



REVISED

**THE REGULAR WORKSHOP MEETING MINUTES- SPECIAL MEETING TIME
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 11, 2019 AT 6:00 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 6:04 PM, Mayor Nicholas Helmer called to order the March 11, 2019 City Council Regular Workshop Meeting at the revised time of 6 PM at 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL FOR QUORUM – Deputy Clerk Schultheis called roll. A quorum was present.

ELECTED OFFICIALS IN ATTENDANCE – Mayor Helmer, City Clerk Morgan-Adams (entered meeting at 6:09 PM), Treasurer Tibbits, ALDERMEN – Williamson (at 6:29 PM by prior notification), Ludvigsen (at 6:29 PM by prior notification). Dolick, Rosenthal
OTHER OFFICIALS IN ATTENDANCE – City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, Police Chief Zawlocki, Public Works Superintendent Roscoe, Digital Communication Technician Colvin, Finance Director DuCharme, Director of Building and Development Peterson, and City Attorney Kearney.

PLEDGE OF ALLEGIANCE - Audience Participation – Betty Cloud led the pledge

APPROVAL OF MINUTES

A. February 25, 2018 City Council Regular Meeting Minutes – Alderman Rosenthal moved to approve the February 25, 2019 City Council Regular Meeting Minutes as presented; seconded by Alderman Dolick.

ROLL CALL VOTE:

AYES -	Dolick, Rosenthal, Mayor Helmer
NAYS -	None
ABSENT -	Williamson, Ludvigsen

Motion carried 3 – 0; 2 absent

PRESENTATION

A. Presentation by the Korean American Association of Chicago – the meeting with Consul General Jong-Kook Lee was postponed. It was noted by Mayor Helmer that he and Director of Building and Development Peterson attended the Korean American Association of Chicago gala on March 2, 2019. The Mayor also attended Agape Church at the request of the pastor. Director of Building and Development Peterson noted that the gala was in honor of the 100th anniversary of Korea's independence from colonial rule. He stated that there is a growing Korean American population in the Chicagoland area that exceeds 100,000 people, and that Korean Americans are looking to assimilate and expand their business opportunities.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

PUBLIC CONCERNS AND COMMENTS (agenda matters)

A. Report by Mayor Helmer Regarding Chicago Executive Airport Master Plan – Elimination of Runway Extension Beyond Airport Boundaries – Mayor Helmer said that he had attended a CEA master plan meeting with Wheeling President Horcher, City Administrator Wade, Wheeling Village Manager Sfondilis, Director of the CEA Board of Trustees Court Harris. It was decided that the best way to continue to progress with the master plan was to remove consideration of extending the runways outside of the airport footprint. It was noted that any extension beyond its current borders would affect too many families. A press release went out where the media in which the Airport said that it would eliminate consideration of runway expansion. The Mayor said that he and President Horcher had directed the CEA to drop any study of expansion beyond current boundaries.

Mayor Helmer also noted that there was a referendum with 1000 signatures to stop expansion.

The master plan is still progressing. He noted that the CEA Board is empowered to do what they want with the runways only within their borders. As for questions regarding how changes within the footprint of the airport might affect local residents, the Mayor noted that there will be an open house meeting on July 11th.

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Mayor Helmer – said that there had been criticism of Enews for allowing stories and photos to repeat; however, he noted that he liked the format. Assistant to the City Administrator Falcone replied that the turnover is every two weeks, and stories are only repeated as long as they were relevant; with photos in the Enews no longer than two weeks.

Director of Building and Development Peterson – noted that there was progress on moving toward permits for River Trails. They are hoping to have shovels in the ground by mid-April. He noted that Aldi's and Thorntons were preparing to begin construction.

City Clerk Morgan-Adams – said that she had been in touch with Tim Kupczyk regarding the Ad Hoc committee and she would like another meeting scheduled so as not to stall any progress with the MWRD. She also wants to make certain that concerns about the lake are addresses. City Administrator Wade said that the MWRD was cautious about moving ahead with the projects when there were concerns from the local residents. He noted that the MWRD has been very helpful and available, but

they do have other projects. City Clerk Morgan-Adams said that Ad Hoc Committee needs to keep on track

Resident John Kamysz of Hillcrest Drive said that residents around the lake would like to know when the next meeting is. He also asked how to become part of the Hillside HOA? Mayor Helmer said that Tim Kupczyk, the President of the HOA, was in the audience and should be able to assist Mr. Kamysz.

At 6:29 PM, Aldermen Ludvigsen and Williamson entered the meeting.

Police Chief Zawlocki – said that the three recruits are in week 9 and have 6 weeks of training left.

- He said that in Friday, March 8th, police squad cars gave a send-off to eighth grade wrestlers competing for state championships. The PD had two squad cars provide the escort. One of the wrestlers finished sixth in the State.

