



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

June 9, 2014 – 6:30 p.m.

City Hall

8 North Elmhurst Road

Prospect Heights, IL 60070

Agenda

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CLOSED SESSION**
Threatened or Imminent Litigation
- IV. SCHEDULED BUSINESS**
 - A. Discussion of Proposal from WRB, LLC to Secure Additional Lake Michigan Water Supply
 - B. Discussion of Amending the Liquor Code to Allow Employment of 18 to 21 year old as Servers
 - C. Presentation of the Milwaukee Avenue Corridor Enhancement Plan
 - D. Discussion of the City of Prospect Heights Sign Ordinance
 - E. Discussion of Proposal from GHA for Consulting Engineering Services
 - F. Discussion Regarding Reconstruction of Plaza Drive
 - G. Presentation of the 2014 Drainage & Flooding Remediation Plan
 - H. Natural Resources Commission Progress Report
- V. APPROVAL OF CONTRACTS**
 - I. Approve Agreement between City of Prospect Heights and Susan Wagner Concerning City Health Services
 - J. Approve Ordinance Amending the Annual Budget 2013-2014 (Waiver 1st reading, approve)
- VI. Staff Reports**
- VII. APPROVAL OF EXPENDITURES**
 - K. Approval of Warrants

General Fund	\$105,920.64
MFT Fund	\$252.35
Palatine/Milwaukee TIF	\$327.40

Tourism District	\$0.00
Development Fund	\$260.23
Non-Home Rule Sales Tax Fund	\$0.00
DEA Fund	\$1,060.56
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	\$118.33
SS Area #8 – Levee Wall #37	\$146.01
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$0.00
Road Construction	\$2,941.68
Water Fund	\$17,894.33
Parking Fund	\$1,976.08
Road/Building Bond Escrow	\$0.00
TOTAL Expenditures	\$130,897.61
Payroll	\$121,024.12
POLICE PENSION (5/22/14	\$26,093.59
TOTAL	\$278,015.32

VIII. PUBLIC COMMENT

VII. ADJOURNMENT

Posted: June 5, 2014 at 4:30 pm by Karen S., Deputy Clerk

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



Prospect Heights

City Council Workshop
Agenda Item No: IV (A)

Meeting Date: June 9, 2014

Item: WRB, LLC Proposal to secure Additional Lake Michigan Water Supply

Staff Contact: Ken Lopez, City Administrator

Purpose:

The purpose of this memo is to introduce the proposal from WRB, LLC to assist the City with securing Lake Michigan Water Supply.

Background:

Several weeks ago, Mr. Balling came before the City Council to offer his services to assist the City with securing Lake Michigan water. The direction of the Council was to have Mr. Balling submit a proposal for further discussion and to potentially approve. Within the proposal, Mr. Balling identified four objectives that he hopes to accomplish should his services be retained.

The four objectives are:

1. Assist with securing a contractual commitment for an additional supply of Lake Michigan water
2. Assist the City in securing a low interest loan from the IEPA and/or grant
3. Assist the City in modifying Prospect Heights water allocation
4. Assist the City on activities related to the implementation of modifications to the City's water system

Financial Impact:

The proposal outlines a fee structure that would place Mr. Balling on a retainer of \$3,000 for 10 hours per month and an hourly rate of \$185 per hour for any contracted services beyond the 10 hours per month. The total monthly fee for WRB, LLC services could range between \$5,000 - \$7,000 per month. In the event the City moves forward with retaining the services of WRB, LLC, staff will be required to amend the City budget to accommodate the added expense that was not budgeted.

Recommendation:

Clearly, retaining the services of WRB, LLC will be beneficial to the City of Prospect Heights should the Council move forward with securing additional water supply. My only comment would be to reevaluate the objectives and determine which of the four objectives can be accomplished by City staff without the services of WRB, LLC.

Enclosures:

- WRB, LLC proposal.



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Arlington Heights, IL 60004
www.wrblc.com

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Fax: 847-394-4456
E-mail: bill@wrblc.com

Mayor Nick Helmer and City Council
City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, Illinois 60070

April 30, 2014

SUBJECT: Proposal to Secure an Additional Lake Michigan Water Supply

Mayor Helmer and Members of the City Council,

WRB,LLC Consulting and Management Services is pleased to present a proposal to secure an additional source of Lake Michigan water supply meeting the long term water demands of the City of Prospect Heights as reflected in the 2007 Water System Master Plan and 2013 Water System Study, both prepared by Baxter and Woodman. The focus of the project will be on securing a supply source from the Northwest Water Commission, Des Plaines but other alternative options will be investigated as well. A description of the work plan proposal is attached as Exhibit 1 to this letter. I believe it is in the interests of the City to proceed with formal communication to the Northwest Water Commission at once and I am available to commence my work in May.

WRB,LLC is a Management Services Company which is uniquely positioned to provide these services to Prospect Heights. As a former Village Manager and Chairman of the Northwest Water Commission I have sound institutional knowledge on the structure of the Commission and as a Consultant, I have been involved with five significant Lake Michigan and water supply projects in the Chicago metropolitan area including a major contract structural rework for five southwestern suburbs and securing membership and permanent Lake Michigan Water Supply for four Lake County Water systems in the Central Lake County Joint Action Water Agency. A complete listing of client work can be found on my website www.wrblc.com, but let me briefly summarize my qualifications and that of my firm.

PROFILE: William Balling

Bill Balling has extensive professional management experience in Municipal Government. For over 29 years he served as Buffalo Grove's Village Manager and throughout that period guided growth in the Village to three times its original size. Regional government service has also been an important part of Bill's career and he has served in policy executive leadership capacities as Chairman of the Northwest Water Commission serving 250,000 customers, Director and past Chairman for Northwest Central Dispatch serving 400,000 customers with emergency telecommunications, and as Chairman of the Executive Committee for the Solid Waste Agency of Northern Cook County, serving 700,000 customers with refuse disposal. Bill was instrumental in the formation and operations of these regional Agencies.

Throughout his municipal career, Bill has been the recipient of several recognitions and awards including receiving the Illinois City Management Leadership Award in Regional Government (1999), the Illinois Association of Municipal Management Assistants' Outstanding Manager's Award (2002-2003), and in 2002, received Special Service Recognitions from the Illinois Senate, the Illinois House of Representatives and the Chairmen of the Boards for Cook County and Lake County government. Bill is a life member of ICMA and maintains his membership with ILCMA, chairing from 2006-2009 the State Member Services Committee. He is the 2006 recipient of the ILCMA Robert B. Morris Lifetime Achievement Award. Bill has also been recognized twice as Rotarian of the Year and in 2000, was named Buffalo Grove Rotarian of the Decade, also receiving the Outstanding Citizen Award in 2002. Bill is also a multiple Paul Harris Fellow in Rotary International. He has participated for the past seven years in a Rotary District mission to eastern Guatemala.

Since 2006 Bill has been the Managing Director of WRB, LLC Consulting, a management consulting firm for Cities and Villages. WRB, LLC specializes in organizational analysis and development, interim management services, municipal operating systems development and deployment, and special research consulting. The firm has served a number of local government clients in the Chicago metropolitan area including cities, villages and regional governments. Major municipal clients work beginning 2006-2009 include the Villages of Northbrook, Bannockburn, and the City of Highwood (serving as Interim City Manager), Buffalo Grove, Kildeer (serving as Interim Village Manager). A major Lake Michigan water contract and capital development initiative launched in 2009 continues to the present for Tinley Park, Orland Park, Mokena, New Lenox and Oak Forest. Specialized salary and benefit verification work is also provided to the Cities of Highland Park and Lake Forest and the Villages of Deerfield, Vernon Hills, Gurnee, Wauconda and Lake Bluff. Regional governance support is provided to the Northwest Water Commission (4 members), the Northwest Municipal Conference (50 members), and Northwest Central Dispatch System (9 members). Clients engaged in 2009 include, involving regional issues include the County of Lake regarding sustainable water management, and the Metropolitan Mayors Caucus (MMC) relating to municipal service design and delivery starting with of Police and Fire services. 2010 Clients include the Village of Lombard (serving as Fire Chief), and the Village of Clarendon Hills (serving as Interim Village Manager) and municipalities associated with the MMC Service Delivery Task Force case studies include, The Villages of Oak Lawn, Alsip, Chicago Ridge, Franklin Park, West Dundee, East Dundee, Sleepy Hollow, and the Leyden Fire District. Also included for police and fire studies are the Villages of La Grange, La Grange Park, and Western Springs. WRB, LLC served as Project Manager for the North and West Lake County Lake Michigan Water Group with a cluster of 8 agencies from Lindenhurst to Wauconda seeking to develop a Lake Michigan water supply system. This project is currently focused on the Villages of Lindenhurst, Lake Villa and the County of Lake north water needs and financial structuring, and supply contract negotiations with the Central Lake County Joint Action Water Agency as that group's intended regional water supplier. Bill completed a multiyear assignment as Project Manager for the Lake County Water Supply Advisory Committee and was tasked with addressing water management issues on a regional basis. In 2011-2012 Bill served as the Interim Fire Chief in Elk Grove Village and completed this assignment by providing an overall department assessment and service plan for the Fire Department looking ahead several years. Also in 2012 Bill completed a management assessment and succession plan for the Round Lake Beach Police Department. He is currently serving on

a specialized consulting assignment to work with the Village of Barrington and its Fire Department to resize the Department to meet reduced service demands which became effective January 1, 2014. In 2014 Bill is assisting the DuPage Public Safety Communications (DU-COMM) initiative as Project Manager to implement the goal of establishing a second active communications facility for its 39 agency members.

In addition, Bill served for three years as a co-chairman of the Citizen's Advisory Committee to the Chicago Metropolitan Agency for Planning during the creation of the GoTo 2040 Regional Comprehensive Plan and continues to chair the Committee on critical infrastructure for the Metropolitan Mayor's Caucus. He also serves as a Bank Director for Northbrook Bank and Trust. These positions provide Bill with a unique perspective on the complex interrelationships of the Chicago business and governmental agendas.

Bill Balling received his Liberal Arts degree from Elmhurst College and holds a Masters degree in Public Administration from Northern Illinois University with an emphasis in municipal management. In 2002-03 Bill attended and was Certified in the Kellogg School of Management at Northwestern University. He maintains his professional Credentialing status through the International City and County Management Association (ICMA). Bill, an Army veteran, is married to Nancy and reside in Arlington Heights. They have two adult children who have active careers as a piano musician and health scientist.

PROFILE FOR WRBLLC CONSULTING AND MANAGEMENT SERVICES

WRB, LLC is a regional public management consulting and management services firm providing support to local units of government, regional organizations and special service agencies. Over the past 7 years, the Firm has been retained by over fifty jurisdictions in Cook, Lake, DuPage, Will and Kane Counties, Illinois to provide various management services and studies, meeting specific needs of its clients. A listing of current client work is contained on the Firm's website www.WRBLLC.com.

The Firm's emphasis is broken into four broad based categories which include:

- A. Organizational analysis and development, including major work in collaboration.
- B. Direct management services including Interim Director and Village Manager.
- C. Municipal operating systems development and deployment, including outsourcing.
- D. Special research consulting including development issues.

William Balling is a career Village Manager serving Illinois communities, having served as Buffalo Grove's Chief Administrative Officer for 29 years. For the past seven years, Balling has been the Managing Director of WRB, LLC Consulting and Services, providing management and advisory services to cities, villages and intergovernmental agencies in metropolitan Chicago. In addition to permanent management assignments, William Balling has experience with Interim Administrator assignments,

having been appointed as Interim City Administrator in Highwood, Illinois in 2008, and in Kildeer, Illinois in 2009, and finishing the Clarendon Hills Village Manager assignment in March, 2011. The Highwood engagement was modeled after WRB, LLC's Goal Directed Interim Management Program. The Highwood engagement included both interim management and a comprehensive organizational study which led to the establishment of Council/Manager Government in the City. The Kildeer and Clarendon Hills engagements did not call for a reorganization study, however both assignments required an organizational diagnostic assessment. This assessment was a comprehensive overview of the entire municipal organization, addressing and correcting areas in need of improvement and providing the municipality with a closing report useful to the Village Board and their permanent Village Manager. The 2010 Interim Fire Chief Assignment in Lombard produced an overall department service assessment leading to new approaches on delivery of core services for that department. The 2011-12 Elk Grove Village Interim Fire Chief assignment produced similar results and settled a labor agreement.

The Firm has been in practice since May of 2006 and has worked with Illinois Municipalities and regional agencies in addressing unique operating problems and issues. A major current project underway for the Firm is serving as Project Manager for the Service Delivery Task Force of the Metropolitan Mayors Caucus and identifying where service collaboration and consolidation may play an important role in redefining the cost structure of cities and villages. The Village of Barrington has retained WRB, LLC to resize its Fire Department in response to a restructuring of its overall service area and projected call demands.

One of the strengths of WRB, LLC is the ability to assemble specific professionals to address the unique aspects of our assignments so as to create an outstanding and successful client experience. The results of this structure are to engage only the skills specifically needed for completion of the assignment to reduce our operating cost structure for the benefit of our clients. This approach is possible due to the far reaching network of the Managing Director, William Balling, within the Illinois local governmental community. The Firm will seek the input of Associates who will be engaged as needed for specialized work, all under the direction of William Balling. The Firm's contact information is:

William R. Balling
WRB, LLC Consulting and Management Services
412 So. Prindle Ave.
Arlington Heights, Illinois 60004
Office: 847-398-8399
Mobile: 847-863-7101
E-Mail: Bill@wrblc.com

WRB,LLC
Illinois Client Listings

Lake County:

City of Highland Park, compensation
City of Highwood, Assessment and Interim Management
City of Lake Forest, compensation
County of Lake, Public Works Department, Regional Water supply
County of Lake, Water Supply Advisory Committee, Regional water supply management
Village of Antioch, Lake Water supply planning
Village of Bannockburn, economic development
Village of Buffalo Grove, organization and economic development
Village of Deerfield, compensation
Village of Fox Lake, Lake water supply planning
Village of Gurnee, compensation
Village of Hawthorn Woods, Lake water supply planning
Village of Kildeer, Assessment and Interim Management/ specialty litigation support
Village of Lake Bluff, compensation
Village of Lake Villa, compensation
Village of Lake Zurich, Lake water supply planning
Village of Lindenhurst, Lake water planning and implementation
Village of Long Grove, Lake water supply planning
Village of Round Lake Beach, Police command and leadership assessment
Village of Volo, Lake water supply planning
Village of Wauconda, compensation, Lake water supply planning

Cook County, North

Northwest Central Dispatch, Arlington Heights, impact of 9th member study
Northwest Municipal Conference, Des Plaines, Organizational assessment
Northwest Water Commission, Des Plaines, contract reopener for water supply
Village of Barrington, Fire department redesign
Village of Elk Grove Village, Fire Department assessment, Acting Fire Chief
Village of Glenview, Building Department shared service study
Village of Mount Prospect, Specialty litigation support
Village of Northbrook, reorganize the building department and permit process
Village of Northfield, Building Department shared services study
Village of Wilmette, Building Department shared services study
Village of Winnetka, Building Department shared services study

Cook County, Central

Metropolitan Mayors Caucus, Chicago, Regional service delivery report, analysis of legislative proposals
Leyden Fire Protection District, Shared services study
Village of Franklin Park, Shared services fire study
Village of La Grange, shared services study, police and fire
Village of La Grange Park, shared services study, police and fire
Village of Western Springs, shared services , police and fire

Cook County, Southwest

City of Oak Forest, Community collaboration on water supply and delivery
Village of Alsip, Shared services fire study
Village of Chicago Ridge, Shared services fire study
Village of Oak Lawn, shared services Fire study
Village of Orland Park, Community collaboration on water supply and delivery
Village of Tinley Park, Community collaboration on water supply and delivery

DuPage County

DuPage Public Safety Communications, DU-COMM. Glendale Heights Project manager for second facility
Village of Clarendon Hills, Village assessment, Interim Manager
Village of Lombard, Department assessment, Interim Fire chief

Kane County

Village of East Dundee, shared services police study
Village of Sleepy Hollow, shared services police study
Village of West Dundee, shared services police study

Will County

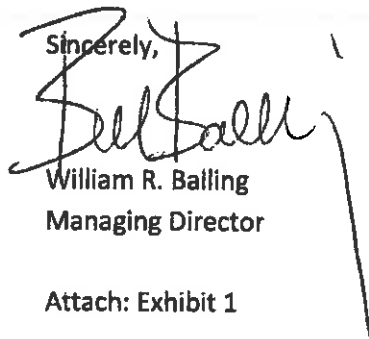
Village of Mokena, Community collaboration on water supply and delivery
Village of New Lenox, Community collaboration on water supply and delivery

FEE STRUCTURE AND APPROACH TO ENGAGEMENT

The nature of this engagement will require consistent work by WRB,LLC and close coordination with the Prospect Heights Staff and designated representative of the City Council. Actual hours will vary and I propose that a base hour retainer of \$3,000 for 10 hours per month be utilized followed by actual hourly billing for hours worked beyond 10 hours per month. WRB,LLC Management Services charges its basic hourly rate plus 12% overhead for clients receiving Interim Management Services. The hourly rate is \$165 per hour of contracted services plus the 12% overhead factor which produces a combined hourly rate of \$185 per contracted hour. For budget planning purposes I would suggest a \$5,000-\$7,000 monthly budget allocation. In addition I anticipate that the City Administrator, City Engineer, Community Development Director, and City Attorney will be called upon to assist in assignments related to the project and those costs would be in addition to the charges for WRB,LLC.

I welcome the opportunity to review this proposal and work plan with yourself and the City Council at a time in the near future convenient to your schedule. Thank you for the opportunity to serve the City of Prospect Heights on this important initiative.

Sincerely,

A handwritten signature in dark ink, appearing to read "Bill Balling", with a long, thin vertical line extending downwards from the end of the signature.

William R. Balling
Managing Director

Attach: Exhibit 1

Exhibit 1. Scope of Services for the City of Prospect Heights, Lake Michigan Water Supply Project

WRB,LLC Engagement Objective:

WRB,LLC has four primary objectives to accomplish for the City of Prospect Heights:

1. To secure a contractual commitment for an additional supply of Lake Michigan water to satisfy the long range demand requirements of the City of Prospect Heights as reflected in the Baxter and Woodman Water System Master Plan , 2007 and Water System Study, 2013.
2. To assist the City in securing a low interest IEPA loan or grant to fund all or a portion of the infrastructure identified in the Water Master Plan to fund the capital portion of the project.
3. To assist the City in an modification to the City's Lake Michigan Water Allocation as administered by the Illinois Department of Natural Resources, Water Resources Division.
4. To assist the City on activities relating to the implementation of modifications to the City water system.

Within these four objectives lie several tasks needed to be accomplished for successful completion of the project, including the following:

1. Objective #1 Tasks related to Water Supply Commitment

- a. Review documentation, published materials, and presentations of the City related to City of Prospect Heights Water Master Planning.
- b. Identify preliminary interest and capabilities of potential water suppliers.
- c. Prepare an implementation and strategy for the City on supply procurement.
- d. Thoroughly pursue supply service from the Northwest Water Commission.
- e. Conduct meeting with the NWC staff, identify service parameters and limitations, cost issues.
- f. Evaluate NWC service options including becoming an additional NWC Member, becoming an NWC Customer, or becoming a Customer to a Member.
- g. Prepare business terms to secure commitment.
- h. Prepare and present proposals to potential suppliers.
- i. Negotiate and finalize a supply Agreement.

2. Objective #2 Tasks related to Project financing.

- a. Confirm cost components and paying participants related to the receiving infrastructure and the delivery infrastructure.
- b. Assess grant and cost sharing opportunities, loans and debt options, and organize into a preferred financial plan.
- c. Prepare the IEPA low interest loan pre-application and secure an intent to fund.
- d. Assist in the preparation o the full loan application including coordinating the public hearing and public information needs of the project.
- e. Confirm customer cost impact of the new infrastructure.
- f. Evaluate alternative operating plans and potential partners including adjacent public and private delivery systems and identify private system interest in the project.
- g. Prepare and present the recommended financing plan.

Objective #3 Tasks relating to IDNR Allocation modification.

