



**CITY OF PROSPECT HEIGHTS**  
**Regular City Council Meeting**  
**October 28, 2013**

**CALL TO ORDER**

The workshop was called to order at 6:30 p.m. by Mayor Helmer at City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois 60070.

**ROLL CALL**

Present: Mayor Helmer, Treasurer Tibbits, City Clerk Adamson Aldermen- Higgins, Williamson, Ludvigsen, Mendez, Styler (Open Session at 7:18 PM).

A quorum was present. Also present: Assistant to the Administrator Sabo, City Administrator Marrin, City Attorney Zimmermann, Director of Building and Zoning Skiber, Finance Director Hannon, Acting Public Works Director/Assistant Director of Building and Zoning Cutaia, Police Chief Dunne, and Deputy Clerk Schultheis.

**PLEDGE OF ALLEGIANCE**

Mayor Helmer asked everyone to rise and join on the Pledge of Allegiance.

**INVOCATION**

Reverend Eric Schlichting of the Lutheran Church of the Good Shepherd administered the invocation.

**SPECIAL PRESENTATIONS**

**A. Prospect Heights Police Department Awards – Chief Jamie Dunne and Deputy Chief Al Steffen Presenting.**

**Lifesaving Award: Officer Mark Pufundt**

(May 21, 2013, while off-duty administered lifesaving CPR to an unconscious victim)

**Police Department Employee of the Year – Corporal Michael Stone**

(honoring 23 years of distinguished service to the Prospect Heights Police Department)

**Unit Citation Award – Detective Sergeant Mark Porlier**

(On October 10, 2013 investigation that led to the confession of gang members in a Wheeling burglary)

**Unit Citation Award – Corporal Todd Godair**

(On October 10, 2013 investigation that led to the confession of gang members in a Wheeling burglary)

**Unit Citation Award – Corporal William Caponigro**

(On October 10, 2013 investigation that led to the confession of gang members in a Wheeling burglary)

**Unit Citation Award – Officer Jesus Duron**

(October 10, 2013, confronted gang members, arresting them and stopping them from carrying out an assault, as well as later determining that they were wanted for a Wheeling burglary)

**Outstanding Community Policing Award – Officer Michael Smith**

(Involvement with the St. Baldrick's foundation to fight children's cancer)

**Outstanding Community Policing Award – Admin/Records Clerk Pardeep Deol**

(Summer, 2013 – organized field trips and programs for Summer Youth Outreach)

**Outstanding Community Policing Award – Officer Mark Pufundt**

(METRA training and education presentations on the train)

**Outstanding Community Policing Award – Officer Joseph Whowell**

(Summer, 2013 – organized field trips and programs for Summer Youth Outreach)

**Outstanding Community Policing Award – Admin/Records Pardeep Deol**

(April 27, 2013 organized and supervised DEA's Drug Take back Program)

**Outstanding Community Policing Award – Corporal William Caponigro**

(Summer, 2013 – organized field trips and programs for Summer Youth Outreach)

**Outstanding Community Policing Award – Officer Milo Derman**

(Summer, 2013 organized Government Awareness Day for at-risk youth of the community)

**Outstanding Community Policing Award – Officer Kevin Lange**

(Summer, 2013 organized Government Awareness Day for at-risk youth of the community)

**Outstanding Community Policing Award – Officer Mark Pufundt**

(Summer, 2013 organized Government Awareness Day for Summer Youth Outreach)

**Outstanding Community Policing Award – Officer Michael Smith**

(Summer, 2013 organized Government Awareness Day for Summer Youth Outreach)

**Outstanding Community Policing Award – Officer Michael Porzycki**

(Operation Lifesaver Program on the METRA's North Central Line)

**Outstanding Community Policing Award – Officer Milo Derman**

(Operation Lifesaver Program on the METRA's North Central Line)

**Outstanding Community Policing Award – Officer Kevin Lange**

(Operation Lifesaver Program on the METRA's North Central Line)

**Outstanding Community Policing Award – Admin/Records Clerk Pardeep Deol**

(Operation Lifesaver Program on the METRA's North Central Line)

