



**CITY OF PROSPECT HEIGHTS
CITY COUNCIL REGULAR MEETING MINUTES**

December 8, 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
Alderman - Styler, Higgins, Williamson, Mendez, Ludvigsen

A quorum was present.

Also Present: Interim City Administrator Balling, Public Work Cutaia, Building and Zoning Director Skiber, City Attorney Zimmermann, Assistant to the City Administrator Kalina, Finance Director Hannon and Deputy Clerk Schultheis.

PLEDGE OF ALLEGIANCE - Led by Alderman Mendez

SPECIAL PRESENTATION – Proclamation declaring December, 2014 as National Drunk and Drugged Driving Prevention Month – Mayor Helmer read the proclamation.

CLOSED SESSION – At 6:33 PM, Alderman Higgins moved to go into Closed Session to discuss Purchase of Real Estate; seconded by Alderman Styler. There was unanimous approval

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

Motion carried 5 – 0

At 7:16 PM, Alderman Styler moved to go back into Open Session; seconded by Alderman Higgins. There was unanimous approval.

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

Motion carried 5 – 0

A quorum was present.

STAFF AND ELECTED OFFICIALS REPORTS

Interim City Administrator Balling – No Report.

Finance Director Hannon – Treasurer's Report - it was noted that the City Budget is ahead of 2013 by \$331,000. The Non-Home Rule sales tax was used as unrestricted General Fund money increasing the General Fund. There were some service charges for the Road Bond. The City is still planning to be on Budget. It was noted that the City also has reserve funds.

Director of Public Works Steve Cutaia – It was noted that the Public Works addition is progressing.

The Police Department Carport has been erected and the mason should be starting on the carport within the week.

There is a bid closing on December 9, 2014 for the Tourism District.

Building and Zoning Director Steve Skiber – Discussed the meeting with the Army Corps of Engineers regarding the inspection of Levee 37. The Levee is compliance.

City Hall will play host the monthly meeting of the Wheeling-Prospect Heights Chamber on December 9th. It is an Open meeting.

Alderman Williamson suggested that the City sponsor a City Holiday Light contest in 2015, in which each Ward would suggest three contenders and then the Mayor would award a trophy to a finalist in each ward.

City Clerk Adamson – announced the dates for the Election dates for the April 7th Election.

Treasurer Rich Tibbits noted that he and Volunteer Patrick Colvin recorded the Annual Tree Lighting ceremony.

Mayor Helmer – The Pothole Contest was discussed, and the update was given by Public Works Director Cutaia.

ADOPTION OF THE CONSENT AGENDA

A. Approval of the meeting minutes from November 24, 2014

B. Ordinance No. 0-14-28 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Police Pension Fund

C. Ordinance No. 0-14-29 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number One.

D. Ordinance No 0-14-30 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Two

E. Ordinance No. 0-14-31 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Three

F. Ordinance No. 0-14-32 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Four.

G. Ordinance No. 0-14-33 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Five.

H. Ordinance No. 0-14-34 An Ordinance for the levy and assessment of 2014 taxes for the fiscal year beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Eight.

Alderman Styler moved to Adopt Consent Agenda Item A; seconded by Alderman Mendez. There was unanimous approval.

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

Motion carried 5 – 0

Alderman Williamson moved for omnibus approval of Items B-H; seconded by Alderman Higgins.

There was discussion, and Finance Director Hannon noted the following:

Item C – SSA#1 went from \$27, 538 to \$28,300 – up 2.7%

Item D – SSA#2 went from \$42,979 to \$44, 200 – up 2.8%

Item E – SSA #3 went from \$20,664 to \$22,000 – up 6.5%

Item F – SSA#4 went from \$38,130 to \$40,000 – up 4.9%

Item G – SSA#5 up from \$5,756 to \$6,000 – up 4.2%

Item H – SSA#8 is a fixed rate based upon bonds. There is a decrease of \$34.

The total increase in the levy is not greater than 5%, so the City does not have to inform the Public ahead of time.

There was unanimous approval.

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

Motion carried 5 – 0

APPROVAL OF EXPENITURES

I. Approval of Warrants

General Fund	\$304,583.98
MFT Fund	\$6,895.24
Palatine/Milwaukee TIF	\$506.00

Tourism District	\$3,938.48
Development Fund	\$148.00
DEA Fund	\$31,393.73
Solid Waste Fund	\$68,511.07
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	\$0.00
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$41,139.27
Road Construction Debt	\$0.00
Water Fund	\$5,202.49
Parking Fund	\$1,803.51
Road/Building Bond Escrow	\$0.0
TOTAL Expenditures	\$396,661.84
11/28/14 PAYROLL	\$123,421.29
NOVEMBER 2014 IMRF	\$18,981.57
Principal and Interest Due	\$2,372,323.85
TOTAL	\$2,911,388.55

City Clerk Adamson reported the Expenditures.

