THE REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
MONDAY, NOVEMBER 23, 2015 AT 6:30 P.M.

IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS
MAYOR NICHOLAS J. HELMER PRESIDING

1. **CALL TO ORDER** – At 6:35 PM, Mayor Nicholas J. Helmer called to order the November 23, 2015 City Council Regular Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. **ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams called roll.
Present – Aldermen – Williamson, Derwin, Rosenthal, Messer Ludvigsen
Elected Officials also present – Mayor Helmer, City Clerk Morgan-Adams
Absent – Treasurer Tibbits
A quorum was present
Also present: Deputy Police Chief Steffen, Police Chief Dunne, City Administrator Wade, Assistant to the City Administrator Falcone, Finance Director Hannon, City Engineer Berecz, Building and Development Director Peterson, and City Attorney Zimmermann.

3. **PLEDGE OF ALLEGIANCE** - Led by City Administrator Wade

4. **INVOCATION** - Led by Reverend Kim of Hebron Presbyterian Church

5. **APPROVAL OF MINUTES**
A. November 9, 2015 City Council Regular Workshop Meeting Minutes – **Alderman Ludvigsen moved to approve the November 9, 2015 Minutes; seconded by Alderman Derwin. There was unanimous approval.**
VOICE VOTE: AYES – Williamson, Ludvigsen, Derwin, Rosenthal, Messer
NAYS – None
Motion carried 5 - 0

6. **PROCLAMATIONS, CONGRATULATORY RESOLUTIONS AND AWARDS**
A. Police Department Awards Presentation –
Police Chief Dunne made the following announcements before the Police presentations:

- The Fall Police Academy graduation will take place Tuesday, December 1 at 7 PM at the Gary Morava Center. Mayor Helmer will be present to give the class their diplomas. There will be a special presentation with the K-9 Team. All are welcome to attend.
- The Police Department wrapped up its food drive. Last year over 80 families were assisted with food.
- No Shave November is the Police Department's effort to raise funds for cancer. So far, this year, the Police Department has raised over $3000. The funds are donated to the American Cancer Society.

Officer Bryce Baker of the Palatine Police Department presented the Rail Safety Award to the City of Prospect Heights Police Department. Illinois Rail Safety Week in September saw the Prospect Heights Police Department go above and beyond in rail safety efforts. The Department conducted 16 Life Saver presentations on the trains themselves, where officers made commuters aware of the dangers associated with rails. Officer Baker called the Prospect Heights Police Force the most "creative and proactive." The presentation was made to Deputy Chief Steffen.

Special Award extended to Officer Duron and Officer Skeet by Mayor Helmer. Mayor Helmer awarded the two officers acrylic stars for assisting a destitute resident with children to make certain they had food and shelter.

Mayor Helmer swears in Officer Bane of the K-9 Unit.

Deputy Chief Al Steffen presented the Police Awards along with Fire/Police Commissioner Fiorito

Officers Pufundt, Skeet, and Willis – **Excellence in DUI Enforcement Award**
Officers Derman and Savas – **Departmental Commendation for Outstanding Accomplishment Contributing to the Benefit of the Department – Saving the Life of a Suicidal Man**
Officer Smith – **Departmental Commendation for Outstanding Accomplishment Contributing to the Benefit of the Department for capturing a criminal wanted by the State of Colorado for Sexual Assault of Children**
Officers Pufundt and Derman – **Departmental Commendation for Outstanding Accomplishment Contributing to the Benefit of the Department - Congratulations for Capturing a Convicted Felon on Weapons and Drug Use**
Detective Sergeant Porlier, Detectives Caponigro and Godair – **Unit Citation Award for Team Work for Successful Resolution of an Incident to Identify a Suspect in a Shooting**
OUTSTANDING COMMUNITY POLICING AWARDS:
Youth Outreach Awards – Officers Caponigro, Suerth, Duron, Smith, Lange, Skeet, Savas, Willis, Derman, Police Assistant Deol, Police Volunteers Michael Coglianese, Paul Fischer, Matthew Dolick, Bree Higgins, Alexandra Hable, Jonathon Irizarry and Kazimierz Fiut.

Special Olympics Torch Run "Cop on Top Event at Dunkin Donuts" - Sergeant Zawlocki, Cpl. Suerth, Officers Derman, Lange, Pufundt, Thibeault, Willis, Ware, Smith, Police Asst. Deol, and Records Clerk Zitkus.