**Honorable Mention Award – Sergeant Joseph Pawlicki**

(Researched and prepared new recruit testing process)

**Honorable Mention Award – Sergeant Mark Porlier**

(June, 2013, assisted a disabled senior citizen who was ejected from an abusive household)

**Honorable Mention Award – Victim Advocate Kazimierz Fiut**

(June, 2013, assisted a disabled senior citizen who was ejected from an abusive household)

**Certificate of Appreciation – Intern Michael Coglianese**

(Summer, 2013 volunteer at the Government Day bike trip with 50 local area youths)

**Certificate of Appreciation – Volunteer Marcia Jendreas**

(Summer, 2013 volunteer at the Government Day bike trip with 50 local area youths).

**Certificate of Appreciation – Volunteer Paul Fischer**

(Summer, 2013 volunteer at the Government Day bike trip with 50 local area youths).

**Certificate of Appreciation – Volunteer Brittany Racky**

(Summer, 2013 volunteer at the Government Day bike trip with 50 local area youths).

**AAIM DUI Award – Corporal Todd Godair**

(Helping remove drunk drivers from the streets of Prospect Heights).

**AAIM DUI Award – Corporal William Caponigro**

(Helping remove drunk drivers from the streets of Prospect Heights).

**AAIM DUI Award – Officer Jesus Duron**

(Helping remove drunk drivers from the streets of Prospect Heights).

**AAIM DUI Award – Officer Bill Suerth**

(Helping remove drunk drivers from the streets of Prospect Heights).

**AAIM DUI Award – Officer Chris Skeet**

(Helping remove drunk drivers from the streets of Prospect Heights).

**B. Presentation of City of Prospect Heights FY2012-2013 Audit – Baker Tilley**

representative Jason Coyle went over two documents with the Council - the CAFR and the Management Letter to the City, whereby suggestions were made for operational and procedural efficiency. He said that the letter showed that the City has shown operational improvements from last fiscal year and that there were no suggestions for improvements except the standard assistance to review the CAFR which is issued to all municipalities that do not have internal auditors. He said that the City showed that all of its internal control procedures had improved and that City's financial status was positive.

**Alderman Higgins moved to approve the Audit as presented; seconded by Alderman Mendez. The motion was unanimously approved by Roll Call Vote.**

|                  |                                               |
|------------------|-----------------------------------------------|
| <b>ROLL CALL</b> | AYES – Higgins, Ludvigsen, Williamson, Mendez |
|                  | NAYS – None                                   |
|                  | ABSENT – Styler                               |

Motion carried 4 – 0, one absent.

**C. Introduction of an applicant for Chairman of Chicago Executive Board of Directors – Robert McKenzie** introduced himself to the Council. He presented his biography and work experience and answered questions regarding his background and qualifications.

**STAFF AND ELECTED OFFICIALS REPORTS**

**Chicago Executive Airport – Acting Airport Manager – Jamie Abbott –**

Acting Airport Manager Jamie Abbott gave an update regarding ongoing projects. 1) the southeast corner of the airport – Hawthorne development - is halfway done and should wrap up sometime next year. 2) Hangar 18 – mega-door, fabric, exterior door is installed as a space saver. 3) Pavement patching being done. 4) Resurfaced access drive off of Wolf Road 5) EMAS – concrete blocks to be installed at the end of the runway – the project will start next year. 6) NBAA Meeting was just held in Las Vegas. 7) RFP for IT services – a contract is being signed for new services. 8) there is an RFP for new finance management. The search is being conducted in-house as well as outside of the organization. 9) Maintenance is being done on equipment to ready it for Winter. 10) The Office interiors are being painted 11) It was noted that there was some interest regarding the empty hangars. 12) Two more T-Hangars will be available

Mayor Helmer asked Mr. Abbott to talk about Signature. Acting Airport Manager Jamie Abbott said that it was the largest FBO (flight based operator) chain in the country. Signature is the biggest tenant at the CEA.

