



**THE WORKSHOP MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, JANUARY 14, 2019 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**

**CALL TO ORDER** – At 6:37 PM, mayor Nicholas J. Helmer called to order the City Council Meeting of the City of Prospect Heights at 8 North Elmhurst Road, Prospect Heights, IL 60070.

**ROLL CALL FOR QUORUM** – City Clerk Morgan-Adams read the roll. A quorum was present.

**ELECTED OFFICIALS IN ATTENDANCE** – Mayor Helmer, Treasurer Tibbits, City Clerk Morgan-Adams; Aldermen – Dolick, Ludvigsen, Rosenthal, Messer

**ABSENT** – Alderman Williamson (by previous notification)

**OTHER OFFICIALS PRESENT** – Acting City Administrator Falcone, Public Works Superintendent Roscoe, Director of Building and Development Peterson, Police Chief Zawlocki, Assistant Director of Finance Batten, Deputy Clerk Schultheis, Digital Communication Technician Colvin, City Attorney Kearney

**PLEDGE OF ALLEGIANCE** - Audience Participation - led by Assistant Director of Finance Batten

**APPROVAL OF MINUTES**

**A. December 10, 2018 City Council Workshop Meeting Minutes – Alderman Rosenthal moved to approve the December 10, 2018 City Council Workshop Minutes; seconded by Alderman Messer.**

**ROLL CALL VOTE:**

AYES –	Dolick, Ludvigsen, Messer, Rosenthal
NAYS –	None
ABSENT -	Williamson

Motion carried 4 – 0. One absent

## **PRESENTATION**

**A. Commission Reports – Danielle Dash of the Plan/Zoning Board of Appeals –** Chairman Dash of the PZBA gave a brief summary and update of the accomplishments and activities of the PZBA. She noted that all of the positions were filled, and outlined recent cases. She asked that Director of Building and Development Peterson let the PZBA members know what transpires after their recommendations go the City Council. Alderman Rosenthal suggested that the PZBA make “follow up of their recommendations to the City Council” part of their meeting agenda. – **No action was taken.**

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None**

**PUBLIC CONCERNS AND COMMENTS (agenda matters) - None**

## **STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS –**

**Chief Zawlocki** – said that on January 7, 2019, three officers were sworn in – Officers Blanco, Savas, and Farina. All three were at the Police Academy as of January 13. The three are scheduled to be patrolling on their own by July, 2019. As of now, many police officers were doing double duty to cover for the shortage until the new officers are up to speed.

All of the Aldermen and the Staff congratulated Chief Zawlocki for his appointment to Chief.

**Alderman Rosenthal** – Expressed his “extreme” disappointment that the City Attorney did not create a Resolution for the formation of the Willow Road Ad Hoc Committee, as was agreed upon at the previous Meeting.

**Mayor Helmer**- noted that the City Administrator had been on vacation and that there had not been any new appointment candidates submitted to his attention to be appointed.

**Attorney Kearney** added that the practice was to create the Committee, and members needed to be appointed. He noted that no members had been appointed, so the committee would not have been able to meet without the members appointed and approved.

**Alderman Rosenthal** - noted that three of the five members had already been identified, as the City Administrator and Aldermen from Wards 3 and 4.

**Alderman Rosenthal moved to direct the Counsel to create a Resolution for an Ad Hoc Willow Road Committee for the January 28, 2019 Regular City Council Meeting; seconded by Alderman Ludvigsen.**

**VOICE VOTE:** All ayes, no nays

Motion carried 4 – 0. Alderman Williamson absent

It was noted by the Attorney that a Resolution did not require a second reading.

**Deputy Clerk Schultheis** said that the candidates would be certified with the County for the ballot

She also noted that a save the date would be sent for the Community Breakfast

Director of Building and Development Peterson – said that the final draft for the Plaza Drive Agreement came back.

He noted that Conor Commercial had a community Open House at Quincy Park. Conor highlighted the plans to the PZBA. The comments from the residents were positive. There were 12 people in attendance.

Public Works Superintendent Roscoe – said that there would be sewer televising. American Underground vehicles would be in the area.

**DISCUSSION TOPICS FOR WORKSHOP MEETING:**

**A. New Topic Ideas for Upcoming Workshop Meetings – there were no topics.**

**CONSENT AGENDA -None**

**OLD BUSINESS - None**

**NEW BUSINESS - None**

**APPROVAL OF WARRANTS**

**A. Approval of Expenditures**

General Fund	\$150,308.10
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,163.92
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$2,414.60
Solid Waste Fund	\$0.00
Special Service Area #1	\$0.00
Special Service Area #2	\$0.00
Special Service Area #3	\$0.00
Special Service Area #4	\$0.00
Special Service Area #5	\$0.00
Special Service Area #8 – Levee Wall #37	\$0.00
Special Service Area-Constr #6 (Water Main)	\$0.00

Special Service Area- Debt #6	\$0.00
Capital Improvements	\$0.00
Palatine Road Tax Increment Financing	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$8,627.94
Parking Fund	\$150.65
Sanitary Sewer Fund	\$2,711.80
Road/Building Bond Escrow	<u>\$3,166.00</u>
<b>TOTAL</b>	<b>\$169,543.01</b>

**Wire Payments**

<b>1/4/2019 PAYROLL POSTING</b>	<b>\$144,673.79</b>
<b>DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND</b>	<b>\$18,851.43</b>
<b>TOTAL WARRANT</b>	<b><u>\$333,068.23</u></b>

**City Clerk Morgan-Adams read the Warrants.**

**Alderman Messer moved to approve the warrants as presented; seconded by Alderman Dolick to include a TOTAL of \$169,543.01; 1/4/2019 PAYROLL POSTING of \$144,673.79; DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND of \$18,851.43; and a TOTAL Warrant of \$333,068.23.**

**ROLL CALL VOTE:**

AYES -	Dolick, Ludvigsen, Messer, Rosenthal
NAYS -	None
ABSENT -	Williamson

Motion carried 4 – 0. One absent

**PUBLIC COMMENTS** (Non-agenda matters) – Bob Zeier of 104 E Kennilworth said that he was concerned about the amount of water that the car wash would be using; and how they would use it. He noted that when Grandbrier was built, his water was affected by sediment. He said that there were some SSA 6 water wells that went dry. He was worried that something similar could happen with the car wash. Director of Building and Development Peterson said that the car wash design was in engineering now, and that it would meet all EPA standards. Information and updates would be made public and put in the City’s media. – **No action was taken.**

**EXECUTIVE SESSION** - None

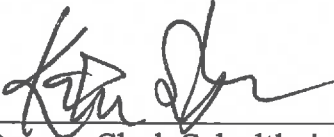
**ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**

**ADJOURNMENT – At 7:04 PM, Alderman Messer moved to Adjourn; seconded by Alderman Dolick.**

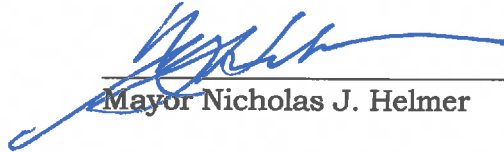
**VOICE VOTE:** All ayes, no nays

Motion carried 4 – 0. Alderman Williamson absent

Approved by the City Council on this the 28<sup>th</sup> day of January, 2019 by the City Council of the City of Prospect Heights.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

