



**CITY OF PROSPECT HEIGHTS
SPECIAL CITY COUNCIL MEETING AGENDA
OF THE CITY COUNCIL
MONDAY, MARCH 30, 2015
6:30 PM
CITY HALL
8 NORTH ELMHURST ROAD
PROSPECT HEIGHTS, ILLINOIS**

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

ROLL CALL – Present: Mayor Helmer, City Clerk Adamson and Treasurer Tibbits.
Aldermen: Williamson, Ludvigsen, Mendez, Higgins
Absent – Alderman Styler
A quorum was present.

ALSO PRESENT: Finance Director Hannon, City Attorney Stein, Interim City Administrator Balling, Deputy Clerk Schultheis, Acting Assistant to the City Administrator Deol, Building and Zoning Director Skiber, Deputy Police Chief Steffen, Public Works Director Cutaia, and Police Chief Dunne.

PLEDGE OF ALLEGIANCE – Alderman Higgins led the pledge.

INVOCATION – Pastor Daniel Choo of the Hebron Church gave the Invocation.

CLOSED SESSION – At 6:35 PM, Alderman Williamson moved for a Closed Session to discuss employment issues and real estate acquisition under sections 2-C-1 and 2-C-5 of the Open Meetings Act; seconded by Alderman Higgins.

ROLL CALL

AYES –	Higgins, Williamson, Ludvigsen
NAYS –	Mendez
ABSENT -	Styler

Motion carries 3 – 1 (one absent)

At 7:46 PM; Roll Call was taken to resume Open Session. There was a quorum present.

STAFF REPORTS

Administrator's Report –

- City is on track to have a new City Administrator by the first Council Meeting in May, 2015.

Public Works Director Cutaia –

- On March 15, there will be brush and landscape pick up by ARC. There will also be tree branch pick up by ComEd.

Building and Zoning Director Skiber –

- The final contract of Levee 37 is due in June, 2015.
- New home at 401 Dorset
- Library District Parking lot expansion

Financial Director Hannon – discussed the status of the City budget.

City Clerk Adamson –

- Updated audience regarding election and voting information.
- Mentioned that there were residents that wanted to be able to purchase Metra Parking online. Interim City Administrator Balling said that he would look into what would be needed to set that up.

Police Chief Dunne –

- Discussed the July 3rd Fireworks event named “Rock and Run the Runway.” It will start at 5PM. There will be food trucks and live bands, as well as a fireworks display.
- Discussed the May 30th Community Days Event with a Lions Club Pancake Breakfast. Acting Assistant to the City Administrator Deol and Deputy Clerk Schultheis are committee members, and will update as needed.
- The Police Station is open 24/7 – the Police Department is also allowing Craigslist transactions.

Alderman Mendez-

- Said that there are too many temporary signs.

Treasurer's Report

- Treasurer Tibbits noted that Finance Director Hannon had put together and distributed the Treasurer's Report. There were no questions regarding the Report.
- He noted that the City was up-to-date with the audit, but that there was one audit document still required.

ADOPTION OF THE CONSENT AGENDA

- A. Approval of the Minutes of the February 28, 2015 Budget Meeting.
- B. Approval of the Minutes of the March 9, 2015 City Council Workshop Meeting – Treasurer Tibbits noted that the comments made regarding the Tricaster crashing and being replaced was the Treasurer Tibbits had been the one that installed the new Tricaster and that it was a significantly-sized project. It was noted that Treasurer was also in charge of the AV Department. He also referenced the part of the Minutes in regard to Public Service announcements. It was noted that Treasurer Tibbits that the comment was in regard to all forms of information

that needed to be dispersed in a better and more efficient way to the residents.
The comment was in regard to the need to coordinate all displayed media for the public.

Alderman Williamson moved to approve Item B; seconded by Alderman Higgins.

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

Motion carried 4 – 0 (one absent)

C. Approval to purchase the facility electronic entry system for the Public Works facility

D. Ordinance Establishing water rates for 2015-2016 (1ST Reading) - **Alderman Ludvigsen moved to approve Item D first reading; seconded by Alderman Higgins.**

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

Motion carried 4 – 0 (one absent)

Discussion of charges and how charges were derived.

E. Resolution approving continued membership in LESO through the State of Illinois.

F. Resolution approving a Venture Agreement for NWCDS.

G. Authorizing additional drainage work to Glenbrook Excavating and Concrete for continuing drainage work.

Item D will be under New Business; Item B will be removed.

