



THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, AUGUST 22, 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 6:35 PM, Mayor Nicholas J. Helmer called to order the August 22, 2016 City Council of Prospect Heights Regular Meeting.
2. **ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams called the roll.
ELECTED OFFICIALS IN ATTENDANCE – Aldermen Dolick, Rosenthal, Williamson, Messer, Ludvigsen
OTHER ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, Treasurer Tibbits and City Clerk Morgan-Adams
STAFF AND OFFICIALS IN ATTENDANCE – Police Chief Steffen, City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Finance Director Hannon, Building and Development Director Peterson, and City Attorney Zimmermann.
3. **PLEDGE OF ALLEGIANCE** – Led by Alderman Matt Dolick
4. **INVOCATION** – Led by Assistant to the City Administrator Falcone
Mayor Helmer offered a moment of silence in deference to the passing of Prospect Heights' first Mayor and one of the Founding Fathers of the City of Prospect Heights, Richard Wolf. The Mayor noted the date and time of the wake and the funeral at Matz Funeral Home.
5. **APPROVAL OF MINUTES**
A. February 27, 2016 – Fiscal Year 2016/17 Budget Meeting Minutes – **Alderman Williamson moved to approve Item 5A with amending the name of the listed President pro Tem as Alderman Williamson not Ludvigsen; seconded by Alderman Rosenthal. There was unanimous approval.**
VOICE VOTE: All ayes, no nays

Motion carried 5 – 0

B. July 25, 2016 City Council Meeting Minutes – Alderman Ludvigsen moved to approve Item 5B; seconded by Alderman Williamson. There was unanimous approval.

VOICE VOTE:

All ayes, no nays

Motion carried 5 – 0

6. PRESENTATION

A. Senior Celebration Day Proclamation by City Clerk Morgan-Adams – City Clerk Morgan Adams read the proclamation.

B. Presentation of Bella's Bistro Business Plan Concept – **Removed from Agenda due to pending items.**

7. APPOINTMENTS AND CONFIRMATIONS - None

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

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Chicago Executive Airport Report by Betty Cloud – She noted that the Ramada Inn had opened right next to the airport.

- the Board has approved a new contract for a new taxiway. It is being named Lima 1. It is a \$1,000,000 project funded 90% by the FAA, 5% by the State, and 5% by the airport. Work will begin Fall, 2016.

- Runway 1634 project is on schedule. It is expected to be completed by October, 2016.

- Contract with a consultant to update the Noise Exposure maps. Still awaiting funding for this project. Public meetings will be held for this project.

- Updated equipment for the US Customs facility. The current equipment is going through the United States Customs Acquisition process.

- Jamie Abbott is halfway through with his technical training in Florida. He will complete the training September 11th. He will then head to Japan to speak to the Japanese version of the FAA about EMAS. – **No action was taken.**

The Mayor had a video regarding the grand opening the Ramada Inn. He also discussed the event. He noted that Lakhani had given a \$10,000 check for charity which the Mayor gave \$6500 to St. Liguori Catholic Church and \$3500 to Lutheran Church Charity for their comfort dogs. – **No action was taken**

B. Police and Fire Commission Report by Commissioner Jerry Meyer – Commissioner Meyer paid tribute the late Dick Wolf.

He then gave a report (kept as an official document of the City) regarding the update of the Police Department. The Police Department has 26 sworn officers, 23 are full-time and three are part-time. Chief Al Steffen is the fourth Police Chief in the history of Prospect Heights. Promoted to their new positions since 2015 - Deputy Chief Zawlocki, Officers Stone and Godair promoted to sergeant, Officer Duron to corporal. Discussion of officers with multiple duties. The City got its first canine unit. There is a civilian staff that has 24/7 crisis intervention. The Department operates a youth Outreach program.

The Narcon injection kits have saved five lives.

Five new squad cars were added to the fleet.

Gun range capable of handling rifles was installed in the Public Works grounds.

International Association of Chiefs Symposium attended by Chief Steffen and Deputy Chief Zawlocki.

Three new recruits were added – Officers Simpson, Garza and O'Connor
Camera system to enhance security was added.
Officers Willey, Deutschman and Pawlicki retired.
Community Liaison Deol was hired by the Lincolnwood Police Department
Officer Stephanie Conboy was promoted to the new Community Liaison.
***This report was filed for the 2015/16 fiscal year as an official document.**

C. Report of August 10th Strategic Directions Committee, Concerning Feasibility of a Weir System for Hillcrest Lake, by Alderman Rosenthal - Gave a summation report of action items.
Hillcrest Lake plan presented. A flow chart from the City Administrator is part of the plan.
Two motions that the Committee would like passed – the Recommended Flow Chart with the June 1, 2016 memorandum and Funding Available for the Engineering study in the amount of \$6800.
To be put on the September 12, 2016 Agenda as consent items.

Alderman Rosenthal noted that there needed to be a systematic approach to prioritize projects. Strategic items for the Workshop had to be disciplined so that the items that were on the workshop agenda would be discussed and there would be follow through.
He added that there should be a mechanism to track strategic items that were approaching – a type of calendar

Alderman Rosenthal said that Ward 2 was organizing its residents to deal with the issue of the Creek's erosion of its banks.
He also wanted to commend Building and Development Director Peterson for assistance with the Rob Roy roof.

Alderman Rosenthal thanked Natural Resource Commissioners for their tour of the Slough. – **No action was taken**

D. Report of City Clerk Wendy Morgan-Adams Re: Special Events Planning – City Clerk Morgan-Adams discussed the newly-created Mayfest and Octoberfest events that will be in the City as annual community events. The first event will be the Mayfest in May, 2017. It will be an item for the 2017/18 budget.

As the events will be held in the Deli-4-You parking lot there was a question as to whether or not it would be held after the deli is closed. It was noted that the deli will be a part of the event, but the logistics had not been discussed. – **No action was taken**

E. Building and Development Report by Building Director Dan Peterson

- Discussed permit activity
- Construction – there were two new homes being built
- Chase Bank – there would be a shifting of the bank entrance west 12 feet because of the requirements of the Cook County Highway Department
- Grandbrier is in the rough inspection phase.
- Bella's Bistro, Rocky Vanders, Stella's and Pabcor updates were given
- Storage site – Jon Lunn is transferring the property to Life Storage – **No action was taken.**

Alderman Williamson requested an Executive Session to discuss employee and legal updates and pending litigation. – **Request was voted upon at the end of the Open Session Meeting**

10. CONSENT AGENDA

A. Recommendation to Approve an Electrical Supply Contract with Constellation Energy for Electricity Supply for 9 City of Prospect Heights Street Light Accounts

B. Approval of Pay Request #3 & Final for Chicagoland Paving of 11 E. Camp McDonald Parking Lot Construction –

Alderman Rosenthal moved for omnibus approval of Items 10A and 10 B; seconded by Alderman Messer. There was unanimous approval.

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

Motion carried 5 - 0

11. OLD BUSINESS - None

12. NEW BUSINESS

A. O-16-25 Ordinance Amending the Class C Liquor License Code, Allowing for Removal of Unconsumed Alcohol (Bottled Wine) from the Premises (1st Reading) – Looking to change the City's Ordinance to be in alignment with the state code. It was noted by City Attorney Zimmermann that he had not reviewed the Ordinance presented. He wanted to know the Council's intent regarding a Class A license, as it was restricted to Class C. Aldermen said that this might be a perfect workshop item.

Alderman Williamson moved to add discussion of the liquor license codes to the next Agenda; seconded by Alderman Rosenthal. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

B. O-16-26 Ordinance Amending the Number of Class C1 Liquor Licenses, Providing Class C1 Full Service License (8am-2am M-Thur, 8am-3am Fri-Sat, Noon-2am Sunday) for Bella's Bistro, 816 N. Elmhurst Road (1st Reading) – Alderman Rosenthal moved to remove Item 12B from the Agenda; seconded by Alderman Messer. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

C. Recommendation to Approve an Administrative Service Agreement with International City Management Association Retirement Corporation for the Establishment of a Retirement Health Savings Account – Finance Director Hannon noted that two police officers had retired, and the one thing that the City does not have is a City Health Savings account. It would allow retirees to put money into this account pre-tax – it does not cost the City any money. It is a benefit for the retirees. It is open to all employees. It would cost employees \$25 per quarter. – No action was taken. Further information to be provided by Staff.

D. Recommendation and Resolution to Approve an Agreement with Municipal Financial Services, for a Sanitary Sewer Service Rate Study for \$27,500.00. – Alderman Ludvigsen moved to approve Item 12D; seconded by Alderman Williamson. There was unanimous approval.

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

Motion carried 5 - 0

There were questions as to whether or not this company had done this type of study. It was noted that they had done these type of studies in the area.

13. DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING, SEPTEMBER 12TH – IDENTIFIED ITEMS FROM JULY 25, 2016 CITY COUNCIL MEETING

- A.** Update on Metra Agreement
- B.** Sanitary Sewer System Status Report
- C.** Review of Budgetary Revenue Sources

There was also a request that the City Administrator send the updated liquor codes to the Aldermen. It was noted that the liquor codes needed to be more uniform. City Attorney Zimmermann said that all municipalities had different liquor codes. – **No action was taken.**

Alderman Messer asked for an update regarding the arena land. The Mayor said that he had met with a broker the previous week, and was following up. He said that the process was progressing, and material was being analyzed. – **No action was taken.**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$207,988.73
MFT Fund	\$965.20
Palatine/Milwaukee TIF	\$2,727.57
Tourism District	\$1,507.48
Development Fund	\$0.00
DEA Fund	\$6,527.69
Solid Waste Fund	\$27,817.46
SS Area #1	\$364.72
SS Area #2	\$358.71
SS Area #3	\$417.58
SS Area #4	\$348.34
SS Area #5	\$721.48
SS Area #8 – Levee Wall #37	\$843.39
SS Area-Constr #6 (Water Main)	\$0.00
SS Area- Debt #6	\$387.55

Road Construction	\$0.00
Road Construction Debt	\$466.81
Water Fund	\$30,709.91
Parking Fund	\$1,208.84
Sanitary Sewer Fund	\$2,470.89
Road/Building Bond Escrow	\$0.00
Police Pension	\$2,342.44
TOTAL	\$288,174.29

Wire Payments

7/22/2016 PAYROLL POSTING	\$151,789.61
8/5/16 PAYROLL POSTING	\$130,095.14
IMRF PAYMENT	\$20,024.24
TOTAL WARRANT	\$590,083.28

City Clerk Morgan-Adams read the warrants.

