



**CITY COUNCIL SPECIAL MEETING
MINUTES**

September 23, 2014

6:30 p.m.

City Hall

Prospect Heights, IL 60070

CALL TO ORDER

At 6:31 P.M., Mayor Helmer called to order the City Council Regular Workshop Meeting at 8 North Elmhurst Road, Prospect Heights, Illinois 60070.

ROLL CALL

Present: Mayor Helmer, Treasurer Tibbits

Aldermen- Styler, Ludvigsen, Mendez, Williamson

Absent – City Clerk Adamson, Alderman Higgins

A quorum was present.

Also present: Police Chief Dunne, City Attorney Yehl, Deputy Clerk Schultheis, Assistant to the City Administrator Kalina, Interim City Administrator Balling, Director of Building and Zoning Skiber, Director of Public Works Cutaia.

PLEDGE OF ALLEGIANCE – Treasurer Tibbits

INVOCATION – Reverend Thomas Kim of the Korean Central United Methodist Church

Reverend Kim read a letter that he had written to the Mayor to thank the City for its efforts after the September 5th storm and show appreciation for the community clean up. The Mayor also thanked Staff, Public Works and the Police Department.

CLOSED SESSION - None.

RESIDENTS COMMENTS (Agenda Matters) - None

STAFF AND ELECTED OFFICIALS REPORTS

Interim City Administrator Balling:

- Has asked the Staff to participate in setting the goals for the upcoming year.

Department Directors

Public Works Director Cutaia:

- Discussed the clean-up effort. Noted that there were 16 trucks of debris hauled away every day – 144 trucks total thus far. Public Works crew worked overtime, and additional haulers were part of the clean-up.
- Carport bidding will be October 3rd.
- The PZBA Meeting of September 25, 2014 would include the need for an Ordinance for the Carport for the Police Department.
- The four major drainage areas were nearing completion. Street patching is completed and the sidewalk program is near completion.

Building and Zoning Director Skiber:

- The Chicago Executive Airport EMAS project is 50% completed.
- The filling of the Levee 37 gap is behind schedule due to inclement weather.
- The PZBA will be meeting to discuss the three-story, 101 unit Assisted Living facility.

Police Chief Dunne:

- Discussed lockdown drills, safety presentations, Training for Autism Awareness
- Officers are trained to dispense drugs for heroin overdose.
- Traffic hotspots were discussed.

Treasurers Report:

- Interim City Administrator Balling asked the Council if there were any questions on the Treasurers Report submitted by Finance Director Hannon. There were no questions.

Aldermen:

Alderman Mendez

- Queried Staff as to when the search for a new City Administrator would begin. Interim City Administrator Balling said that the Staff was creating a profile for the position in October. It was expected that there would be a recruitment brochure before Thanksgiving.
- Discussion of Sanders and Willow Construction.
- SSA #5 clean up needed. He requested that storm sewers be checked for cleanliness.

Alderman Williamson

- Said that traffic studies were being done at the request of residents.
- He wanted to know the status of the gate at Sand Pebble Creek. Interim City Administrator Balling said that the gate is owned by Prospect Heights and that the issue was brought to the attention of the Village Manager of Wheeling. The recommendation of the City of Prospect Heights would be to only use the gate for Emergency Vehicles.
- Pedestrian Bridge over Palatine Road at Schoenbeck. The concept would be a bridge that would connect the town – to be added to the workshop agenda.

Mayor Helmer:

- Topics of items that need to be done – Aldermen would become leaders in each of these projects.

ADOPTION OF CONSENT AGENDA –

- Approval of the Regular Meeting Minutes of August 25, 2014
- Approval of City Council Regular Workshop Minutes of September 8, 2014
- Approval of the Resolution for Public Works to sell 1997 Cronkite and 1989 Homemade Trailer
- Approval for the PW to purchase 12 vehicle radios from Alpha Prime Communications
- Approval of Resolution regarding the Ad Hoc Natural Resources Commission and consenting to certain appointments to the Commission.

Alderman Mendez asked that Item D be removed from the Consent Agenda.

Alderman Styler moved for omnibus Approval of Items A, B, C, and E; seconded by Alderman Mendez. There was unanimous approval.

There was clarification from on Item C. City Attorney Yehl said that Approval of Item C would be for direction to Counsel to create an Ordinance. There would be no Resolution.

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

Motion carried 4 – 0.

Item D – There was discussion as to the need for the radios. The radios would be permanently mounted into the vehicles. The reception would be better and longer range. There is a two year parts and labor warranty, and the quote is below budget.

Alderman Mendez moved to Approve Item D; seconded by Alderman Styler. There was unanimous approval.

ROLL CALL AYES – Mendez, Ludvigsen, Williamson, Styler

NAYS – None
ABSENT – Higgins

Motion carried 4 – 0.

NEW BUSINESS

F. Report on the Electronic Recycling - Management Analyst Kim Trausch (Discussion)
Management Analyst Kim Trausch noted that in the past, electronic waste recycling was free but that the City would receive rebates, but that due to the current state of the program, recycling would now be provided for a fee. The one quote that the City did get for e-recycling at PW was for \$5000 per year. There were also other issues including residents dropping off items that were not e-waste. The question was – should the City continue this program or should residents bring their e-waste 3.5 miles away to the Glenview Transfer Station on River Road.