Alderman Mendez moved to Approve by omnibus vote Items A,C,E,F and G; seconded by Alderman Williamson.

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

Motion carried 4 – 0 (one absent)

VIII. APPROVAL OF CONTRACTS

H. Approving a contract for televising services for Old Town Sanitary District sewer lines. – **No action needed.** The City will monitor and review.

IX. APPROVAL OF EXPENDITURES

I. Approval of Warrants

General Fund	\$79,711.74
MFT Fund	\$3,288.92

Palatine/Milwaukee TIF	\$345,383.60
Tourism District	\$79,895.50
Development Fund	\$0.00
DEA Fund	\$3,948.00
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	\$364.70
SS Area #8 – Levee Wall #37	\$101.41
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$450.00
Water Fund	\$37,219.79
Parking Fund	\$2,274.71
Road/Building Bond Escrow	\$0.00
TOTAL Expenditures	\$552,638.37
3/6/2015 PAYROLL	\$121,806.83
3/20/15 PAYROLL	\$119,553.76
3/19/15 POLICE PENSION PYMT	\$27,940.01
3/5/15 FEBRUARY IMRF	\$18,596.74
TOTAL	\$840,535.74

City Clerk Adamson read the expenditures.

Alderman Higgins moved to approve Total Expenditures of \$522,638.37; 3/6/2015 Payroll of \$121,806.83; 3/20/2015 Payroll of \$119,553.76; 3/19/15 Police pension Payment of \$27,940.01; 3/5/15 February IMRF of \$18,596.74; and TOTAL of \$840,535.74; seconded by Alderman Ludvigsen.

ROLL CALL

AYES – Higgins, Williamson, Mendez, Ludvigsen

NAYS – None

Absent – Styler

Motion carried 4 – 0 (one absent)

The Mayor wanted to know if the line items regarding the names of the vendor were available online. It was noted by Financial Director Hannon and Deputy Clerk Schultheis that this information is available online.

XI. NEW BUSINESS

J. 2015 Farmers Market – Deputy Clerk Schultheis discussed the IFMA conference regarding farmers markets, as well as the intention of the City to introduce a farmers market to a new venue – the City Hall Parking lot. The preferred date to open the market would be weekly, on either Saturday or Sunday morning.

K. Approval of 2015 backbone foundation 5 K run event in Prospect Heights. –

Alderman Higgins moved to approve Item K; seconded by Alderman Mendez.

ROLL CALL

AYES – Higgins, Williamson, Mendez, Ludvigsen

NAYS – None

Absent – Styler

Motion carried 4 – 0 (one absent)

XII. WORKSHOP DISCUSSION ITEMS

L. Discussion of remaining budget items from the February 28 meeting - Finance Director Hannon took the lead in discussing remaining items on the budget.

AV personnel – consensus of \$12,000 for AV, but \$25,000 for personnel off.

Improved phone system – it was noted by Police Chief Dunne that there was another year on the contract.

New Economic Development Coordinator – “Special Advisor to the City” was ok’ed.

New Public Works Maintenance Worker – discussion regarding the need for a new worker. It was decided to keep \$68,000 for maintenance, but scratch \$75,114 for new worker.

New PD Desk Officer – to replace the retiring Chief’s Administrative Assistant. Consensus was to have \$54,000 in budget.

SSA#9 – related to consultant for water study. It was decided to put this item aside.

Military surplus items for \$175,000 for the Police Force. – This item was removed.

Drainage improvements – discussion.

Finance Director Hannon noted that these items would be discussed further in the next meeting.

XII. RESIDENT COMMENTS (Non-agenda Items)

Dollars for Scholars - Treasurer Tibbits discussed the event on April 18 at Hawthorne Aviation to raise money for this charity.

XIII. ADJOURNMENT

At 8:47 PM, Alderman Higgins moved to Adjourn; seconded by Alderman Mendez.

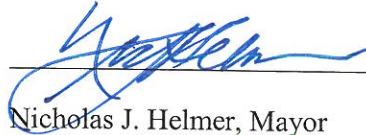
VOICE VOTE: All ayes, no nays.
Absent – Styler

Motion carried 4 – 0.

Approved by the Prospect Heights City Council on this day, the 13th of April, 2015.



Karen Schultheis, Deputy Clerk



Nicholas J. Helmer, Mayor