- a. Review status of current allocation.
- b. Coordinate with IDNR on a pre-application basis.
- c. Assist the City Engineer on the IDNR application.
- d. Assist in the IDNR application presentation.

Objective #4 Tasks related to project implementation

- a. Assist the City where needed on implementation work items.
- b. Maintain an implementation task calendar.
- c. Negotiate any additional contracts related to the operational aspects of the expanded system.



To: Mayor and City Council

From: City Administrator

CC: Michael F. Zimmermann, City Attorney

Date: May 23, 2014

Re: Proposed Ordinance Amending the Liquor Code to Allow Employment of 18 to 21 year olds as Servers.

The city received an attached request from Judie Fiandaca, John Fiandaca's wife, on behalf of Player's Pub & Grill. Ms. Fiandaca believes that Player's has great deal of trouble in its recruitment of new employees because of the city's rules about the age of servers in liquor establishments. The state code and many neighboring communities allow servers in licensed establishments to be 18 years or older. Our code prohibits this.

Section 2-3-7.B. provides:

It shall be unlawful for any licensee or any officer, associate, member, representative, agent or employee of such licensee to engage, or employ, or permit any person under the age of twenty one (21) years to handle, sell, serve or deliver alcoholic liquor, or to entertain, or to act as host or hostess in or upon the licensed premises where the principal business is the sale of alcoholic liquor, while such premises are open for the sale at retail of alcoholic liquor. Any person under the age of twenty one (21) years, engaged or employed or permitted to work in or upon the general premises where the sale of alcoholic liquor is not the main or principal business may not work as entertainer, host or hostess, or in connection with the handling, selling, serving or delivering of alcoholic liquor.

The Mayor would like the City Council to consider amending the code to allow servers to be 18 years or older. Under the proposed amendment, Servers between the age of 18 and 21 would

not be allowed to “attend bar, or to pour, draw, mix, or otherwise prepare alcoholic liquor for consumption on the premises.” However, they would be allowed to serve as wait staff.

At the request of the City Council, the Mayor has placed the matter on the June 9th workshop agenda for discussion. Should the Council be amenable to the ordinance change, the Mayor would like to take action on the 23rd of June.

Ken Lopez

From: Steve Skiber
Sent: Thursday, May 22, 2014 7:13 AM
To: Ken Lopez
Cc: 'Helmer, Nick'
Subject: FW: Player's Pub & Grill

Ken, For discussion. Thx. SS

From: judie@playerspubgrill.com [<mailto:judie@playerspubgrill.com>]
Sent: Wednesday, May 21, 2014 5:33 PM
To: Steve Skiber
Cc: john@playerspubgrill.com
Subject: Player's Pub & Grill

Good evening Mr. Skiber,

My name is Judie Fiandaca, I am John Fiandaca's wife (Player's Pub & Grill).

Please allow me to express my gratitude for all of the help you have extended to Player's Pub & Grill in the past, it truly has been a pleasure working with the village of Prospect Heights. Speaking as someone who grew up in the area and graduated from John Hersey High School, it brings great pleasure to see the village so welcoming and encouraging of new businesses and development.

Right now, however, we have an issue that we have been up against since we opened Player's Pub & Grill, in 2011. We continue to have a great deal of trouble in our recruitment of new employees. Try as we may, a big issue is largely due to the minimum age requirement for licensed establishments in Prospect Heights, as we are continually forced to turn away good local prospects due to the Prospect Heights city code under CHAPTER 3 LIQUOR CONTROL which reads:

2-3-21: GENERAL CONDUCT AND CONDUCT OF EMPLOYEES IN LICENSED ESTABLISHMENTS:

A. Definitions: The following terms shall have the meanings ascribed to them in this subsection:

EMPLOYEE: Any agent, manager, employee, entertainer, barkeeper, host, hostess, waiter, waitress or other such person employed on any contractual basis by such an establishment, or receiving any remuneration for services in such an establishment. **All such defined individuals must be at least twenty one (21) years of age.**

LICENSED ESTABLISHMENT: Any of those places of business which are issued liquor licenses from the Local Liquor Control Commissioner of the City.

PATRON: Any person, customer or visitor of a licensed establishment who is not employed by such establishment.

This year, we have had to turn away many local residents, local college students home for the summer break, as well as, recent graduates who were seeking employment at their neighborhood sports bar and grill. We are thrilled by the favorable reaction from the community as a local establishment where they not only frequent, but also as an establishment where they would like to gain employment. This, however, makes it that much more difficult to have to turn away so many local, promising young prospects. As we

are continually building on our goal to be a large source of revenue for the village of Prospect Heights, we feel that it is also imperative to our success, as well as that of the village, to develop and build on our relationships with local area residents. As we do promote ourselves as "family friendly," employing young local residents would truly help in drawing local residents and families. It is also our goal to attract those of the 21 to 35 age group, as they are a large majority of the demographic that frequent sports bar and grill establishments.

As I have looked into the minimum ages for serving alcohol in the areas surrounding Prospect heights, I have found that Prospect Heights is alone in its minimum age requirement of 21 for serving alcohol, as well as working at a licensed establishment, as the minimum age for serving alcohol in the following villages are as follows: Arlington Heights (19), Glenview (18), Des Plaines (18), Mount Prospect (19), Wheeling (18). As a matter of fact, the minimum age to serve alcohol in the state of Illinois is 18.

I am inquiring as to what the steps would be in order to have this minimum age for serving alcohol, and working in a licensed establishment in the village of Prospect heights amended, as this not only affects the hiring of our wait staff, it also includes line cooks, prep cooks, dishwashers, bar backs, hosts, hostesses etc.

Any advice you may have on this matter would be greatly appreciated.

Thank you for your time Mr. Skiber,

Judie Fiandaca
Player's Pub & Grill

ORDINANCE NO. O-14-__

**An Ordinance Amending the Liquor Code
(Employment of 18 to 21 year olds as Servers)**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS as follows:

SECTION 1. That Title 2, BUSINESS AND LICENSE REGULATION, Chapter 3, Liquor Control, Section 2-3-17, Sanitary Conditions; Employment of Nonage Persons, of the Prospect Heights City Code, as amended, is hereby further amended with deletions in strikethrough and additions in underlined text so that the same shall be read as follows:

2-3-17: SANITARY CONDITIONS; EMPLOYMENT OF NONAGE PERSONS:

- A. Premises: All premises used for the retail sale of alcoholic liquor, or for the storage of such liquor for sale, shall be kept in full compliance with the ordinances regulating the condition of premises for the storage and sale of food for human consumption.
- B. Employees: ~~It shall be unlawful for any licensee or any officer, associate, member, representative, agent or employee of such licensee to engage, or employ, or permit any person under the age of twenty one (21) years to handle, sell, serve or deliver alcoholic liquor, or to entertain, or to act as host or hostess in or upon the licensed premises where the principal business is the sale of alcoholic liquor, while such premises are open for the sale at retail of alcoholic liquor. Any person under the age of twenty one (21) years, engaged or employed or permitted to work in or upon the general premises where the sale of alcoholic liquor is not the main or principal business may not work as entertainer, host or hostess, or in connection with the handling, selling, serving or delivering of alcoholic liquor.~~ No licensee holding a license permitting the sale of alcohol liquor for immediate consumption shall employ or permit any person under the age of 21 years to attend bar, or to pour, draw, mix, or otherwise prepare alcoholic liquor for consumption on the premises, provided that nothing herein shall prohibit an employee of such a licensee who is under the age of 21 years from performing wait staff functions or carrying alcoholic liquor to and from tables as part of the licensee's service.

SECTION 2. That Title 2, BUSINESS AND LICENSE REGULATION, Chapter 3, Liquor Control, Section 2-3-21. GENERAL CONDUCT AND CONDUCT OF EMPLOYEES IN LICENSED ESTABLISHMENTS, of the Prospect Heights City Code, as amended, is hereby

further amended with deletions in strikethrough and additions in underlined text so that the same shall be read as follows:

A. Definitions: The following terms shall have the meanings ascribed to them in this subsection:

EMPLOYEE: Any agent, manager, employee, entertainer, barkeeper, host, hostess, waiter, waitress or other such person employed on any contractual basis by such an establishment, or receiving any remuneration for services in such an establishment. Except as expressly allowed in this Chapter, All ~~all~~ such defined individuals must be at least twenty one (21) years of age.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED and APPROVED this ____ day of _____, 2014.

Nicholas J. Helmer, Mayor

ATTEST:

City Clerk

AYES:

NAYS:

ABSENT:

Published in pamphlet form:



City Council Workshop Agenda Item No: IV(C)

Meeting Date: June 9, 2014
Item: Milwaukee Avenue Corridor Enhancement Plan
Staff Contact: Ken Lopez, City Administrator

Purpose:

The purpose of this memo is to review and discuss the final draft of the Milwaukee Avenue Corridor Enhancement Plan prepared by Teska Associates

Background:

Several months ago, the Council approved the hiring of Teska Associates to work with the Tourism District to develop certain enhancements for Milwaukee Avenues. The goal of the plan is to transform the Tourism District into the east gateway entrance to Prospect Heights.

Therefore, I am pleased to share with you the final draft which will be shared with the Tourism District at their June 12th meeting.

Financial Impact:

This fiscal year, the City has budgeted approximately \$150,000 for enhancements. To that end, it is recommended that the City make certain improvements that can be submitted to IDOT (without a full engineering package) and reviewed relatively quickly, such as:

1. Monument sign at the Airport (located on private property, therefore IDOT does not need to review this);
2. Character piers and landscape plantings in the existing landscape medians;
3. Landscape plantings at the Palatine Road embankments;
4. Landscape plantings at the River Road intersection corner.

Therefore, attached for your review are near term project opportunities that the City can construct this summer.

Recommendation:

Support the final draft of the Milwaukee Avenue Corridor Enhancement Plan and identify near term project for consideration.

Enclosures:

- Milwaukee Avenue Corridor Enhancement Plan & Near Term Project Opportunities

Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

GOAL:

Transform Milwaukee Avenue into the east gateway entrance to Prospect Heights.

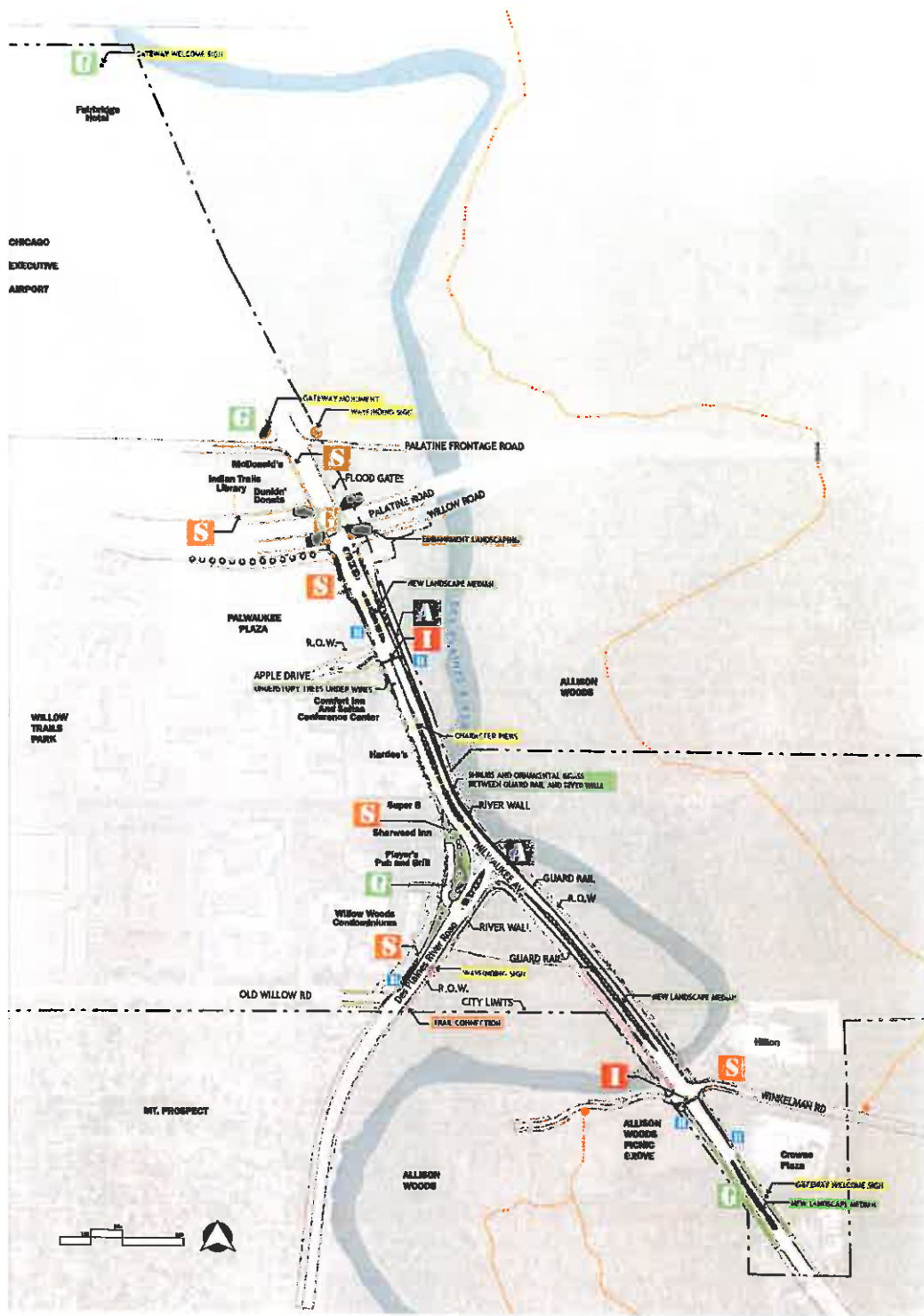
OBJECTIVES:

1. Maintain existing roadway functions while supporting safe and attractive pedestrian and commuter bus use.
2. Maximize existing right-of-way properties for near term improvements and plan for long range enhancements.
3. Create a series of visually attractive experiences.

DESIGN CRITERIA:

1. Barrier-free connectivity;
2. Exceptionally attractive;
3. Dependably safe;
4. Environmentally friendly;
5. Fiscally responsible/phased;
6. Sensibly maintained;
7. Reliably durable;
8. Coordinated with the City's current Comprehensive Plan efforts.





LEGEND

- S New Sidewalk Connections
- G Gateway Landscape Features
- I Improved Pedestrian Intersections
- A Art Panels in Front of Levee Walls
- Wayfinding Signage
- Character Piers
- B Bus Stop

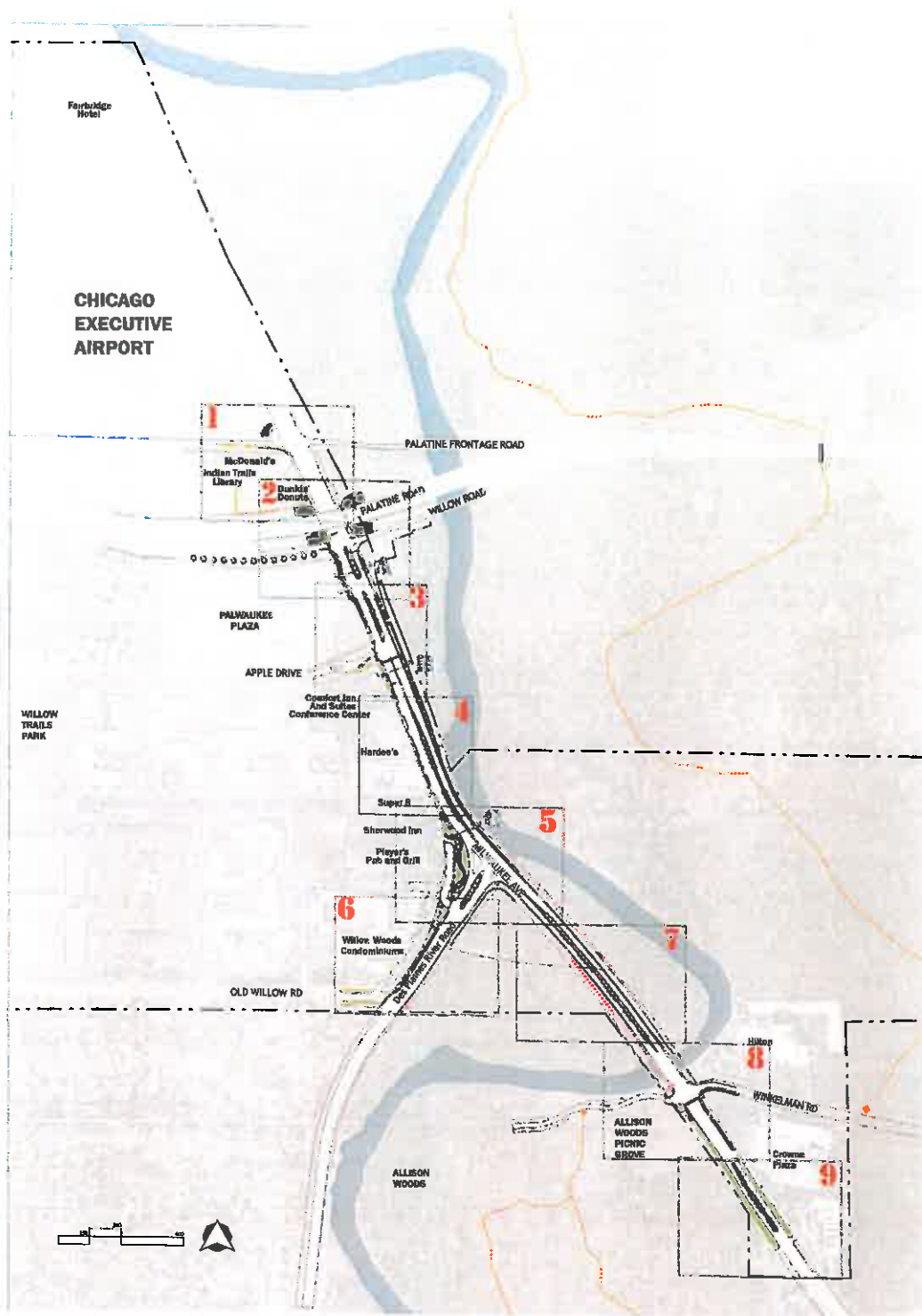


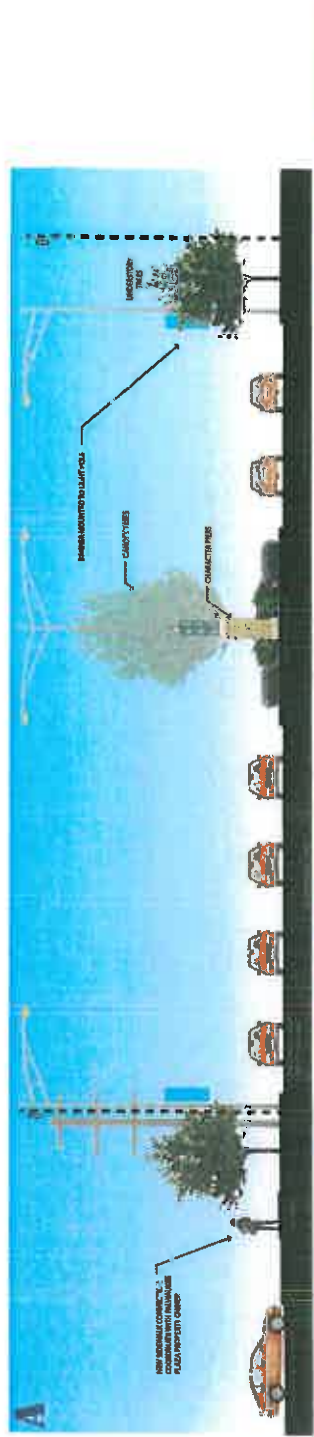
PROSPECT HEIGHTS
Corridor Enhancement Plan: Milwaukee Ave and River Rd

