



CITY COUNCIL WORKSHOP MEETING

Minutes

July 14, 2014

6:30 P.M.

City Hall

Prospect Heights, IL 60070

CALL TO ORDER – At 6:30 P.M., Mayor Helmer called to order the City Council Special Meeting at 8 North Elmhurst Road, Prospect Heights, Illinois 60070.

ROLL CALL - Present: Mayor Helmer, Treasurer Tibbits
Aldermen- Styler, Higgins, Ludvigsen, Mendez, Williamson
Absent - City Clerk Adamson. City Clerk Adamson had advised the Council beforehand that she would be unable to attend the Workshop Council Meeting. Deputy Clerk Schultheis Acting Clerk for the Meeting.

A quorum was present. Also present: Police Chief Dunne, City Attorney Zimmermann, Deputy Clerk Schultheis, Acting Assistant to the City Administrator Deol, Interim City Administrator Balling, Director of Building and Zoning Skiber, Finance Director Hannon, and Assistant Director of Building and Director of Public Works Cutaia.

CLOSED SESSION

At 6:32 PM, Alderman Higgins moved to go into Closed Session to discuss Probable Litigation and Personnel; seconded by Alderman Williamson. Motion carried unanimously.

ROLL CALL AYES - Williamson, Higgins, Mendez, Styler, Ludvigsen
 NAYS – None

Motion carried 5 – 0.

At 7:05 P.M., Roll Call was taken to go back into Open Session.

Present: Mayor Helmer, Treasurer Tibbits

Aldermen- Styler, Higgins, Ludvigsen, Mendez, Williamson

A quorum was present.

STAFF AND ELECTED OFFICIALS REPORTS

Interim Administrator Balling –

- In the process of an operational assessment of the City.
- Recruitment status – expanding pool of candidates for positions.
- Administrative Intern has been hired from the University of Chicago for the summer. He is a graduate student from China.
- Tourism District Meetings – enhancements for Phase I
- Public Meeting for the Comprehensive Plan will be at the July 24, 2014 PZBA Meeting.

Finance Director Hannon- The City is \$574,000 ahead of last year. The City is expected to be at budget. The City is collecting \$130,000 for airport sharing at the end of July. The City is seeing a higher percentage of sales tax revenue than last year, and Ultra has been a positive impact on that number.

Director, Building and Zoning Skiber –

- Thanked the City for being the co-parade Marshal with Roy Woodruff.
- Levee 37 – watching schedule for the contractor for excavating for the levee. Completion expected this December.
- Sod placement – final phase of 2013 road program
- Eight new single-family homes this season, which is the most in ten years.
- Assessing issuing temporary signs. There is a lot more temporary signage than expected.

Assistant Director of Building and Director of Public Works Cutaia –

- Streets are being surveyed for the crack sealing program.
- The 2014 sidewalk program beginning any day.
- City Hall seeping situation – the City has received a few quotes. Quotes will be reviewed and tiles will be installed in a month.
- PW addition plans are nearing completion and will be sent to a consultant for review.
- Carport designing will begin after that.
- An RFQ was sent out for ponding areas. Very few quotes were received.
- Staff will be sending out a letter from Metropolitan Water Reclamation District reminding residents that they are responsible for maintaining clear waterways in their area to keep debris from getting into the waterways.

Acting Assistant to the City Administrator Deol – “Cruise Night” – Seeking direction from the Council for an outdoor event for a night of music, food and family fun at the HOME Bar. The attraction would include classic cars – August 28, 2014 and would run from 5 PM until 10 PM. The Direction was to move forward and to try to cut the costs with sponsorship. City Attorney Zimmermann said that he would like a resolution approving this event.

Police Chief Dunne –

- Police Administrative Assistant Deol and Chief Dunne took the vintage 1990 Police Squad Car to the Special Olympics fundraiser event in Long Grove, IL on July 27, 2014.
- Good Shepherd Lutheran Rummage sale - were assisted by Police volunteers.
- There was an Outreach program at the Brookfield Zoo – sponsored by the Police Department, the Lions Club, the City, Village Bank, and Rotary. About 50 children attended. Volunteers included Alderman Higgins.
- Preliminary hiring of list for Police and Fire Department.

Deputy Clerk Schultheis-

- Discussed the Fourth of July parade and thanked the volunteers and the participants.
- Discussion of a classic car event at the French Market on July 30, 2014

Alderman Ludvigsen – discussed when the levee would be completed, and whether or not protection was in place currently.

Alderman Williamson – thanked the Staff and volunteers for Fourth of July parade event, and said that it was a success.

Alderman Higgins – Discussed the Outreach Program and how well it went. Volunteers walked over seven miles.

Alderman Mendez –

- Does not like the set up of the dais for the workshop.

Alderman Styler – discussed the teamwork aspect of the City Administration and Staff.

Mayor Helmer –

- Mayor Helmer thanked Paul Fries, Sr, and the group that sponsored the Fourth of July flyover.

- Possible \$100,000 from the State of Illinois, because of garage addition grant that was applied for 5-6 years ago. There was also another \$140,000 in grants that Finance Director Hannon secured for roads. He also thanked the state and county representatives that have been showing their support for the City.

