CITY OF PROSPECT HEIGHTS
CITY COUNCIL WORKSHOP MINUTES
October 13, 2014, 6:30 PM
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

CALL TO ORDER – At 6:30 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, City Clerk Adamson
Aldermen- Styler, Higgins, Ludvigsen, Mendez, Williamson, Higgins
A quorum was present.

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

PLEDGE – Mayor Helmer led the Council in the recital of the Pledge of Allegiance.

SPECIAL PRESENTATIONS - Mayor Helmer read a Proclamation declaring October, 2014 to be Domestic Violence Awareness Month in the City of Prospect Heights. It was noted that this program to stop domestic violence is championed by Senator Matt Murphy. A representative from WINGS shelter received the plaque from the Mayor.

CLOSED SESSION – None

STAFF AND ELECTED OFFICIALS REPORTS
City Administrator and Directors

1. Adobe acrobat indexing for agenda packet – Assistant to the City Administrator Kalina updated the Council on the new format of the Meeting packets that will now use the Adobe licensed software to enable bookmarking on the information that is sent electronically.
2. Recommendation for signage for City – Interim City Administrator Balling said that there would be an update on signage at the next Council Meeting.
3. Revised Natural Resources grant budget(Slough and bike path) – Interim City Administrator Balling said that the Natural Resources Commission had secured a $5.000

matching grant from the Park District. Public Works Director Cutaia said that the ComEd grant would be used for purchasing seed. Included would be some narrative or interpretive signage.

4. Greenbrier Assisted Living – It was noted by Interim City Administrator Balling that the packets included the associated ordinances.

City Treasurer – City Treasurer Tibbits gave an update on the A/V projects. He also alerted the Council about the sensitivity of the Workshop microphones to picking up sounds.

City Clerk – City Clerk Adamson reminded the Council of the November 4th election.

Alderman Higgins commented on the Outreach project. She said that she was one of the volunteers that took thirty children to the Chicago Fire game.

Police Chief Dunne – Discussed interior road traffic safety.
He added that signs were installed that read Children at Play.
He was still in the process of resolving the situation at Roberts Road – which was being used as a cut-through.

Public Works Director Cutaia updated the Council on projects that were finished or in progress.
He added that Public Works was on schedule with its projects

Alderman Williamson thanked the Police Department and Staff for reviewing the Roberts Road situation.

Alderman Ludvigsen said that a bench was needed at Hillside Avenue. Public Works Director Cutaia said that it would be on the next agenda.

Interim City Administrator Balling said that the NWRD was looking to fund a project top raise Willow Road for improved connection from the Slough to the lake. The design for the project was to be done by May, 2015. It was noted that the design change would make parking the highest point, so the City would have to accommodate the new layout. Alderman discussed the need to make the project aesthetically pleasing as well as functional.

Building and Zoning Director Skiber gave updates on Levee 37, EMAS, the Social Security Building, FairBridge Inn and Phases I and II of Piper Lane.

Finance Director Hannon said that the Extension of the audit was due to the incompletion of the airport portion of the audit. She said that the City had 30 more days to comply.
Finance Director Hannon noted that the City was on target with its budget, and that the sales tax revenue was up from last year.

ADOPTION OF THE CONSENT AGENDA

A. Approval of the September 23, 2014 Special Council Meeting Minutes

B Resolution approving an amendment to the ICMA-RC Section 457 Deferred Compensation Plan #302308 to Permit Loans

C. Ordinance declaring surplus Crown Victoria vehicles and truck weigh scale trailer

D. 2013 street maintenance Final closeout payment to Arrow Road Construction

E. Approving an operating Agreement with Ultra Foods for coffee service at the METRA station.

F. Award of bid, Police Department Carport

G. Award of contract paving for City Hall and Police Stations

H. Ordinance 25 foot corner yard variation for 6' fence, 801 Essex (Martinson)

It was requested that Item F be removed from the Consent Agenda. Non-substantive changes to be made to Item A were also noted.