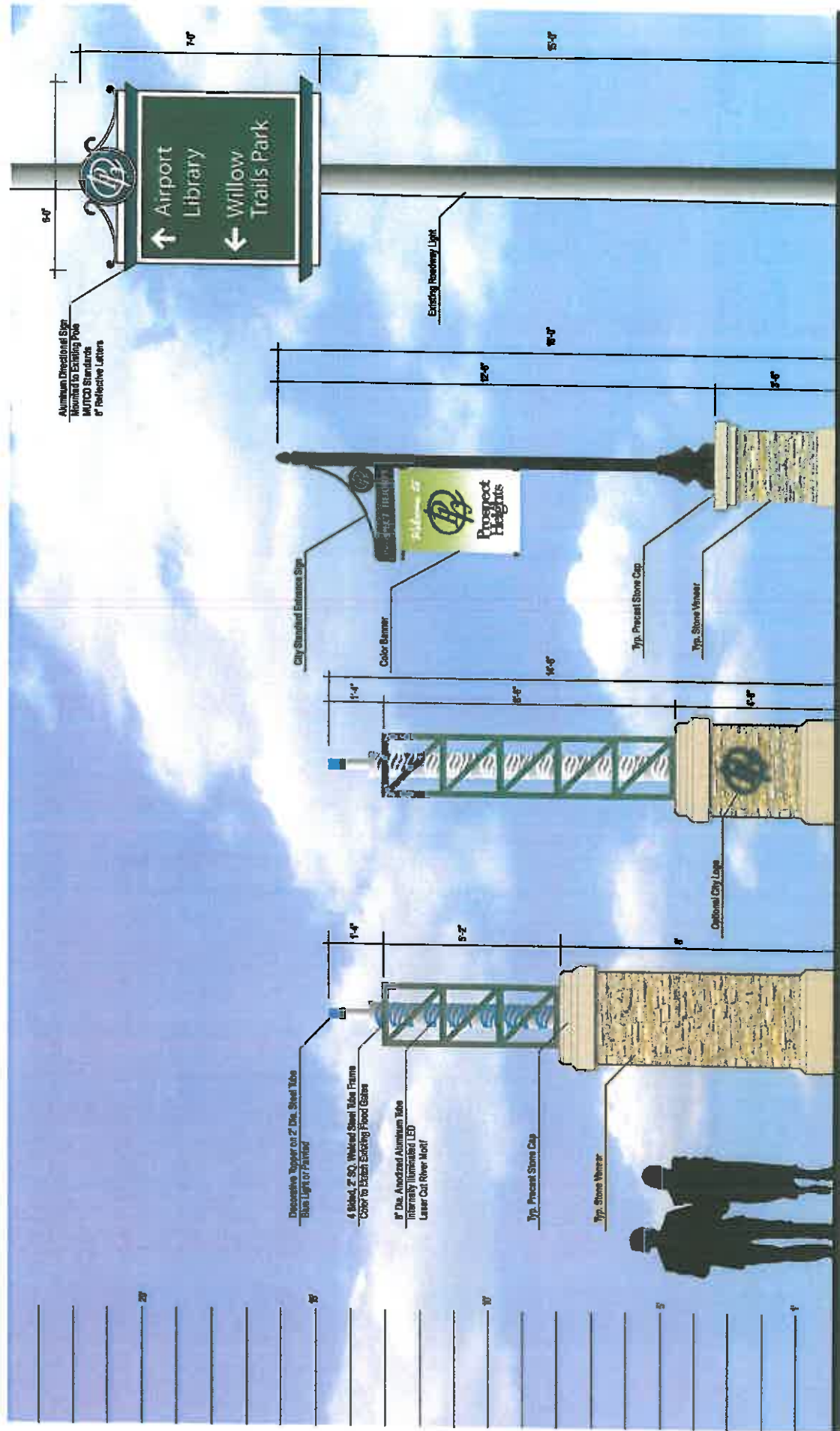
CORRIDOR LANDSCAPE FRAMEWORK

4-17-2014









PROSPECT HEIGHTS
Corridor Enhancement Plan : Milwaukee Ave and River Rd

SIGNAGE FAMILY

MEDIAN GATEWAY (OPTION 1)

MEDIAN GATEWAY (OPTION 2)

CITY ENTRANCE GATEWAY SIGN

VEHICULAR DIRECTIONAL SIGN

4-17-2014



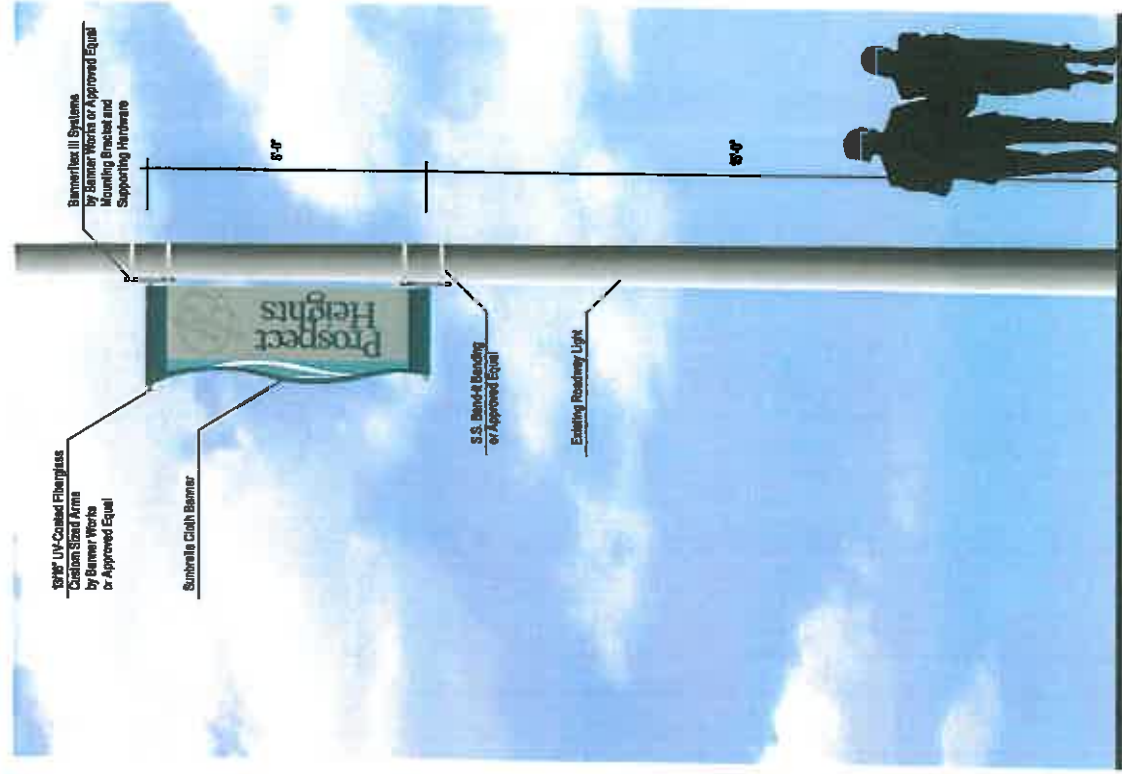
(OPTION A)

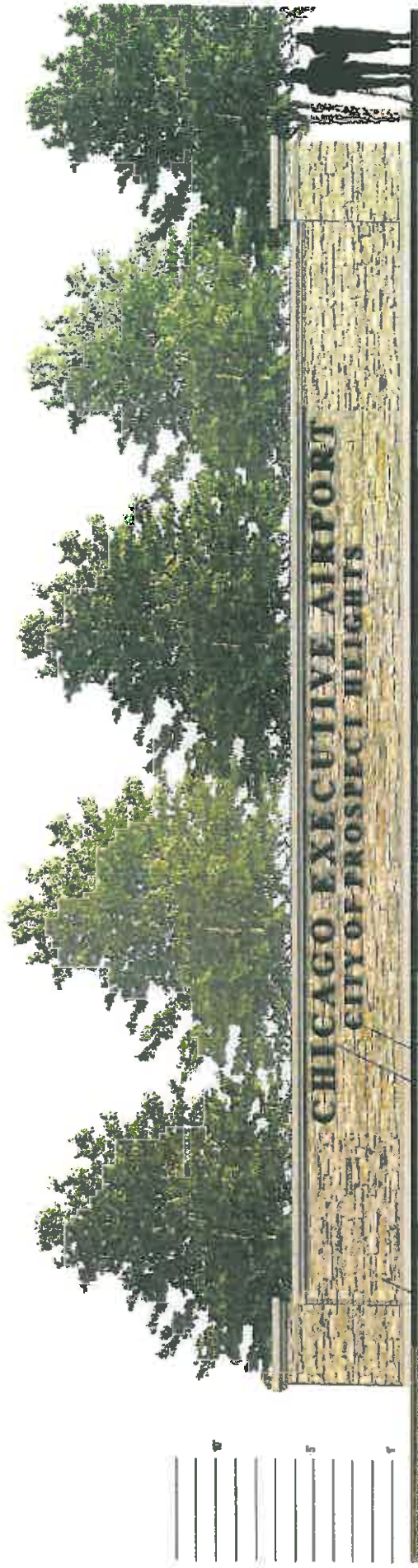


(OPTION C)



(OPTION D)





10' Letters
10' Letters

Stone Veneer to Match Village Standard



Stone Veneer to Match Village Standard



PROSPECT HEIGHTS

Corridor Enhancement Plan : Milwaukee Ave and River Rd

AIRPORT/MUNICIPAL GATEWAY SIGNAGE

4-17-2014







Gateway Landscaping at Intersection of Milwaukee Ave and River Rd, View towards Player's Pub and Grill



Gateway Landscaping at Palatine Bridge Embankment



Wave Motif Along Levee Wall





Embankment Limestone Retaining Wall Precedent



Unilock Brussels Paver in Coffee Creek



Gateway Monument Wall Stone Veneer



HARDSCAPE

PLANTER POTS



Dragonair Catmint



Hamel's Fountain Grass



Stella D'Oro Daylily



"First Inland" Salvia

PERENNIALS AND ORNAMENTAL GRASS



Sea Green Chinese Juniper



Plumosa Creeping Juniper



Birch Leaf Spirea



Gre-Lu Yucca

SHRUBS



Wintercreeper

GROUND COVER



River Birch
MULTI-STEM TREE



State Street * Maybelle Maple
CANOPY TREE



Autumn Brilliance Serviceberry
UNDERSTORY TREE

TREES



PROSPECT HEIGHTS
Corridor Enhancement Plan : Milwaukee Ave and River Rd

CORRIDOR LANDSCAPE: PRODUCTS AND MATERIALS

4-17-2014



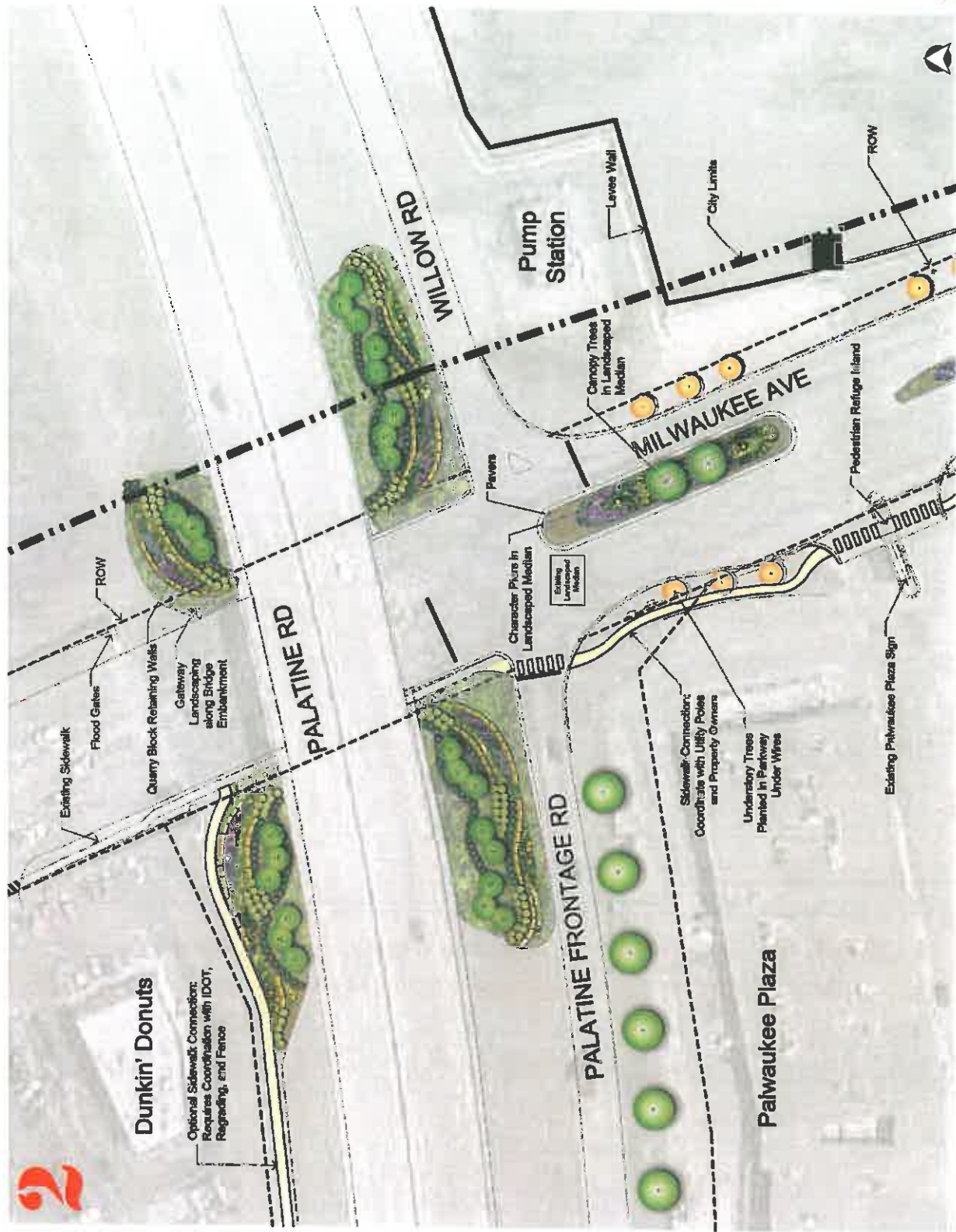


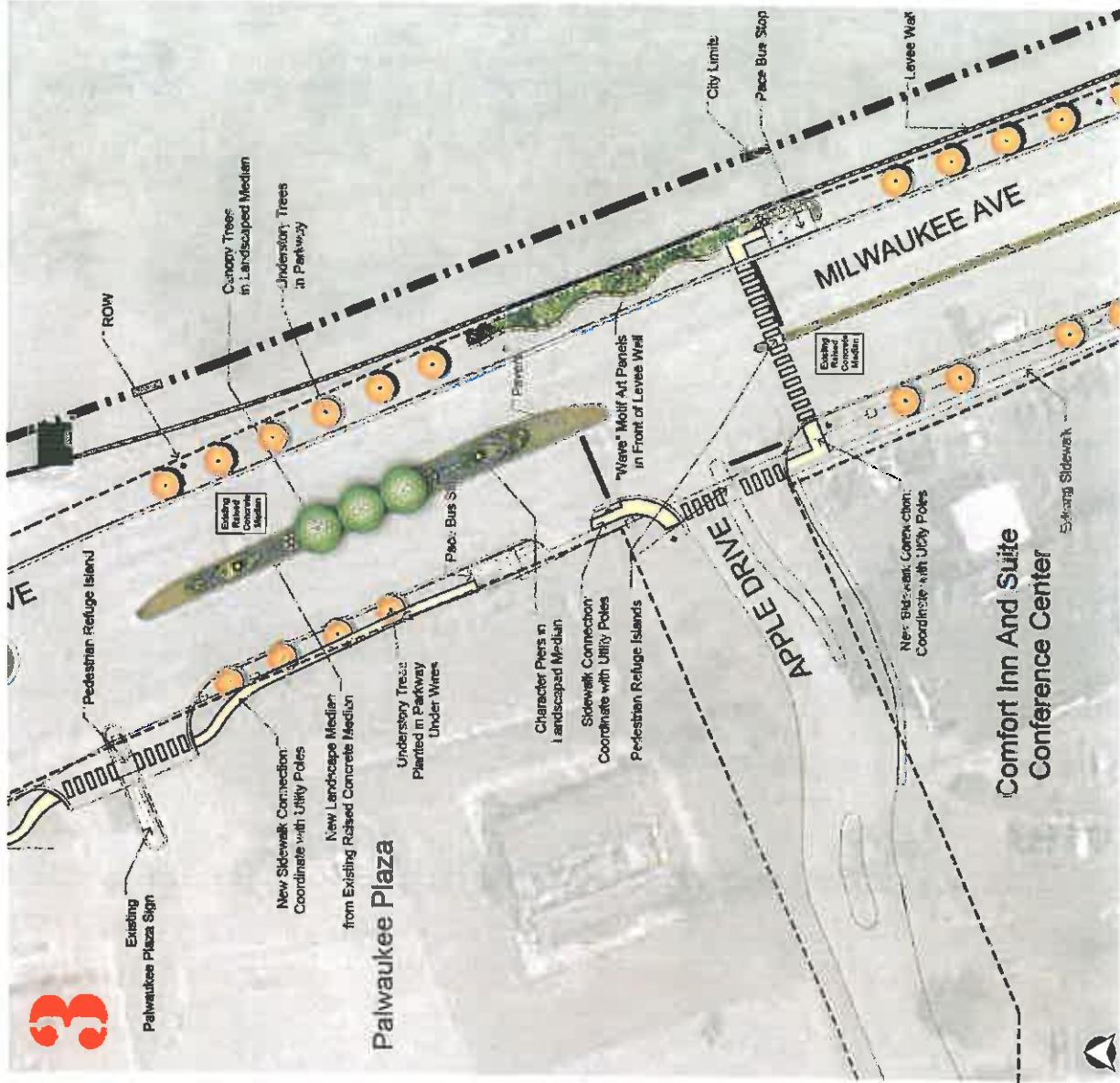
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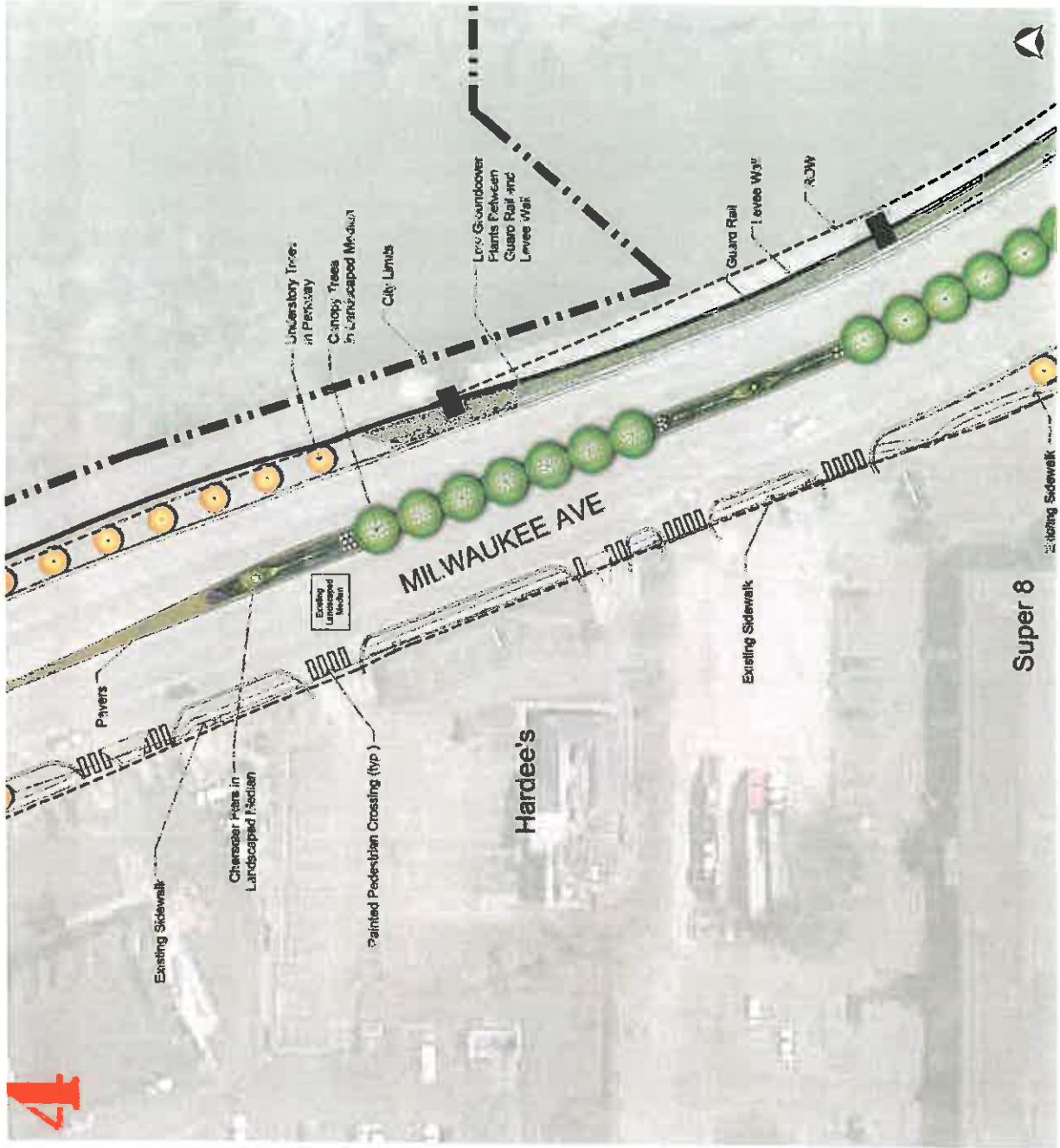
ENLARGEMENT 1



