



THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JUNE 13, 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 Nicholas J. Helmer called to order the June 13, 2016 City Council Workshop at 8 North Elmhurst Road, Prospect heights, IL 60070.

2. ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called roll.

ALDERMEN PRESENT: Messer, Rosenthal

A quorum was present.

ELECTED OFFICIALS PRESENT: Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams

ABSENT: Alderman Williamson (by previous notice), Alderman Ludvigsen (by previous notice)

OTHER STAFF PRESENT: Deputy Clerk Schultheis, Police Chief Steffen, Audio-Visual Specialist Colvin, Financial Director Hannon, Building and Development Director Peterson, Assistant to the City Administrator Falcone, and City Administrator Wade.

Alderman Rosenthal asked if the amount of elected officials constituted a quorum. Mayor Helmer stated that he had spoken to the City Attorney, and had been assured that there was a quorum, and that in these situations the Mayor was a voting member of the Council.

3. PLEDGE OF ALLEGIANCE – Led by Peter Falcone

Before the Pledge, Mayor Helmer asked that the Staff, Council and Audience dedicate this Pledge of Allegiance to the victims of the Orlando massacre.

4. INVOCATION – None

5. APPROVAL OF MINUTES

A. May 23, 2016 City Council Regular Meeting Minutes – **Alderman Messer moved to Approve Item 5A; seconded by Mayor Helmer.**

ROLL CALL VOTE:

AYES -	Helmer, Messer
NAYS -	Rosenthal

ABSENT- Williamson, Ludvigsen

Motion carried 2 - 1

6. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS AND AWARDS - None

7. APPOINTMENTS AND CONFIRMATIONS - None

8. CITIZEN CONCERNS AND COMMENTS (agenda matters)

A. Request from Pamela and John Uhrik, 22 E. Stonegate, to Address Drainage Issue – residents did not show up at meeting. – **No action was taken.**

9. STAFF AND ELECTED OFFICIALS REPORTS -

Building and Development Director Peterson – stated that there was \$89,000 collected in permit fees in May. He said that this was the season for permit filings. He noted that there were 70 building inspections in May. He said that the month of May was active and busy. Chase Bank is pouring footings and Greenbrier is building its walls.

Police Chief Steffen – noted that the first Outreach program is Friday, and that the Garden Club/Police Program is going very well. Residents are planting food for produce.

Deputy Clerk Schultheis – discussed the upcoming Fourth of July parade.

City Clerk Morgan-Adams – Discussed the meeting for regarding the video website storage issue. There was discussion regarding using space on Government Youtube (which is free)

Alderman Messer – commended the Public Works Department and the Police Department for their response time and assistance

She noted that she would not be present at the June 27th meeting

Finance Director Hannon – said that the MFT compliance forms from 2011 forward needed to be approved at this meeting. She also had an item to increase the Staff spending power without Council consent from \$10,000 to \$20,000 for items already in the budget.

Treasurer Tibbits – told the Council that he and Audio/Visual Specialist Colvin had filmed and taken photos at the Community Days event on June 4. Treasurer Tibbits was also a DJ at the event.

Finance Director Hannon – discussed the billing error and adjustment of the City Attorney's invoice which overcharged the City. The error was discovered and the City Attorney has removed the extra charges.

Mayor Helmer added that in the future all bills that are directed to the City should be signed by someone at that agency that will be accountable for the costs that are on the bill

10. CONSENT AGENDA -

A. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 12-00000-00GM (Snow and Ice Removal, Road Construction, Debt Service)

B. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 13-00000-00GM (Snow and Ice Removal, Sidewalks, Road Construction)

C. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 14-00000-00GM (Snow and Ice Removal, Sidewalks, Traffic Control Devices)

D. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 15-00000-00GM (Snow and Ice Removal, Sidewalks, Traffic Control Devices)

E. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 16-00000-00GM (Snow and Ice Removal, Sidewalks, Traffic Control Devices)

F. Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code – Section Number 17-00000-00GM (Snow and Ice Removal, Sidewalks)

G. Approval of Purchase and Installation of a New Fence on City Property between the Police Station and Elmhurst Road at a cost of \$18,344.00 by Northwest Cedar Products

H. Approval of Purchase and Installation of New Carpeting at City Hall at a cost of \$19,065.00 by Soft Surface Installations, LLC with 10 Year Warranty

I. O-16-19 Ordinance Adjusting Fees for City Parking Tickets (2nd Reading)

Alderman Messer asked for omnibus approval of Items 10 A – I; seconded by Mayor Helmer.

ROLL CALL VOTE:

AYES –	Messer, Mayor Helmer
NAYS -	None
PRESENT -	Rosenthal
ABSENT -	Williamson, Ludvigsen

Motion carries 2 – 0, one present

11. OLD BUSINESS - None

12. NEW BUSINESS

A. O-16-18 Ordinance Creating a Fines and Fees Section to the Prospect Heights City Code (1st Reading) - Assistant to City Administrator Falcone said that he went through the code and consolidated fee code.

B. O-16-20 Ordinance Approving a Side Yard Variance for 105 Coldren Drive (Request Wavier of 1st Reading) – the resident was present, but the waiver failed due to lack of enough Aldermen for a waiver of first reading. It was noted by the Director of Building and Development that the neighbors approved of the variance. The Mayor said that this Ordinance would be on the next agenda.

C. O-16-20 Ordinance Approving a Side Yard Variance for 105 Coldren Drive (2nd Reading) – No Action

D. Discussion of City Purchasing Authority Limits and Ordinance Proposal (1st Reading) – Alderman Messer questioned the need to jump from a \$10,000 limit to a \$20,000 limit. Finance Director Hannon noted that if it is in the budget, it has already been approved. Alderman Messer noted that she is not the only Alderman that has some reservations regarding this increase. – **No action was taken.**

13. OPEN WORKSHOP ITEMS

A. Discussion of Absorption of Old Town Sanitary District, Possible Consolidation of Special Service Areas 1-4 (Sanitary Sewer Service Areas) into Unified City System, and Sanitary Sewer Service Rate Study. – A brief update was given by City Administrator Wade.

B. Immediate and Long-Term Considerations of Hillcrest Lake – It was noted that there will be a Strategic Directions Committee Meeting on June 21, 2016 at 7:00 PM It will include discussion of herbicide treatment in the lake and long term issues to raise the level of the water with the weir system. – **No action**

C. Sale of City-Owned Property on Piper Lane (Arena Property) – It was noted that the right to sell the land was already on the books, but this was a request to make certain that it stays a viable topic in discussion – **No action was taken.**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$171,351.58
MFT Fund	\$1,529.57
Palatine/Milwaukee TIF	\$424.00
Tourism District	\$54,363.69
Development Fund	\$0.00
DEA Fund	\$0.00
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	\$29.43
SS Area #8 – Levee Wall #37	\$92.64
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	\$9,352.19
Parking Fund	\$676.68
Sanitary Sewer Fund	\$880.00
Road/Building Bond Escrow	\$0.00
TOTAL	\$238,699.78

Wire Payments

5/27/2016 PAYROLL POSTING	\$140,111.97
5/2016 IMRF PAYMENT	\$20,611.39
TOTAL WARRANT	\$399,423.14

City Clerk Morgan-Adams read the warrants.

Alderman Messer moved to approve the warrants as read; seconded by Mayor Helmer Including a Total of \$238,699.78; 5/27/2016 PAYROLL POSTING of \$140,111.97; 5/2016 IMRF PAYMENT of \$20,611.39; and a TOTAL WARRANT of \$399,423.14.

ROLL CALL VOTE -

AYES -	Messer, Mayor Helmer, Rosenthal
NAYS -	None
Absent -	Ludvigsen, Williamson

Motion carried 3 - 0

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

15. EXECUTIVE SESSION - None

16. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

17. ADJOURNMENT

At 7:15 PM, Alderman Messer moved to Adjourn; seconded by Mayor Helmer.

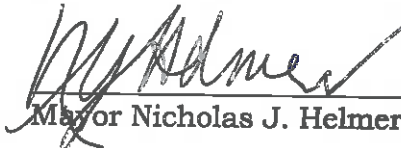
ROLL CALL VOTE:

AYES -	Mayor Helmer, Aldermen Messer and Rosenthal
NAYS -	None
ABSENT-	Ludvigsen, Williamson

Motion carried 3 - 0

Approved by the Prospect Heights City Council on this 27th day of June, 2016.


Deputy Clerk, Karen Schultheis


Mayor Nicholas J. Helmer