Treasurer Tibbits – reminded the audience that April 2 is Election Day, and that March 18 begins early voting

- He said that he had recorded a video on recycling, as the guidelines have changed. He said that there is a new video from SWANCC on the subject.

Mayor Helmer – asked if Flood brothers had taken the suggestion to put stickers on the recycling bins that show what is allowed to be recycled. They have not committed to this idea as of yet noted City Administrator Wade. Alderman Rosenthal – said that the Rob Roy group would like more education on the subject from Flood Brothers. It was noted by Mayor Helmer – “if in doubt, throw it out.”

There was discussion regarding a future meeting date for the Ad Hoc Willow Creek Committee. It was also noted that Alderman Ludvigsen is the Chairman of the Committee. **The date that was decided upon for the Ad Hoc Willow Road Committee is - April 3, 2019 at 6:30 PM.**

DISCUSSION TOPICS FOR WORKSHOP MEETING:

A. FY2020 Budget Discussion – Revenues and All General Fund Departments (Police, Community Development, Public Works, Finance and Administration, Capital Improvement Plan Update) – Finance Director DuCharme said that the 2019/20 proposed balanced Budget has strategic financial issues, review of the fund balance projections, Fiscal 2018/2019 fund projections, and a schedule of future debt service payments.

On March 25, 2019 City Council regular meeting, there will be discussion of the Capital Improvements Fund as well as other funds.

Discussion regarding the need to come up with funding of the Capital Improvement Plan. Currently the City has funding for 3.5 years of the five-year plan. Finance Director DuCharme stated that one possible way to alleviate the funding issue would be to take the vehicle license revenue that currently goes into the General Fund and move it into the Capital Improvements Fund. That would be a proposed \$665,000. The Road Program, alone, will need more revenue than that. This year, the City is expected to have an excess in revenue over expenditures of about \$700,000. The City will not know the final number until the audit is completed by Fall, 2019. The Budget also shows a \$300,00 proposed transfer from General Fund to Capital Improvements.

Finance Director DuCharme said that based upon the City's actuarial evaluation, the City funds the Police Pension Fund. This year the contribution totaled \$1,002,000. That was \$200,000 higher this year than previous years.

Finance Director DuCharme also discussed the 2019/20 Water Rate increases.

Finance Director DuCharme said that the projected revenue is \$9,019,000. Our Budget was \$8,576,000. There will be an increase in revenue of about 5%. Expenses are expected to be \$8.3 million; while budgeted expenses were \$8,448,000 – 98% of the operating budget is being expended.

At the end of 2020, the City's unassigned fund balance is expected to be \$2,233,000. The City has set aside \$3million for Emergency Funds.

The Capital Improvements Budget is one bucket with several line items. Funds allocated come from the one Fund. Total CIP five-year budget proposed is \$13million, and there is only \$5.1million in it currently.

There was discussion regarding the Police Pension Fund contribution. City can fund based upon number received from the Department of Insurance or independent actuary run calculation based on demographics of the Police Force that provides minimum 90% funding level by 2040. The City attempts to fund more than minimum. The \$1,002,000 is the minimum based upon the independent actuary.

Aldermen discussed the importance of determining and defining what goes in the Capital Budget as opposed to the Operating Budget. It was noted that there were many one-time revenue sources this year.

There was discussion regarding monies held in reserve. Finance Director DuCharme said that most Non-Home Rule communities keep 45% of budget in reserve; but the City only keeps 30%. City Clerk Morgan-Adams said that year after year, the City does not have enough money for departments and requests; such as community events. Finance Director DuCharme said that there is input from all department heads, and that the budgets for each department came solely from their input. It was noted that getting the Department Heads involved has boosted morale

Natural Resources Commission budget request – Dana Sievertson noted that last year, the City provided \$5800 in funds. The NRC had received other funds from a donor who paid for an intern - \$4500. They noted that ComEd was willing to provide a grant of \$4500 to match a City's grant of \$4500 to increase accessibility to the Slough. It was also noted that the Natural Resources Commission might want a third intern.

There were questions from the Aldermen regarding who owned Sough land. It was noted by Alderman Williamson that the City cannot contribute to Park District land – they are two separate governmental bodies. He added that the location has distinct boundaries.

It was noted by Commissioner Sievertson that the Park Districts were not providing any funds. The Aldermen did not feel that the budget was well-focused. The City Council also presented concerns about being the sole source of revenue for the NRC. There were questions raised about liability for the interns. City Administrator Wade

stated that as paid employees of the City, the interns were on the City's Workers Comp. City Attorney Kearney noted that the City the City may require an Intergovernmental Agreement with the Park District, and said that he will look into the liability issue of the interns.