PROSPECT HEIGHTS
Corridor Enhancement Plan: Milwaukee Ave and River Rd









Super 8

Sherwood Inn

**Player's Pub and Grill
OTB**

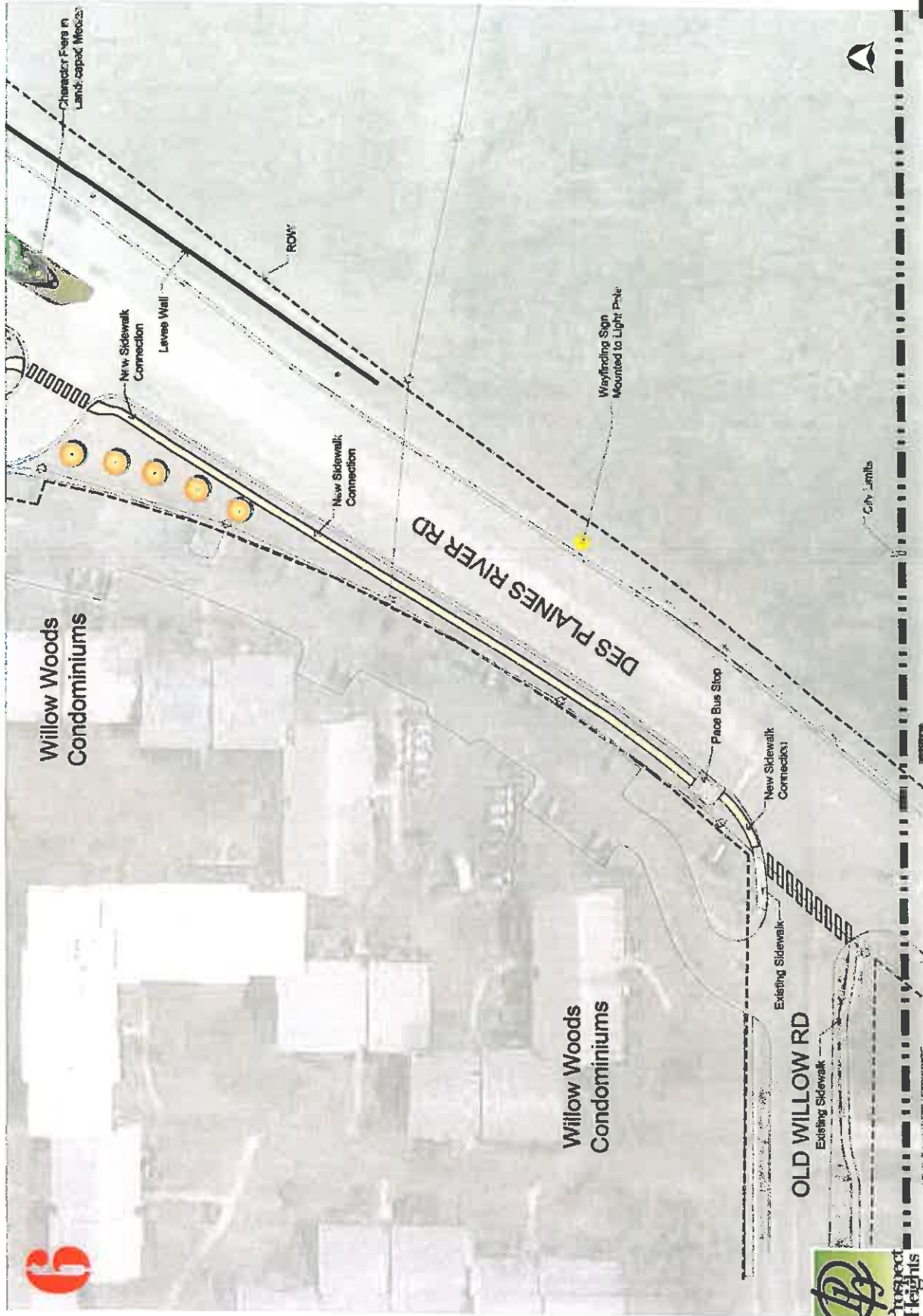
**Willow Woods
Condominiums**



PROSPECT HEIGHTS
Corridor Enhancement Plan: Milwaukee Ave and River Rd

ENLARGEMENT 5-COLOR

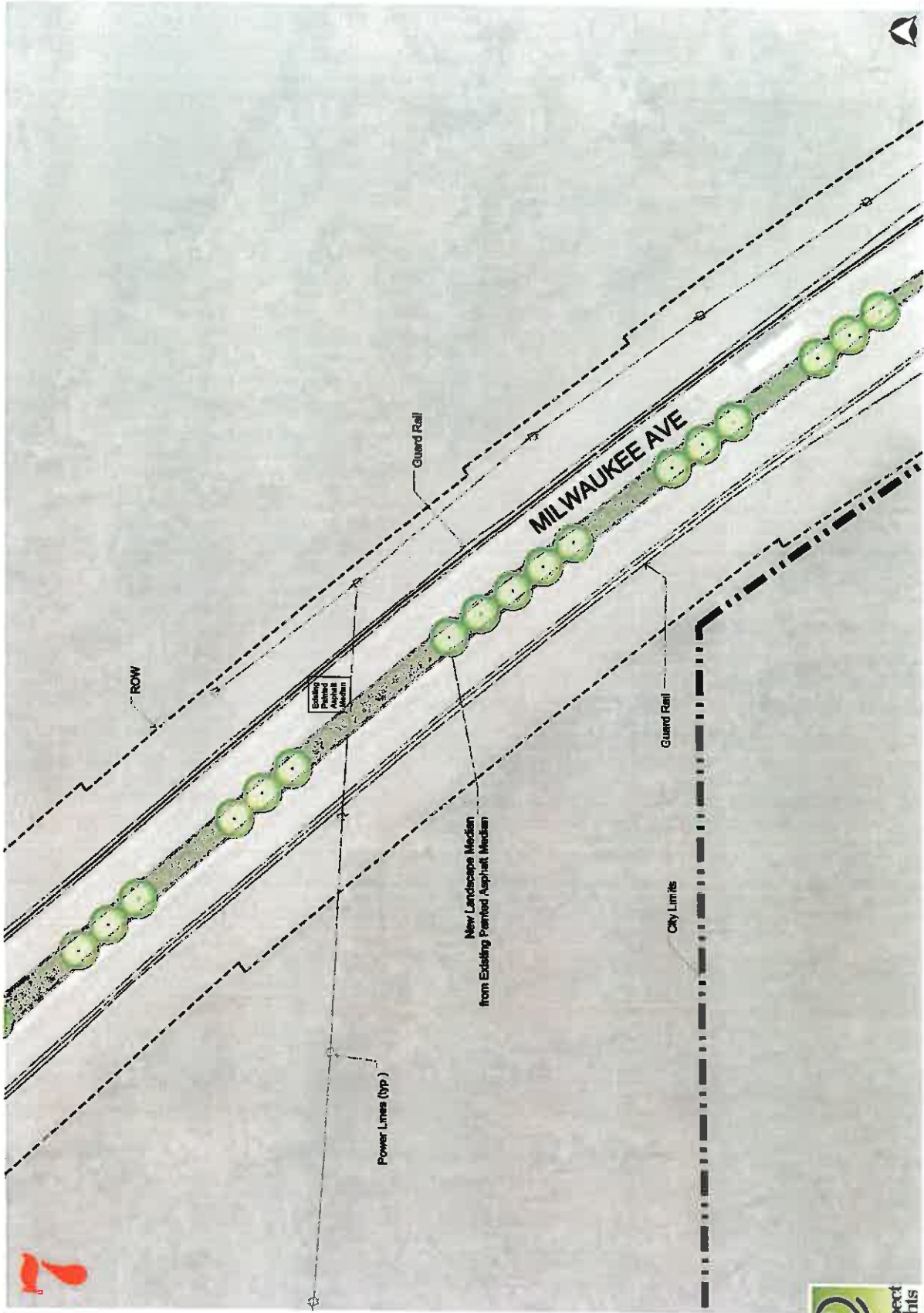
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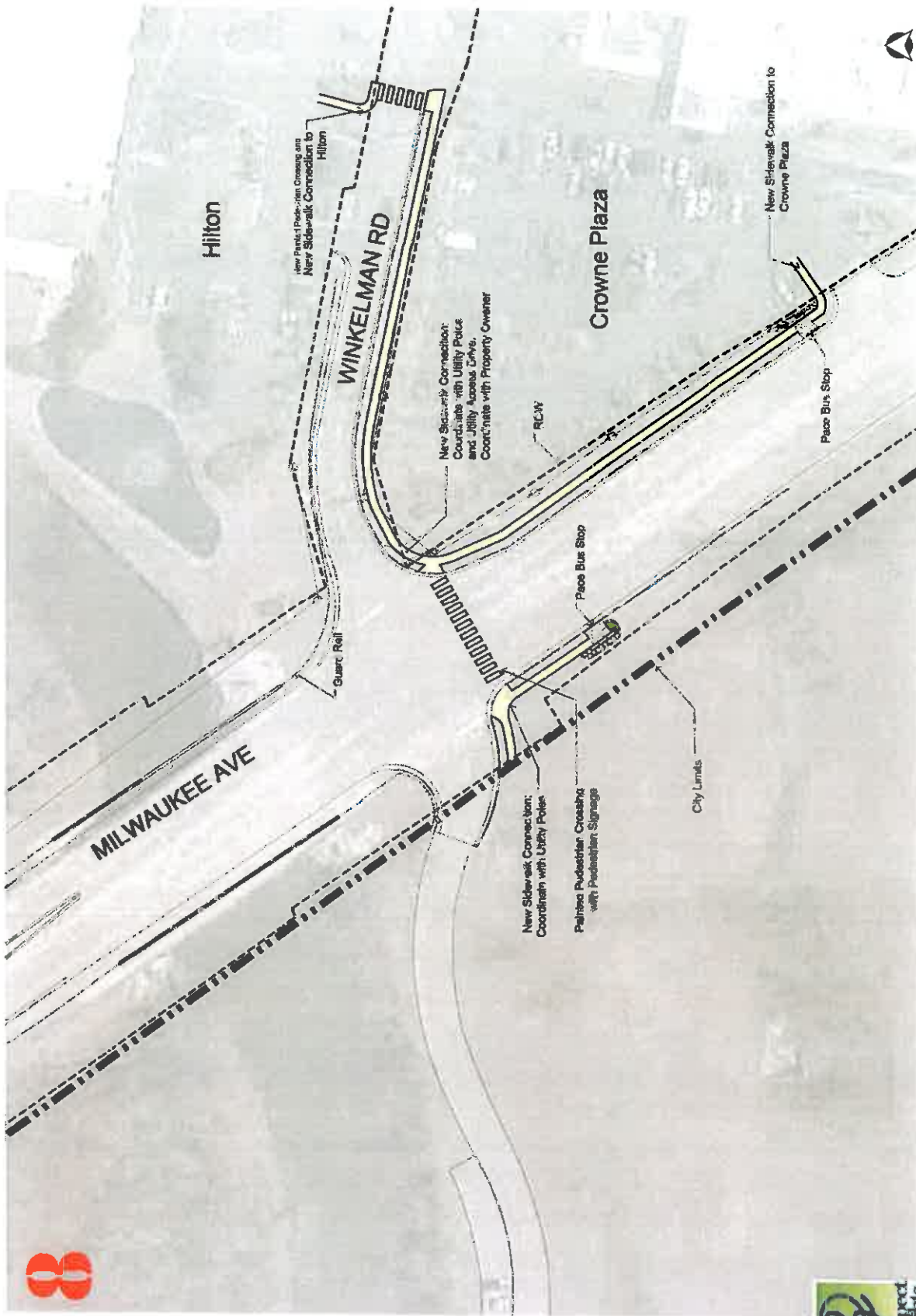


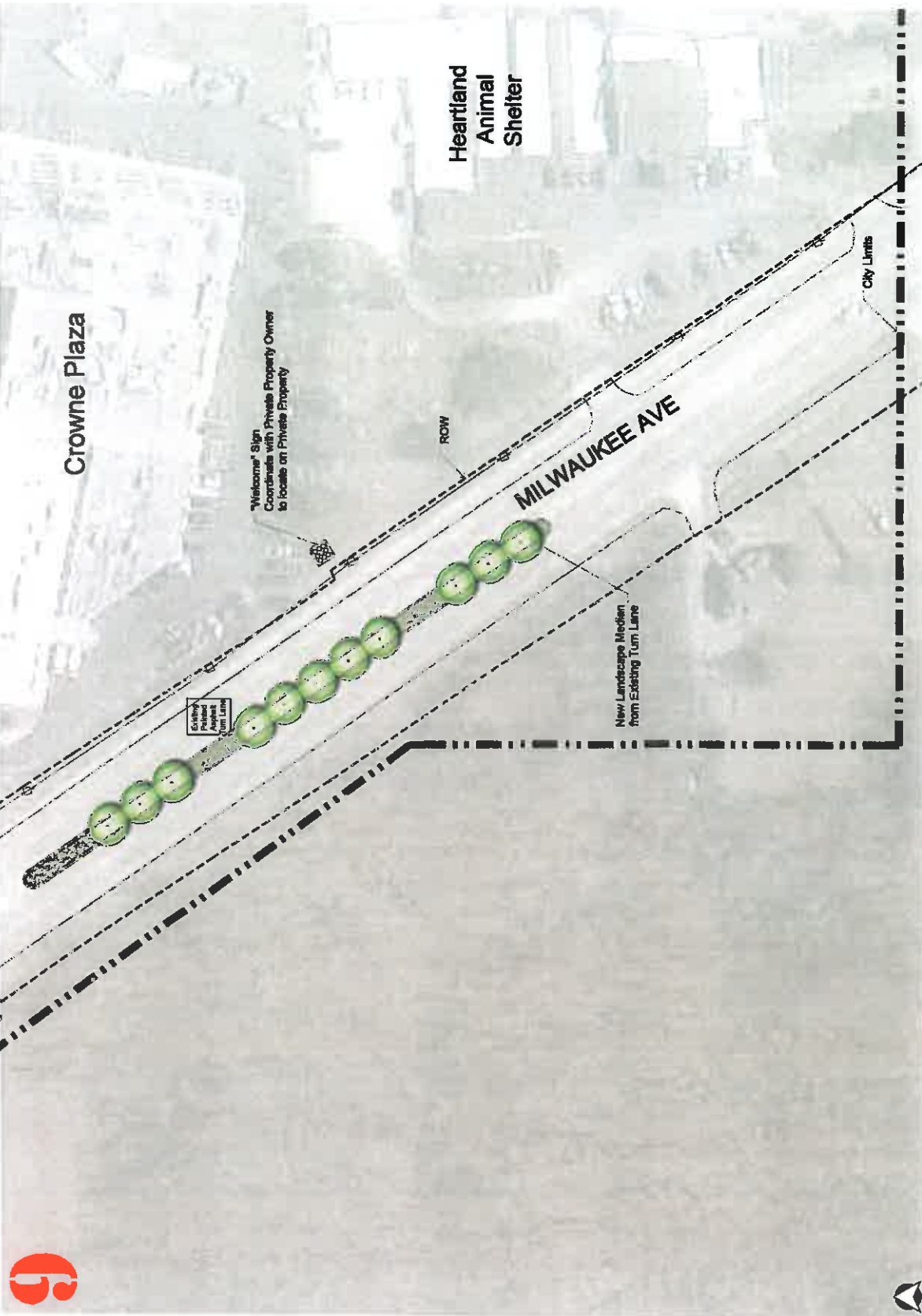
PROSPECT HEIGHTS
Corridor Enhancement Plan : Milwaukee Ave and River Rd

ENLARGEMENT 6

4-17-2014







4-17-2014

ENLARGEMENT 9

PROSPECT HEIGHTS
Corridor Enhancement Plan - Milwaukee Ave and River Rd





City of Prospect Heights
Milwaukee Avenue Corridor Plan
Near Term Project Opportunities

Criteria for project selection:

- high visibility area;
- minimal or zero permitting required by IDOT;
- \$150,000 budget range.

PROJECT A

Masonry Monument Sign

NW Corner of Milwaukee Ave & Palatine Frontage Rd
(occurs on airport property)

\$150,000

Engineering;

Masonry Monument Sign;

Landscape Uplighting;

Landscape Plantings.



PROJECT B

Embankment Plantings

Milwaukee Ave & Palatine Rd Bridge (occurs on IDOT controlled ROW)

\$210,000

Engineering;
Outcropping Stone;
Landscape Uplighting;
Irrigation;
Landscape Plantings.



**Milwaukee Ave & Des Plaines River Road
(occurs on IDOT controlled ROW)**

**Engineering;
Concrete Sidewalk;
Outcropping Stone;
Landscape Uplighting;
Irrigation;
Landscape Plantings.**





Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

Meeting Summary - Illinois Department of Transportation (IDOT) Review Meeting

May 8 2014, 2 pm | IDOT District 1, Bureau of Traffic Permit Section, Schaumburg

The following summarizes discussion and input gathered during the IDOT review meeting. The purpose of this meeting was to introduce IDOT to the Milwaukee Avenue Corridor Plan, review Preliminary Corridor Plan Concepts, and obtain feedback regarding the conceptual design and potential opportunities for near term enhancements. This meeting took place May 8, 2014 at IDOT, District 1, Schaumburg. A list of attendees follows below and a sign in sheet is attached:

IDOT Representatives:

Jonathan Karabowicz, IDOT Traffic

Melissa Del Rosario, IDOT Maintenance

City Staff:

Steve Cutaia, COPH

Consultant:

Jodi Mariano, Teska Associates

The meeting began with introductions and a review of the project scope. Teska provided an overview of the Preliminary Corridor Plan Concepts as discussed at the Tourism District Committee Meeting #2. The following discussion points and comments are noted and organized by project type:

BRIDGE ENHANCEMENTS

The following improvements can be reviewed and permitted without a full engineering document set:

1. Embankment plantings:

The following improvements require a full engineering submittal for review and permitting:

2. Pin mounted parapet signage, painted bridge girders, and lighting:

- a. These items would be reviewed by IDOT's Bridges Unit. Contact: Sarah Wilson

It was noted that snowplowing the sidewalks are the responsibility of the City.

MEDIAN ENHANCEMENTS

The following improvements can be reviewed and permitted without a full engineering document set:

1. Existing landscaped medians to be replanted with new plant materials:

The following improvements require a full engineering submittal for review and permitting:

1. Existing raised concrete medians to be reconstructed as landscaped medians;
2. Existing striped roadway medians to be reconstructed as landscaped medians;

LEVEE WALL ENHANCEMENTS

The Army Corp of Engineers controls the levee wall and would need to review the proposed art panels to be mounted in front of existing levee wall areas.

PARKWAY ENHANCEMENTS

The following improvements can be reviewed and permitted without a full engineering document set:

1. Parkway plantings

The following improvements require a full engineering submittal for review and permitting:

1. Sidewalks and ADA crossings
2. Pedestrian scale lighting
 - a. IDOT provided the District 1 Lighting Guidelines documentation.