Alderman Messer moved to Approve Item 14A; seconded by Alderman Rosenthal regarding Total of \$288,174.29; 7/22/2016 PAYROLL POSTING of \$151,789.61; 8/5/16 PAYROLL POSTING of \$130,095.14; IMRF PAYMENT of \$20,024.24; and TOTAL WARRANT of \$590,083.28.

There was unanimous approval.

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

Motion carried 5 - 0

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

16. EXECUTIVE SESSION

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 8:55 PM, Alderman Williamson moved to adjourn open session and go into closed session to discuss employee and legal compensation, discipline, and/or dismissal and pending litigation; seconded by Alderman Ludvigsen. There was unanimous approval.

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

Motion carried 5 - 0

Approved on the 12th Day of September, 2016 by the City Council of the City of Prospect Heights.



City Clerk Wendy Morgan-Adams



Mayor Nicholas J. Helmer



The most recent Regular meeting of the Prospect Heights Police/Fire Commission was held on Wednesday June 22, 2016 at 3:00 pm. This report covers the time period since the last Annual Report, which was filed in May 2015. During the period since the last Annual report, the Commission convened 7 regular meetings, and 4 special meetings.

The Prospect Hts. Police Department currently consists of Twenty-Six (26) sworn officers. Twenty-three are full time and Three (3) are part time. With the unfortunate but positive departure of Chief Jamie Dunne to the Village of Wheeling, Chief Al Steffen became our 4th Chief in the history of the department. Along with this transition, Jim Zawlocki was promoted to Deputy Chief, and Officers Mike Stone and Todd Godair were promoted to the rank of sergeant. Officer Duron was appointed to Corporal.

Currently working with several different services are: Officer Mike Smith to the Tourism District, with Sergeant Porlier, and Officers Caponigro, Duron, to investigations, with Officer Joe Vertone assigned to the Federal DEA task force. The department also successfully initiated it's first K9 unit with Officer Bane and handler Officer Alan Thibeault.

Margie Bolger remains the records supervisor and oversees a staff of two full time along with four part time personnel positions. In addition to their responsibilities in administration and records, the members of the staff ensure that residents, as well as visitors receive the assistance they need upon entering the Police Department Building. The civilian staff also consists of two (2) grant-related Victim Advocate Social Worker position which provides 24-hour crisis intervention and act as court liasons along with assessing and providing the various needs of crime victims. The department continues to operate their Youth Outreach Program with volunteers from the ranks of Officers who interact with disadvantaged children from socioeconomically challenged areas of the City in an effort to reduce fear of the Police and promote good will.

The camera system that was initiated the previous year, originally designed to enhance the safety and quality of life of our residents living on the East side of our community was expanded from seven (7) to fifteen (15) and has been received with positive results. Also it should be noted that the Narcan injection kits that all officer were equipped with to deal with opiate intoxication in 2015 have saved lives on 3 separate occasions. Five new squad cars were purchased, to include a 2016 Chevrolet Tahoe for the Supervisor, a 2016 Ford Explorer for the K9 vehicle with funds from the (Edward Byrne Memorial Justice Assistance Grant) and 2 more Ford Explorers and 1 Ford Taurus to replace cars that were transferred to city Hall with DEA funds. A state of the art, two lane fire arms range capable of handling rifle fire, which enables the Prospect Hts Police Department to become self-sufficient in terms of firearms training was installed on the Public Works grounds.

The Chief, Deputy Chief, and Four (4) Sergeants attended the International Association of Chiefs of Police Exposition and training symposium held in Chicago, October 2015.

The most important role that a Police Commission can provide is maintaining an updated recruit eligibility list in order to act in a swift, educated, and professional manner when the situation for new hiring is required. This past year has proved just how essential an eligibility list can be. While we congratulate Sergeant Joe Pawlicki, Officer Jim Deutschman, and officer Chuck Willey on their retirement, we welcome 3 new recruit Officers Cory Simpson, Keith O'Connor, and Jocelyn Garza. We also congratulate Community Liaison Officer Pardeep Deol and assistant to the Chief on becoming a full time sworn officer in Lincolnwood and welcome part time officer Stephanie Conboy to that position.

Commissioners Meyer, Fiorito, and Hoffman extend their appreciation of support to the Mayor and City Council. We respectfully request that this report be filed as an official report of the Prospect Heights Police Commission for the 2015/2016 fiscal year and be kept as an official Document of the City. We would be pleased to respond to any questions from the City Council.

Respectfully Submitted

Jerry Meyer
Chairman
Prospect Hts. Police Commission