Train Safety – Officer Porczycki and Police Asst. Deol

Honorable Mentions for Outstanding Police Work to Officers Willis, Pufundt, Derman, Deutschman, Willey and Minniear.

OFFICER OF THE YEAR- 2014:

Sergeant James Zawlocki - The Award choice is made by the Chief of Police based upon recommendations from Supervisors.

-Major Case Assistance Team Serious Traffic Accident Reconstruction Team Leader – dedicated to investigating major traffic accidents involving death or grievous bodily harm

- A respected individual in the Prospect Heights Police Force who takes on projects and steps up to assist the Department Command Staff
- He has the rank of Sergeant and works with junior members of his team to instill confidence and professionalism
- An excellent mentor and supervisor
- Always offers to participate in community-oriented, policing events and has worked with individuals to start neighborhood watch programs, is a Director in the Prospect Heights Police Academy and oversees the Department's Tobacco Enforcement Plan.
- Leads by example in making arrests, conducting traffic stops, and is an effective watch commander.
- Helps raise money for the law enforcement in Special Olympics, and his off-duty Youth Coaching and is respected by his peers in the law enforcement community.

Chief Dunne thanked Officer Mike Smith for his work in the Tourism District.

7. APPOINTMENTS AND CONFIRMATIONS

A. Appointment of Wendy Morgan-Adams to the Wheeling/Prospect Heights Area Chamber of Commerce and Industry.

B. Appointment of Steve Skiber to the Wheeling/Prospect Heights Area Chamber of Commerce and Industry. – **Alderman Rosenthal moved for omnibus Approval of Items 7 A and B; seconded by Alderman Derwin. There was unanimous approval.**

VOICE VOTE: AYES – Williamson, Ludvigsen, Derwin, Rosenthal, Messer
NAYS – None

Motion carried 5 - 0

C. Announcement of Resignation of Police Chief Dunne, Effective January 4, 2016, and Appointment of Al Steffen as Police Chief, Effective January 4, 2016. – Mayor Helmer announced the resignation of Police Chief Dunne. He commended him for his achievements in Prospect Heights, and noted that he will remain the Chief until January 4, 2016.

Alderman Williamson moved to approve Deputy Chief Al Steffen as the new Police Chief effective January 4, 2016; seconded by Alderman Ludvigsen. There was unanimous approval.

ROLL CALL: AYES – Williamson, Messer, Rosenthal, Derwin, Ludvigsen
NAYS – None

Motion carried 5 – 0.

8. CITIZEN CONCERNS AND COMMENTS (agenda matters) - None

9. STAFF AND ELECTED OFFICALS REPORTS –

Alderman Williamson – Wanted to know if there was going to be an Executive Session. The Mayor said that there would be an Executive Session for municipal securities.

Finance Director Hannon – Announced that the City had received the GFOA Budget Award. Of the 19000 communities eligible for the Award only 1400 had won. The City of Prospect Heights was one of those awarded the honor for excellence in accounting.

Building and Development Director Peterson –

-Noted that Greenbrier Assisted Living has begun demolition on N. Elmhurst Road.
Alderman Ludvigsen – Wanted to make certain that video gaming would be on the agenda at the next Workshop. He said that the Ordinance needed to be on the next Agenda.
City Clerk Morgan-Adams – Said that Water Committee meeting was very productive and that survey results were still filtering in.
City Administrator Wade – Noted that Solid Waste contract would be ending in the summer, and that the City needed to get competitive bids.
Mayor Helmer – stated that the Public Works Department had done a great job with the year's first snow removal. The new sidewalks were shoveled, and the streets were in good shape.
Alderman Derwin – Noted that there was a water main break and more noise complaints from air traffic in his Ward.
Alderman Rosenthal – Said that the website redesign was proceeding, and that there was another Website Committee meeting to discuss the proposed design schedule.

10. CONSENT AGENDA -

A. Plan Commission/Zoning Board Report and Recommendation and Ordinance Granting Certain Variations at 202 Grove Place. (Second Reading)

B. Staff Report and Ordinance RE: Establishment of Sewer Connection Fees. (Second Reading) – **Alderman Ludvigsen moved for omnibus Approval of Items 10 A and B; seconded by Alderman Williamson. There was unanimous approval.**

ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

Items C – L will be placed on the December 14, 2015 Workshop Meeting Agenda for Approval. The Items below are a First Reading.

C. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Police Pension Fund. (First Reading)

D. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number One. (First Reading)

E. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Two. (First Reading)

F. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Three. (First Reading)

G. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Four. (First Reading)

H. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Five. (First Reading)

I. An Ordinance for the Levy and Assessment of 2015 Taxes for the Fiscal Year Beginning May 1, 2015 and ending April 30, 2016 in and for the City of Prospect Heights Special Service Area Number Eight. (First Reading)

11. OLD BUSINESS

A. Ordinance Amending Zoning Code, 1414 Rand. (Second Reading) (No Action, Update from City Attorney) – City Attorney Zimmermann said Mr. Lunn no longer required the technical revision to the Ordinance, because he was able to accept a letter from the City Attorney explaining the City's interpretation of the Zoning Code and the process that happens to allow the self-storage facility.

Building and Development Director Peterson and City Attorney Zimmermann will be working on a few technical amendments in the definitions portion of the Zoning Code.

12. NEW BUSINESS

A. Approval of a contract with Mesirow Financial for Property, Casualty, and Worker's Compensation Insurance for the year beginning December 1, 2015 through November 30, 2016. – Karen Rice of Mesirow gave a brief explanation of services.

Alderman Rosenthal moved to Approve Item 12A; seconded by Alderman Williamson. Alderman Messer asked why there was a Public Works Director included in the quote when the City no longer will have such a position. Finance Director Hannon said that Workers Comp is an estimate and that the City would only be charged for the actual payroll salaries not the quoted salaries.

There was unanimous approval.

ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

B. Resolution Authorizing Engineering Services Agreement with Gewalt Hamilton & Associates for Engineering Management and Design Services for Schoenbeck Road Sidewalk.

Alderman Derwin moved to Approve Item 12B: seconded by Alderman Ludvigsen. There was unanimous approval.

ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

C. Approval of Agreement between the City of Prospect Heights and Scott DeGraf, Sanitary Sewer Inspector Concerning City Sewer Inspection Services. – **Alderman Rosenthal moved to approve Item 12 C; seconded by Alderman Derwin. There was unanimous approval.**

ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

13. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$57,077.55
MFT Fund	$8,911.13
Palatine/Milwaukee TIF	$993.00
Tourism District	$314,106.30
Development Fund	$84.00
DEA Fund	$589.00
Solid Waste Fund	$29,428.42
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00
SS Area #5	$146.20
SS Area #8 – Levee Wall #37	$595.57
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$0.00
Water Fund	$15,675.19
Parking Fund	$4,019.57
Sanitary Sewer Fund	$711.00
Road/Building Bond Escrow	$14,616.00
TOTAL	**$446,952.93**

Wire Payments

11/13/2015 PAYROLL POSTING	**$166,860.26**
10/2015 IMRF	**$28,878.11**
11/19/15 POLICE PENSION PAYMENT	**$24,970.01**
TOTAL WARRANT	**$667,661.31**

City Clerk Morgan-Adams read the Warrants.
Alderman Williamson moved to Approve the Warrants as Read; seconded by Alderman Messer with a Total of $446,952.93; 11/13/15 Payroll posting of $166,860.26; 10/2015 IMRF of $28,878.11; 11/19/15 Police Pension Payment of $24,970.01 and TOTAL WARRANT of $667,661.31. There was unanimous approval.
ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

14. RESIDENT COMMENTS (non-agenda matters) - None

15. EXECUTIVE SESSION

16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED - None

17. ADJOURNMENT – At 7:40 PM, Alderman Rosenthal moved to adjourn the Open Session and go into Closed Session to discuss Sales of Municipal Securities; seconded by Alderman Derwin. There was unanimous approval.
ROLL CALL: AYES – Williamson, Ludvigsen, Derwin, Rosenthal Messer
NAYS – None

Motion carried 5 – 0

Approved by the City Council of Prospect Heights on this the 14th Day of December, 2015.

Karen Schultheis, Deputy Clerk

Nicholas J. Helmer, Mayor

CITY OF PROSPECT HEIGHTS CORPORATE SEAL Incorporated A.D. 1976 ILLINOIS