PEDESTRIAN CROSSINGS AND ENHANCEMENTS

The following improvements require a full engineering submittal for review and permitting:

1. ADA curb ramps at intersections;
2. Marked crosswalks at signalized intersections;
3. Marked crosswalks at non-signalized intersections (Winkleman Rd);
4. Updated signalized intersections.

FREE-STANDING SIGNAGE

The following improvements can be reviewed and permitted without a full engineering document set:

1. City standard signs within the public right of way:
 - a. IDOT indicated that the City Standard pole mounted signs are permitted in the ROW.
2. Banners
 - a. IDOT indicated that standards for banners within the ROW are included in the design guidelines. COPH indicated that these standards have been referenced in past banner installations.

The following improvements require a full engineering submittal for review and permitting:

1. Character piers within landscaped medians

The following improvement does not need to be reviewed by IDOT as it is not proposed within the public ROW:

2. Monument sign and plantings at Airport Property

OTHER ITEMS

1. A Des Plaines River Road project is planned for this area. This includes widening Des Plaines River Road beginning at the City's south municipal boundary and extending towards the south. IDOT indicated that the bid letting is planned for Fall 2014. This area does not fall within the Milwaukee Ave Corridor Study area. However coordination should continue between the City and IDOT.
2. A levee wall section is planned along Des Plaines River Road, at the east side of the road, south of Milwaukee Avenue. No schedule has been provided as yet.

3. IDOT suggested that Milwaukee Avenue may be considered for a future roadway widening and recommended further discussion with Jason Salley at IDOT geometrics to determine this.

NEXT STEPS

The consultant's next steps include discussion with City Staff to determine recommended near term Corridor Plan improvements that would not require a full engineering submittal to IDOT. A list of suggested near term projects for the City's consideration follows:

1. Monument sign and plantings at the Airport (located on private property, therefore IDOT does not need to review this);
2. Landscape plantings in the existing landscape medians;
3. Landscape plantings at the Palatine Road embankments;
4. Landscape plantings at the River Road intersection corner.

Suggested next steps include:

1. Meet with City Staff to review the plans and create a priority projects list;
2. Present 'near term' projects, with associated budgets, to the Council and Tourism Committee;
 - a. Note that the Council meets the 2nd and 4th Mondays of each month at 6.30pm.
3. Upon Council approval, submit near term projects to IDOT for permitting.

The meeting adjourned at approximately 3.00 pm.

Encl:

Sign in sheet



Illinois Department
of Transportation

ATTENDANCE ROSTER
BUREAU OF TRAFFIC Permit Section

Project / Topic:

PROSPECT HEIGHTS PROJECT

Date:

5/17/14

Time:

2:00 PM

Location:

IL 21 BTW PALATKA RD + CITY LIMITS

Attendees:

Representing

Phone Number

E-mail address

1. JONATHAN KARABOWICZ

IND. TRAFFIC

847-705-4149

JONATHAN.KARABOWICZ@ILLINOIS.GOV

2. STEVE CUTAIA

CITY OF PROSPECT HEIGHTS

847-398-6070

K207

SCUTAIA@PROSPECT-HEIGHTS.ORG

3. JOE MARIANO

TESKA

247-969-2015

JMARIANO@TESKAASSOCIATES.COM

4. MELISSA DEL ROSARIO

IDOT MAINTENANCE

847-705-4139

melissa.delrosario@idot.illinois.gov

5.

6.

7.

8.

9.

10.

11.

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22.

23.

24.

25.



Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

Meeting Summary - Tourism District Meeting #2

April 17 2014, 10am | Hilton Chicago Northbrook, Elm Room, Northbrook, IL

The following summarizes comments gathered during the Kickoff Meeting. The purpose of this meeting was to review Preliminary Corridor Plan Concepts. The input gathered at this meeting will become the basis for upcoming discussion with Illinois Department of Transportation (IDOT) representatives. This meeting took place April 17, 2014 at the Chicago / Northbrook Hilton, 10 am. A list of attendees follows below:

Tourism District Committee Members:

Holly Allgauer-Chicago/Northbrook Hilton
Sean Patel-Comfort Inn & suites

Invited Guests:

Jennifer Brennan – Harper College
Brian Shepard – Indian Trails Library
Erin Brooks – High School District #214

City Staff:

Tim Jones – COPH Fire Department
Steve Cutaia-COPH
Steve Berecz – Gewalt Hamilton, *consulting engineer for COPH*

Consultants:

Jodi Mariano, Teska Associates
Heather Faivre, Teska Associates

The meeting began with introductions and a description of the project scope for those attendees who did not participate in the kickoff meeting. Teska provided an overview of the “Existing Conditions and Opportunities” exhibit as discussed at the previous meeting.

DRAFT GOALS AND OBJECTIVES

Teska presented the draft Goals and Objectives statements. These statements were the outcome of comments and discussion during the kickoff meeting. The group generally agreed with the Goals and Objectives presented. The following comment is noted:

1. Incorporate the addition of pedestrian scale lighting at sidewalk areas.

PRELIMINARY CORRIDOR PLAN

Teska presented the Preliminary Corridor Plan via power point slide show and large format exhibits. The Preliminary Corridor Plan materials include the following:

1. Existing Conditions and Opportunities
2. Corridor Landscape Framework
3. Corridor Landscape: Sections and Enlargements Key
4. Corridor Landscape: Sections
5. Signage Family
6. Enlargement Plans 1 – 9
7. Airport/Municipal Gateway Signage Visualization
8. Airport/Municipal Gateway Signage Elevation
9. Corridor Landscape Design Visualizations
 - a. Gateway Landscaping at Intersection of Milwaukee Ave and River Rd, view towards Player’s Pub and Grill
 - b. Gateway Landscaping at Palatine Bridge Embankment
 - c. Wave Motif Along Levee Wall
10. Corridor Landscape: Products and Materials
11. Banner Options

GROUP EXERCISE #1

Participants were invited to provide comment during the presentation and comments were documented on large maps. The following comments were noted:

1. Signage Family
 - a. Vehicular Directional Sign – consider incorporating language to direct visitors to Alison Woods (bike trail south of River Road);
 - b. Character Pier Selection - Median Gateway Option 1 was unanimously selected by the group as the preferred choice.
2. Enlargement 1
 - a. It was noted that the majority of pedestrian traffic to/from the Library occurs from the south. The proposed sidewalk located south of Dunkin Donuts is preferred over the optional sidewalk connector at Palatine Frontage Road. It was also noted that the area beneath Palatine Road is in need of the following pedestrian improvements:
 - i. Snowplowing the sidewalk;
 - ii. Improved sidewalk conditions.

3. Enlargement 8

- a. It was noted that the intersection of Milwaukee Ave and Winkelman Rd is a high traffic area associated with Hilton and Crowne Plaza employee access. Each hotel has approximately 150 employees. It was suggested that a traffic signal has been discussed in the past for this area.
- b. It was noted that as part of the current Des Plaines River Trail planning effort, a pedestrian underpass is planned beneath Milwaukee Ave, connecting Allison Woods Picnic Grove to the trail connection towards the north.

4. Enlargements 7 and 9

- a. The median plantings indicated in these areas recommend shade trees and lawn only. The intent is that these median landscapes are reflective of the naturalized riverine areas towards the north. The group agrees with this approach. However, it was noted that these two median areas would benefit from a more decorative landscape treatment.
- b. It was noted that the median landscape proposed at Enlargement 9 may be in conflict with traffic turning left from Winkelman Rd to Milwaukee Ave. Since there is not a traffic signal, motorists wait in the center painted lane until they can merge to continue south along Milwaukee Ave.

5. Banner Options

- a. The following votes were noted for banner preferences:
 - i. Option A – 1 vote
 - ii. Option B – 1 vote
 - iii. Option C – 0 votes
 - iv. Option D – 5 votes*
 - v. * It was noted that the shape of Option D was preferred with the color scheme of Option A

GROUP EXERCISE #2

The group participated in an exercise to prioritize the corridor projects presented, ranking them from very high to very low priority. Participants were provided worksheets upon which priorities were marked. Tallied results from this exercise are attached. The following summarizes the results from this exercise:

PEDESTRIAN CONNECTIONS

- Highest ranking improvements include sidewalk connections at Indian Trails Library, Palwaukee Plaza and Winkelman Road.

SIGNAGE ENHANCEMENTS

- Highest ranking improvements include the gateway sign at Palatine Road / Airport and identity piers in landscaped medians.

LANDSCAPE ENHANCEMENTS

- Highest ranking improvements include improvements beneath Palatine Road bridge.

NEXT STEPS

The consultant's next steps include discussion with IDOT and City Staff to review the Preliminary Corridor Plan. After meeting with IDOT and City Staff, a Refined Corridor Plan will be prepared. The Refined Corridor Plan will address project phasing and budget estimates. The Refined Corridor Plan would be available for the next meeting with the Committee – date to be determined pending the review meeting with IDOT.

The Milwaukee Ave Corridor portion of the meeting adjourned at approximately 11.15 am.

Encl:

*Meeting Agenda; Draft Goals and Objectives; Preliminary Corridor Plan;
Tallied Results from Exercise #2: Prioritizing Corridor Projects*

Milwaukee Avenue Corridor Enhancement Plan | City of Prospect Heights

Teska Associates

3 of 3



Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

Tourism District Committee – Preliminary Corridor Review Meeting #2

April 17 2014, 10am | Hilton Chicago Northbrook

AGENDA

1. Introductions
2. Review project scope and schedule
3. Review Draft Goals and Objectives
4. Review Preliminary Corridor Plan
5. Group Exercise #1 – Preliminary Corridor Plan Comments
6. Group Exercise #2 – Prioritizing Projects
7. Next steps – IDOT review
8. Adjourn



Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

Meeting Summary – Kickoff Meeting #1

March 13 2014, 9am | Hilton Chicago Northbrook, Elm Room, Northbrook, IL

The following summarizes comments gathered during the Kickoff Meeting. The purpose of this meeting was to review the Corridor Plan scope and schedule and to discuss enhancement opportunities. The input gathered at this meeting will become the basis upon which the Preliminary Corridor Plan will be generated. This meeting took place March 13, 2014 at the Chicago / Northbrook Hilton, 9am. A list of attendees follows below:

Tourism District Committee Members:

Holly Allgauer-Chicago/Northbrook Hilton

Ross Zwerling-Super 8

Sean Patel-Comfort Inn & suites

Anne Marrin-COPH

Mayor Helmer-COPH

Stephanie Hannon-COPH

Steve Cutaia-COPH

Steve Berecz – Gewalt Hamilton, *consulting engineer for COPH*

Consultants:

Jodi Mariano, Teska Associates

Heather Faivre, Teska Associates

The meeting began with introductions and a description of the project scope. Teska presented an exhibit entitled “Existing Conditions and Opportunities” and addressed preliminary observations related to existing features and opportunities for enhancements.

EXERCISE #1 – ROUNDTABLE SESSION TO IDENTIFY OPPORTUNITIES ALONG THE CORRIDOR

The group participated in a roundtable discussion to identify opportunities along the corridor. A list of the comments recorded, and organized by topic, follow below:

1. PEDESTRIAN ACCESS

- a. Improved pedestrian access needed along and across Milwaukee Avenue.

2. ROADWAY FUNCTION

- a. Signalization timing is not sufficient today, including signals that seem not to be coordinated with one another and insufficient timing to allow for turning movements and ped crossings – GHA to investigate whether signals can be modified;
- b. IDOT has not done a sufficient job snowplowing nor mowing lawn; City may consider a maintenance agreement to take over maintenance of the ROW areas;
- c. City will be taking control of maintenance of the levee wall areas, including mowing on both sides of the wall.

3. ROADWAY APPEARANCE

- a. Palatine Bridge is ugly, should be enhanced;
- b. Wheeling has banners and hanging baskets along Milwaukee Ave – CPH should consider similar treatments;
- c. This is a very visible roadway and should be enhanced overall;
- d. Add trees to parkway areas;
- e. Add lighting – consider solar for accent lighting;
- f. Median improvements – consider lighting and trees to complement existing roadway lights;
- g. Consider sculpture panels at levee wall in select locations and with a River motif;
- h. A good sign example is located near Sunset Foods near 83 and Aptakisic in Long Grove.

4. PLANNING PROCESS / IMPLEMENTATION

- a. Need a short and long term plan;
- b. Consider gateway sign enhancements at the north City boundary, near the Fairbridge Hotel.
- c. Consider coordination with Wheeling for joint gateway sign/landscape enhancements that would announce entrances to the airport and communities;
- d. A current PACE bus study is underway along Milwaukee Ave which will add more buses and shelters; need to coordinate with this study;
- e. Funding includes \$150K for 2015 installations; \$80K for each year following;
- f. A TIF exists near Players Club and Milwaukee Plaza – another source of funding;
- g. Consider inviting other corridor businesses and Wheeling representatives at the next Committee meeting;
- h. The Comprehensive Plan is underway and a March 20 meeting is planned at Miraba; need to coordinate with the Comprehensive Plan effort.

EXERCISE #2 – CORRIDOR VIDEO

Teska presented a video traveling northbound and southbound along the corridor. The group discussed in greater detail the characteristics of the roadway and associated landscape areas. A list of the comments recorded follow below:

1. Consider adding gateway signage to Fairbridge hotel;
2. Provide continuous sidewalk between Apple Drive and the Indian Trails Library District, Prospect Heights branch;
3. Extend Gateway treatments to the north side of Palatine Road, including frontage roads;
4. Fill potholes near Apple Drive and Palatine frontage road (south side);
5. Palatine Road Gateway may be considered a near term project;
6. Palwaukee Plaza parking lot is used for events and car shows;
7. Signal timing at Apple Drive is poor and should be reviewed with IDOT;
8. A shrub hedge exists in front of Comfort Inn;
9. A new Hardees Restaurant is on the corridor;
10. Players Pub and Grill has an OTB function and is also in the TIF area;
11. A continuous sidewalk is needed between Old Willow Road and the Super 8 motel;
12. The levee wall should be enhanced with color and art panels. Consider enhancements at select views, such as at the intersection of Des Plaines River Road;
13. IDOT mowing is infrequent within this corridor;
14. Double left turn lanes are currently marked in the area located between Crowne Plaza and the Animal Hospital, however no left turn movements occur here – this may be an opportunity for a landscaped median.

EXERCISE #3 – DOT VOTING

Three exhibit boards were displayed each depicting a variety of corridor enhancement images. Corridor enhancement images were organized into eight (8) categories. Participants were provided with eight (8) blue dot stickers with which they were asked to mark their favorite images. The following summarizes participant inputs organized by image category:

1. Gateway Feature Precedents:
 - a. Traditional masonry pylon and monument signs were preferred over internally illuminated metal signs.
2. Bridge Enhancement Precedents:
 - a. Manicured landscape embankments with seasonal color were preferred over prairie style plantings;
 - b. Parapet signage that announces the City's name is preferred;
 - c. Beneath the bridge should be clean and well lit.
3. Median Design:
 - a. Manicured landscape embankments with trees, lawn and seasonal color are preferred over prairie style plantings.
4. Wayfinding Signage:
 - a. Graphic sign panels with multiple colors, high contrast and graphic logo are preferred over signs with a few colorations.
5. Pedestrian Lighting:
 - a. Traditional style pedestrian lighting is preferred over contemporary style lighting.

6. Parkway Landscape:
 - a. Tree plantings with understory planting beds and lawn are preferred.
7. Parking Buffer:
 - a. Tree plantings, shrub beds and ornamental fencing are preferred over bermed lawn buffer areas.
8. Public Art:
 - a. Decorative art panels with multiple colors are preferred over single color panels and free standing sculpture.

NEXT STEPS

The consultant's next steps include preparation of the Preliminary Corridor Plan. The Preliminary Corridor Plan would be available for the next meeting with the Committee, preliminarily scheduled for beginning of April. The Committee does not have a regularly scheduled meeting for April and suggested holding a special meeting to review the Preliminary Corridor Plan. The City indicated interest in inviting additional Milwaukee Avenue stakeholders to attend the April meeting. Meeting logistics to be determined by the City.

The Milwaukee Ave Corridor portion of the meeting adjourned at approximately 10.45 am.

Encl:

Meeting Agenda

Existing Conditions and Opportunities

Image Gallery with dot voting



Prospect Heights Milwaukee Avenue Corridor Enhancement Plan

Tourism District Committee – Kickoff Meeting #1

March 13 2014, 9am | Hilton Chicago Northbrook, Elm Room, Northbrook, IL

AGENDA

1. Introductions
2. Review project scope and schedule
3. Roundtable session to identify opportunities along the corridor
4. Visual preference exercise to rate imagery from other corridors
5. Next steps
6. Adjourn



Prospect
Heights

City Council Workshop
Agenda Item No: IV

Meeting Date: June 9, 2014

Item: Discussion of Prospect Heights Sign Ordinance

Staff Contact: Ken Lopez, City Administrator

Purpose:

The purpose of this memo is to discuss the City's current sign ordinance related to temporary signage.

Background:

At the request of Alderman Williamson, he would like to engage a discussion with the Council regarding temporary signage (i.e. flags and roadside banners). This topic stems from the temporary banners/flags along Rand Road for Ultra Foods.

Financial Impact:

N/A

Recommendation:

Placed on agenda as a discussion item and provide staff direction.

Enclosures:

- Prospect Heights Municipal Code Title 5, Chapter 9

Chapter 9 SIGNS

5-9-1: DEFINITIONS:

For the purposes of this title, the following definitions shall apply:

ABANDONED SIGN: Any sign which no longer correctly directs or exhorts any person, advertises a bona fide business, lessor, owner, entity, product, or activity conducted, or product available on the premises where such sign is displayed.

AREA OF A SIGN: The area within a perimeter, which forms the outside shape, including any part of the display, but excluding the necessary supports or uprights on which the sign may be placed. If the sign consists of more than one section or module, all areas will be totaled, including spaces between each module. In the case of a sign with two (2) or more visible surfaces, the gross area shall be the square footage of the largest side of the sign.

BUSINESS SIGN: Any sign placed on the building or in front of the building or on the premises to designate the name and nature of the business or profession or tradesman occupying the building or premises upon which the sign appears.

CONSTRUCTION SIGN: A sign for the purpose of identification of a site as a construction site. Only the owner's, general contractor's, subcontractors', architect's and engineer's names, hours of work and safety information shall be permitted on the sign.

DIRECTIONAL SIGN: Any sign which serves solely to designate location or direction.

FASCIA SIGN: Any sign attached to a building, wall or canopy.

FLASHING SIGN: A sign or accessory light which is illuminated on an intermittent cycle. Flashing sign is different from a moving message sign.

GROUND SIGN: A sign mounted on freestanding pylons, pipes, piers, posts, or other self-supporting structures not attached to a building.

HEIGHT OF SIGN: The vertical distance measured from the adjacent public street grade to the highest point of the sign.

IDENTIFICATION SIGN: A sign containing only the name and address of the occupant or business establishment.

ILLUMINATED OR ELECTRIC SIGN: Any sign which has characters, letters, figures, or outlines illuminated by electric lights, luminous tubes, or any other means of internal or external illumination.

MANSARD ROOF: An architectural designation of a roof/wall design which exhibits a vertical or nearly vertical face. For the purposes of this title, the vertical or nearly vertical face shall be considered a wall.

MOVING MESSAGE SIGN: A sign, display or device capable of showing a series of different messages, either in a predetermined or programmed sequence or via real time operator selection where the message changes more frequently than once in twelve (12) hours.

OFF PREMISES SIGN: A sign which advertises goods, services or facilities which are not available on the premises where the sign is located.

OPEN WALL SIGN: A wall sign that consists of formed or shaped letters, numerals, or trademarks that are attached to a wall and between which the wall is exposed.

PARAPET WALL: That portion of a wall which projects above the roofline intersecting it.

PROJECTING SIGN: Any sign other than a wall sign suspended from or supported by a building or structure or sign structure and projecting out therefrom.

REAL ESTATE SIGN: Any sign pertaining to the sale, lease, rental of land or buildings, which is erected or displayed on the lot or parcel to which it applies.

ROOF SIGN: Any sign erected, constructed and maintained upon or over the roof or top of the wall, wall tower or turret of any building with the principal support on the roof structure.