Alderman Williamson moved to Approved Item I; seconded by Alderman Ludvigsen in with the amounts of Total Expenditures of \$396,661.84; 11/28/14 Payroll of \$123,421.29; November IMRF of \$18,981.57; principal and Interest Due of \$2,372,323.85; with a TOTAL of \$2,911,388.55. There was unanimous approval.

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

Motion carried 5 – 0

NEW BUSINESS

J. Consider the letter of engagement for 2015, 2016 professional engineering services for the City to be provided by GHA (Gewalt Hamilton Associates). It was noted that the 2015 business program increase is 7% in billable hours. Interim City Administrator Balling recommended the contract's approval. There is a 2016 rate included, should the City want to pursue Gewalt Hamilton contract. The two-year rate would help mitigate the 7% increase, as the 2016 rate increase would be approximately 5%.

Alderman Styler moved to approve Item J for the 2015 rate with the ability to negotiate the 2016 rate; seconded by Alderman Mendez.

There was discussion regarding the rate increase.

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

Motion carried 3 – 2.

K. Authorization to acquire a lot in the City of Prospect Heights. – TABLED.

RESIDENT COMMENTS (non-agenda matter)

Joe Tomczak – 304 E. Kennilworth – regarding ash borer tree that sits in the middle of Carl Court. Mr. Tomczak told the Council that he alerted the City of the tree in June. He also called in September. He wants the tree removed as it has the ash borer issue. Public Works Director Cutaia said he would meet with Mr. Tomczak after the meeting.

WORKSHOP DISCUSSION ITEMS

L. Lake Michigan water procurement strategy outline – Interim City Administrator Balling said that this discussion would be an update.

He said that there was the issue of full domestic service – potable water that would include the Fire Protection. There could also be the option of a backbone system with infrastructure for the fire department that would not be providing immediate residential water. It would be a phase system.

Full Domestic – right now SSA#9 is an informal planning district. The basic capital concept would be similar to Lake Clair. There are key questions that would need to be answered to move in that direction including: setting definitive boundaries for the SSA; getting a consulting engineer to identify the capital cost; confirmation with Illinois American water that they have sufficient capabilities to handle the water; the need for a financial advisor to structure the financing; the City Attorney would need to prepare the documentation; and would need to sell bonds to provide for implementation of the system – design, infrastructure, and purchase of land. Phased fire protection – water supply without retail customers. It would take an involved effort with engineers and the ISO (Insurance Service of Illinois – who set forth the basic parameters for fire protection). Hydrants cannot be further than 1000 feet from protected areas. It is suggested that the City identify areas that it wants served.

Illinois America Water would have to provide the water. The backbone system must be available to grow with customers.

Interim City Administrator Balling said that he did not recommend using a private contractor. City Attorney Zimmermann said that the City has the authority to acquire the connection that Illinois American enjoys and become a conduit to the Illinois American Water Commission's local system.

Interim City Administrator Balling noted that the City would have to maintain the water system.

M. Development proposal discussion and direction pursuant to the Rand Road Corridor Ordinance 1414 North Rand Road Annual rental inspection proposal. (Self Storage Facility)

– CSE Development representative Jonathan Lunn discussed the possible usage for the 1414 North Rand Road property. He noted that there was potential sales tax on that site. He was proposing to build a self-storage location and was offering a pledge of \$10 per unit fee to offset potential sales taxes. City Attorney Zimmermann suggested the possibility of implementing a sales tax replacement fee that would take the place of an inspection fee. – **The Direction is to proceed.**

N. 2015 recruitment program for the City Administrator. Review and discuss the position profile, recruitment calendar, employment agreement elements, and recommended compensation range. – Interim City Administrator Balling said that there is a recruitment outline, and that the City is launching a formal phase to its recruitment. The compensation recommendation range is listed as \$140,000 - \$150,000 (this is based upon metrics that include other communities of similar size, current compensation and experience). It is expected that there will be direct interviews in March/April with approximately seven candidates, and that a firm offer would presumably be made in April, 2015.

O. Discussion of the appropriate zoning for medical cannabis facilities within the City and direct a Public Hearing providing for same in the B-3 zoning district. - TABLED

P. Discussion and direction on e-cigarette regulations for the City. – TABLED

Alderman Mendez moved to refer Items O and P to the Plan/Zoning Board of Appeals; seconded by Alderman Styler. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0.

ADJOURNMENT

At 8:55 PM, Alderman Styler moved to Adjourn; seconded by Alderman Higgins. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0.

Approved by the Prospect Heights City Council on this day, the 12th of January, 2015.


Nicholas Helmer, Mayor


Stacey Adamson, City Clerk

