THE REGULAR WORKSHOP MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, SEPTEMBER 12, 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** – The September 12, 2016 Regular City Council Workshop of the City of Prospect Heights held at 8 North Elmhurst Road, Prospect Heights, IL 60070 was called to order at 6:35 PM by Mayor Nicholas J. Helmer.

2. **ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams called roll.
ELECTED OFFICIALS IN ATTENDANCE – Aldermen: Messer, Williamson, Ludvigsen, Dolick
ABSENT – Alderman Rosenthal (by previous notification)
A quorum was present
OTHER ELECTED OFFICIALS IN ATTENDANCE: Mayor Helmer, City Clerk Morgan-Adams, Treasurer Tibbits
OTHER OFFICIALS AND STAFF: City Administrator Wade, Finance Director Hannon, Assistant to City Administrator Falcone, AV Specialist Colvin, Police Chief Steffen, Deputy Clerk Schultheis, City Attorney Zimmermann, and Director of Building and Development Peterson.

3. **PLEDGE OF ALLEGIANCE** – Led by Deputy Clerk Schultheis

4. **INVOCATION** – None

5. **APPROVAL OF MINUTES**
A. August 22, 2016 City Council Meeting Minutes – **Alderman Ludvigsen moved to Approve Item 5A as amended; seconded by Alderman Messer.**
VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0; Alderman Rosenthal absent.
B. Executive Session Minutes Review – **Alderman Williamson moved to go into Executive Session to discuss Executive Session Minutes Review and specific personnel; seconded by Alderman Ludvigsen.**

Motion withdrawn by Alderman Williamson so that Executive Session will be held later in the Meeting.

6. PRESENTATIONS AND PROCLAMATIONS

A. Presentation by Thornton's RE: Concept Proposal for Gas Station and Convenience Store, 1600 N. Rand Road (Rand and Thomas) – Presentation given by Jode Ballard representing Thornton's Gas Station. It was noted that signage would be focused on Rand Road, including the monument sign. There would be five employees per shift. This project will go to the October 22, 2016 PZBA Board. In reply to questions from the Council Thornton's representative Ballard said that the facility was only looking to sell beer and wine in packaged form, not to serve on premises. It was noted by Building and Development Director Peterson that a Special Use would need to be discussed for this location. This would be coming to the PZBA in October. – **No action taken.**

B. Proclamation in recognition of US Constitution Week – City Clerk Morgan-Adams read the proclamation in support of US Constitution Week. **Alderman Dolick moved to approve Item 6B; seconded by Alderman Williamson.**

VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0; Alderman Rosenthal absent.

7. APPOINTMENTS AND CONFIRMATIONS - None

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

9. STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Building and Development Report by Building Director Dan Peterson –

- $18,022 were collected in permit fees in August
- There are 442 permits to date (87 in August)
- Brokers for Piper Lane property - there have been meetings scheduled for further discussion
- Bella's Bistro business plan (wine/small plate business)
- 1 East Camp McDonald – there has been an effort to work on the number of vacancies
- There is no PZBA Meeting scheduled for September, but there will be four items for the October PZBA

City Administrator Wade – Discussed the opening of the Ramada and it restaurant, The Village Inn.

At 7:15 PM; Alderman Williamson moved to go into Executive Session to discuss appointment, discipline, compensation, or removal of specific personnel and semi-annual review of Executive Session Minutes; seconded by Alderman Messer.

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

The motion carried 4 – 0.

At 8:17 PM; City Clerk Morgan-Adams called the roll to go back into Open Session.
Aldermen – Ludvigsen, Williamson, Dolick and Messer and Mayor Helmer were present
There was a quorum.

10. CONSENT AGENDA -

A. Recommended Bid Award for Elaine Circle Storm Sewer Repair to Vian Construction for $88,050.00
B. Acceptance of Strategic Directions Committee Report and Recommendation from August 10th Committee Meeting
C. Approval of Engagement for Legal Services with Jane McFetridge, of Jackson Lewis, and Directing Mayor or City Administrator to Sign it
Alderman Messer moved for omnibus Approval of Items 10A/B/C; seconded by Alderman Ludvigsen.

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

The motion carried 4 – 0.

