



**CITY OF PROSPECT HEIGHTS
REGULAR WORKSHOP MEETING MINUTES
OF THE CITY COUNCIL
MONDAY, JANUARY 12, 2015
6:30 PM
CITY HALL
8 NORTH ELMHURST ROAD
PROSPECT HEIGHTS, ILLINOIS**

CALL TO ORDER – At 6:30 PM, Mayor Helmer called to order the January 12, 2015 City Council Regular Workshop at 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL – City Clerk Adamson called roll.

Present – Aldermen Higgins, Mendez, Ludvigsen, Williamson, Styler
Mayor Helmer, City Clerk Adamson, and Treasurer Tibbits were present.
A quorum was present.

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

PLEDGE OF ALLEGIANCE – Led by Treasurer Tibbits

SPECIAL PRESENTATION

Representative David Harris was introduced by Mayor Helmer and acknowledged his efforts in securing a \$100,000 State grant for the construction of the Public Works addition. Mayor Helmer and Finance Director Hannon discussed the grant that was secured by Representative Harris. A ceremonial check was presented to the City by Representative Harris. Representative Harris took the opportunity to recognize the Fiftieth Anniversary of Mayor and Mrs. Helmer. The recognition was a Proclamation from the State of Illinois House of Representatives.

CLOSED SESSION – At 6:40 PM, Alderman Williamson moved to go into Closed Session to discuss the purchase of Real Estate; seconded by Alderman Ludvigsen. There was unanimous approval.

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

Motion carried 5 – 0.

At 7:00 PM, Roll Call was taken to go back into Open Session. A quorum was present.

STAFF AND ELECTED OFFICIAL REPORTS

City Administrator Balling –

- Northwest Municipal Conference will be held on January 24, 2015 at Allgauers from 10 AM – Noon to discuss the Legislative calendar.
- City Administrator recruitment update. It was noted that the City had received 18 resumes from around the country since December 31.

Public Works Director Cutaia –

- Discussed the three small snowfalls. He discussed the salt supplies and use of the bobcat to clean sidewalks.
- Discussed the new Public Works addition, and said that the addition was scheduled to be totally enclosed by the next week.

Building and Zoning Director Skiber –

- Noted that the two low heat complaints by residents was remedied.
- Noted the opening of a new pizzeria, Lola's Pizza Palace.
- Noted that rental dwelling inspections would take place between January and April.

Finance Director Hannon –

- Said that February 28, 2015 was the date for the 2015/16 Budget Workshop – 8:30 AM

Police Chief Dunne –

- The Police Department is doing wellness checks
- The Citizens Police Academy is February 12 – April 2nd on Thursdays between 6:30 – 8:30 PM
- Discussed the Rotary Club – Classic 5000 at the Atlantis Banquet for their annual fundraiser and reverse raffle.

Alderman Williamson –

- Discussed Animal Control Services, and using services to better benefit citizens with complaints.
- Temporary Signage updates – he noted that the HOME Bar still had old, temporary signs up. Building and Zoning Director Skiber said that he would have Officer Michael Porzycki remove the signs.

- Asked that snow removal services be increased to remove snow the day after the snowstorm. Public Works Director Cutaia noted that the Public Works crew worked through the night during a snowfall event. Alderman Williamson was hoping that the bobcat could be used to clean all of the sidewalks. Public Works Director Cutaia noted that some of the streets did not belong to the City
Interim City Administrator Balling added that each snowfall event was given top Public Works priority and public works resources.
- Wants to see more LED lights for Christmas to spruce up the look of the City decorations.

Alderman Styler –

- Discussed complaint from residents about snow being plowed on to private driveways and sidewalks. Mayor Helmer noted that the snow that is pushed on to the sidewalks is from the State and County plows.

Treasurer's Report – Finance Director Hannon –

- Discussed update to the budget figures

Treasurer Tibbits –

- Said he would like to see the City clear all the sidewalks of snow after an event.

City Clerk –

- Noted the election updates, and the status of the ballot certification.

Mayor

- Noted the State of the City presentation at Saranello's on February 25, 2015

ADOPTION OF THE CONSENT AGENDA

A. Resolution (R-15-01) to Approve the Destruction of Closed Session records

B. Approval of the December 8, 2014 City Council Workshop Minutes

C. Approval of the December 13, 2014 City Council Special Meeting Minutes

Alderman Styler moved to Approve Items A, B, C; seconded by Alderman Mendez. There was unanimous approval.

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

NAYS: None

Motion carried 5 – 0.

APPROVAL OF EXPENDITURES

D. Approval of Warrants

General Fund	\$280,928.56
MFT Fund	\$15,588.49
Palatine/Milwaukee TIF	\$273,008.82

Tourism District	\$3,327.31
Development Fund	\$58.44
DEA Fund	50,033.13
Solid Waste Fund	\$31,427.79
SS Area #1	\$30.63
SS Area #2	\$30.32
SS Area #3	\$70.81
SS Area #4	\$775.08
SS Area #5	\$955.55
SS Area #8 – Levee Wall #37	\$1,342.69
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$60.63
Road Construction	\$296,450.99
Road Construction Debt	\$0.00
Water Fund	\$12,356.04
Parking Fund	\$2,624.29
Road/Building Bond Escrow	\$500.00
TOTAL Expenditures	\$969,569.57
12/12/2014 PAYROLL	\$123,959.38
12/26/2014 PAYROLL	\$123,367.27
DECEMBER 2014 IMRF	\$17,598.14
POLICE PENSION TRANSFER	\$25,401.64
TOTAL	\$1,259,896.00

City Clerk Adamson read the expenditures.

Alderman Styler moved to Approve Item D; seconded by Alderman Ludvigsen with the amounts of \$969, 569.57 as the Total Expenditures; \$123,959.38 for the 12/12/14 Payroll and \$123,367.27 for the 12/26/14 Payroll; \$17,598.14 for the December 2014 IMRF; \$25,401.64 for the Police Pension Transfer for TOTAL of \$1,259,896.00. There was unanimous approval.

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

Motion carried 5 – 0.

It was noted that the Police Pension is currently funded at 61% and would be 100% by 2040.

UNFINISHED BUSINESS

E. Consider revised letter of engagement for 2015, 2016 professional engineering services for the City provided by GHA – Interim City Administrator discussed the services and contract with GHA. He recommended approval.

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

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

Motion carried 4 - 1

OLD BUSINESS

F. Direction to Complete a Development Improvement Agreement (DIA) on Terms Proposed by the Developer for 1414 Rand Road. – Developer was present to answer questions. It was noted by the developer that there was no water available at the location, so the preferred use of a restaurant would not be applicable. Consensus of the Alderman was that it would be great for the City.

Alderman Williamson moved to Direct Approval from the Council to be sent to the PZBA; seconded by Alderman Styler. There was unanimous approval.

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

Motion carried 5 – 0.

G. Approve the Resolution (R-15-02) for Approval a Real Estate Contract for the Acquisition of Property located at 6 North Elmhurst Road - TABLED

XI. NEW BUSINESS

H. Accept the Annual Audit as presented – distributed in hardcopy – Baker Tilley gave an overview of the Annual Audit. Questions from Council were fielded by Finance Director Hannon and the Baker Tilley CPA.

Alderman Styler moved to Accept the Annual Audit; seconded by Alderman Ludvigsen. There was unanimous approval.

VOICE VOTE: All ayes, No Nays.

Motion was approved 5 – 0.

I. Approve recommendation from DeKind for cloud based storage for municipal information. – It was noted by Police Chief Dunne that the Police Department had done their due diligence and that they were recommending approval.

Alderman Styler moved to Approve Item I subject to City Attorney approval; seconded by Alderman Mendez. There was unanimous approval.

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

Motion carried 5 – 0.

J. Contract renewal for auditors –

Alderman Higgins moved to Approve Item J; seconded by Alderman Styler. There was unanimous approval.

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

Motion carried 5 – 0.

K. Ordinance (O-15-01) amending the FY 2014-2015 budget First Reading -

Finance Director Hannon discussed changes to the Budget. Among the changes was that the City will be open from 8:30 AM – 5PM to put the Prospect heights City Hall in sync with the hours of other municipalities. She also informed the Council that the TIF would only be getting reimbursed \$500,000 instead of the anticipated \$700,000. Future TIF would only be enough to pay off bonds. Therefore, it was recommended that the Council consider expanding and extending the TIF to receive future funds. It was also noted that TIF Real Estate are going down 25% per year.

RESIDENT COMMENTS - None

WORKSHOP DISCUSSION ITEMS

L. E-Cigarette regulation discussion – City Attorney Zimmermann noted that the City was not required to take action.

Alderman Higgins moved to Direct Counsel to create an Ordinance to treat e-cigarettes as tobacco cigarettes within the City of Prospect Heights; seconded by Alderman Mendez.

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

Motion carried 4-1.

M. Lake Michigan Water project update - verbal report by Interim City

Administrator Balling – Interim City Administrator Balling gave a monthly update. He had met with the Illinois American Water group. he said that they are interested in extending their agreement with the City beyond 2018.

N. Fire arms range development status - verbal report by Chief Dunne – Police Chief Dunne discussed the concept of building a modular unit by Public Works that

would be used as a practice range for the Police Department. It would be built by funds already set aside for the Police. No action was needed.

ADJOURNMENT

At 8:30 PM, Alderman Styler moved to Adjourn; seconded by Alderman Higgins. There was unanimous approval.

VOICE VOTE: All ayes, No Nays.

Motion was approved 5 – 0.

Approved by the Prospect Heights City Council on this day, the 26th of January, 2015.



Nicholas Helmer, Mayor



Stacey Adamson, City Clerk

AYES: Higgins, Ludvigsen, Styler, **MENDEZ, WILLIAMSON.**

NAYS: None

ABSENT: **NONE**