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

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

Motion carried 5 – 0.

Alderman Higgins moved to reconsider the Consent Vote and remove Item E; seconded by Alderman Williamson.

VOICE VOTE AYES – 3
NAYS – 2

Motion carried 3 – 2

Alderman Higgins moved to Approve Items A, B, C. D, G, H; seconded by Alderman Williamson. There was unanimous approval.

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

Motion carried 5 – 0.

Alderman Styler moved to Approve Item E; seconded by Alderman Mendez.

It was noted that Aldermen wanted insurance included as a requirement to approval. City Attorney Zimmermann said that it was customary for General Liability and Workers Compensation to be included. He also recommended that insurance be part of the approval.

Alderman Styler moved to amend Item E, Section 2, paragragh 8 to include $1,000,000 per occurrence, per aggregate of General Liability and Workers Compensation; seconded by Alderman Ludvigsen. Motion carried unanimously.

VOICE VOTE All Ayes, no Nays

Motion carried 5 – 0.

Alderman Styler moved to Approve Item E as amended as a Resolution; seconded by Alderman Mendez. There was unanimous approval.

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

Motion carried 5 – 0.

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

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

Motion carried 5 – 0.

Finance Director Hannon noted where the money would be coming from to pay for the carport. It included $50,000 from the DEA.

APPROVAL OF EXPENDITURES

I. Approval of Warrants

General Fund	183,716.32
MFT Fund	$4,988.00
Palatine/Milwaukee TIF	$9,482.00
Tourism District	$75,127.75
Development Fund	$4,609.51
DEA Fund	$3,819.25
Solid Waste Fund	$0.00
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00

SS Area #5	$0.00
SS Area #8 – Levee Wall #37	$139.15
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$246,396.30
Road Construction Debt	$0.00
Water Fund	$1,736.91
Parking Fund	$110.40
Road/Building Bond Escrow	$0.00
TOTAL Expenditures	**$530,125.59**
WIRE PAYMENTS	
10/3/14 PAYROLL	**$130,596.68**
SEPTEMBER 2014 IMRF	**$18,101.70**
Clerk of the Circuit Court	**$150.00**
TOTAL	**$678,973.97**

City Clerk Adamson read the expenditure totals.

Alderman Styler moved to approve as presented; seconded by Alderman Mendez for TOTAL expenditures in the amount of $530,125.59 and 10/3/14 Payroll in the Amount of $130,596.68; the September 2014 IMRF in the Amount of $18,101.70; and the Clerk ok the Circuit Court in the amount of $150.00. The TOTAL amount was $678,973.97. The motion was approved unanimously.

ROLL CALL **AYES - Williamson, Higgins, Mendez, Styler, Ludvigsen**
NAYS – None
Motion carried 5 – 0.

UNFINISHED BUSINESS

J. Ordinance 0-14- Amending the Zoning Code (Assisted Living Facility) - (waiver of 1st reading) –
Alderman Styler moved to Approve to waive first reading of Item J; seconded by Alderman Mendez.

City Attorney Zimmermann discussed the effect of what the amendment to the Ordinance would imply regarding Special Use. Aldermen discussed the need for more time to review the specifics of the project.
Greenbrier Representative Lawrence Friedman said that he realized that there was need to comply with the City's concerns to get approval. Aldermen said that they wanted the site plan, th well house, landscaping and engineering.
The consensus of the Council was to get more detailed plans to review.

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

Motion fails 3 – 2 (four vote needed for waiver)

There is clarification given regarding what was included as part of Item J. Motion roll call taken again

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

Motion carried 4 – 1.

Alderman Styler moved to Adopt Item J; seconded by Mendez. The motion was approved unanimously.

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

Motion carried 5 – 0

K. Ordinance Text Amendment and Special Use and lot consolidation 702,704,706 Elmhurst Road (Greenbrier,) (waiver of 1st reading)

Alderman Styler moved to waive the first reading of Item K; seconded by Alderman Mendez.

