

**CITY OF PROSPECT HEIGHTS
CITY COUNCIL WORKSHOP AGENDA**

May 13, 2013 – 6:30 p.m.
City Hall
8 North Elmhurst Road
Prospect Heights, IL 60070

Agenda

I. CALL TO ORDER

II. ROLL CALL

III. SPECIAL BUSINESS

- A. Proclamation Acknowledging National Public Works Week in the City of Prospect Heights.
- B. Proclamation Acknowledging the Month of May, 2013 as Building Safety Month in the City of Prospect Heights.

IV. SCHEDULED BUSINESS

- C. Setting of Procedural Processes and Agenda Order for City Council Workshop Meetings (City Administrator Marrin).
- D. Discussion of a Change in Meeting Times for the City Council Workshop (Mayor Helmer).
- E. Discussion and Direction of Refuse Hauler Contract Extension and/or RFP for Commercial and Residential Waste Hauling Services (Mayor Helmer).
- F. Discussion and Review of Liquor Licenses for Blackhawk Restaurant Group at Two Additional Locations in the City of Prospect Heights (Alderman Styler).
- G. Discussion of Contract Approval for A/V Department Media Production and Communications Technician (City Treasurer Tibbits).
- H. Discussion of the Old Town Sanitary District (Mayor Helmer).
- I. Discussion of Conducting a Land Use Analysis (Alderman Ludvigsen).
- J. Discussion and Review of Existing Liquor License Hours and Classifications (Alderman Ludvigsen).

V. APPROVAL OF EXPENDITURES

K. Approval of Warrants

General Fund	\$270,210.56
MFT Fund	\$12,056.35
Palatine/Milwaukee TIF	\$1,217.97
Convention & Visitors Bureau	\$1,335.22
Development Fund	\$14,817.96
Non-Home Rule Sales Tax Fund	\$0.00
DEA Fund	\$0.00
Solid Waste Fund	\$33,861.34
SS Area #1	\$370.35
SS Area #2	\$246.90
SS Area #3	\$1,005.23
SS Area #4	\$141.09
SS Area #5	\$1,129.91
SS Area #8 – Levee Wall #37	\$190.97
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$97,580.26
Road Construction Debt	\$700.00
Water Fund	\$22,170.00
Parking Fund	\$4,142.38
Road/Building Bond Escrow	\$0.00
TOTAL Expenditures	\$461,176.49
Wire Payments, Service Charges, & Payroll	\$272,985.91
TOTAL	\$734,162.40

VI. PUBLIC COMMENT

VII. CLOSED SESSION

VII. ADJOURNMENT

Posted: May 9, 2013 4:30pm by Robert Sabo, Deputy Clerk

**This meeting will be televised on the following Prospect Heights Cable Channels:
Comcast and WOW Channel 17 and AT&T U-verse Channel 99**

A

NATIONAL PUBLIC WORKS WEEK PROCLAMATION IN THE CITY OF PROSPECT HEIGHTS

Proclamation

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, I, Nicholas J. Helmer, Mayor of the City of Prospect Heights do hereby proclaim the week beginning May 13th, 2013 as

"National Public Works Week"

in The City of Prospect Heights and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Given under my hand and Seal of the City of Prospect Heights, Illinois,
this 13th day of May, 2013.

Nicholas J. Helmer, Mayor

SEAL

A

Code Officials Keep You Safe



BUILDING SAFETY MONTH

— INTERNATIONAL CODE COUNCIL —

MAY 2013

Proclamation

Building Safety Month — May, 2013

Whereas, the City of Prospect Heights continues efforts to address the critical issues of safety, energy efficiency, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, and gives us confidence that our structures are safe and sound, and;

Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, fires and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;

Whereas, "Building Safety Month: Code Officials Keep You Safe" the theme for Building Safety Month 2013, encourages all Americans to raise awareness of the importance of building safety; green and resilient building; pool, spa and hot tub safety; backyard safety; and new technologies in the construction industry. Building Safety Month 2013 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Nicholas J. Helmer, Mayor, of the City of Prospect Heights, Illinois, do hereby proclaim the month of May 2013 as Building Safety Month. Accordingly, I encourage our citizens to join with our community in Building Safety Month awareness.

Dated this 13th Day of May, 2013.

Nicholas J. Helmer, Mayor

E



To: Mayor Nicholas J. Helmer, City of Prospect Heights City Council

From: Anne Marrin, City Administrator

Date: May 13, 2013

Re: Discussion of Refuse Contract/Republic/RFP

Issue The current Refuse contract expires on July 1, 2015 with Republic Services. The City of Prospect Heights conducted a request for proposals on February 28, 2011, and the contract was awarded to Republic Services. The contract ends in 1.5 years.

It has been discussed as to whether the Council would like to go out for an RFP. Rick Bulthuis, our Republic representative met with Mayor Helmer and Anne Marrin on April 19th to discuss the current contract. Republic is proposing the following:

If we renew our contract with Republic now, we have the option of extending the contract as is-- with some language modification. They are willing to modify the annual adjustment language by lowering the minimum adjustment from three percent (3%) to zero percent (0%) and changing the Index used to calculate the adjustment from the Consumer Price Index (Chicago-Gary-Kenosha) to a rolling 10yr average of the Transportation Index (U.S. City Average). Additionally, any fuel surcharge language would be eliminated. The contract would extend for 5 years.

In addition Republic is willing to open up anything else in the contract including:

- Recycling for multi-family housing-carts for recycling.
- Making available to all residents the Republic Sharps mail back Program.

- SWANCC-they are willing to absorb the costs of our membership. SWANCC would be directed to send the SWANCC bill to Republic and add a clause in the contract that they would lower their cost of the City opts out of SWANCC. The City still needs to provide Republic with some costs to fully, however, this point can be negotiated separately from the other items mentioned in this memo.
-

All other elements of the contract would remain in place for the five-year period. This includes:

- Franchise Fee \$50,000
- Unlimited garbage pick-up
- Unlimited landscape pick-up
- No change in the senior rates
- Townhomes included in the senior rate
- Recycling Program "as is" with an emphasis on multi-family housing.

The Mayor has requested that the Council pass a "must recycle" ordinance as it will aid our program. The more residents and businesses that recycle, the more we get back. Because of this, the Mayor has requested that the Council pass a "must recycle" ordinance as it will aid our program.