SIGN: Any identification, display, device, notice, drawing, message, placard, poster, billboard, or other thing which is designated, intended, or used to advertise or inform and shall include every ground sign, wall sign, roof sign, illuminated sign, pylon or pole sign, marquee, awning, canopy, and street clock, and shall further include any announcement, declaration, demonstration, display, illustration, or insignia used to advertise or promote the interest of any person which is visible from any public place or is located on private property and exposed to the public.

TEMPORARY SIGN: Any sign advertising or announcing an event that is to be in existence for a limited period of time, including banners, pennants, flags (not intended to include flags of any nations, states, countries or municipalities) searchlights, twirling or sandwich type signs, sidewalk or curb signs and balloons or other air filled or gas filled objects.

TEMPORARY WINDOW OR BUILDING SIGN: Any sign painted on the interior of a window or constructed of paper, cloth, or other like material and attached to the interior side of a window or displayed on the exterior of a building wall in order to direct attention of persons outside the building to a sale of merchandise or a change in the status of the business.

TRACT DEVELOPMENT SIGN: A sign advertising the development or conversion of a tract of land.

TRACT IDENTIFICATION SIGN: A permanent sign placed at the major entrances to a tract or planned unit development (PUD) identifying that tract or PUD.

WALL SIGN: Any sign attached or applied flush to the exterior wall of any building. (Ord., 7-1989)

5-9-2: GENERAL REQUIREMENTS:

- A. Permits Required:** No person shall erect, alter or relocate within the city any sign without first obtaining a sign permit from the building department and making payment of the required fee. No permit shall be required for cleaning and other normal maintenance or repair of a sign structure so long as the sign or sign structure is not modified in any way. The repainting or refacing of an existing sign, if performed in a professional manner, shall not constitute a modification as long as the sign area remains unchanged.
- B. Application:** Application for a permit shall be made to the city upon a form provided by the building department as may be required to assure compliance with all appropriate ordinances and regulations of the city including, but not by way of limitation:
1. Legible drawings with description clearly showing location of the sign which is the subject of the permit and all other existing signs whose construction and installation require permits, when such signs are on the same property or zoning lot.
 2. Drawings showing the dimensions, colors, construction supports, sizes, electrical wiring and components, materials of the sign, method of attachment and character of structural members to which attachment is to be made. The design, quality, materials, and loading shall conform to the requirements of the city. If required by the city, engineering data shall be supplied on plans by a licensed architect or structural engineer licensed by the state of Illinois.
- C. Fees:** Application for permits shall be filed with the building department. The schedule of fees for sign permits shall be as follows based upon the size of the sign:

Sign Area (Square Feet)	Permanent Permit Cost	Temporary Permit Cost
0 to 25	\$ 45.00	\$45.00
26 to 50	75.00	45.00
51 to 75	100.00	45.00

76 to 100	150.00	45.00
101 and over	\$150.00, plus \$5.00 per square foot over 100 square feet	45.00

(Ord. 0-03-18, 6-2-2003, eff. 6-12-2003)

D. Inspection: The person erecting, altering or relocating a sign shall notify the building department upon completion of the work for which permits are required. All ground signs shall be subject to a footing inspection and all signs to a final electrical inspection by the city. Said inspection will verify proper location and compliance with all approved specifications and conditions of the permit.

E. Exemptions: The only signs exempted from the permit requirements are as follows:

1. Signs six (6) square feet in area or smaller in residential districts are exempt from the permit requirements, but must comply with all other regulations in this chapter.
2. Real estate signs, not to exceed six (6) square feet and not illuminated and located entirely within the property to which the sign applies. Such signs shall be removed within seven (7) calendar days of the date of sale.

Real estate open house sign, provided such sign is not located on public right of way, is not illuminated, and does not exceed six (6) square feet. Such signs are only permitted on Saturdays and Sundays.

3. Temporary political signs are exempt from permit requirements, but must comply with subsection 5-9-4B of this chapter.
4. Temporary public and quasi-public signs are exempt from permit requirements, but must comply with subsection 5-9-4C of this chapter.
5. Directional or instructional signs which are located entirely on the property to which they pertain and do not in any way advertise a business and do not exceed three (3) square feet in area, signs identifying restrooms, public telephones, or signs providing direction such as parking lot entrance and exit signs and those of similar nature, but must comply with subsection 5-9-3A4 of this chapter.
6. Memorial signs and tablets displayed on private property.
7. Address numerals and signs not exceeding four (4) square feet in area and bearing the names of the occupants of the premises.
8. Government flags and insignia and signs erected by a governmental body, or under the direction of such a body, and bearing no commercial advertising, such as traffic

signals, railroad crossing signs, safety signs, and signs identifying public schools, churches, parks, libraries, and playgrounds.

9. Government flags flown by any person on their premises.

10. Legal notices.

11. Holiday decorations which are clearly incidental and customary and commonly associated with any national, local or religious holiday; provided that such signs are not erected or maintained more than thirty (30) days prior to the date of the holiday and shall be removed within ten (10) days after the termination thereof. (Ord., 7-1989)

12. Temporary signs of activity sponsors placed on public baseball fields on the outfield fences, provided that no such signs shall extend beyond the boundaries of any such facility for a period not to exceed ninety (90) days. No signs containing alcoholic beverage, firearms, tobacco, or sexual related materials/advertising will be permitted. The signs shall not exceed twenty four (24) square feet and shall not extend above or below the fence. The advertising shall be shown on one side only facing the playing field. No such signs shall be permitted on more than one field per parcel of property. The signs shall be maintained in good condition and no self-illumination is allowed. (Ord. 0-01-10, 4-16-2001, eff. 4-26-2001)

F. Construction: All signs shall be constructed in accordance with applicable provisions of the city building code.

G. Planned Unit Developments (PUDs): Within residential PUDs for which the approved site plan allows nonresidential land uses, the signs allowed within such nonresidential uses shall comply with other provisions of this chapter relating to the specific use.

H. Maintenance: Every sign in the city, including, but not limited to, those signs for which permits or for which no permits or permit fees are required, shall be maintained in good structural condition at all times. All signs, including those exempted, shall be kept neatly painted, including all metal parts and supports. The city shall inspect and have the authority to order the painting, repair, alteration or removal of signs which become dilapidated or are abandoned, or which constitute physical hazard to the public safety.

I. Obsolete Signs: Any sign that advertises a business, event, or a product that no longer exists or sign pylons that no longer support a sign, shall be taken down and removed by the owner, or agent, within ten (10) days after written notification from the city. Upon failure to comply with such notice within the time specified, the city shall cause the removal of such sign from the property to which such sign is attached at the expense of the property owner, including all court costs incurred by the city.

J. Abandoned Signs: All signage relating to structures that have been demolished shall be deemed abandoned and must be removed.

K. Unsafe Signs:

1. If any sign is found to be unsafe or insecure, or is a hazard to the public, the city shall given written notice to the owner or operator of the sign. If he fails to remove or alter the sign so as to comply with the standards herein set forth within ten (10) days after such notice, such sign shall be removed or altered to comply, by the city, at the expense of the property owner, including all court costs incurred by the city. The city may cause any sign that is an immediate peril to persons or property to be removed summarily and with notice.
2. No sign, advertising structure, marquee, canopy or awning shall be erected or maintained in such a manner as to interfere with, obstruct the view of, or be confused with, any authorized traffic sign, signal or device. Accordingly, no sign, advertising structure, marquee, canopy or awning shall make use of the words, "stop", "go", "look", "slow", "danger", or any similar word, phrase, symbol, or character.
3. No sign, advertising structure, marquee, canopy or awning shall be erected or maintained in such a manner as to obstruct free and clear vision, or as to distract the attention of the driver of any vehicle by reason of position, shape, or color thereof.
4. No fluttering or wind actuated sign, bunting, banners, streamers, pennants or flags shall be erected or maintained except as permitted in subsection 5-9-4G of this chapter.

L. Miscellaneous:

1. No sign shall block any required exit, fire escape, door opening, or window; nor obstruct any opening required for ventilation.
2. No sign or any part thereof shall be in the public right of way.
3. No sign shall be painted or pasted or similarly applied on exterior building walls, roofs or fences.
4. Illuminated signs shall be shaded so as not to shine or reflect light on adjacent residential properties.
5. No flashing signs, animated signs, signs with moving lights or signs creating the illusion of movement shall be permitted in any zoning district, whether located within or without a building if plainly visible from the outside. A sign whereon the current time and/or temperature is indicated by intermittent lighting shall not be deemed to be a

prohibited sign because of its flashing. Rotating signs may be permitted by a special use permit.

6. An off premises sign shall be prohibited unless approved as set forth in section 5-9-5, "Special Uses", of this chapter.
7. It shall be unlawful for any person to display on any sign or other advertising structure any matter in writing or in picture which, considered as a whole, predominately appeals to prurient (lewd) interest and goes substantially beyond customary limits of candor in description or representation of such matters, and advertising matter which is untruthful.
8. Portable or wheeled signs are prohibited. (Ord., 7-1989)

5-9-3: PERMANENT SIGNS:

- A. Residential Districts: In all residential districts house number signs shall be clearly readable from the street (especially at night). The following classes of signs are permitted in accordance with the regulations set forth herein:
 1. Identification signs: There may be only one nameplate or open wall sign, not exceeding four (4) square feet in area, indicating the name and/or address of the occupant.
 2. Tract identification signs:
 - a. Only one such sign may be permitted at each major entrance to the tract.
 - b. Only open wall and ground signs are permitted for use as a tract identification sign.
 - c. Only the name and/or address of the tract shall be permitted on the sign.
 - d. Signs shall be no more than five feet (5') in height.
 - e. No such sign shall have an area greater than thirty two (32) square feet.
 3. Signs accessory to parking areas shall be subject to the following requirements:
 - a. Area And Number: Signs, designating parking area entrances or exits, are limited to two (2) signs for each such exit or entrance and to a maximum size of three (3) square feet each. One sign per parking stall designating the condition of use or identity of such parking area and limited to a maximum size of three (3) square feet, shall be permitted.
 - b. Height: No sign shall be higher than four feet (4') above the established average grading of the parking area.

- c. Projection: No sign shall project beyond the property line.
- 4. Public Or Quasi-Public Use: Church bulletins and signs for public or quasi-public buildings shall be subject to the following requirements:
 - a. Area And Number: There shall be no more than one such sign per zoning lot, except that on a corner lot two (2) signs, one facing each street, shall be permitted. No sign shall exceed twenty four (24) square feet in area.
 - b. Height: No ground sign shall be higher than six feet (6') above the established average grade.
 - c. Projection: All signs shall be set back at least fifteen feet (15') from any lot line.
- B. Business Districts: In all business districts all signs are subject to the provisions stated herein and in section 5-9-2 of this chapter, as well as the specific requirements of the type of sign. The types of signs listed in this section are permitted in addition to those permitted in residential districts. Tract development signs are not permitted in business districts.
 - 1. Business District General Provisions: In all business districts, the permitted signs are subject to the following:
 - a. Area: The area of any sign shall be limited by the specific requirements of that particular type of sign but, in no case, shall exceed one hundred (100) square feet in area.
 - b. Location: The sign or signs shall be located on the zoning lot and shall front the principal street or parking area. In the case of corner buildings, located on both principal and side streets, signs shall be permitted on the portion of the side street wall within forty feet (40') of the principal street. Signs in direct line of vision of any traffic signal shall not have red, green or amber illuminations.
 - c. Projection: Signs suspended from any building may project four feet (4') from the face of the building but shall not project into the public way, or building setback area; and the bottom of such signs shall not be less than ten feet (10') above the finished grade of the sidewalk.
 - d. Height: No sign shall be located higher than thirty feet (30') above the mean grade of the property. Specific types of signs may have more restrictive height limitations.
 - e. Illumination: Signs shall be shaded whenever necessary to avoid casting light upon adjacent property. Flashing signs are not permitted. Rotating signs may be permitted by a special use permit.
 - f. Placement: No signs shall be painted, pasted or similarly posted directly on the surface of any wall nor shall any sign be permitted to be placed on any wall, fence or stand facing the side of any adjoining lot located in a residential district.

- g. **Setback:** All ground signs used for any purpose shall be set back fifteen feet (15') from any lot line.

2. Permitted Business Signs:

- a. **Marquee And Canopy Signs:** Signs located on a marquee or canopy shall be affixed to the surface thereof and shall not extend vertically or horizontally beyond the limits of said marquee or canopy. Marquees or canopies shall have a headroom of not less than eight feet (8').
- b. **Awning Signs:** Signs located on awnings shall be affixed to the surface thereof, and shall indicate only the name, address and telephone number of the establishment on the premises. No sign shall exceed eight (8) square feet in area. Further, no such sign shall extend vertically or horizontally beyond the limit of said awning. Awnings shall have a headroom of not less than eight feet (8').
- c. **Wall And Fascia Signs:** No more than one wall sign on each wall fronting on a public street, public right of way or easement, except for identification signs, not to exceed four (4) square feet, except for multiple tenant buildings, which shall be permitted to have one wall sign on the ground floor for each business or professional use in the building. The maximum area in square feet shall not exceed one square foot for each linear foot of building occupancy. No wall sign shall project beyond the top and edges of the wall to which it is affixed.

No attached sign shall exceed ten feet (10') in vertical dimension and shall be subject to the city's approval for location and arrangement. No attached sign shall extend in height above the top of an exterior wall, except in the case of a mansard, mansard type roof, or parapet wall. The height of the sign attached to such mansard/parapet shall not extend above the top of such mansard/parapet nor shall it extend more than three feet (3') in height above the roofline immediately behind the mansard/parapet at the point to which the sign is to be attached. The maximum size of any wall sign shall not exceed sixty four (64) square feet.

Buildings with multiple street frontage shall be permitted to have one wall sign on the secondary street frontage, provided this sign shall not exceed one-half ($\frac{1}{2}$) the sign area permitted on the principal frontage, and shall not exceed one square foot for each linear foot of the side of building to which said secondary sign is affixed.

- d. **Ground Signs:** No more than one ground sign shall be permitted on a zoning lot. No ground sign shall have a total height greater than fifteen feet (15') above the mean grade level of the property. The area of a ground sign shall not exceed one hundred (100) square feet. All parts of the ground sign, including its supports, shall be entirely within the property line of the premises upon which it is located.

Ground signs in areas of vehicular or pedestrian traffic shall be set at a height to allow safe passage.

- e. **Permanent Window Signs:** Permanent signs painted, posted or displayed by any other means in a window, together with all other signs, shall not exceed the gross

area permitted for signs on the zoning lot, and shall not occupy more than thirty three and one-third percent ($33\frac{1}{3}\%$) of the gross window area.

f. **Signs Accessory To Automobile Service Stations:** Automobile service stations are hereby declared to be an activity which requires certain additional regulations regarding signs.

(1) Matter appearing on gasoline pumps regulating safety and use shall not be considered as signs for the purposes of this title.

(2) In addition to all other permitted signs, there may be one sign, not larger than six (6) square feet, above each pump area stating whether the area is a "self-service" or a "full service" area and the current price per gallon of the gasoline sold at the station. No element of the cost to the customer of the gasoline shall be omitted from the statement of the price per gallon.

(3) Items for sale on the premises may be openly displayed within ten feet (10') of the principal building. Products may be displayed under group island canopies or between pumps within the area of the pump island base. (Ord., 7-1989)

5-9-4: TEMPORARY SIGNS:

The city shall impose, as a condition for the issuance of a permit for temporary signs, such requirements as to the material, manner of construction and method of erection of a sign as are reasonably necessary to ensure the safety and convenience of the public. Temporary signs may be erected and maintained in accordance with the following provisions:

A. **Permitted Business Signs:** No window business sign, other than one displayed on the interior side of a window, shall be erected or maintained except pursuant to a permit issued by the city.

1. A temporary business sign is a sign calling attention to a special, unique or limited activity, service, product or sale of limited duration.

2. A temporary business sign is permitted in business districts in accordance with the provisions regulating the height and location of permanent business signs.

3. The total area of a temporary business sign(s) shall not exceed twenty four (24) square feet; and, if displayed in a window, shall not occupy more than thirty three and one-third percent ($33\frac{1}{3}\%$) of the gross window area.

4. A temporary business sign may be displayed on a zoning lot for not more than sixty (60) days in any calendar year.

5. A temporary business sign shall not be a projecting sign.

B. Permitted Political Signs:

1. The total area of all political signs on a zoning lot shall not exceed twenty (20) square feet.
2. A "political sign" is a sign advertising political candidates or parties, provided that such signs may not be erected or maintained more than thirty (30) days prior to the next election to which such signs are applicable and shall be removed within seven (7) days following such election.
3. Political signs may be erected and maintained within the boundaries of a zoning lot in any zoning district, but shall not be located within any public right of way.

C. Quasi-Public Signs:

1. A quasi-public sign is a sign giving notice of events and activities sponsored by civic, patriotic, religious or charitable organizations for noncommercial purposes.
2. Nonprojecting wall or ground type quasi-public signs, having an area not exceeding twenty four (24) square feet, may be erected on the zoning lot on which the event or activity advertised is to occur or be conducted.
3. A quasi-public sign may not be erected or maintained more than thirty (30) days prior to the date(s) on which the event or activity advertised is to occur or be conducted and shall be removed within seven (7) days after the termination thereof.
4. A quasi-public sign may be displayed in a window in any zoning district. Said sign may not be erected or maintained more than thirty (30) days prior to the event and shall be removed within seven (7) days after the termination thereof.
5. No quasi-public sign shall be erected or maintained within any public right of way except pursuant to a permit authorized by the city council.

D. Permitted Tract Development Signs: One tract development sign on each frontage of a zoning lot of at least five (5) acres advertising the sale, rental or conversion of real property in the development on which the sign is located, not to exceed thirty two (32) square feet for each face, may be permitted in any zoning district. Each permit shall be valid for a period of not more than two (2) years and shall not be renewed for more than two (2) successive periods at the same location.

E. For Sale/Lease Signs (Business District): One sign is permitted on each frontage of a zoning lot advertising the sale, rental or conversion of real property in the development on which the sign is located, not to exceed sixteen (16) square feet for property of one

acre or less. Signs located on property in excess of one acre may have a maximum size of thirty two (32) square feet per face.

- F. Construction Signs: There shall be permitted one sign not exceeding sixteen (16) square feet in area in R-1 districts. All other districts not to exceed thirty two (32) square feet. On multi-frontage lots, two (2) such signs, each one facing a different street, shall be permitted except in R-1 zoning districts. No such sign shall be erected more than ten (10) days before the building permit is issued. Said signs shall be removed within one week after completion of the construction. Construction signs may be permitted in addition to a tract development sign. (See subsection D of this section.)
- G. Permitted Buntings, Banners, Pennants And Flags: Incidental and accessory to temporary business signs and quasi-public signs, buntings, banners, pennants and flags may be erected and maintained pursuant to a permit issued by the city and subject to the following provisions:
1. Buntings, banners, pennants and flags accessory to temporary business signs shall be subject to the following provisions:
 - a. Shall be permitted in business districts only in accordance with the same provisions regulating the height and location of permitted business signs.
 - b. May be displayed for not more than sixty (60) days in any calendar year.
 2. Buntings, banners, pennants and flags accessory to quasi-public signs shall be subject to the following provisions:
 - a. Shall not be erected or maintained within any public right of way except pursuant to a permit authorized by the city council.
 - b. May not be erected or maintained more than thirty (30) days prior to the date on which the event or activity advertised is to occur or be conducted and shall be removed within ten (10) days after the termination thereof.
 3. Buntings, banners, pennants and flags shall not be erected or maintained in such a location or manner as may endanger the public safety or interfere with or obstruct pedestrian or vehicular travel or create a traffic safety problem. (Ord., 7-1989)

5-9-5: SPECIAL USES:

The following signs may be allowed by special use permit issued by the plan/zoning board of appeals in accordance with the provisions of section 5-10-9, "Special Use Permits", of this title. (Ord., 7-1989; amd. Ord. 0-03-35, 9-15-2003)

A. Electronic Message Centers:

1. The electronic message center shall serve the public convenience at that location and shall be located no closer than five hundred feet (500') to another such sign directed to the same street.
2. The electronic message center shall be designed and located such that the entire sign message will be legible to the motorists viewing the sign.
3. The sign structure shall conform to all applicable regulations as specified in this chapter.
4. The sign message shall not consist of flashing, scintillating, chasing or animated lights, and shall not change more frequently than once every two (2) seconds.

