*Second Reading*) – Alderman Dolick moved to Approve O-19-42 An Ordinance Amending Chapter 1 (Title, Intent and Purpose), Chapter 3 (General Provisions), Chapter 7 (Business Districts) of Title 5 (Zoning) of the City Code Pertaining to Adult-use Cannabis; seconded by Alderman Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE:	AYES -	Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
	NAYS -	None
	ABSENT -	None

Motion carried 5 – 0

NEW BUSINESS

A.R-19-55 Resolution of Inducement Pertaining to the Acquisition and Redevelopment of Land for a Residential Development in Conjunction with the Establishment of a Tax Increment Financing District in the City of Prospect Heights, Cook County, Illinois – It was noted by City Administrator Wade that this was not this was not for approval of a TIF but only to move to the next stage of review.

*Exhibit A to be included in the final Resolution – to be sent by Attorney Kearney.

Alderman Dolick moved to Approve R-19-55 Resolution of Inducement Pertaining to the Acquisition and Redevelopment of Land for a Residential Development in Conjunction with the Establishment of a Tax Increment Financing District in the City of Prospect Heights, Cook County, Illinois as presented; seconded by Alderman Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE: AYES - Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
 NAYS - None
 ABSENT - None

Motion carried 5 – 0

Alderman Morgan-Adams moved to direct Lexington Homes to undergo additional study of the neighborhood; seconded by Alderman Quinn. There was unanimous approval.

ROLL CALL VOTE: AYES - Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
 NAYS - None
 ABSENT - None

Motion carried 5 – 0

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A.Liquor License Code Review – The Mayor said that he was not in favor of changing the liquor code. He suggested that the topic be deferred until January.

B.2020 Census – Assistant City Administrator Falcone said that the City had secured a grant for \$21,800 to promote the Census. He added that the target area is the east side – Wards 1 and 5. The City is planning to use the money to sponsor a block party to encourage people in those wards to take part in the census. Raffles will be included to encourage participation.

City Administrator Wade said that the area is one of our most populated but only had 70% participation.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$138,800.27
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$8,226.42
Tourism District	\$55,649.90
Development Fund	\$0.00

Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$32,411.77
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	\$900.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$110,366.31
Palatine Road Tax Increment Financing District	\$549.90
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$28,225.87
Parking Fund	\$105.17
Sanitary Sewer Fund	\$4,959.22
<u>Road/Building Bond Escrow</u>	<u>\$257.62</u>
TOTAL	\$380,452.45
<u>Wire Payments</u>	
12/06/2019 PAYROLL POSTING	\$157,335.36
NOVEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	\$19,778.80
BANK OF AMERICA DEBT SERVICE WIRE	\$167,848.88
U.S. BANK #1493287 DEBT SERVICE PAYMENT	\$1,247,072.50
U.S. BANK #1493308 DEBT SERVICE PAYMENT	<u>\$177,745.00</u>

TOTAL WARRANT

\$2,150,232.99

City Clerk Prisiajniouk read the warrants.

Alderman Dolick moved to Approve the Warrants as presented; seconded by Alderman Ludvigsen to include a TOTAL of \$380,452.45; 12/06/2019 PAYROLL POSTING of \$157,335.36; NOVEMBER ILLINOIS MUNICIPAL RETIREMENT FUND of \$19,778.80; BANK OF AMERICA DEBT SERVICE WIRE of \$167,848.88; U.S. BANK #1493287 DEBT SERVICE PAYMENT of \$1,247,072.50; U.S. BANK #1493308 DEBT SERVICE PAYMENT of \$177,745.00; and a TOTAL WARRANT of \$2,150,232.99.

Alderman Ludvigsen asked if Azavar was still billing for audits? Finance Director DuCharme said that there is still work going on now. They have been providing the City with monthly updates.

Alderman Ludvigsen questioned one of the checks says *Des Plaines Chamber* but probably should read *Des Plaines Material*. Finance Director DuCharme was aware of the error, and said that it would be addressed. Finance Director DuCharme said that in the future the Finance Department would supply the Council with specific bond issues related to the debt service payments.

Alderman Ludvigsen would like the up-to-date budget for the Tourism District Board before each quarterly meeting. It should be a one-sheet budget that should be part of the Agenda.

Alderman Quinn asked about the \$300 that was listed as a Chamber expense for the State of the City. Was that for the event or for membership? Building and Development Director Peterson said that the 2019 dues were paid – that is the \$300.

There was unanimous approval.

ROLL CALL VOTE:	AYES -	Ludvigsen, Morgan-Adams, Dolick, Quinn, Cameron
	NAYS -	None
	ABSENT -	None

Motion carried 5 – 0

PUBLIC COMMENT (Non-Agenda Matters) – Robert Mark – Representing Chicago executive Airport Pilots Association – concerning the Airport Master Plan. Said that he is the Treasurer of CEPA. CEPA represents 2/3 of the pilots at the airport. Discussed the Master Plan idea of closing Runway 624. CEPA believes that it is a bad idea. It was noted that the Airport tried to close that runway in 2007. Both Wheeling and Prospect heights said “no” based on safety concerns. He noted that when the winds are blowing from west/southwest, other runways cannot handle it. If this runway is closed the CEA will be the only airport within 100 miles that does not have a runway pointed to the west/southwest for the winds. This represents a risk to pilots. This closure will not meet the FAA’s guidelines.

The Airport has said that it must close the runway to make room for more development, but there are a dozen other parcels on the airport that can be developed without closing the runway.

Regarding the claim that there is a safety issue near one of the runway intersections - he noted that it was an issue but that closing the runway was not the only way to solve that problem.

He said that CEPA would like some dialogue in this discussion.

He noted that there are other runways that are not used much either – like 1230, and the airport just spent a great deal of money resurfacing it.

He said that the “real reason” the CEA wants to close the runway is because the FAA will not pay them the upkeep on it. He said that the CEA did not want to fund the upkeep but was paying \$2 million for a Customs Building – that was a breakeven process.

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

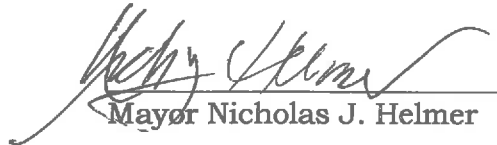
ADJOURNMENT – At 8:20 PM; Alderman Ludvigsen moved to Adjourn; seconded by Alderman Dolick. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 – 0

Approved by the Prospect Heights City Council on this the 13th day of January, 2020.


City Clerk Prisiajniouk


Mayor Nicholas J. Helmer