Throughout the length of the contract staff has noted that we have had few issues with Republic. They have been very good to work with especially through some of our emergencies such as snow or flooding and have been accommodating throughout the Road Program with rerouting their trucks due to repaving. They have very responsive customer service personnel and are always available to staff if needed.

Rick Bulthuis will be at the Council Workshop to review and answer any questions the council may have.

Staff is seeking direction on the Council's decision to extend the contract or go out for an RFP for Refuse Services.



PROPOSAL

Program Enhancements / Contract Extension

May 13, 2013

What follows is a summary of the service enhancements and positive financial impact to the City of Prospect Heights.



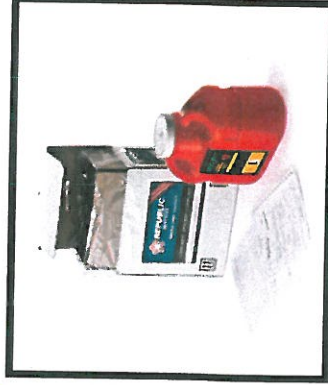
PROPOSAL

Program Enhancements / 5yr Contract Extension

- I. **The implementation of a revised annual adjustment section and the elimination of any fuel surcharge language.**
 - a. **Current:** The rates adjust annually by the CPI (Chicago-Gary-Kenosha) with a minimum of 3% and a maximum of 5%.
 - b. **Proposed:** The rates adjust annually by a rolling 10yr average of the Transportation Index (U.S. City Average) with a minimum of 0% and a maximum of 5%.
 - c. No fuel surcharge.
 - d. The benefits (cost savings) of this contract modification could be implemented during the current contract term if acceptance of this proposal took place before July 1, 2013.
- II. **The implementation of the Republic Sharps Mail Back Program.**
 - a. See attached (printed) slide show presentation.
 - b. This would address a growing problem, as more and more people are struggling to find appropriate and legal ways to dispose of their sharps. This program would enable the City to provide this, unique and user friendly, value added service to its residents.
- III. **An enhanced multi-family recycling program.**
 - a. **Current:** The current multi-family recycling program is reactive; meaning Republic Services responds to any property's desire to recycle with appropriate suggestions and collection methods.
 - b. **Proposed:** Republic would pro-actively, with the City's help, reach out to each individual multi-family property to encourage and promote recycling programs within their association or development.
 - c. See the included information for a sample of the educational material.
 - d. Increased recycling participation lowers the City's costs related to SWANCC disposal fees and increases the potential revenue the City may earn through its Recyclables Revenue Sharing Program with Republic Services.

Sharps Mail Back Program

www.RepublicSharps.com



What Are Sharps?

Republic Sharps Mail Back Program
www.RepublicSharps.com

Acceptable medical sharps waste includes any contaminated sharp instrument, such as needles, syringes, scalpels, orthodontic wires, contaminated glassware, etc.

Acceptable medical sharps waste does not include body fluids, medication, pharmaceutical waste, canisters, inhalers, aerosols, garbage, hazardous/chemical waste, gloves, gauze or tubing.

Additional information related to medical sharps is available under the **Regulations** tab at www.republicsharps.com.



Sharps Usage:

Republic Sharps Mail Back Program
www.RepublicSharps.com

Sharps statistics (*outside of medical facilities*)*

- 9 million Americans self-inject prescription drugs
- 1 in 12 homes in the U.S. houses a self-injector
- 3 billion needle injections occur yearly outside of medical facilities
- 23.6 million Americans have diabetes and is expected to increase 165% over 50 years ^
- 7.8% of the US population has diabetes^

^Source: National diabetes Information Clearinghouse (NDIC)



Improper Disposal Problems:

Republic Sharps Mail Back Program
www.RepublicSharps.com

- Only 4% places syringes in puncture-resistant containers
- 3% are flushed down the toilet
- **93% of diabetics dispose of their used syringes in the trash**



Improper disposal of Sharps could pose a risk of injury and infection to anyone who encounters them!!!

Program Overview:

Republic Sharps Mail Back Program
www.RepublicSharps.com

REPUBLIC SERVICES

Home About Us Order Now Regulations FAQs How It Works

Welcome Login My Account View Cart Checkout

Search

Republic Sharps Needle Disposal and Mail Back Service

As a leading national waste and recycling services provider and Fortune 500 company, Republic Services offers an environmentally responsible solution to managing home-generated medical waste. Be compliant and place an order with us today.

The Republic Sharps Mail Back Disposal Service is a simple cost-effective, confidential way of disposing of used sharps and needles.

New Items

- 2 1 Gallon Sharps Mail-Back System Price \$64.95
- \$ 1 Quart Sharps Mail-Back System Price \$34.95
- 1 Quat Sharps Mail-Back System Price \$37.95

- The Republic Sharps Mail Back Program provides Republic Services' customers with a safe and convenient way to dispose of approved medical sharps waste.
- After customers place their container orders from our website at www.RepublicSharps.com the order is shipped in 1-2 business days, complete with all necessary return shipping packaging and labeling.
- Pricing is all inclusive, so there is no need for our customers to pay additional tax or shipping costs to receive or to return their containers.



Program Benefits:

Republic Sharps Mail Back Program
www.RepublicSharps.com



Convenient:

Customers place their orders on our website at www.republicsharps.com



Efficient:

Customer will receive the Republic Sharps Mail Back System via FedEx or other carrier.



Compliant:

Customer fills the container, completes the disposal tracking documentation, and returns the container via the United States Postal Service for compliant disposal.