B. Off Premises Business Directory Sign:

1. Off premises signs shall only be permitted for purposes of identifying the location of businesses along a particular street or within a particular area (i.e., industrial park directory). Such signs shall only be permitted in the business zoning districts.
2. Off premises signs may be erected on permanent ground. Signs should not exceed forty (40) square feet in area and ten feet (10') in height above the established average grade.
3. Off premises signs may be double faced and each side shall be considered as facing traffic flowing in the opposite direction.
4. Off premises signs shall be located no closer than five hundred feet (500') to another such sign directed to the same street.

C. Menu Board:

1. One menu board for a drive-in or drive-through restaurant shall be permitted in addition to other signs permitted under these regulations, provided such sign does not exceed sixteen (16) square feet in area or six feet (6') in height from the established average grade.

D. Rotating Signs:

1. A rotating sign shall only be permitted in the business zoning districts and shall conform to all applicable regulations as specified in this chapter. (Ord., 7-1989)



City of Prospect Heights

Department of Building & Zoning-Engineering Division
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office: 847/398-6070 x 211-FAX: 847/590-1854 www.prospect-heights.il.us

Subject: Willow Road Sidewalk Improvements – ITEP Funded
Local Agency: City of Prospect Heights
Section No.: 12-00051-00-SW
ITEP #: 131069
Date: May 29, 2014

The City received notification of an Illinois Transportation Enhancement Program (ITEP) grant award on April 14, 2014 for Willow Road sidewalk, from Russet Wood Drive to Schoenbeck Road. The five foot wide concrete sidewalk will be installed on the North side of Willow Road is total length is about 1,600 feet.

The original grant application for this was submitted around August 2013. The ITEP grant funds construction costs and construction engineering costs. The ITEP project commitment for the project will not exceed \$284,000 and the total project is funded 80% by Federal Funds (ITEP) and 20% by City funds.

The estimated construction cost is \$320,000, with \$256,000 federally funded and \$64,000 City funded. The construction engineering cost is \$35,000, with \$28,000 federally funded and \$7,000 City funded. The City funds required for this project can come from a variety of funds.

As part of this project, the City is required to complete the construction drawings and bid documents for this project. This work needs to be 100% locally funded. For your consideration tonight is a proposal from Gewalt Hamilton Associates (GHA) to complete the engineering work required to prepare the project for a bid letting. ITEP funded projects require that the Illinois Department of Transportation (IDOT) administer the contract, review engineering plans, approve engineering plans and place the project on an IDOT letting.

There are typically around eight IDOT bid lettings each year. Given the time needed to design the project and to provide ample review time for IDOT, this project can't be constructed in the 2014 season. Therefore, the project schedule is as follows:

- October 17, 2014 submit final plans to IDOT for review
- December 15, 2014 anticipated final plan approval by IDOT
- March 6, 2015 anticipated bid letting date
- June and July 2015 construction

The construction contract will be held by IDOT and the City would reimburse IDOT for the City matching requirements as per the grant conditions (20% local match). I would anticipate 90% of the City matching funds (\$58,000) would be due to IDOT around May 2015, with the remainder due at conclusion of the construction contract. Please contact me with any further questions you might have.

Steven D. Berecz, P.E.
City Engineer



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

April 14, 2014

Ms. Anne Marrin
City Administrator
8 North Elmhurst Road
Prospect Heights, Illinois 60070

Dear Ms. Marrin:

The Illinois Department of Transportation is pleased to inform you that Governor Pat Quinn has approved Illinois Transportation Enhancement Program (ITEP) funding for the city of Prospect Heights - Willow Road Sidewalk Improvement Project, ITEP Project #131069.

The ITEP commitment for this project will not exceed \$284,000, pending a more detailed project review, specifically to determine eligible federal costs. We received 232 project applications requesting over \$260 million. The tremendous interest in this program made it very competitive.

Please contact Mr. Christopher Holt, District One, Bureau of Local Roads and Streets in Schaumburg, by telephone at (847) 705-4201, in the near future to discuss program requirements and preparation of any agreements and/or contracts. Projects within a Metropolitan Planning Organization (MPO) planning boundary are required to be listed in the local MPO's Transportation Improvement Program (TIP). Sponsoring agencies must coordinate with local MPO's to ensure your project is included in the TIP.

Congratulations on your successful application. If you have any questions, please feel free to visit our ITEP website at www.dot.il.gov/opp/itep.html. You will find a listing of "Frequently Asked Questions," and additional questions can be submitted through the website. You can also contact Ms. Christy Davis, in the department's Bureau of Statewide Program Planning, by telephone at (217) 785-8492. We are looking forward to working jointly with you to improve the quality of life for Illinois citizens through ITEP.

Sincerely,

A handwritten signature in cursive script that reads "Ann L. Schneider".

Ann L. Schneider
Secretary

May 28, 2014

GHA **GEWALT HAMILTON**
ASSOCIATES, INC.
CONSULTING ENGINEERS

Mr. Ken Lopez
City Administrator
City of Prospect Heights
8 N. Elmhurst Road
Prospect Heights, IL 60070

850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115

www.gha-engineers.com

Re: Proposal for Consulting Engineering Services
Willow Road Sidewalk Improvements – Russet Wood Drive to Schoenbeck Road
GHA Proposal #2014.T085

Dear Mr. Lopez:

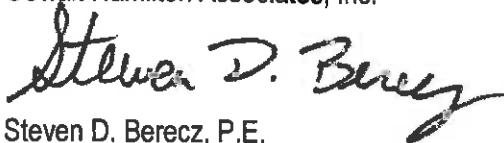
Thank you for considering Gewalt Hamilton Associates, Inc. (GHA) to provide Consulting Engineering Services to the City of Prospect Heights with respect to the above captioned project. Our project scope has been based on our prior conversations and also our prior preliminary plans prepared for these locations.

This proposal is divided into the following sections:

- I. Project Understanding
- II. Preparation of Drainage Plans and Construction Bidding Documents
- III. Additional Services
- IV. Schedule of Services
- V. GHA Personnel
- VI. Compensation of Services

Please review this proposal, and if you should have any questions or require additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,
Gewalt Hamilton Associates, Inc.



Steven D. Berecz, P.E.
Corporate Secretary

2014.T085 Prospect Heights Willow road Sidewalk Improvements

- Construction observation, staking or construction management. (We can provide this proposal at a later date, once a contractor and timing for work has been selected.)

IV. Schedule of Services

Based on the Phase II IDOT Kickoff Meeting the following schedule is anticipated:

Pre-Final Plan Submittal	October 17, 2014
Final P, S&E	December 15, 2014
IDOT Letting	March 6, 2015

V. GHA Personnel

Gewalt Hamilton Associates, Inc. will provide the City with an experienced team of project management and technical personnel who can perform the required professional design services. Mr. Steven D. Berecz, P.E. will function as the Project Manager, he will be assisted by Mr. Kevin L. Belgrave, P.E., PTOE. Other professional staff will provide support as required.

VI. Compensation for Services

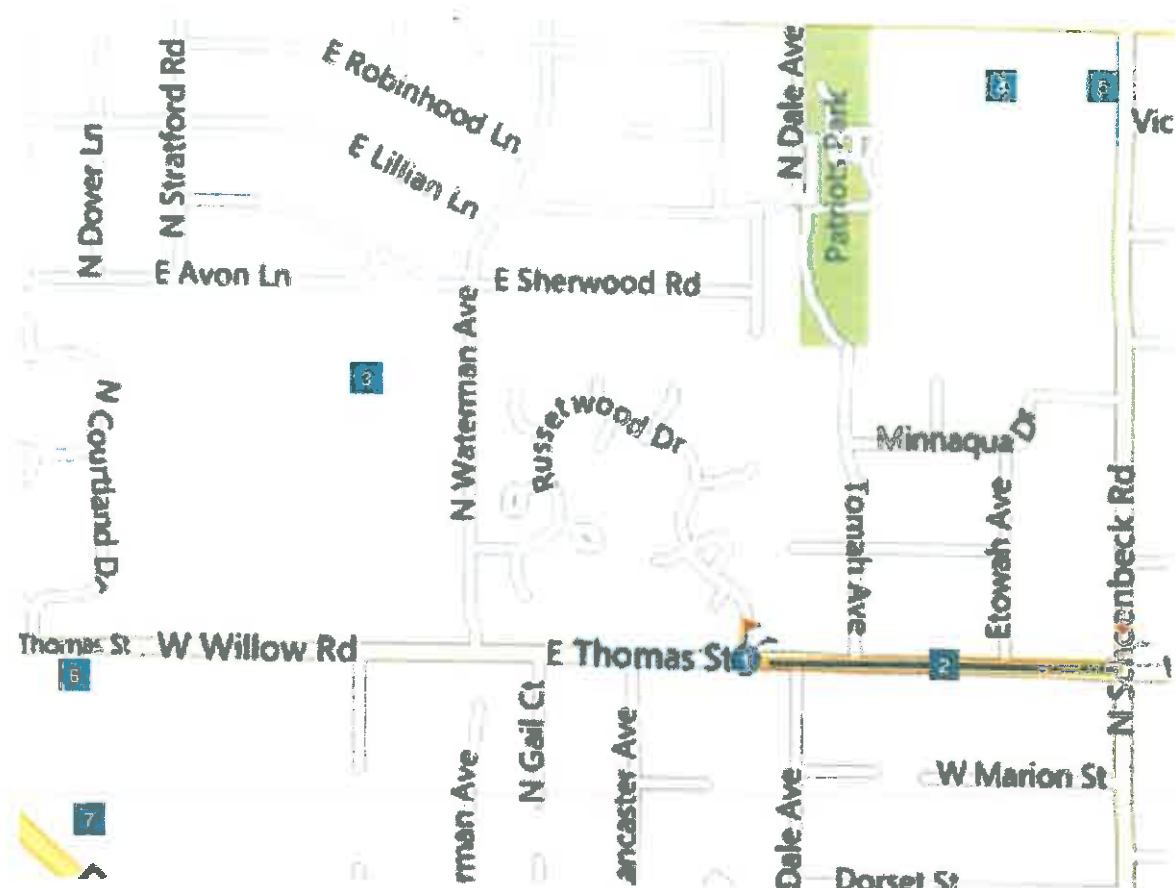
GHA proposes invoicing on a lump sum basis per project location as shown below:

• Willow Road Sidewalk Plans	\$ 15,500
• Willow Road Sidewalk Special Provisions	\$ 1,200
• Willow Road Sidewalk Permit Coordination (CCDOTH permit)	<u>\$ 2,500</u>
• Total	\$ 19,200

The aforementioned fees are on the following GHA 2014 Prospect Heights Public Improvements rate schedule. Expansion for overhead, payroll burden and professional fees are included in these hourly rates.

Principal Engineer	\$150.00 per hour
Senior Engineer	\$124.00 per hour
Professional Engineer	\$104.00 per hour
Registered Land Surveyor	\$104.00 per hour
Staff Engineer	\$96.00 per hour
Senior Engineering Technician	\$98.00 per hour
Engineering Technician II	\$84.00 per hour
Engineering Technician I	\$60.00 per hour
Secretary	\$48.00 per hour

Invoices for our work will be submitted on a monthly basis and will detail specifically the services performed on the project. All non-personnel expenses will be billed directly and are not subject to the stated ceiling costs. These billable expenses include printing, travel, messenger services and other incidental non-personnel expenses required specifically for the project.



Features

ID	Description
1	Starting point of project site. The Willow Road sidewalk project will allow connectivity, enhance safety and promote pedestrian and bicycle transportation throughout this geographical area.
2	End point of sidewalk project (total length - 1622 feet. The addition of this sidewalk will connect multiple access routes to and from an elementary, middle and high school, shopping centers, Metra and Pace stations and local area residences.
3	John Hersey High School
4	MacArthur Middle School
5	Betsy Ross Elementary School
6	Super Target
7	Shopping Mall



City of Prospect Heights

Department of Building & Zoning-Engineering Division
8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070
Office: 847/398-6070 x 211-FAX: 847/590-1854-www.prospect-heights.il.us

F

Memorandum

To: Ken Lopez, City Administrator
From: Steven D. Berez, City Engineer

Steven D. Berez

Re: Plaza Drive – Roadway Reconstruction
Preliminary Opinion of Probable Cost
Palatine Road frontage to Apple Drive

Date: June 4, 2014

I conducted a brief field review of the pavement condition on Plaza Drive from the frontage road on Palatine Road to Apple Drive. The length of this road segment is approximately 560 feet long by around 28 feet wide. No pavement cores or borings have been taken and if the project moves forward into design, I recommend that such be taken. It is my opinion that the most logical course of repair would be full depth roadway reconstruction, as the visible pavement distresses are quite severe. Attached to the memorandum is an aerial exhibit showing the general limits of this possible work.

As a conceptual construction cost estimate is:

• Full length curb & gutter removal	1,100 feet	\$5,500
• Full depth pavement & subgrade removal	1,560 square yards	\$31,200
• Full length new curb & gutter	1,100 feet	\$22,400
• 2" Asphalt Surface	182 tons	\$15,500
• 6" Asphalt Binder	547 tons	\$46,500
• 8" stone base	1,560 square yards	\$23,400
• Storm sewer adjustments and minor repairs		\$25,000
• No sidewalk, no water main repairs, no full length storm sewer repairs		
	• Subtotal	\$169,500
	• 15% contingency	<u>\$25,400</u>
	• Construction Cost Estimate	\$194,900

Also required would be soft costs for design, survey work, attorney fees and construction observation. An estimate of soft costs:

• Engineering design & topographic survey collection	\$15,000
• Plat of survey / plat of subdivision / easements as needed (transfer to public)	\$10,000
• Pavement cores / borings	\$4,000
• Attorney fees	\$15,000
• Construction engineering / observation	<u>\$14,000</u>
• Soft Costs Total:	\$58,000

Limits of Possible Reconstruction

EIPALATINE-R®

US-45 S MILWAUKEE AVE

PALATINE RD/EXPRESS LN

PLAZA D'RO

PIPER LN

APPLE DR

CRIMSON OT

BLOSSOMIN

WRITING

CIDERWIN

CRABAPPLE DR.



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1 inch = 300
Feet

Plaza Drive Prospect Heights, Illinois



G

City Council Workshop Agenda Item No: IV

Meeting Date: June 9, 2014

Item: 2014 Drainage & Flooding Remediation Plan

Motion: For information only

Staff Contact: Steven L. Cutaia, Public Works Director

Purpose:

The purpose of this memo is to inform the council about the proposed 2014 drainage and flooding remediation plan.

Background:

The City has twelve locations/projects that involve excessive ponding of water in the residential ditch line areas, which do not involve any personal property damage. Furthermore, the city has four documented locations/projects where flooding occurs and effects residential homes.

Financial Impact:

The amount for the scope of work is to be determined. The Drainage Improvement FY 2014-15 budget is \$600,000.00 (\$350,000.00 in #01-550-7053 & \$250,000.00 in the Road Construction Fund)

Recommendation:

For information only

Enclosures:

May 23, 2014 Memo to City Administrator



MEMO

DATE: May 23, 2014
TO: Mr. Ken Lopez, City Administrator
FROM: Steven L. Cutaia, Acting Public Works Director
Re: 2014 Drainage & Flooding Remediation Plan

This memo is a brief report of proposed projects to remediate drainage and flooding issues. The report is separated into two groups. The two groups include seven separate locations where ponding or poor drainage occurs near the front yards in the city ditches and four separate locations where major overland flooding occurs.

PROPOSAL

This is a proposal to identify, and prioritize each location and address each situation separately and independently. Public Works staff can perform some of these proposed grading improvements, with engineering supervision at minimal costs. Other locations are very detailed and will need to be performed by contractor with detailed engineered drawings. While others involve additional monitoring, and FEMA, MWRD, additional engineering and Cook County involvement.

I plan on having the public works staff do what they can as soon as it is feasible. While other larger jobs shall require the city to obtain bids from contractors. The 2014-15 budget appropriated \$650,000.00 toward this program. Once we receive the estimates to complete the larger jobs, staff will then have a better idea what can be done this year and what can be done in the next year's budget.

2014 Drainage & Flooding Remediation Plan

The following is my plan of attack;

MINOR PONDING PROJECTS to be addressed

1. Public Works will attempt to address these items this spring/summer; **303 W Circle(10) and Drake Avenue-EAST(8)(w/o Eng. Plans), 11 & 13 Prospect Court, & Olive**
2. Our intensions are to complete the following projects this summer through an outside contractor; **Eleanor Drive (1), Lynbrook Drive (2), South Wildwood Drive (3), Drake Avenue-WEST(4).**
3. After the above is in motion our intensions are to complete; **Glenbrook Drive (6)**, although this involves a cook county MWRD permit which may take additional time and resources.
4. The **Kenilworth/Hillcrest Lake (5)** project is still to be determined. The plans, cost estimates and effectiveness are still to be determined by staff and the engineer.
5. After the above projects are in motion or complete our intensions are to have PW complete; **Glenbrook Drive (6).**
6. Our intensions are to continue monitoring these locations and based upon the results after PW has slightly modified the area, and examining the remaining amount in this year's budget we hope to have something done to eliminate or decrease these issues. These items do not have engineered plans and the next step would include hiring an engineer to prepare an engineered design. The priority is in this order; **Drake Avenue-EAST (8), 11 & 13 Prospect Court.**

MAJOR FLOODING PROJECTS

Our intension is to implement the initial steps of remediation as recommended by the consultant engineer for **Lake Clare and Shires Pond (11)**. The other major flooding projects are in other process.

Minor Ponding

BACKGROUND:

Staff has identified eleven separate locations where ponding or poor drainage occurs. This does not address occurrence of street closures due to the massive overland flooding from waterways. These are documented consistent nuisances filed by property owners pertaining to non-draining consistent standing stagnant water. While some of these locations only include one address other locations include a whole block. Staff has walked these sites with the engineers from GHA. GWA had provided the city as-built drawings and proposed remedies for each location. Our initial intentions were to include these grading modifications in the 2013 Road Program but the accumulated amount to remedy all these locations were extremely costly.

LOCATIONS:

1. Eleanor Drive

- Priority Rating: High
- Approximate Price: • (has standing green water)
\$48,105.00
- Description: 485' of pipe & 1,400sf re-grade ditches
- Proposal: Budget for 2014/Establish an R.F.P.

2. Lynbrook Drive

- Priority Rating: High
- Approximate Price: • (Full Block. Staff received many complaints, standing water in areas)
\$63,758
- Description: 580sf + pipe & Re-grade ditch
- Proposal: Budget for 2014/Establish an R.F.P.

3. South Wildwood Drive

- Priority Rating: High
- Approximate Price: • (area appears to pond in a few areas)
\$34, 016.00
- Description: 500' pipe & re grade ditch(plans to be modified)
- Proposal: Budget for 2014/Establish an R.F.P.

4. Drake Avenue-WEST

- Priority Rating: High
- Approximate Price: • (Full Block. Staff received many complaints, very consistent moist ditch)
\$95,700.00
- Description: 1000'+ pipe & Re-grade ditches
- Proposal: Budget for 2014/Establish an R.F.P.

5. Kenilworth/Hillcrest Lake

- Priority Rating: undetermined
- Approximate Price: • (TBD)
\$TBD
- Description: TBD
- Proposal: Budget for 2014/Establish an R.F.P.
- There is a privately owned area of vacant land that has a drainage creek from Hillcrest Lake that drains to MacDonald Creek. It is owned by 201 Kenilworth. There is a legal drainage easement for the City to maintain. It is our understanding that if we remove an existing length of about 30' of pipe, clean out the creek bed and replace the pipe, it may

reduce flooding at Hillcrest Lake, Will Road, the Slough and maybe perhaps Route 83/Elmhurst Road.

- It was presumed that PW would perform this work if possible. As directed staff has requested a quote from Gewalt Hamilton. The quote is pending.