#### **ADOPTION OF CONSENT AGENDA**

- D.** Approval of Minutes, Regular Council Meeting, September 23, 2013.
- E.** Approval of Minutes, City Council Workshop, October 14, 2013.
- F.** A Resolution Supporting the Retrofit of Existing Dot-111 Rail Tank Cars.
- G.** An Ordinance Approving Amendments to the Residential and Commercial Solid Waste Services Agreements – (2<sup>nd</sup> Reading).
- H.** An Ordinance Amending Title 1, Chapter 11, of Prospect Heights City Code Relating to Municipal Bail Processing Fees - (2<sup>nd</sup> Reading).
- I.** An Ordinance Making Technical Amendments to Title 10 of the Prospect Heights City Code – (2<sup>nd</sup> Reading).
- J.** An Ordinance Amending Title 10, Chapter 1 of the City Code Relating to Vehicle License Requirements – (2<sup>nd</sup> Reading).
- K.** Approval of an Intergovernmental Contribution Agreement with Metra.

**Alderman Higgins moved for omnibus approval of Items D, E, F, G, H, I, J and K; seconded by Alderman Ludvigsen. The motion was unanimously approved by Roll Call Vote.**

**ROLL CALL**                      AYES – Higgins, Ludvigsen, Williamson, Mendez

                                         NAYS – None

                                         ABSENT – Styler

Motion carried 4 – 0, one absent.

#### **APPROVAL OF EXPENDITURES**

##### **L.. Approval of Warrants**

|                                |              |
|--------------------------------|--------------|
| General Fund                   | \$89,357.98  |
| MFT Fund                       | \$0.00       |
| Palatine/Milwaukee TIF         | \$0.00       |
| Tourism District               | \$448.85     |
| Development Fund               | \$208.15     |
| DEA Fund                       | \$42,469.71  |
| 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                     | \$433.89     |
| SS Area #8 – Levee Wall #37    | \$199.50     |
| SS Area-Constr #6 (Water Main) | \$0.00       |
| SS Area- Debt #6               | \$0.00       |
| Road Construction              | \$245,026.00 |
| Water Fund                     | \$2,548.77   |
| Parking Fund                   | \$19,866.19  |

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|                                           |                     |
|-------------------------------------------|---------------------|
| Road/Building Bond Escrow                 | \$1,000.00          |
| TOTAL Expenditures                        | \$401,559.04        |
| Wire Payments, Service Charges, & Payroll | \$160,170.45        |
| <b>TOTAL</b>                              | <b>\$561,729.49</b> |

City Clerk Adamson read out the expenditure totals.

**Alderman Ludvigsen moved to approve as presented; seconded by Alderman Higgins for total expenditures in the amount of \$401,559.04, wire transfers, service charges, and payroll in the amount of \$160,170.45 for a grand total of \$561,729.49. The motion was unanimously approved by roll call.**

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

Motion carried 4 – 0, one absent.

### **CLOSED SESSION**

**At 7:18 P.M., Alderman Ludvigsen moved to go into Closed Session to discuss pending litigation and discussion of appointment of an individual to fill a public office; seconded by Alderman Williamson. The motion was unanimously approved by a Voice Vote.**

**VOICE VOTE**      All ayes  
                          No nays

Motion carried 4 – 0, Alderman Styler absent.

**At 8:25 PM, Mayor Helmer called the Regular Session Council Meeting back into Order. A Roll Call vote was taken. Alderman Mendez, Styler, Ludvigsen, Williamson, Higgins, Mayor Helmer, City Clerk Adamson, and City Treasurer Tibbits were present. It was noted that Alderman Styler was in attendance.**

**At 8:30 PM, Alderman Higgins moved to Adjourn; seconded by Alderman Williamson. The motion was unanimously approved by a Voice Vote.**

**VOICE VOTE**      All ayes  
                          No nays

Motion carried 5 - 0

Approved by the Prospect Heights Council this 25<sup>th</sup> day of November, 2013

  
 Stacey Adamson, City Clerk

  
 Nicholas J. Helmer, Mayor