Products Offered:

Republic Sharps Mail Back Program
www.RepublicSharps.com

1.4 Quart Mail Back Kit

Available in a one pack or five pack



1 Gallon Mail Back Kit

Available in a one pack or two pack



Each Mail Back Kit Includes:

- Sharps Container
- Shipping Both Ways
- Pre-Paid Treatment/Disposal
- Customer Manifest/Proof of Treatment/Disposal Document



Product Branding:

Republic Sharps Mail Back Program
www.RepublicSharps.com

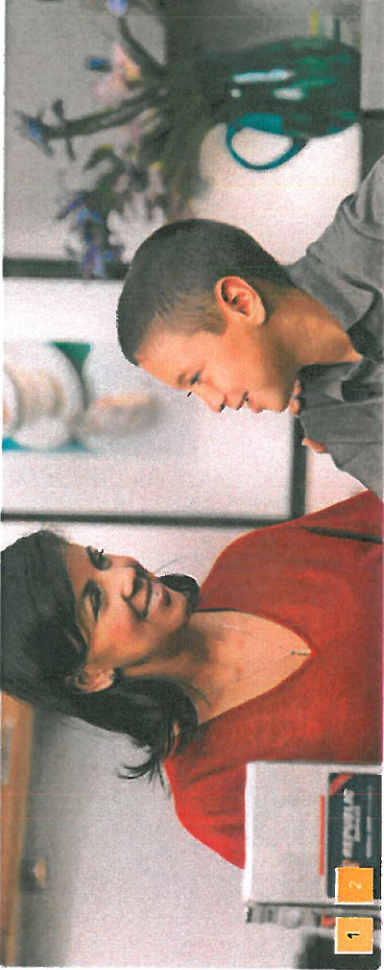
Republic Services Branded E-Commerce Website



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2 1 Gallon Sharps Mail-Back System
Price: \$89.95



2 1 Quart Sharps Mail-Back System
Price: \$84.95



1 Quart Sharps Mail-Back System
Price: \$37.95

Republic Sharps Needle Disposal and Mail Back Service

As a leading national waste and recycling services provider and Fortune 500 company, Republic Services offers an environmentally responsible solution to managing home-generated medical waste. Be compliant and place an order with us today.

The Republic Sharps Mail Back Disposal Service is a simple, cost-effective, confidential way of disposing of used sharps and needles.





Product Branding:

Republic Sharps Mail Back Program
www.RepublicSharps.com

Republic Services Branded Product Labels

**REPUBLIC
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NEEDLE DROP MAILBACK

CONVENIENT • EFFICIENT • COMPLIANT

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**REPUBLIC
SERVICES**

For Emergencies Call
(800) 424-9300

SCS CORPORATION

**U.S. POSTAL SERVICE
AUTHORIZATION**

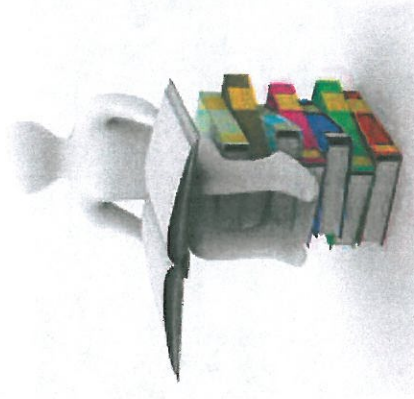
KIT INCLUDES - inner box, instructions for safe treatment and disposal, plastic bag, prepaid postage, sealing tape, shipping mailer, tie-off, tracking document, and the following container(s):

■ 1Q1V4 = USPS-050NN (1) 1.4 Gallon Container	■ 1G2V4 = USPS-050QQ (2) 1 Gallon Container	■ 1GWMV4 = USPS-050UU (1) 1 Gallon Widesmouth Container
■ 1Q3V4 = USPS-050OO (3) 1.4 Gallon Container	■ 2G1V4 = USPS-050RR (1) 2 Gallon Container	■ 3SGWMV4 = USPS-050VV (1) 3.5 Gallon Widesmouth Container
■ 1G1V4 = USPS-050PP (1) 1 Gallon Container	■ 2G2V4 = USPS-050SS (2) 2 Gallon Container	■ 5GWMV4 = USPS-050WW (1) 5 Gallon Widesmouth Container
	■ 3G1V4 = USPS-050TT (1) 3 Gallon Container	

republicsharps.com

Additional Information:

Republic Sharps Mail Back Program
www.RepublicSharps.com



For more information about the Republic Sharps Mail Back Program and general information related to sharps waste disposal please visit www.RepublicSharps.com.





Now that you are ready to recycle, how will you collect recyclables? The collection system will depend on the type of building you live in, but several options are described below. Remember, Republic Services will provide you with your primary collection container, similar to providing your building with a trash dumpster, but your building may be responsible for purchasing other intermediate recycling receptacles.

Methods to Collect and Sort Recyclables

There are three collection methods that should be considered in most multi-unit buildings:

- **Primary Location** – This is the location of dumpsters or recyclable containers where Republic Service's will pick up the recyclables and trash. It may be a trash room inside the building, but is typically located outside near the dumpster or in a alley.
- **Secondary Location(s)** – There may be one or multiple inside locations, such as a chute room or laundry room. Residents bring recyclables to this location as an intermediate collection point before it is taken to the primary drop-off location.
- **Inside Residential Unit** - Residents will store recyclables in their unit in a bag or bin for a short period of time before it is taken to the drop-off location.



Dumpsters

Recyclables may be collected in dumpsters like the trash, which are provided by Republic Services and typically located near or directly adjacent to the trash collection area. Recycling dumpsters should be clearly labeled to avoid confusing residents. If a secondary container is used, residents or maintenance staff may be required to empty secondary recycling receptacles into the dumpster. Typically, the recycling dumpster is located near the trash collection area or inside the corral.



Dumpster/Toter Combination

Many waste haulers use toters as the primary recycling receptacle. The photo to the left is an example of a toter used for recyclables and a dumpster for trash. Your waste or recycling hauler will provide one or more toters for your use. Building owners should work with Republic Services to make sure each building has enough receptacles to provide sufficient collection space between pickups.

Totes can be used on their own or in combination with a dumpster or if space allows as secondary containers inside buildings. Toters may be used in chute rooms, laundry rooms, mail rooms, hospitality rooms or gym areas. Toters may also be placed in trash rooms or in parking garages, near the trash collection area of larger buildings. Residents or maintenance staff may be required to bring recyclables to these collection areas.

Bins

Bins are typically used as secondary collection receptacles placed within or directly outside of residential units. In some cases bins may be used in chute rooms, but dependent on the number of residents using each chute room, maintenance may need to collect the recyclables once or twice a day. In most cases, buildings have purchased this type of receptacle for residents.



Cardboard Bins

Cardboard bins are another type of secondary collection receptacle. The advantage of the cardboard bin over the familiar plastic bin is that the footprint is smaller so it may work in some chute rooms, however cardboard bins may require replacement more often than the plastic bins.