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

Motion failed 2 – 3

L. Ordinance Special Use and Variation for 14 E. Camp McDonald Road (CITY) (Waiver of 1st reading)

Alderman Styler moved to waive the first reading of Item L; seconded by Alderman Williamson. The motion was approved unanimously.

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

NAYS – None

Motion carried 5 – 0.

Alderman Styler moved to Approve Item L; seconded by Alderman Ludvigsen. **The motion was approved unanimously.**

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

NAYS – None

Motion carried 5 – 0

M. Ordinance eliminating parking time restrictions on Marberry Drive

Alderman Styler moved to Approve Item M; seconded by Alderman Williamson. The motion was approved unanimously.

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

Motion carried 5 – 0.

Interim City Administrator Balling noted that the Post Office offered no opposition to the 30 minute rule.

N. Consideration of expansion of 2014 swale improvements project on Drake Ave (EAST side)

Alderman Styler moved to Approve waiving first reading that would waive bid requirements for Item N; seconded by Alderman Williamson. The motion was approved unanimously.

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

Motion carried 5 – 0.

Finance Director Hannon noted that the project would put the City over its budget limit by $100,000. She said that there would be an amendment to the budget.

Alderman Styler moved to approve Item N bid; seconded by Alderman Ludvigsen. The motion was approved unanimously.

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

Motion carried 5 – 0.

NEW BUSINESS

O. Approval of IT Contract Service provider

Alderman Styler moved to Approve Item O; seconded by Alderman Mendez.

Police Chief Dunne discussed the process that was used to select a vendor. Five vendors were interviewed. Experience, references and service to cities of similar size were key issues to selection. Xtivity will still handle the phone systems. The City will pay a service contract of $2720 per month with $95 per hour after that (which is less than the $3550 the City is paying now)

The motion was approved unanimously.

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

Motion carried 5 – 0.

WORKSHOP DISCUSSION ITEMS

P. Tuition reimbursement policy for non-union personnel – Finance Director Hannon said that the Employee Manual is under review. She is suggesting that non-union employees have their tuition reimbursed. $750 per class for undergraduate and $1500 per class for graduate. The reimbursements would have to be pre-approved. **The Direction was in favor of proceeding as long as there were grade requirements for C or better.**

Q. Discuss on direction to call a portion of the Taxable Refunding Debt Certificates Series 2011B. – Finance Director Hannon discussed options for paying debt certificates. She noted that the Bond would mature in December, 2015. **The Direction was to reduce the debt by $750,000. There would be further discussion**

R. Discussion and direction on medical marijuana and E Cigarette zoning uses
City Attorney noted that the moratorium imposed by the City could not ban uses. Anyone applying for such licenses would have to come before the City Council.

Alderman Styler recommended an Ordinance with text amendments to make Medical Marijuana Special Uses; seconded by Alderman Higgins.

VOICE VOTE AYES – 4
NAYS – 1

Motion carried 4 – 1.

Regarding E-cigarettes, City Attorney Zimmermann suggested that further discussion was needed as to whether or not they could be treated as tobacco.

Mayor Helmer requested that Council change the Regular Council Meeting from October 27 to October 28.

S. Snow/ICE De-Icing Program
Public Works Director Cutaia said that the City was considering using a beet juice mixture to de-ice the streets in a snowstorm. It was noted that Mount Prospect uses this system. **The Direction of the Board was to spend $20,000 to try the new method of de-icing the streets.**

ADJOURN

At 8:35 PM; Alderman Styler moved to Adjourn; seconded by Alderman Williamson. There was unanimous approval.

VOICE VOTE AYES – 5
NAYS – 0

Motion carried 5 – 0.

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

CITY OF PROSPECT HEIGHTS CORPORATE SEAL Incorporated A.D. 1976 ILLINOIS

Stacey Adamson, City Clerk

Nicholas J. Helmer, Mayor