



**City of Prospect Heights
City Council Special Meeting Minutes
Tuesday October 28, 2014, 6:30 PM
City Hall Council Chambers
8 North Elmhurst Road
Prospect Heights, Illinois**

CALL TO ORDER – At 6:32 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, Ludvigsen, Mendez, Williamson
Absent – Alderman Higgins

A quorum was present.

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

PLEDGE OF ALLEGIANCE - Alderman Styler

INVOCATION - Pastor Joe Kamanda of the Glory House Church

CLOSED SESSION – Mayor Helmer announced that there would be a Closed Session at the end of the Special Council Meeting. He said that there would not be any vote taken after the Closed Session.

RESIDENT COMMENTS (AGENDA MATTERS) - None

STAFF AND ELECTED OFFICIALS REPORTS

Interim City Administrator Balling –

- Interim City Administrator Balling said that Police Chief Dunne would be giving a report on Roberts Road at the November 10, 2014 City Council Workshop Meeting.
- Noted that the Prospect Heights Police Department had saved the life of a person who had overdosed on heroin by administering the medication Naloxone. The City's Police Department was recently trained in how to administer the drug, as one of only five Cook County Police Departments to be trained.

Public Works Director Cutaia

- Gave an update on projects were completed and in progress.
- Discussed the Public Works building addition. – the footings would be completed by the end of the week.
- Noted that the Police Department and City Hall would be having their parking lots paved.
- The Police Station carport will begin the week of November 3rd.
- Discussed native trees on Fairway Estates
- Noted that crack sealing was complete.

Mayor Helmer asked for an update regarding the water main break at Prospect Crossings. Public Works Director Cutaia confirmed that it was not the City's water main.

Building and Zoning Director Skiber

- Discussed his attendance at the Upper Plains River Advisory meeting – with Mount Prospect and Des Plaines representatives also in attendance. There was discussion regarding certification and accreditation for levees in order to get the flood zones decreased.
- Mentioned that the City had seen record construction thus far in 2014.

Deputy Clerk Schultheis

- Noted that the Fall Newsletter had been sent out, and that it had been Assistant to the City Administrator Kalina that was able to coordinate the entire process.
- Noted that there were two new pizza restaurants that opened in Prospect Heights – Nachos Pizza and Lola's Pizza Palace.

Assistant to the City Administrator Kalina

- Noted that there would be discussion of policies and procedures at the November 10th Workshop Meeting.
- He also acknowledged that the Newsletter had gone out to the residents and businesses.

City Treasurer Tibbits

- Noted that the City was ahead of Budget
- Noted that the Annual Treasurers Report was being held up by the Chicago Executive Airport audit, which was not complete
- ENews had been reorganized so that items would be easier to find.

Alderman:

Mayor

- Discussed "branding" of the City identity. He said that signage for the City would be presented at the November 10th Workshop Meeting.
- Wanted to discuss why liquor license fees were equivalent no matter what the size of the business. This would be discussed at the November 10th Workshop Meeting.

Alderman Williamson

- Thanked Public Works Director Cutaia, the Staff and the Police Department for the work that they had done in regards to Roberts Road traffic.
- Asked Public Works Director Cutaia for a status report on the sidewalks at Schoenbeck Road. He was told that Gewalt Hamilton had said that they were waiting for IDOT to approve.

Alderman Ludvigsen

- Discussed the need for the City to have better document storage and archiving. He noted the difficulty in accessing information, and that the City's archived documents were scattered and not organized. Interim City Administrator Balling said that part of the City's issues was the fire that had destroyed some of the archived documents. He also noted that Records Destruction, as mandated by the State, was in process; and that Assistant to the City Administrator Kalina was coordinating a revamping of the records keeping procedures.

ADOPTION OF THE CONSENT AGENDA

- A. Approval of the October 13, 2014 Council Workshop Meeting Minutes.
- B. Ordinance 0-14- Amending the Zoning Code to allow an Assisted Living Facility in the City of Prospect Heights
- C. Ordinance 0-14- Ordinance Text Amendment and Special Use for lot consolidation of 702, 704, 706 Elmhurst Road and 7-9 West Palatine Road (Greenbrier)
- D. Approval of a reduction of Taxable Refunding Debt Certificates- 2011 B by \$730,000.
- E. Ordinance 0-14- Tall Grass waiver for 2015 for prairie restoration initiative
- F. Approval to purchase equipment for liquid deicing pilot program for 2014-15

- G. Authorize Energy Choices to solicit bids for a two year energy contract for a price at or below \$0.058 for water pumping with authorization for the City Administrator to execute purchase agreement.

Alderman Styler moved to adopt Items A, B, C, D, E, and G; seconded by Alderman Mendez.

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

Motion carried 4 – 0.

Alderman Styler moved to approve Item F; seconded by Alderman Ludvigsen.

There was discussion regarding the application of the materials. Public Works Director Cutaia noted that the material would be applied prior to a snow event so that no snow plows were needed.

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

Motion carried 4 – 0.

NEW BUSINESS

- H. Approval of Color and Placement for City Gateway sign poles, and acceptance of vehicle sticker design for 2015. - **TABLED**

APPROVAL OF EXPENDITURES

I. Approval of Warrants

General Fund	\$155,605.29
MFT Fund	\$0.00
Palatine/Milwaukee TIF	\$1,797.50
Tourism District	\$8,098.00
Development Fund	\$1,848.00
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	\$0.00
SS Area #5	\$5,677.19
SS Area #8 – Levee Wall #37	\$0.00
SS Area-Constr #6 (Water Main)	\$142.30
SS Area- Debt #6	\$0.00
Road Construction	\$46,583.50
Road Construction Debt	\$0.00
Water Fund	\$22,814.36
Parking Fund	\$728.14
Road/Building Bond Escrow	\$1,500.00
TOTAL Expenditures	\$244,794.28
10/17/14 Payroll	\$127,044.20
October, 2014 Police Pension	\$28,902.57
TOTAL WARRANT	\$400,741.05

City Clerk Adamson read the expenditure totals.

Alderman Styler moved to approve as presented; seconded by Alderman Williamson for TOTAL expenditures in the amount of \$244,794.28; and 10/17/14 Payroll in the Amount of \$127,044.20; October, 2014 Police Pension in the amount of \$28,902.57. The TOTAL amount was \$400,741.05.

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

Motion carried 4 – 0.

RESIDENT COMMENTS (Non-AGENDA MATTERS)

UNFINISHED BUSINESS

OLD BUSINESS

ADJOURNMENT

At 7:10 PM, Alderman moved to Adjourn the Special City Council Meeting and go into Closed Session to Discuss Purchase of Real Estate; seconded by Alderman Williamson.

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

Motion carried 4 – 0.

Approved by the Prospect Heights City Council on this day, the 10th of November, 2014.



Stacey Adamson, City Clerk



Nicholas J. Helmer, Mayor