Aldermen discussed how the e-waste was being abused as a dumping ground for other material. Aldermen also wanted to ask Republic if they had any solutions, because residents were going to throw out their electronics anyway. It was also noted that there is a demand for it. It was suggested that a quarterly drop off be set up by the Public Works Department. Aldermen suggested that the City discontinue the service with our provider, and that the City modify based upon the demand.

G. Recycling Program Contract (waiver of 1st reading) – **ELIMINATED.**

H. Resolution to rescind Ordinance O-10-19 Restricted Parking Zone on Marberry Drive –
Interim City Administrator Balling discussed rescinding the Ordinance provision that does not allow the business Deli-4-U to allow its own employees to park by the building. Aldermen noted that the house is for sale east of the lot. That might be a good purchase for the mall owner for parking. There was a question as to how this would affect the Post Office. The Direction is to consult the Post Office first. - **TABLED**

I. Approval to proceed with recommended maintenance (2014-2015 Budget) for the three
Non-regulated bridges – Public Works Director Cutaia said that there were three bridges that were not inspected because the State did not require it. Public Works inspected the bridges with approved funds from the City, and the bridges are in good condition. But, safety guard rails were needed. For next Budget year, it was suggested that guard rails would be needed and some minor repair. The City is also looking for grants.
Aldermen said that the City does get some funding for the Bridges, because there is a road and bridge tax.

APPROVAL OF EXPENDITURES

J. Approval of Warrants

General Fund	\$221,087.17
MFT Fund	\$0.00
Palatine/Milwaukee TIF	\$7,772.85
Tourism District	\$114,574.68
Development Fund	\$0.00
DEA Fund	\$0.00
Solid Waste Fund	\$0.00
SS Area #1	\$0.00
SS Area #2	\$0.00
SS Area #3	\$0.00
SS Area #4	\$157.08
SS Area #5	\$0.00
SS Area #8 – Levee Wall #37	\$0.00
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$0.00

Road Construction Debt	\$0.00
Water Fund	\$21,168.70
Parking Fund	\$549.48
Road/Building Bond Escrow	\$0.00
TOTAL Expenditures	\$368,949.00
9/5/14 Payroll	\$123,348.31
9/19/14 Payroll	\$132,563.05
9/18/14 Police Pension Payment	\$23,041.64
August IMRF	\$16,552.51
TOTAL WARRANT	\$664,454.51

Deputy Clerk Schultheis presented the warrants to the Council.

Alderman Styler moved to Approve the Total Expenditures of \$368,949.00; the 9/5/14 Payroll of \$123,348.31; the 9/19/14 Payroll of \$132,563.31; the 9/18/14 Police Pension of \$23,041.64; the August IMRF of \$16,552.51; and the Total Warrant of 664,454.51; seconded by Alderman Ludvigsen. There was unanimous approval.

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

Motion carried 4 – 0.

RESIDENTS COMMENTS (Non Agenda Matters) – None

UNFINISHED BUSINESS –

Adobe – Assistant to the City Administrator Kalina said that Adobe will be researched. The mayor noted the product Vontage for the iPad.

Newsletter Articles - Assistant to the City Administrator Kalina said that there is still time to get articles for the Newsletter.

Budget Issues for future PW projects - Discussion about drainage on Drake. Aldermen would like cost amounts, and amounts for future budgets. Areas noted to discuss with Staff – Lake Clare, Elm Street at Willow and Elm Street at Olive. Public Works would put together a two year plan of expenses.

Participation – Mayor Helmer said that he would like to see more participation on the Community Events from Council.

OLD BUSINESS

K. Review Progress to date on establishing tax finance districts in City to promote economic development (Mayor) – Aldermen discussed needing a plan before there is a TIF instituted. It was agreed that there was a need to have someone in charge of TIF's. Alderman Ludvigsen would like to be one of the leaders in looking into TIF areas. City Counselor Yehl noted that TIF Districts infuse funding into an area.

L. Identify Police Leader from the Council to fully utilize the elements of the City of Prospect Heights' New Comprehensive Plan. (Mayor)

M. Resolution for Discussion and Direction for PZBA to conduct public hearing sub-area plan for property adjacent to Sanders Road (Mayor/Building and Zoning Director Skiber) - **REMOVE**

N. Presentation of Elm Road Traffic Study (Police Chief Dunne) – Police Chief Dunne gave a traffic study update. He noted that the majority of drivers are driving at a proper speed. There has only been one crash there in 24 years. The Police Department is recommending signs be installed that read, "SLOW – Children at Play." There are other streets that are being studied, and the Police Chief wanted to emphasize that the City cannot just install Stop Signs on demand – they must be warranted as outlined in the manual on *Uniform Traffic Control Devices*. Police Chief Dunne said that he would publish an article in the Newsletter and on the website.

ADJOURNMENT

At 8:05 PM, Alderman Styler moved to Adjourn; seconded by Alderman Mendez. There was unanimous approval.

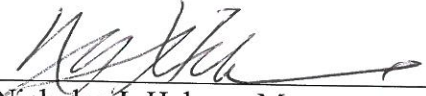
VOICE VOTE All ayes, no nays

Motion approved 4 – 0 (Alderman Higgins Absent)

Approved by the Prospect Heights City Council on this day, the 13th of October, 2014.



Karen Schultheis, Deputy Clerk



Nicholas J. Helmer, Mayor