The NRC is requesting a budget of \$17,685

Assistant to the City Administrator Falcone said that Administrative Budget included ADMINISTRATION/FINANCE/LEGAL/ENGINEERING/IT/AUDIO VISUAL

The budget is a flat - \$1,313,638

There was been a significant jump in Legal costs – Legal includes City Attorney/Cook County Hearings attorney/Prosecuting Attorney. The increase in the budget is \$120,000 to \$240,000.

Finance costs with Lauterbach and Amen \$252,000 are less than when previously handled as two Finance employees (at a cost of \$270,000). It was also noted that there is a three-year savings with the new auditors.

Engineering – City Administrator Wade stated that Engineer Berez is in the office two days per week – that is the operational cost. Projects are handled out of the Capital Fund.

Audi-Visual – Treasurer Tibbits requested that the budget add more hours to Digital Communications technician, Patrick Colvin's schedule. This would mean that the City would need to add Mr. Colvin to the IMRF.

Treasurer Tibbits noted that his search for a Volunteer had yielded a person available as back up. Aldermen requested that something formal be presented regarding position description and areas other than A/V in which Mr. Colvin might want to pursue. It was also noted by Treasurer Tibbits that this is the first year that PEG fees were distributed back to the City at 35 cents per person. Finance Director DuCharme said that so far \$10,157 had been collected from PEG fees.

Treasurer Tibbits said that he was looking to upgrade the 11- year old equipment being used to an HD system.

The Special Events Budget includes \$20,000 for Rock the Runway, \$10,000 for the City's Block Party contribution and \$5,000 for other City events. Aldermen suggested that since the City no longer receives a sales tax contribution from the Chicago Executive Airport, the City should no longer help fund Run the Runway. It was suggested that President Horcher and mayor Helmer approach the CEA about Run the Runway being turned into a CEA-sponsored event.

BUILDING AND DEVELOPMENT – Director Peterson said that the 2020 goal was to increase revenue with two major projects. **The Budget is \$695,575 for revenue and \$572,870 in expenditures.** Invoicing has been streamlined, and the City was able to locate more businesses. There are more building items for the PZBA to review. In 2019 there was a budget surplus. The GOAL is to survey business properties, get an Ordinance review of Business license fees, continue to maximize fees, and continue to review projects with business owners and management. There was a request for \$3200 for record scanning - the project will require a dedicated summer intern.

Mayor Helmer noted that there were 800 permits issued. Director Peterson said that there are different fees for different types of permits. He added that there was lots of activity expected for 2019/2020. The Mayor said that there is an 8000 square foot home that is being built.

PUBLIC WORKS - Public Works Superintendent Roscoe said that the **Public Works Department was asking for \$1,329,269 in the budget and that their budget last year was \$1,192,480.** He noted work repair and snow operations. He added that the City adds a liquid chemical to the salt which keeps it on the road and helps the salt work at low temperatures.

He said that street signs are now being upgraded to MUTCD (Manual on Uniform Traffic Control Devices) standards. It was also noted that some new equipment will be needed. Signs need to be retroreflective and a certain height.

Treatment of the Hillside lake is one of the line items as an assessment plan to determine whether or not to treat the lake.

Superintendent Roscoe said that there is no change in the current workforce, and that last year, jobs were offered to individuals that took other jobs. He suggested that for the seasonal help, the City raise the rate of 40 hours – for 12 weeks to \$14 per hour.

Public Works will be getting Asset/Time Reporting software to reduce paperwork entry. This system will be implemented by the end of the summer.

Public Works will be getting Vehicle GPS – and will be able to locate vehicles real time while they are on the job, and which jobs are assigned to which vehicle. Real Time Mapping.

Other expenses include work that is farmed out to a third party; Roof replacement for the Public Works building that is leaking.

Superintendent Roscoe has suggested a project for a Public Service Park Area in the strip between the Fire Department and the Police Department. Included in that area would be a gazebo and a park area. The Garden Club has expressed interest in plantings. Most of the area will remain as grass. The cost is estimated at \$18,000.

WATER FUND – replace leaking windows and insulate attic, training, valve work. There was discussion of the need for valve work being put in GIS System, and water sample pedestals to access water hydrants

SEWER FUND – Second year project for televising, replacement parts for equipment, replaced identified areas of piping. Sewer system rodding, repair, maintenance, safety and restoration training. Work is being done to identify bad areas of the sewers.

POLICE BUDGET - Chief Zawlocki said that there are 28 police officers and nine members of the administrative staff. The Police are asking to hire a Community Liaison. It was noted that traffic fines decreased to \$210,000 and that Ordinance-related fines increased to \$345,000; administrative tows decreased to \$45,000; alarm fees were a flat \$11,000, and DUI's were a flat \$8,000. **The total expenditures of the Police is \$5,155,844**

When asked if the \$200 ticket for cannabis is enough of a deterrent, Chief Zawlocki said that the City was bound by the State law.