Recycling collection inside residential units

Residents may use recycling bags in their homes for the collection of recyclables. There are several types of these bags available through purchase on the internet. Residents can also use a second waste receptacle or paper grocery bags in the home. Remember when emptying recyclables in your buildings primary receptacle empty them loosely into the container or in a white liner. No black bags in recycling.



Best Management Practices

Recycling in multi-unit buildings offers a unique opportunity to collect a large volume of recyclables at a single location. The following best management practices (BMPs) promote efficiency and safety in a residential building recycling programs:

- Depending on size, chute rooms should be considered for collection of recyclables. The tenant will be going there to put their trash at this location any way and would make it easy for them. Signage with pictures should be laminated and hung above the container,
- Any common area such as mail rooms, laundry rooms, meeting rooms, storage lockers, bike storage areas, garages and pools should be considered for collection of recyclables.
- Recycling containers are available in a wide variety of sizes, including minimal footprints, for use in small areas such as chute rooms.
- Any locations where recyclables are collected should be monitored by building staff to ensure recyclables are not overflowing or near an ignition source. If small containers are used, emptying the containers on a daily basis may be required, dependent on use by residents.
- Below are some examples of important things to consider before placing containers; however, for specific information on fire safety, contact the Prospect Heights Fire Department (847) 253-8060.
 - Both the door to the trash chute and the room itself should be free from obstruction
 - Materials must be monitored, collected and removed on a regular basis so that no excess accumulation occurs
 - Due to their combustibility, extra care and attention (such as increased monitoring and more frequent removal) must be paid to any paper or plastic materials being collected.
 - High-rise buildings that are required to have a Life Safety Plan should consider adding the locations of the recycling receptacles to the plan.

Dear Resident of (Building/Condo/CoOp name),

I am pleased to announce that we will soon be starting a recycling program in our building. This is a new program so I ask you to please read this letter with special attention.

the (insert building management company/condo board name) has been working with our waste hauler, Republic Services, to set up our building's recycling program. We have taken into consideration our building's current waste handling practices and tried to learn from the successful recycling programs operated in other multi-unit buildings. Thanks to everyone for their patience in making our program a success. We appreciate any input you may have on the program.

For us to maintain a strong recycling program, we need your cooperation.

Attached is a helpful poster which outlines our recycling program. This poster details your responsibilities in preparing recyclable materials for collection. You may want to keep the information in a convenient spot in your home for easy reference. Once you have prepared your recyclables according to these guidelines, bring them to the recycling storage area located in (insert location in building). We will monitor this location closely, but ask your cooperation in keeping it clean and free of debris. For your information, the recycling receptacles will be emptied (insert day and time).

Also please note the following excerpt from the recent Prospect Heights newsletter:

Also please note the City of Prospect Heights operates its E-Waste Recycling Program at the Public Works Building Located at 401 Piper Lane from 7:30 a.m. to 3p.m. Monday-Friday. Under the Electronic Products Recycling and ReuseAct, no person may knowingly cause or allow the mixing of any of the following items with municipal waste that is intended for disposal at a landfill:

- Cable & Satellite Receivers, Digital Converter Boxes
- All Computers (tablets), Monitors, Keyboards, & Mice
- Printers, Scanners & Facsimile Machines, Small Servers
- Televisions, Video Cassette & DVD Recorders/Players
- Video Game Consoles, Portable Digital Music Players

All of these electronic products must be disposed of with recyclers that remove environmental hazards and separate materials that can be reused. A successful program depends on YOU to make the effort to abide by the law. We are proud to be able to offer this service to those in our community!

Thanks again for your interest and cooperation. If you have any questions, please contact (insert name) at (insert phone number or email address).

Sincerely,

Building Manager/Condo Board/Building Owner



Our building proudly recycles



Glass jars & bottles



Aluminum cans, foil & pie tins



Tin or steel cans



Cereal boxes, paper towel rolls, etc



Cardboard
(flatten all boxes)



Plastic bottles & containers
1 2 3 4 5 7



Junk mail



Magazines & catalogs



Telephone books



Paper bags



Office paper & file folders



Newspaper & inserts

Do not put in recycling:

Food or Beverage Waste
Candy & Chip Wrappers
Non-Paper Packing Material
Plastic Grocery Bags
Styrofoam & plastic #6

Paper coffee cups and lids
Ceramic's
Window glass
Light bulbs
Any Electronics





Household Hazardous Waste and Electronic Recycling

Fact Sheet

It is important to dispose of household hazardous waste and electronic equipment in a safe and appropriate manner. The dangers of disposing of these materials incorrectly might not be immediately obvious, but improper disposal of these wastes can pollute the environment and threaten human health. This fact sheet discusses each waste and where to go to drop off these materials. By following these instructions, you can help protect our resources and keep your home and village safe.

What is Household Hazardous Waste?

Household hazardous waste (HHW) includes products such as paints, cleaners, oils, batteries, unused or expired medications, and pesticides. Household hazardous wastes and prescription drugs should **not** be poured down the drain, on the ground, into storm sewers, or in some cases put in the trash. Below is a list of common household hazardous waste material:



- Antifreeze
- Unused or expired medications
- Used motor oil
- Oil-based paints
- Paint thinners
- Aerosol paints
- Herbicides, insecticides, and pesticides
- Lawn chemicals
- Solvents
- Cleaning products
- Pool chemicals
- Hobby chemicals
- Mercury
- Compact fluorescent lamp and light bulbs (CFL)

What Is Electronic Recycling?

As electronic equipment became more affordable, more households are using a wide variety of electronic devices. Common household electronics include computers, televisions, DVD players, audio equipment (stereos), iPods and telephones. Household electronics often contain hazardous materials such as lead, mercury, and polychlorobiphenyls (PCBs). These hazardous materials can contaminate the environment when they are disposed of improperly. However, if they are recycled (referred to as "e-cycling"), any hazardous materials they contain are removed and reprocessed or reused in an environmentally-responsible manner. **Remember, electronic waste or "e-waste" cannot be recycled in with your household recyclables.**





Household Hazardous Waste and Electronic Recycling

Fact Sheet

A ban on certain electronics (such as televisions, computers and printers) from being landfilled starting January 1, 2012

How Do I Dispose of My Household Hazardous Waste and Recycle My Electronics ("e-cycling")?

The **Village of Prospect Heights** operates a permanent **Electronics Recycling Facility** where you can drop off unwanted

Cable & Satellite Receivers, Digital Converter Boxes

- All Computers (tablets), Monitors, Keyboards, & Mice
- Printers, Scanners & Facsimile Machines, Small Servers
- Televisions, Video Cassette & DVD Recorders/Players
- Video Game Consoles, Portable Digital Music Players

The facility location and hours are:

Location: 401 Piper Lane, Prospect Heights

Hours: Monday-Friday (7:00 am to 3:00 pm)

Household hazardous waste facilities for drop off are:

Go to <http://swancc.org> for the most convenient location or...

City of Chicago drop off location:

Location: 1150 North Branch St, Chicago

Hours: Tues 7 am-12 pm

Thurs 2pm-7 pm

1st Saturday of the month 8 am -3 pm

No LATEX paint, also accepts computers and propane tanks

City of Naperville drop off location:

Location: 1971 Brookdale Rd, Naperville

Hours: 9 am- 2pm Saturday and Sunday

No LATEX paint

Take back Programs

Additional recycling opportunities are always emerging. For example, CFLs can also be recycled at participating Home Depot and Ace Hardware Stores.

How do you dispose of latex paint?

The Household Chemical and Computer Recycling Facility is no longer accepting Latex paint because of its high disposal cost and very low environmental impact. Here's what you can do with your left over paint:

- Save leftover paint for a new project or paint scrap lumber or cardboard. Let the empty paint can dry and then **recycle the empty can**.
- Absorb the remaining paint with sawdust or kitty litter or pour it into a bag. Once the paint has dried, throw the absorbent material or bag away and **recycle the empty can**.
- Donate it to friends, neighbors, local schools or theater groups.
- Store it for touch-ups in the future.



How do you dispose of prescription drugs?

Prescription and over the counter medication can be brought to City Hall at 8 N Elmhurst Road, Prospect Heights for destruction. **They do not accept narcotics at this location.** Call the village to discuss proper procedure for disposing of this medication at (847)398-6070. Do not flush down the toilet.



Residents in multi-unit buildings can recycle many materials, including paper, cardboard, plastics, glass and aluminum in one container with Republic Services. Below is a complete list of materials that generally can be recycled.

Containers	Paper Fiber	What is <u>Not</u> Accepted?
All containers should be emptied. • Aluminum Cans, Trays & Foil • Steel Cans & Tins • Milk & Juice Cartons • Milk & Juice Jugs (#2 clear plastic resin) • Glass Bottles and Jars - (clear, brown, green) No window glass, dinnerware or ceramics. • Pop, Water, & Flavored Beverage Bottles (#1 clear and green plastic resin) • Detergent & Fabric Softener Containers (#2 colored plastic resin) • PVC Narrow Neck Containers, such as health & beauty aid products, household cleaners (#3 plastic resin) • Grocery Containers, such as six and twelve pack rings, margarine tubs, and frozen desert cups (#4 plastic resin) • Grocery Containers, such as yogurt cups, and narrow neck syrup and ketchup bottles (#5 plastic resin) • #7 Plastic Resin Narrow Neck Containers • Plastic Buckets, such as kitty litter containers (5 gallon size maximum) No metal handles.	• Newspaper, including inserts (remove plastic sleeves) • Cardboard (no waxed cardboard) • Kraft Bags (brown paper bags) • Magazines, Catalogs and Telephone Books • Office, Computer, Notebook & Gift Wrap Paper (no metal clips, spirals, binders) • Chipboard (cereal, cake & food mix boxes, gift boxes, shoe boxes, etc.) • Carrier Stock (soda & beer can carrying cases) • Junk Mail & Envelopes (no plastic cards, stick on labels or unused stamps) • Paper Back Books (no hard cover books) <u>Don't forget!</u> Flatten cardboard and chipboard	You <u>CANNOT</u> recycle the following: • Motor oil containers • Insecticide containers • Herbicide containers • Hazardous chemical containers • Plastic bags or film (plastic sheets, tarps or wrap) • Expanded foam (Styrofoam) • Clear polystyrene (#6 plastic) • Soiled napkins, towels or disposable diapers • Batteries • Dog/cat waste • Compact Fluorescent Light bulbs (CFL) • Clothes • Printer or toner cartridges • Window glass • Ceramics • Electronic Waste



May 9, 2013

To: Mayor Nicholas J. Helmer
City of Prospect Heights City Council
Anne Marrin, City Administrator



From: Robert Sabo, Deputy City Clerk

Re: Liquor License Classifications and Hours Discussion

The following documents are for your reference to help facilitate discussion of the existing City of Prospect Heights liquor license classifications and hours. Please note that section 2-3-9: Licenses; Classes, Fees, limitation on Number and Hours of Operations does not reflect the current limitation on license numbers due to liquor license activity that has occurred after the last City Code codification. The documents attached are as follows:

Exhibit A: Section 2-3-8: Classifications of Licenses – This is the City Code governing types of liquor licenses available in the City of Prospect Heights.

Exhibit B: Section 2-3-9: Licenses; Classes, Fees, Limitation on Number and Hours of Operation – This is the City Code governing the hours for the types of liquor licenses available in the City of Prospect Heights as well as the limitation on number.

Exhibit C: Current list of all open and issued liquor licenses, sorted by classification, in the City of Prospect Heights.