ADOPTION F CONSENT AGENDA

- A.** Approval of a Resolution Authorizing Settlement of certain claims regarding the 2011 Road Project.
- B.** Resolution Appointing Interim City Administrator William Balling as First Alternate Delegate to the Northwest Municipal Conference (NWMC).
- C.** Resolution Appointing Interim City Administrator William Balling as First Alternate Director to the Solid Waste Agency of Northern Cook County (SWANCC)
- D.** Resolution Appointing Finance Director Stephanie Hannon as Authorized Agent of the Illinois Municipal Retirement Fund (IMRF)
- E.** Approve Quote from Currie Motors Fleet to purchase 2015 Ford Utility Police Interceptor All Wheel Drive Vehicle units not to exceed \$26,192.00 (Chief Dunne)
- F.** Approve REMPE-SHARPE quote to inspect three bridges in the amount of \$2,300.00 (Public Works Director Steve Cutaia)
- G.** Approve Landscape Concept Management quote to remove and trim large trees in the amount of \$37,594.00. (Public Works Director Steve Cutaia)

Alderman Styler moved for omnibus approval of Items A, D,E, F, G; seconded by Alderman Higgins. Motion carried unanimously.

ROLL CALL AYES - Williamson, Higgins, Mendez, Styler, Ludvigsen
 NAYS – None

Motion carried 5 – 0.

Alderman Ludvigsen moved to Approve Item B; seconded by Alderman Williamson.

Discussion regarding hours. It was noted by the Mayor that Interim City Administrator Balling would not be the primary representative, and that the billing of Mr. Balling was capped at 20 hours per week even if he exceeded that time in his efforts within the capacity of his position.

ROLL CALL AYES - Williamson, Higgins, Styler, Ludvigsen
 NAYS – Mendez

Motion carried 4 – 1

Alderman Williamson moved to Approve Item C; seconded by Alderman Higgins.

Discussion followed.

ROLL CALL AYES - Williamson, Higgins, Styler, Ludvigsen
 NAYS – Mendez

Motion carried 4 – 1

SCHEDULED BUSINESS

H. Briefing and Request for City participation in the Chicago Wilderness Green Infrastructure Plan mapping project. (Natural Resource Commission) –

Edward Madden of 611 N Elmhurst Road of the Natural Resource Commission discussed the ComEd Green Regions Grant. He said that they are working on a bike path and herbicide on the Slough. There will be site preparations for the bike path in the Fall and Slough restoration has been started. Next phase of the herbicide is in October. Volunteers are being recognized.

A Nature Stewards Program has begun for the volunteers and the Commission.

Kerry Spiegelhalter said that they would like the City to participate in mapping the Des Plaines River watershed. She is looking for GIS application. It was noted that the City might

have some vacant land gaps in its GIS information. It was estimated that \$3,000 - \$5,000 would be needed for the mapping. The direction of the Board was to continue to pursue the GIS application.

It was discussed that Agnes Wojnarski was working with Public Works on tree replacement. Buckthorn is being removed and areas where buckthorn was a visual screen, there is hope that native wildlife can be used to replace the buckthorn. It was noted by the Building Director Skiber that buckthorn is illegal in the City Code.

I. City request to COMCAST to assess and collect PEG fee. (Treasurer Tibbits) – Treasurer Tibbits said that it was unfair that some residents pay the PEG fee, but not COMCAST users. The Mayor said that City Attorney Zimmermann put together agreement.

APPROVAL OF EXPENDITURES

J. Approval of Warrants

General Fund	\$136,690.90
MFT Fund	\$521.00
Palatine/Milwaukee TIF	\$13,009.21
Tourism District	\$62,767.90
Development Fund	\$804.46
DEA Fund	\$115.53
Solid Waste Fund	\$68,241.98
SS Area #1	\$0.00
SS Area #2	\$0.00
SS Area #3	\$0.00
SS Area #4	\$0.00
SS Area #5	\$123.26
SS Area #8 – Levee Wall #37	\$322.87
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$1,612.78
Road Construction Debt	\$450.00
Water Fund	\$25,899.58
Parking Fund	\$2,013.71
Road/Building Bond Escrow	\$1,500.00
TOTAL Expenditures	\$314,073.18
6/27/14 payroll	\$124,616.93
June 2014 IMRF	\$18,162.33
TOTAL	\$456,852.44

Deputy Clerk Schultheis read out the expenditure totals.

Alderman Higgins moved to approve as presented; seconded by Alderman Williamson for a TOTAL expenditures in the amount of \$314,073.18 and 6/27/14 Payroll in the Amount of \$124,616.93 and June 2014 IMRF of \$18,162.33. The TOTAL amount was \$456,852.44. The motion was approved unanimously.

ROLL CALL AYES - Williamson, Higgins, Mendez, Styler, Ludvigsen
 NAYS – None

Motion carried 5 – 0.

COMMITTEE APPOINTMENTS

K. Appointment of Administrative Assistant/Deputy Clerk Karen Schultheis as City Representative to the Tourism Board.

Alderman Higgins moved to Approve Item K; seconded by Alderman Ludvigsen. The motion carried unanimously.

ROLL CALL AYES - Williamson, Higgins, Mendez, Styler, Ludvigsen
 NAYS – None

Motion carried 5 – 0.

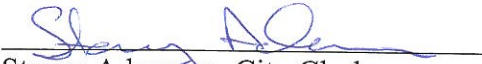
ADJOURNMENT

At 7:59 PM, Alderman Styler moved to Adjourn; seconded by Williamson.

VOICE VOTE All ayes, no nays.

Motion carried 5 - 0

Approved by the Prospect Heights City Council on this day, the 28th of July, 2014.


Stacey Adamson, City Clerk


Nicholas J. Helmer, Mayor