Chief Zawlocki noted that the Police was always looking for grants. The Police have just applied for a \$15,000 JAG grant to hire undercover officers.

It was noted that the Police Department participates in youth outreach groups; and that female officers had set up a Girls Club to work with girls' club on the east side of town to assist with issues there.

Step Grant – to hire back officers on the holidays for DUI enforcement.

ComEd grant – for bulletproof shields to outfit squads.

DEA Task Force officer – money brought in from drug busts can only be used for certain things. Chief Zawlocki is using it for all new laptops for the Police cars and the Police Station.

EXPENSES – there has been an increase in police pensions; otherwise expenses have been flat

Northwest Central Dispatch is getting rid of ID Network and going to Motorola. There will be no cost for the City to switch over.

A new program paid from the funds of the DEA and DUI will allow Prospect Heights officers to have their tickets printed, so they will not need to be handwritten anymore.

The City lost the VOCA grant of \$80,000 two years ago. The City cannot try again for the grant until next year.

Camera System – this is much needed, and the system in place is 6-7 years old. These cameras have been breaking down. They will cost approximately \$100,000 to be replaced.

There will be two squad cars that will come from annual Capital budget. By having the squad cars bought annually, the Police Department is able to maintain vehicles that have under 100,000 miles.

It was noted that due to the level of domestic violence, the Police Department will maintain the social workers.

CAPITAL IMPROVEMENT BUDGET – There were questions regarding making changes to the Capital Budget. It was noted by Finance Director DuCharme that any changes could be enacted by approval of a Budget Amendment during the fiscal year.

No action was taken.

CONSENT AGENDA -

A. Intergovernmental Agreement between the City of Prospect Heights Police and Cook County Sheriff for use of the Cook County Wide Criminal Apprehension Booking System (CABS) – Alderman Rosenthal moved to Approve the Intergovernmental Agreement between the City of Prospect Heights Police and Cook County Sheriff for use of the Cook County Wide Criminal Apprehension Booking System (CABS); seconded by Alderman Dolick.

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

Motion carried 4 - 0

OLD BUSINESS

A. O-19-03 Special Use Permit for a Private Truck Parking Lot, Applicant Stery Trucking, in the B-4 Office/Industrial District (**1st Reading of Revised Ordinance**) There was a question regarding containers and trailers. There is the issue that Stery Trucking wants more than just truck storage – it was noted by Director Peterson that the PZBA did not approve other uses. City Attorney Kearney said that the Ordinance would need to be amended to include one-week time limit to have trailers on the lot, as well as code enforcement. There was concern by Council members that the uses were evolving and expanding. – **No action was taken.**

NEW BUSINESS

A. Request Waiver of 1st Reading O-19-07 Ordinance Amending Title 10, Chapter 1 – Vehicle Licenses (**1st Reading**) – **Alderman Rosenthal moved to waive the first reading of O-19-07 – Ordinance Amending Title 10, Chapter 1 – Vehicle Licenses; seconded by Alderman Ludvigsen.**

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

Motion carried 4 - 0

B.O-19-07 Ordinance Amending Title 10, Chapter 1 – Vehicle Licenses (**2nd Reading**) – **Alderman Dolick moved to Approve O-19-07 – Ordinance Amending Title 10, Chapter 1 – Vehicle Licenses; seconded by Alderman Rosenthal.**

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

Motion carried 4 - 0

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$232,523.43
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$378.00
Tourism District	\$91,553.89
Development Fund	\$0.00

Drug Enforcement Agency Fund	\$0.00
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	\$230,641.05
Palatine Road Tax Increment Financing	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$8,326.14
Parking Fund	\$284.98
Sanitary Sewer Fund	\$10,989.58
Road/Building Bond Escrow	<u>\$700.00</u>
TOTAL	\$575,397.07
<u>Wire Payments</u>	
3/1/2019 PAYROLL POSTING	\$144,190.18
FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND	\$18,565.07
TOTAL WARRANT	<u>\$738,152.32</u>

City Clerk Morgan-Adams read the warrants.

Alderman Dolick moved to approve the warrants as presented; seconded by Alderman Rosenthal to include a TOTAL of \$575,397.07, 3/1/2019 PAYROLL

POSTING of \$144,190.18, FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND of \$18,565.07, and TOTAL WARRANT of \$738,152.32.

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

Motion carried 4 – 0

PUBLIC COMMENTS (Non-agenda matters) - None

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 9:38 PM, Alderman Rosenthal moved to Adjourn; seconded by Alderman Dolick.

VOICE VOTE - All ayes, no nays

Motion carried 4 – 0

Approved by the City Council of Prospect Heights on this the 25th Day of March, 2019.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer



