THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 14, 2016 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 6:40 PM, Mayor Helmer called to order the City Council Regular Meeting at 8 North Elmhurst Road, Prospect Heights, IL 60070.

2. **ROLL CALL FOR QUORUM –** City Clerk Morgan-Adams called the roll.
Elected Officials Present – Aldermen Derwin, Messer, Rosenthal, Ludvigsen, Williamson, and Mayor Helmer.
Other Elected Officials Present: Treasurer Tibbits, City Clerk Morgan Adams.
Staff and City Officials present: City Administrator Wade, Assistant to the City Administrator Falcone, Finance Director Hannon, Police Chief Steffen, City Attorney Zimmermann, Deputy Clerk Schultheis, A/V Specialist Colvin, Director of Building and Development Peterson, Public Works Director O'Neill, City Engineer Berecz and Director of Economic Development Skiber

3. **PLEDGE OF ALLEGIANCE –** Led by Finance Director Hannon

4. **INVOCATION – None**

5. **APPROVAL OF MINUTES**
A. February 22, 2016 City Council Regular Workshop Meeting Minutes – **Alderman Rosenthal moved to Approve Item 5A; seconded by Alderman Ludvigsen. There was unanimous approval.**
VOICE VOTE: All ayes, no nays.
Motion carried 5 - 0

6. **PROCLAMATIONS, CONGRATULATORY RESOLUTIONS AND AWARDS - None**

7. **APPOINTMENTS AND CONFIRMATIONS - None**

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

9. STAFF AND ELECTED OFFICIALS REPORTS

A. Receipt of Resignation of 5th Ward Alderman, David Derwin - City Clerk Morgan-Adams said that a letter of resignation that was notarized had been received by the City Clerk.

B. Farmers Market Business Plan – Farmers Market Committee Chairman Skiber read aloud the highlights for the Farmers market Business Plan. He asked for a budget of $16,000 to procure Staff, media marketing, giveaways and entertainment for the Market, signage, and Police/Public Works. The Mayor said that the Police had volunteered to have an officer on duty available, and that Public Works would not be needed. He suggested that the budget should be $5000, and should include more volunteers.
It was noted that a typical Farmers Market was open from 7 AM until 1 PM. City Hall Parking lot would be the location, and City Hall would remain open. Aldermen asked what a measureable gauge would be used to determine success or failure of the market. – Chairman Skiber answered that first year would be difficult to determine success. Committee Member Schultheis said that 8 – 12 vendors at each market would indicate sustainability.
Aldermen also asked if there would be pets allowed – that was answered in the affirmative.
Some aldermen noted the small amount of space available when using the parking lot. Treasurer Tibbits also liked the idea of a Farmers Market but felt that the location made success difficult.
Harper College was offered as an alternative, but the Mayor said that the venue had already been chosen for the first year, and as the market became more popular it could be moved to a bigger venue.
City Clerk Morgan-Adams said that the Rotary Club would be willing to volunteer to help every weekend.
It was noted that there were other large, successful markets within five miles of the City, and that a new market was not needed in the area.
Alderman Derwin moved to approve a Farmers Market with a $5000 budget subject to City Council Budget Approval; seconded by Alderman Williamson

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

Motion carried 3 - 2

C. 2016 – 2017 Proposed Budget Adjustments and Discussion – Finance Director Hannon noted that the City Staff is planning to work until 6 PM from March 22 – 29, 2016 to process City Stickers. She noted that the City had processed about 60% of the residents.
She discussed adding a high school intern for $1000 and a summer intern for $5000.
There was a discussion of signs and sign locations. **The direction from the Council was that $6000 should come from the Budget for the signs and $6000 from the Tourism District.**
There were no estimates regarding the cost of new carpeting
There was mention of the natural Resources Committee budget which was $9000 - $5000 from a grant.
There was discussion of a Fence for $21000 to be placed behind the Walgreens and Police Department.
There was discussion regarding a Trackless snow machine – Public Works Director O'Neill said that the bigger machine was needed in order to finish the snow removal in a few hours instead of a few days. The cost of the Canadian-built Trackless snow machine is $120,000. Aldermen suggested looking into alternative costs and options.