Sincerely,

Robert Sabo
Deputy City Clerk

2-3-8: CLASSIFICATION OF LICENSES:

A. Class A Licenses: Class A licenses which shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises. If the premises is a hotel, packaged liquor may be sold to guests of the hotel. (Ord. 0-95-44, 10-16-1995)

Class A-1 Licenses: Class A-1 licenses shall authorize the retail sales on the premises of beer and wine only for consumption on the premises in a bowling alley only. (Ord. 0-99-19, 8-16-1999, eff. 8-26-1999)

Class A-2 Licenses: Class A-2 licenses shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises. (Ord. 0-03-52, 12-1-2003, eff. 12-11-2003)

Class A-3 Licenses: Class A-3 licenses shall authorize the retail sale on the premises specified of alcoholic liquor only for consumption on the premises during the hours set forth in section 2-3-9 of this chapter. The holder of a class A-3 license may petition the local liquor commissioner for a temporary extended hours permit to allow extended hours not later than four o'clock (4:00) A.M. on any one day Sunday through Thursday. Said petition must be in writing and delivered to the local liquor commissioner not less than fourteen (14) days prior to the date on which the licensee desires extended hours. An extended hours permit granted under this section shall be valid only for the single date specified on the permit. Extended hours under this subsection may be granted in the sole discretion of the local liquor commissioner and shall not be deemed a right of the licensee. (Ord. 0-11-20, 6-27-2011)

B. Class B Licenses: Class B licenses which shall authorize the retail sale of alcoholic liquor, but not for consumption on the premises where sold.

If said sale of alcoholic liquor is carried out on premises which are utilized primarily for other retail sales activities, the sale of such liquor shall be confined to an area which is separated from the other retail sales activity.

The sale of such liquor shall be confined to an area which is separated from the other retail portions of the premises by a suitable enclosure or partition of such design and construction as may be approved by the local liquor control commissioner. No class B license outstanding on the effective date of this section shall be renewed upon its expiration unless such approved enclosure or partition has been constructed. (Ord. 0-95-44, 10-16-1995)

C. Class B-1 And B-2 Licenses:

1. Class B-1 Licenses: Class B-1 licenses which shall authorize the retail sale of wine and beer, but not for consumption on the premises where sold. The said sale of alcoholic liquor is carried out on premises which are used primarily for the sale at retail of packaged foods and/or convenience items to be carried out from the premises.
2. Class B-2 Licenses: Class B-2 licenses which shall authorize the retail sale of wine and beer, but not for consumption on premises where sold. The said sale of alcoholic liquor is carried out on premises which are used primarily for the sale at retail of packaged foods and/or convenience items to be carried out from the premises, during hours of operation which differ from the B-1 classification.
3. Separate Area For Sales: If said sale of wine or beer is carried out on premises which are utilized primarily for other retail sales activities, the sale of such liquor shall be confined to an area which is separated from the other retail sales activity. The sale of such wine or beer shall be confined to an area which is separated from the other retail portions of the premises by a suitable enclosure or partition of such design and construction as may be approved by the local liquor control commissioner. No class B-1 or B-2 license outstanding on the effective date of this section shall be renewed upon its expiration unless such approved enclosure or partition has been constructed. (Ord. 0-07-28, 7-9-2007)

D. Class C Licenses: Class C licenses which shall authorize the retail sale, in restaurants only, of alcoholic liquor for consumption on the premises where sold. Such licenses may be issued to and retained by those establishments which:

1. Have a seating capacity at tables for a minimum of thirty (30) persons for food services; and
2. Offer their patrons full and complete meals, including a dinner menu.

No such license shall be granted to or retained by any establishment in which the facilities for food preparation and service are not primarily those of a restaurant or are operated as a "fast food restaurant" as defined in this chapter. Without limiting the generality of the foregoing, limited food service, such as provided by lounges, luncheonettes, diners, coffee shops, drive-ins, etc., do not satisfy the requirements for this license classification.

E. Class C-1 Licenses: Class C-1 licenses which shall authorize the retail sale of wine and beer in restaurants only, for consumption on the premises where sold. Such licenses may be issued and retained by those establishments which:

1. Have a seating capacity at tables for a minimum of thirty (30) persons for food services; and
2. Offer their patrons meals.

No such license shall be granted to or retained by any establishment in which the facilities for food preparation and service are not primarily those of a restaurant. (Ord. 0-95-44, 10-16-1995)

F. Class C-2 Licenses: Class C-2 licenses which shall authorize the retail sale of alcoholic liquor in restaurants only, without a bar or cocktail lounge area for consumption on the premises where sold. Such licenses may be issued and retained by those establishments which:

1. Are located within the boundaries of the area commonly referred to as the Prospect Crossing TIF area and have a square footage of not less than seven thousand (7,000) square feet; and
2. Meet all the requirements set forth in subsection D of this section for class C licenses. (Ord. 0-01-05, 2-20-2001, eff. 3-2-2001)

G. Class D Licenses: Class D licenses which shall authorize the retail sale of alcoholic liquor for consumption on public golf course premises.

H. Daily Permits: The local liquor control commissioner may grant a daily permit which shall authorize the retail sale of alcoholic liquors for consumption only on the premises where sold, to any company, organization or group, authorizing the sale of alcoholic liquor at any picnic, carnival or similar function given by said organization.

Daily permits may be issued for not more than five (5) consecutive days to any one organization. The application for a daily permit shall specify the name of the organization, the person or persons responsible for custody and sale of alcoholic beverages, the dates, and hours of service, and shall indicate the nature of the organization (e.g., charitable, civic) and the character of the event or events to which the permit applies. No such permits, however, shall be issued or granted except upon proof of adequate dramshop (host liquor liability) insurance provided by the insurance carrier or a bona fide agent of the carrier.

Prior to the issuance of a daily permit to any applicant, such applicant shall place on deposit with the local liquor control commissioner the sum of one hundred dollars (\$100.00) to one thousand dollars (\$1,000.00), the exact amount to be determined by the local liquor control commissioner for each day of the event for which a permit is required. At the discretion of the local liquor control commissioner, such deposit shall be refundable to such applicant provided that the event for which the daily permit was issued, was conducted without justifiable complaints from nearby residents and without disruption of nearby business activities or traffic flow. No such deposit shall be refunded in the event that any violation of this section occurred at the event for which the daily permit was issued.