11. OLD BUSINESS - None

12. NEW BUSINESS – Alderman Ludvigsen discussed the desire of the Council to have all Committee meetings moved to City Hall and be taped to be more transparent and compliant to Open Meeting Act regulations. It would also create a consistency with the City Council and all of the committees in terms of procedure. Currently, the only Committee that has not committed to holding meetings at City Hall is the Police Pension Board – they have been asked to start holding meetings at City Hall, and Pension Board Attorney will review that request. – **No action was taken.**

13. WORKSHOP DISCUSSION ITEMS
B. Discussion of City-owned Property at 25-35 East Piper Lane - *Item B was discussed before Item A because of the presence of representatives from Cornerstone Commercial.
Ron Reese discussed assuming the brokerage responsibilities for the ten acre development property. There was discussion regarding whether or not the City should hire a broker. There was discussion that no matter what offer the broker would bring in, the Council still had the right to refuse the offer.
Cornerstone Brokers said that their first suggestion would be to get an appraiser for the property. They also wanted to know what uses the Council would accept for the property. Cornerstone noted that they would be making between 5- 6% commission (5% if Cornerstone were the only broker in the sale, or 6% if there were multiple brokers).
Aldermen also wanted it noted that there are residents in that area, and that the use for the property should be commiserate with the community that surrounded it.
Enclosed sports facility was one of the initial suggested uses by Cornerstone, but Peter Karlis of Cornerstone noted that an analysis of the property needed to be done first.

- **No action was taken**

A. Review of Liquor License Code – Alderman Ludvigsen handed out a liquor license list. He noted that the classifications were complicated and hodgepodge. City Attorney Zimmermann stated that much of the City Code corresponded directly with the state code. The State liquor license code dates to the 1930's, and contains some language that may not seem relevant. Aldermen wanted the hours of operation made more concise as well as the classification system. It was noted that there is a great deal in the City Liquor license code that needs clarification. It was the general consensus that hours of operation for a type of facility should be clear and consistent with fewer classifications.

City Attorney Zimmermann suggested that one possible way to abate video gaming would be through zoning
Aldermen wanted to make certain that existing facilities were not adversely affected.
There was a desire to eliminate the 3 AM drinking hour limit
There was a suggestion by one alderman to include Happy Hour to be consistent with the new state regulations – **No action was taken.**

C. Sanitary Sewer System Status Report – City Administrator Wade said that there had been meetings that included the Finance Director and the City Engineer. – **No action was taken**

D. Update on Metra Agreement – The City will analyze the request from Metra. There was discussion as Finance Director Hannon said that the City might incur a $500,000 bill to tear down and give back the lot (as per contract) if the City no longer wanted the Metra station. The Metra station will turn 20 in November, 2016. Aldermen discussed whether there was a benefit to keeping the station open. – **No action was taken.**

E. Review of Budgetary Revenue Sources – City Administrator Wade said that the City was a hostage to the state regarding possible loss of distributive funds to the City. It was noted by Treasurer Tibbits that one possible source of revenue was PEG fees from Comcast.
There was discussion of the rebate for Tony's Finer Foods. – **No action was taken.**

14. APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	$86,194.99
MFT Fund	$28.00
Palatine/Milwaukee TIF	$0.00
Tourism District	$60,844.54
Development Fund	$0.00
DEA Fund	$0.00
Solid Waste Fund	$7,803.99
SS Area #1	$0.00
SS Area #2	$0.00
SS Area #3	$0.00
SS Area #4	$0.00
SS Area #5	$222.11
SS Area #8 – Levee Wall #37	$95.00

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	$21,545.96
Parking Fund	$209.11
Sanitary Sewer Fund	$0.00
Road/Building Bond Escrow	$0.00
Police Pension	$0.00
TOTAL	**$176,943.70**
Wire Payments	
8/19/2016 PAYROLL POSTING	**$136,309.40**
9/2/16 PAYROLL POSTING	**$134,926.25**
TOTAL WARRANT	**$448,179.35**

City Clerk Morgan-Adams read the warrants.
Alderman Dolick moved to Approve Item 14A; seconded by Alderman Messer for a Total of $176,943.70; 8/19/2016 Payroll Posting of $136,309.40; 9/2/2016 Payroll Posting of $134,926.25; and a TOTAL WARRANT of $448,179.35.

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

The motion carried 4 – 0.

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

16. EXECUTIVE SESSION

17. ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

18. ADJOURNMENT – At 9:25 PM; Alderman Messer moved to Adjourn; seconded by Alderman Dolick.
VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0; Alderman Rosenthal absent.

Approved the City Council of the City of Prospect Heights on this the 26th day of September, 2016

City Clerk Morgan-Adams

Mayor Nicholas J. Helmer

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