There was discussion regarding the cost of the weir. It was noted by City Administrator Wade that while the City might be able to postpone $75000 for the weir, it would need to commit to the $25000 for engineering. The Mayor said that this would be reviewed and revisited at the March 28th meeting.
It was noted that there would be a groundbreaking ceremony at Greenbrier at 11 AM on March 15th.
It was noted by Chief Steffen that officers would be on location to direct traffic.

OFFICIALS' REPORTS:
Alderman Derwin – Ward 5 – Alderman Derwin noted that there was another water main break at Quaker and Old Willow.
Alderman Williamson – Ward 3 – Said that using the vehicle sticker online application was cumbersome, and each car had to be entered separately.
Alderman Rosenthal – Ward 2 – Said that the Airport Noise Committee is looking to have a new map of the noise exposure areas around the airport approved at the April Board meeting.
Strategic Directions Committee – the Committee is looking for comments. The Staff will prioritize the action items
The website is being updated online and should be ready by the end of March. The live demo will be the first week of April, 2016.

11. OLD BUSINESS

12. NEW BUSINESS

A. An Ordinance Approving Annual Official Zoning Map of the City of Prospect Heights (First Reading) – It was noted by Alderman Messer that the dates on the map were inconsistent.

B. An Ordinance Granting Certain Variation for the Property at 215 S. Elmhurst Road, Prospect heights, IL (Request for Waiver of First Reading) –

Alderman Williamson moved to waive first reading of Item 12A; seconded by Alderman Rosenthal. There was unanimous approval.

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

Motion carried 5 – 0

Alderman Ludvigsen moved to Approve Item 12A; seconded by Alderman Rosenthal. There was unanimous approval.

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

Motion carried 5 – 0

13. APPROVAL OF WARRANTS

A. Approval of the Warrants

General Fund	$134,574.37
MFT Fund	$5,360.00

Palatine/Milwaukee TIF	$1,218.00
Tourism District	$203,674.21
Development Fund	$0.00
DEA Fund	$54,765.00
Solid Waste Fund	$0.00
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00
SS Area #5	$147.77
SS Area #8 – Levee Wall #37	$132.12
SS Area-Constr #6 (Water Main)	$0.00
SS Area- Debt #6	$0.00
Road Construction	$0.00
Road Construction Debt	$450.00
Water Fund	$27,612.00
Parking Fund	$1,029.31
Sanitary Sewer Fund	$840.00
Road/Building Bond Escrow	$3,639.00
TOTAL	**$433,711.78**

Wire Payments

2/22/2016 POLICE PENSION PAYMENT	**$31,371.80**
3/4/2016 PAYROLL POSTING	**$132,568.84**
3/4/2016 IMRF PAYMENT	**$18,583.22**

3/9/2016 POLICE PENSION WIRE TRANSFER	**$106,386.00**
TOTAL WARRANT	**$722,621.64**

City Clerk Morgan-Adams read the warrants.
Alderman Derwin moved to approve Item 13A; seconded by Alderman messer for a Total of $433,711.78; 2/22/16 Police Pension Payment of $31,371.80; a 3/4/2016 PAYROLL POSTING of $132,568.84; a 3/4/2016 IMRF PAYMENT of $18,583.22; 3/9/2016 POLICE PENSION WIRE TRANSFER of $106,386.00 and TOTAL Warrant of $722,621.64. There was unanimous approval.

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

Motion carried 5 - 0

15. RESIDENT COMMENTS (non-agenda matters) – None

16. EXECUTIVE SESSION – Executive Session to be held at the conclusion of Open Session

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

18. ADJOURNMENT – At 8:35 PM, Alderman Messer moved to Adjourn Open Session and go into Executive Session to discuss setting the price for sale of property, pending litigation and specific compensation issues for employee; seconded by Alderman Derwin . There was unanimous approval.

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

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 28th day of March, 2016.

Deputy Clerk, Karen Schultheis

Mayor Nicholas J. Helmer

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