- I. Special Permits: The local liquor control commissioner may grant modified hours for special events with no more than three (3) such permits to be approved per applicant per year. Such special permits shall be restricted to holders of class A and class C licenses. Requests for the permit for modified hours shall be made to the local liquor control commissioner in writing, signed by the applicant, including name of responsible supervisor to the special event, client for whom the special event will be held and any other information deemed necessary by the local liquor control commissioner. Each application for a permit for modified hours shall include a nonrefundable fee of one hundred dollars (\$100.00) which shall be separate and distinct from the annual license fee. (Ord. 0-95-44, 10-16-1995)
- J. Sunday Brunch Permits: The local liquor control commissioner may grant to holders of class A and class C licenses a special Sunday brunch SB permit to serve alcoholic beverages on Sundays between the hours of nine o'clock (9:00) A.M. and twelve o'clock (12:00) noon. The SB permit shall be an addendum to the annual license; and, in no way, shall it be regarded as a license. Holders of such permits shall pay the fees established in section 2-3-9 of this chapter. (Ord. 0-95-44, 10-16-1995; amd. Ord. 0-09-07, 3-13-2009)

The SB permits shall be effective and concurrent with the licenses to which they apply. No such permit shall be valid in the absence of or during the revocation or suspension of the license to which it applies.

SB permits shall be issued subject to the same rules and restrictions with respect to holder qualifications, terms and conditions, and to the general requirements of this chapter which apply to the licenses. Additional restrictions are as follows:

1. SB permits shall apply only to the service of alcoholic beverages at the licensed establishment.
2. All licensed establishments holding an SB permit may provide additional alcoholic beverage service during the period between the hours of nine o'clock (9:00) A.M. and twelve o'clock (12:00) noon on Sundays only in connection with meal service.

No person or persons shall be served alcoholic beverages in any area where meal service is not offered and available, and no person or persons shall consume alcoholic beverages during such period except in connection with a meal.

3. Service of alcoholic beverages under the SB permit is strictly prohibited in cocktail lounges, bar areas, coffee shops and other rooms or areas where complete meals are not offered and served. (Ord. 0-95-44, 10-16-1995)

EXHIBIT B

This section has been affected by a recently passed ordinance, 12-01 - LIQUOR LICENSES. Go to new ordinance.

This section has been affected by a recently passed ordinance, 12-21 - COIN-OPERATED AMUSEMENT DEVICES . Go to new ordinance.

2-3-9: LICENSES; CLASSES, FEES, LIMITATIONS ON NUMBER AND HOURS OF OPERATION:

The annual license classification as described in section 2-3-8 of this chapter, and the limitation on the outstanding number of such licenses shall be as provided in the following schedule:

Class Of License	Annual Fee ¹	Limitation On Number	Monday Through Thursday	Friday	Saturday	Sunday
A	\$3,300 .00	6	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 3:00 A.M. Saturday	8:00 A.M. through 3:00 A.M. Sunday	2:00 noon through 2:00 A.M. following
A-1	1,650 .00	0	12:00 noon through 12:00 midnight	12:00 noon through 12:00 midnight	12:00 noon through 12:00 midnight	
A-2	4,400 .00	1	8:00 A.M. through 4:00 A.M. ²	8:00 A.M. through 4:00 A.M.	8:00 A.M. through 4:00 A.M.	12:00 noon through 3:00 A.M.
A-3	4,000 .00	1	8:00 A.M. through 3:00 A.M.	8:00 A.M. through 4:00 A.M.	8:00 A.M. through 4:00 A.M.	12:00 noon through 3:00 A.M.
B	2,200 .00	6	8:00 A.M. through 12:00 midnight	8:00 A.M. through 12:00 midnight	8:00 A.M. through 12:00 midnight	9:00 A.M. through 12:00 midnight
B-1	1,925 .00	2	11:00 A.M. through	11:00 A.M. through	8:00 A.M. through	9:00 A.M. through

			12:00 midnight	12:00 midnight	12:00 midnight	12:00 midnight
B-2	2,200 .00	1	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 2:00 A.M. following	12:00 noon through 2:00 A.M. following
C	3,300 .00	2	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 3:00 A.M. Saturday	8:00 A.M. through 3:00 A.M. Sunday	12:00 noon through 2:00 A.M. following
C-1	1,650 .00	4	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 3:00 A.M. Saturday	8:00 A.M. through 3:00 A.M. Sunday	12:00 noon through 2:00 A.M. following
C-2	3,300 .00	1	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 3:00 A.M. Saturday	8:00 A.M. through 3:00 A.M. Sunday	12:00 noon through 2:00 A.M. following
D	0	1	8:00 A.M. through 2:00 A.M. following	8:00 A.M. through 3:00 A.M. following	8:00 A.M. through 3:00 A.M. following	11:00 A.M. through 2:00 A.M. following
Daily	\$55.00 fee plus \$100.00 to \$1,000.00 deposit ³					
SB	\$440 .00	2				9:00 A.M. through 12:00 noon

Notes:

1. Effective beginning May 1, 2002, unless amended thereafter.
2. 8:00 A.M. through 3:00 A.M. on Mondays.
3. Daily deposit may be refunded subject to discretion of local liquor control commissioner per subsection 2-3-8H of this chapter.

On the mornings of July 4, Memorial Day, Labor Day and Thanksgiving, the sale of alcoholic beverages is permitted as follows in the following classifications:

Class A Until 3:00 A.M.
Class A-2 Until 4:00 A.M.
Class C Until 3:00 A.M.
Daily Until 1:00 A.M.

On December 31, the sale of alcoholic beverages is permitted as follows:

Class B Until 12:00 midnight

On the morning of January 1, the sale of alcoholic beverages is permitted as follows:

Class A Until 3:00 A.M.
Class A-2 Until 4:00 A.M.
Class C Until 3:00 A.M.
Daily Until 3:00 A.M.