6. Glenbrook Drive

- Priority Rating: Low-Medium
 - (no complaints filed from neighbors, but has standing water in well maintained ditch)
- Approximate Price: \$22,000.00
- Description: Re-grade ditch
- Proposal: Public Works can perform, w/ engineer supervision

7. Alton Road

- Priority Rating: Medium-high
 - (This area only appears to flood after a large rain, and takes time to drain. A few rear yards)
- Approximate Price: \$49,974.00
- Description: 465' of pipe, pipe across street, connect To cook county & re grade ditch
- Proposal: 2013 Road Program is installing some Pipe under the street for future work
Budget for 2014/Establish an RFP

8. Drake Avenue-EAST

- Priority Rating: Medium-high
 - (Full Block. Staff received complaints, very consistent moist ditch)
- Approximate Price: \$TBD
- Description: TBD
- Proposal: Budget for 2014/Establish an R.F.P.

9. 206 Landcaster

- Priority Rating: Low
 - (Floods over individual apron, not culvert or ditch)
- Approximate Price: \$TBD
- Description: TBD
- Proposal: (Eng. to monitor)

10. 303 Circle

- Priority Rating: Low
 - (need to re-ditch front ditch line)
- Approximate Price: \$TBD
- Description: TBD
- Proposal: PW can do.

11. 11 & 13 Prospect Court

- Priority Rating: Low
 - (TBD)
- Approximate Price: \$TBD
- Description: TBD
- Proposal: PW to install a piping

12. 417 Olive

- Priority Rating: Low
 - (Eng. to monitor)
- Approximate Price: \$TBD
- Description: TBD
- Proposal: (Eng. to monitor)

Major Flooding

Background:

Christopher B. Burke Engineering Ltd. (CBBEL) was retained by the City of Prospect Heights to perform a flood risk reduction analysis based on the flooding that occurred from the July 22-23, 2011 storm event. The primary goals of this study were to determine the extent of the flood damage, establish possible causes for the flooding and to provide potential solutions to reduce the risk of future flooding. There are five focus areas which are;

13. East Side TIF

SUB TOTAL =	\$1,402,900.00
CONTINGENCY (30%) =	\$420,870.00
CONSTRUCTION TOTAL =	\$1,823,770.00
DESIGN ENGINEERING (10%) =	\$136,782.75
CONSTRUCTION OBSERVATION (10%) =	\$136,782.75
PERMITTING (5.0%) =	\$70,145.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	\$2,167,480.50

STATUS/PROPOSAL: PHASE 1: On Hold until the Levee 37 is complete.

14. Arlington Countryside Area

SUB TOTAL =	\$1,199,600.00
CONTINGENCY (30%) =	\$359,880.00
CONSTRUCTION TOTAL =	\$1,559,480.00
DESIGN ENGINEERING (10%) =	\$116,961.00
CONSTRUCTION OBSERVATION (10%) =	\$116,961.00
PERMITTING (5.0%) =	\$59,980.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	\$1,853,382.00

STATUS/PROPOSAL: PHASE 1: The City Engineer is seeking funds from FEMA to purchase property for retention/detention.

15. Lake Clare and Shires Pond

SUB TOTAL =	\$43,500.00
CONTINGENCY (30%) =	\$13,050.00
CONSTRUCTION TOTAL =	\$56,550.00
DESIGN =	\$10,000.00
PERMITTING =	\$10,000.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	\$76,550.00

STATUS/PROPOSAL: PHASE 1: The City Engineer shall monitor and perhaps perform an additional study (\$+/- est. 50,000.00).

16. Elm & Willow Area

SUB TOTAL =	\$549,300.00
CONTINGENCY (30%) =	\$164,790.00
CONSTRUCTION TOTAL =	\$714,090.00
DESIGN ENGINEERING (10%) =	\$71,409.00
CONSTRUCTION OBSERVATION (10%) =	\$71,409.00
PERMITTING (5%) =	\$35,704.50
EASEMENTS (1 LOT) =	\$60,000.00
TOTAL PROJECT COST INCLUDING ENGINEERING =	\$952,612.50

STATUS/PROPOSAL: PHASE 1: The City Engineer & staff have met with and are currently discussing alternatives with Cook County involvement.



To: City Administrator

From: Agnes Wojnarski

CC: Mayor & City Council

Date: June 4, 2014

Re: Natural Resources Commission Activities

We plan on meeting every other Sunday for various volunteer activities, depending on the need at the time. For now (at least the next 2 or 3 workdays) we want to clear buckthorn thicket, as there is so much and there really aren't any native seeds to collect at the time. Clearing Buckthorn is really more of a winter activity and easier without the leaves, but right now I think it is appropriate since the community is so excited after what the boy scouts cleared several weeks ago.

Some other activities may include cutting off the flowering heads of invasive species such as teasel (since it is a biennial and will die after flowering, this really prevents huge seeding into adjacent areas).

We hope to be granted permission (soon) to collect seed at the remnant prairie in the ComEd ROW along the bike trail. This local seed can be used to seed open natural areas across the city. This would be an activity later in the summer and fall.

Our volunteers would be working around the slough and areas across Park District property. There is a small patch of prairie that will be planted at Country Gardens with seed donated by Oakton Community College. This will also be a source of seed and volunteer work. If you get those grants, we will have plenty of work opportunity for volunteers.

Generally, once established, the activities depend on seasonality and availability.
Generally;

- Early spring; Cutting buckthorn, clearing brush.
- Spring; Hand-pulling garlic mustard and other invasives, planting native plugs
- Summer; hand-pulling and cutting flowering heads of invasives, seed collection of spring ephemerals
- Fall; seed collection, seed collection, seed collection.
- Late Fall; planting seed, cutting buckthorn
- Winter; Cutting buckthorn

It's a great opportunity for neighbors to come together to do something good for the community. It is fun, rewarding, and a chance to be outdoors. (It is also quite a good work-out). And you get back a sense of pride and joy when you see native plants come back, or birds suddenly nesting that weren't there before.

Herbicide is generally not done by volunteers. It is done by licensed, qualified personnel. I would be applying herbicide to the cut stumps after everyone is gone and I could rope off the area. We were hoping that the PW guys could help with the reed canary, because it is such a large area and there is so much. As with all work, it gets done faster when there are more to help:)

In the future and the long run, it starts to become complicated because you really need to know your plants so that you know what needs to be killed and what needs to stay. That just comes with experience and education.

In the Forest Preserves and other natural restoration sites, there is a gradual progression. As volunteers become more involved, they want to learn more and want to help more. After a certain required amount of exposure and experience, they often want to become certified in herbicide use, or chainsaw use, or burn crew training. Or they take classes so they can safely, positively and effectively help. That's what happened with me :) I'm not saying that we should do that, just giving you an idea of how these places work. Because natural areas take a LOT of work, especially in the beginning. Most of it is dealing with invasives that have been brought in by people...it is just the reality of the times and the world we live in.



I

City Council Workshop Agenda Item No: V

Meeting Date: June 9, 2014

Item: Contracted Services for City Health Inspector

Motion: I move to approve the agreement between the City of Prospect Heights and Susan Wagner, Health Inspector concerning City Health Services, subject to City Attorney review.

Staff Contact: Steve Skiber, Director of Building and Zoning.

Purpose:
To solicit City Council approval of an agreement for health inspections and related services.

Background:
The City desired to change health inspectors, in order to operate within budgetary constraints. Accordingly, 4 individuals were interviewed and Susan Wagner was offered and accepted the position, subject to City Council approval.

Financial Impact:
Pursuant to the proposed agreement, the Health Inspector will be compensated at \$39/per inspection. This schedule is provided for in the approved FY 14/15 Budget.

Recommendation:
Staff has thoroughly reviewed the candidate's resume, history and qualifications. We recommend City Council approval on 6/9/14, subject to City Attorney review.

Votes Required to Pass:
Simple Majority vote

Enclosures:

- Agreement and resume.

**AGREEMENT BETWEEN
THE CITY OF PROSPECT HEIGHTS AND
SUSAN WAGNER, HEALTH INSPECTOR
CONCERNING CITY HEALTH SERVICES**

This Agreement effective the 1st day of June, 2014, by and between the City of Prospect Heights, an Illinois Municipal Corporation and non-home rule unit, hereinafter referred to as the "City", and Susan Wagner, an individual appointed as Health Inspector, with residence at 16354 South Ozark Avenue, Tinley Park, IL 60477, hereinafter referred to as the "Health Inspector". City ordinance has also created the position and enumerated the duties of the office of health Inspector, who may serve in the absence of the Health Officer.

WHEREAS, the City is desirous of contracting with the Health Inspector concerning the furnishing of health consulting services as described hereinafter within the corporate boundaries of the City and in accordance with all City codes or ordinances covering said services; and

WHEREAS, the Health Inspector is agreeable to providing consulting services requested by the City on the terms and conditions hereinafter set for; and

WHEREAS, a Service Agreement of this nature is authorized pursuant to Article 11 of the Chapter 65 of the Illinois Compiled Statutes, as amended:

NOW, THEREFORE, in consideration of the mutual promises and covenants provided herein, it is hereby agreed by the City and Health Inspector as follows:

I. SCOPE OF SERVICES

The Health Inspector shall furnish, supply and provide the City with health inspection services within the corporate limits of the City under the following conditions:

1. The Health Inspector shall provide said consulting services in accordance with the terms of this Agreement and as long as she serves as City Health Inspector, as appointed by the Mayor and City Council.
2. The Health Inspector shall immediately notify the Building Department of any unusual or dangerous health or safety conditions encountered by the Health Inspector during her inspection.
3. The Health Inspector shall be available to the Building and Zoning Director for consultation by phone or in person, as each case requires.
4. The Health Inspector shall provide inspection services of restaurants, food-handling establishments, service stations, etc. in consultation with the Health Officer and Director of Building and Zoning Department.

5. The Health Inspector will provide a monthly written report.
6. The Health Inspector shall immediately notify the Building Department of all planned vacations, furloughs, etc. which shall prevent the Health Inspector from conducting health inspections. In the event that Susan Wagner is unavailable for health inspections, the City will arrange for a substitute. For the purpose of this Agreement, the responsible official of the City for monitoring the health inspector's work will be the Director of Building and Zoning.

Inspection services, including the hiring of a health inspector, will be done by the Director of Building and the City Administrator.

The Health Inspector serves in a consulting role but may advise the Director of the Building and Zoning Department of inadequacies in health inspections.

For the purpose of this Agreement, the responsible official of the City for monitoring the Health Inspector's work will be the Director of Building and Zoning.

II. INSURANCE AND INDEMNIFICATION

All Contractor personnel shall be deemed to be agents of the City while performing services for said City within the scope of this Agreement and the services are a municipal function. The City hereby agrees to indemnify, save harmless, and defend the Health Inspector against and hold him harmless from any and all demands, claims, lawsuits, liability losses and expenses, including court costs and attorney's fees, for or on account of, any injury to persons or property including but not limited to, the general public or any death at any time resulting from such injury or damage to any property, which may arise or may be alleged to have arisen out of or in connection with the performance of services pursuant to this Agreement.

III. PAYMENT SERVICES

The City shall pay the Health Inspector for the services rendered hereunder based upon a rate set forth in the fee schedule attached hereto and made a part of this Agreement (See Attachment "A"). The Health Inspector shall invoice the City on a monthly basis. The City shall pay the invoice of the same at the second regular City Council Meeting of each month.

IV. TERMS OF AGREEMENT

This Agreement shall become effective on June 1, 2014 following its approval by the City Council of the City of Prospect Heights and the Health Inspector. This Agreement shall remain in full force and effect for a period of time not exceeding the term of the mayor holding office at the time of the execution of this Agreement unless otherwise terminated prior to that time by the City or the Health Inspector. The City or the Health Inspector may terminate this Agreement provided that written notice of a termination date is supplied at least sixty (60) days prior thereto.

V. MISCELLANEOUS

The City shall supply and pay for any special supplies, stationary, notices, forms or other materials, which bear the name of the City.

Any changes to this Agreement shall be first mutually agreed upon by the Health Inspector and City, and incorporated into a written amendment.

All notices or communication hereunder shall be sufficient if actually delivered by any written means, but prima facie evidence of communication and receipt shall be accomplished by sending same by the United States certified or registered mail, postage paid, return receipt requested to the parties at the following address:

Susan Wagner
16354 South Ozark Avenue
Tinley Park, IL 60477

City of Prospect Heights
8 North Elmhurst Road
Prospect Heights, IL 60070

The parties may be such notice change addresses to which subsequent notice shall be sent.

IN WITNESS WHEREOF, the City of Prospect Heights, by resolution duly adopted by its City Council, caused this Agreement to be signed by its Mayor and attested by its Clerk, and the Health Inspector has caused this Agreement to be signed by its Mayor and attested, all on this 1st day of June, 2014.

CITY OF PROSPECT HEIGHTS

By _____
Nicholas J. Helmer, Mayor

Susan Wagner

ATTEST:

Stacey Adamson, City Clerk

Attachment "A"
Health Inspector
June 1, 2014

**An Agreement between the City of Prospect Heights and Susan Wagner,
Health Inspector concerning City Health Consulting Services**

Compensation for Health Inspector

Not to exceed \$39.00 per inspection

In the event, the Health Inspector requires expert or consulting services on a contractual basis, the City will execute said contract. In this case, the Health inspector must obtain the consent of the City Administrator except in matters emergency in nature, pertaining to the public health and safety.



City Council Workshop Agenda Item No: V

Meeting Date: June 9, 2014
Item: Fiscal Year 2014-2015 Budget Amendment
Motion: I move to approve the ordinance amending the Annual Budget 2014-2015
Staff Contact: Ken Lopez, City Administrator & Stephanie Hannon, Finance Director

Purpose:

The purpose of this memo is to approve an ordinance amending the FY 14-15 budget to consider hiring a Part-Time Economic Development Coordinator

Background:

During the budget planning process for FY 14-15, the Council approved funding to hire an individual to assist the City with its economic development activities. As result, staff is considering hiring a part-time employee responsible for Economic Development. The title for the position will be Economic Development Coordinator. The proposed hourly rate is \$22 per hour beginning on July 1, 2014 for 20 hours per week. The proposed economic development employee would not be eligible for health care benefits or IMRF.

However, before an offer of employment is extended, a budget amendment is required. Funds for the position are currently in Professional Services line item and the funds needed to support the position must to be moved to Wages-Part-time, and Social Security/Medicare line-items respectively.

Financial Impact:

Total Salary for FY2014/15 – July 1, 2014 to April 30, 2015 would be \$19,000.00 plus Social Security and Medicare of \$1,500 for a total of \$20,500. The FY2014/15 budget includes \$40,000 for an economic development consultant included in account 01-320-5100 Professional Services. The actual expenses would be expensed in account 01-320-4003 Part-Time Employee, 01-320-4200 Social Security, and 01-320-4210 Medicare.

Votes Required to Pass:

Simple Majority vote

Recommendation:

Approve the ordinance amending the Annual Budget 2014-2015.

Enclosures:

- Ordinance amending the annual budget
- Draft Economic Development Coordinator Job Description

ORDINANCE NO.

AN ORDINANCE AMENDING THE ANNUAL BUDGET 2014-2015

WHEREAS, the City Council of the City of Prospect Heights has adopted the "Budget Officer System" as provided in sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 – 8-2-9.10); and

WHEREAS, Section 8-2-9.6 of the Illinois Municipal Code states in pertinent part, "By a vote of two-thirds of the members of the corporate authorities then holding office, the annual budget for the municipality may be revised by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves."

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS, COOK COUNTY, ILLINOIS:

SECTION ONE: That the fiscal year 2014-2015 budget for the City of Prospect Heights, Illinois, adopted on April 28, 2014 is hereby amended as follows:

1. **Reduce**
01-320-5100 Professional Services from \$90,000 to \$69,500
2. **Increase**
01-320-4003 Part-Time Employee from \$25,459 to \$44,459
01-320-4200 Social Security from \$23,551 to \$24,751
01-320-4210 Medicare from \$5,508 to \$5,808

SECTION TWO: That the City Clerk of the City of Prospect Heights is directed to publish this Ordinance in pamphlet form.

SECTION THREE: That this Ordinance shall be in full force and effect from and after its passage, approval and publication.

AYES:

NAYES:

ABSENT:

PASSED and APPROVED this 9th day of June, 2014.

Nicholas J. Helmer, Mayor

ATTEST:
(SEAL)

City Clerk

Published in pamphlet form June 9, 2014.

The City of Prospect Heights Position Description

Position Title:	Economic Development Coordinator	Department:	Administration
Employment Status:	Part-Time	FLSA:	Non-Exempt
Reports To:	Mayor & City Administrator		

Purpose of Position

The purpose of this position is to manage the Economic Development activities and serve as representative and point of contact for the City. Work is performed under the supervision of the Mayor & City Administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Serves as economic development point of contact for new business site selection inquiries, and for expansion and relocation planning efforts for existing businesses.

Markets Prospect Heights as business and tourism destination via multi-disciplinary/multi-media tools. Portrays Prospect Heights as an economically viable, business-friendly marketplace, with an exceptional quality-of-life environment.

Develops and maintains ongoing relationships with all local chamber of commerce, business leaders, realtors, commercial brokers, site selectors, and all industrial, commercial, corporate and entrepreneurial business prospects.

Produces public presentations and media press releases on City's current and planned economic development activity to business community, governmental agencies, citizen groups, citizens, et al.

Serves as City of Prospect Heights representative for local and regional economic development related organizations.

Assists the Mayor & City Administrator in the development and implementation of economic strategies, policies, financial assistance, grant proposals and feasibility of projects.

Researches and prepares marketing materials to promote economic development opportunities, including, but not limited to: demographics, utilities, taxes, zoning, transportation, community services and the City's development process.

Comprehensively maintains and updates City of prospect Heights website as it pertains to Economic Development, including appropriate recordkeeping, internal controls and budget preparation. Researches, enters and maintains the commercial/office and industrial properties/facilities portions of website, and promotes this resource to target audiences.

Monitors local, state and federal legislation, economic data and trends; analyzes information and produces reports to build awareness with employees and public.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Organizational and project management skills.

Analytical and statistical skills.

Negotiations and consensus building skills with strong customer service orientation.

Performs duties as assigned.

Minimum Education, Training and Experience Required to Perform Essential Job Functions

Bachelor's Degree in Business or Public Administration, Marketing, Urban Planning, or related field, and three years' progressively responsible experience required. Experience in development-related activities highly desirable. CEcD, EDFP or AICP certification a plus. Experience and education that provides equivalent knowledge, skills and abilities may be considered. Must possess excellent oral and written communications skills, and a valid driver's license and good driving record.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and organize information for evaluation. Ability to assemble, copy, record and transcribe data and information.

Ability to comprehend analyses as it relates to the potential development of specific site and the ability to read comprehensive development designs for retail, industrial, office suite and greens space.

Ability to communicate effectively with customers, management, public groups, regulatory bodies in speech and written form.

Ability to read, analyze and interpret common scientific and technical journals, and financial reports.

Judgment and Situational Reasoning Ability

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria and draw reasonable valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to tactfully and pleasantly work with the public on a variety of customer service issues.

Physical Requirements

Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, calculator/adding machine and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, kneeling and lifting.

Ability to recognize and identify individual characteristics of colors and sounds associated with job-related objects, materials and tasks. Ability to sustain prolonged visual concentration and stand for long periods.

Environmental Adaptability

Ability to work under safe and comfortable conditions where exposure to environmental factors such as potential violence is minimal and poses a very limited risk of injury.

The City of Prospect Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City Administrator

Date

APPROVAL OF WARRANTS

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6/9/14-COUNCIL MEETING		
<u>Checks</u>		
General Fund	\$ 105,920.64	
MFT Fund	252.35	
Palatine/Milwaukee TIF	327.40	
Tourism District		
Development Fund	260.23	
DEA Fund	1,060.56	
Solid Waste Fund		
S S Area #1		
S S Area #2		
S S Area #3		
S S Area #4		
S S Area #5	118.33	
S S Area #8 - Levee Wall #37	146.01	
S S Area-Constr#6(Water Main)		
S S Area-Debt#6		
Road Construction	2,941.68	
Road Construction Debt		
Water Fund	17,894.33	
Parking Fund	1,976.08	
Road/Building Bond Escrow		
TOTAL	\$ 130,897.61	
<u>Wire Payments</u>		
PAYROLL 5/30/14	121,024.12	
POLICE PENSION 5/22/14	26,093.59	
Total Warrant	\$ 278,015.32	