All patrons and customers shall leave the premises not later than ten (10) minutes following the closing hours stipulated above, excepting in establishments which are full service restaurants in which the service of alcoholic beverages is incidental and complementary to the service of meals; in such establishments all alcoholic beverages must be removed from all service areas, tables, counters, bars, etc., within ten (10) minutes following the closing hours stipulated. (Ord. 0-95-44, 10-16-1995; amd. Ord. 0-99-06, 2-16-1999, eff. 2-26-1999; Ord. 0-99-19, 8-16-1999, eff. 8-26-1999; Ord. 0-01-05, 2-20-2001, eff. 3-2-2001; Ord. 0-02-05, 3-18-2002, eff. 3-28-2002; Ord. 0-02-06, 3-18-2002, eff. 3-28-2002; Ord. 0-03-52, 12-1-2003, eff. 12-11-2003; Ord. 0-04-01, 1-20-2004, eff. 1-30-2004; Ord. 0-04-05, 2-2-2004, eff. 2-12-2004; Ord. 0-04-06, 2-2-2004, eff. 2-12-2004; Ord. 0-04-15, 4-19-2004, eff. 4-29-2004; Ord. 0-04-34, 7-19-2004, eff. 7-29-2004; Ord. 0-05-07, 4-4-2005, eff. 4-22-2005; Ord. 0-05-08, 4-4-2005, eff. 4-22-2005; Ord. 0-05-13, 5-2-2005, eff. 5-13-2005; Ord. 0-05-17, 6-6-2005, eff. 6-17-2005; Ord. 0-05-35, 10-3-2005, eff. 10-20-2005; Ord. 0-05-44, 12-19-2005, eff. 12-30-2005; Ord. 0-06-24, 6-19-2006; Ord. 0-06-28, 7-24-2006; Ord. 0-06-29, 7-24-2006; Ord. 0-06-45, 11-20-2006; Ord. 0-07-12, 4-2-2007; Ord. 0-07-19, 5-7-2007; Ord. 0-07-22, 5-21-2007; Ord. 0-07-23, 5-21-

2007; Ord. 0-07-28, 7-9-2007; Ord. 0-07-35, 11-19-2007, eff. 11-30-2007; Ord. 0-08-03, 2-4-2008, eff. 2-15-2008; Ord. 0-08-15, 4-21-2008; Ord. 0-08-16, 5-5-2008, eff. 5-16-2008; Ord. 0-08-17, 5-5-2008, eff. 5-15-2008; Ord. 0-08-26, 6-16-2008, eff. 6-27-2008; Ord. 0-09-07, 3-13-2009; Ord. 0-09-12, 5-4-2009; Ord. 0-09-13, 5-18-2009, eff. 5-29-2009; Ord. 0-09-17, 6-15-2009, eff. 6-26-2009; Ord. 0-10-09, 5-24-2010, eff. 6-4-2010; Ord. 0-10-27, 8-23-2010, eff. 9-2-2010; Ord. 0-10-28, 8-23-2010, eff. 9-2-2010; Ord. 0-10-48, 12-13-2010; Ord. 0-11-15, 6-6-2011; Ord. 0-11-20, 6-27-2011)

EXHIBIT C

Name	Address	City	Class	Liquor	Fee
Atlantis Banquets	1273 N. Rand Road	Arlington Heights, IL 60004	A		\$3,300.00
Fireside Land Development LLC., DBA Hilton Northbrook	2855 N. Milwaukee Avenue	Northbrook, IL 60062	A		\$3,300.00
JS & S Corp.	1211 S. Wolf Road	Prospect Heights, IL 60070	A		\$3,300.00
Players Pub & Grill, Inc.	1250 S. River Road	Prospect Heights, IL 60070	A		\$3,300.00
Crowne Plaza Chicago Northbrook	2875 N. Milwaukee Avenue	Northbrook, IL 60062	A		\$3,300.00
Rocky Vanders	698 N. Milwaukee Avenue	Prospect Heights, IL 60070	A-2		\$4,400.00
House of Music and Entertainment LLC	1227 N. Rand Road	Arlington Heights, IL 60004	A-3		\$4,000.00
Aldi Inc	1432 E. Rand Road	Arlington Heights, IL 60004	B		\$2,200.00
Coachlite Liquors	7 S. Wolf Road	Prospect Heights, IL 60070	B		\$2,200.00
Discount Liquors	3 E. Camp McDonald Road	Prospect Heights, IL 60070	B		\$2,200.00
Palwaukee Liquors	688 N. Milwaukee Avenue	Prospect Heights, IL 60070	B		\$2,200.00
Riddhi Enterprises, Inc. dba S&G Food and Liquor	828-30 N. Elmhurst Road	Prospect Heights, IL 60070	B		\$2,200.00
Matrima Inc. dba Volume Liquor	1312 N. Rand Road	Arlington Heights, IL 60004	B		\$2,200.00
RVD Inc. DBA Convenient Food and Beer	1203 N. Elmhurst Road	Prospect Heights, IL 60070	B-1		\$1,925.00
AALA Enterprises, Inc. DBA Prospect Heights Citgo	1204 N. Elmhurst Road	Prospect Heights, IL 60070	B-1		\$1,925.00
Speedway #4251	1021 N. Rand Road	Arlington Heights, IL 60004	B-1		\$1,925.00
Walgreens #04146	1 N. Elmhurst Rd.	Prospect Heights, IL 60070	B-2		\$2,200.00
Naomi Sushi	1309 N. Rand Road	Arlington Heights, IL 60004	C		\$3,300.00
Secret Garden Restaurant	1612 N. Rand Road	Arlington Heights, IL 60004	C		\$3,300.00
Blue Swan Ltd., DBA Gabin Café	1 S. Wolf Road	Prospect Heights, IL 60070	C		\$3,300.00
Monica's Restaurant Corp.	636 N. Milwaukee Avenue	Prospect Heights, IL 60070	C-1		\$1,650.00
Nikko's Restaurant	1421 N. Rand Road	Arlington Heights, IL 60004	C-1		\$1,650.00
Yummy Gourmet Restaurant	1255 N. Rand Road	Arlington Heights, IL 60004	C-1		\$1,650.00
DN Restaurant Group Inc. DBA JK Gyros	1215 N. Elmhurst Road	Prospect Heights, IL 60070	C-1		\$1,650.00
Los Posadas	1209 N. Elmhurst Road	Prospect Heights, IL 60070	C-1		\$1,650.00
Seoul Billiards	668 N. Milwaukee Ave	Prospect Heights, IL 60070	C-1		\$1,650.00
Royal Roast Chicken/El Pollo Real	1 S. Wolf Road	Prospect Heights, IL 60070	C-1		\$1,650.00
Comfort Inn - RK Hospitality Inc.	600 N. Milwaukee Avenue	Prospect Heights, IL 60070	C-1		\$1,650.00
Blackhawk Restaurant Group, LLC Series PCProspect d/b/a Per 1253 N. Rand Road		Arlington Heights, IL 60004	C-2		\$3,300.00
River Trails Park District - Rob Roy Golf Course	505 E. Camp McDonald Road	Prospect Heights, IL 60070	C-3		\$1,650.00
			D		\$0.00