



THE REGULAR COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 25, 2019 AT 6:30 P.M.

**IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS**

CALL TO ORDER – City Administrator Wade called the meeting to order at 6:30 PM. Mayor Nicholas J. Helmer was absent from the meeting by previous notification. **Alderman Williamson moved to select Alderman Ludvigsen as Mayor Pro Tem for the March 25, 2019 Regular City Council Meeting at 8 N Elmhurst Road, Prospect Heights, IL 60070; seconded by Alderman Rosenthal.**

VOICE VOTE: All Ayes, No Nays

Motion carried 4- 0

ROLL CALL FOR QUORUM – City Clerk Morgan-Adams called the roll. A quorum was present
ELECTED OFFICIALS PRESENT – Treasurer Tibbits and City Clerk Morgan-Adams. Aldermen – Williamson, Rosenthal, Dolick, Ludvigsen

ABSENT - Mayor Helmer (by previous notification)

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Finance Director DuCharme. Officer Pufundt, Deputy Clerk Schultheis, Director of Building and Development Peterson, Digital Communications Technician Colvin, and City Attorney Kearney.

PLEDGE OF ALLEGIANCE – Led by Audience Member – led by CEA Board Director Saewert

INVOCATION – Led by Tim Hetzner – Lutheran Church Charities

APPROVAL OF MINUTES

A.March 11, 2019 Regular Workshop Meeting Minutes

B.February 11, 2019 Regular Workshop Executive Session Minutes – **Alderman Williamson motioned for omnibus approval of March 11, 2019 Regular Workshop Meeting Minutes and February 11, 2019 Regular Workshop Executive Session (but not for public release); seconded by Alderman Rosenthal.**

ROLL CALL VOTE:

AYES – Aldermen – Williamson, Rosenthal, Dolick, President Pro Tem Ludvigsen

NAYS – None

ABSENT – NONE

Motion carried 4 - 0

PRESENTATIONS - None

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

PUBLIC COMMENT (Agenda Matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Assistant to the City Administrator Falcone -Noted that Yard Waste pick up begins on March 29, 2019

Building and Development Director Peterson – noted that Thorntons has broken ground. As the remodeling season has begun, he reminded residents to make certain that they got permits when needed for remodeling.

City Clerk Morgan-Adams – noted that there is early voting until April 1. The election is April 2nd. Instructions to find your voting location through the Cook County website can be found at City Hall, or you can navigate through the County website by going to cookcountyclerk.com

A. Chicago Executive Airport Report Presented by Director Scott Saewert – noted that the CEA budget process finished last week and it was approved unanimously. It will be sent to Prospect Heights for the April 8th meeting.

- Masterplan will have more meetings with the public.
- Residential soundproofing pilot programs will begin with the backing the FAA
- WWII aircraft will be on display July 25-28, 2019
- The Aviation Academy program in conjunction with District 214 will be broadcast by WGN – to be aired soon.
- Young Eagles – there will be free flights for children under 17 on April 27

B. February Treasurer's Report Presented by Finance Director Michael DuCharme – gave the Treasurer's report synopsis noting that 83% of the revenue for the fiscal year has been collected. He also said that monthly reports will be posted on the website.

CONSENT AGENDA -

A. Approval of a Contract with Clarke Aquatic Services for Hillcrest Lake Plant Survey, Herbicide Treatment and Algae Management for 2019 Season

B. R-19-05 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, INC. for Construction Engineering Services for Schoenbeck Sidewalk, Camp McDonald Road to Marion Street

C. R-19-06 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, INC. for an Additional Conceptual Engineering Drainage Study for the East Side of Rand Road within the Arlington Countryside Drainage Area – Alderman Rosenthal moved for omnibus approval of Contract with Clarke Aquatic Services for Hillcrest Lake Plant Survey, Herbicide Treatment and Algae Management for 2019 Season; R-19-05 Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, INC. for Construction Engineering Services for Schoenbeck Sidewalk, Camp McDonald Road to Marion Street; and R-19-06 Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, INC. for an Additional Conceptual Engineering Drainage

Study for the East Side of Rand Road within the Arlington Countryside Drainage Area; seconded by Alderman Dolick.

ROLL CALL VOTE: AYES – Aldermen – Williamson, Rosenthal, Dolick, President Pro Tem Ludvigsen
NAYS – None
ABSENT – NONE

Motion carried 4 - 0

OLD BUSINESS

O-19-03 Special Use Permit for a Private Truck Parking Lot, Applicant Stery Trucking, in the B-4 Office/Industrial District (2nd Reading of Revised Ordinance) – Alderman Dolick moved to Approve -19-03 Special Use Permit for a Private Truck Parking Lot, Applicant Stery Trucking, in the B-4 Office/Industrial District; seconded by Alderman Williamson.

Discussion followed.

The Owner and architect were representing Stery Trucking. There was discussion regarding the evolution of the Ordinance from the original request. It was also stated by Aldermen that the City did not have the resources to constantly monitor the trailers that were being stored.

The owner noted that he has a new facility in Morris, IL which will help alleviate the storage of trailers in Prospect Heights. It was noted by Council that there was a “fuzziness” of guidelines, and that the Council was looking for specifics.

City Counsel Kearney stated the conditions that were to be approved – 1) final surface, 2) storage of inoperable trucks as prohibited, 3) Landscaping, and 4) Temporary storage of containers for no more than one week.

Building and Development Director Peterson noted that the original testimony of Stery did not include temporary storage of trailers.

Alderman Rosenthal moved to refer the request back to the PZBA to consider with the new conditions. Alderman Rosenthal withdrew his motion before it could receive a second.

City Counsel Kearney said if voted upon and denied, the requester could not reissue the request for one year. If the requester withdraws the application, he does not have to wait one year to reapply.

Architect Kirk withdrew the application.

Alderman Rosenthal moved to Table the Motion; seconded by Alderman Williamson.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0

There was concern regarding the status of the property since the application was withdrawn. Director of Building and Development Peterson said that the property was not in compliance, and noted that the owner would have to meet a deadline for compliance.

NEW BUSINESS

A. Discussion and Advice for Residents of City of Prospect Heights Regulations of Placement of Political Signs – City Counsel Kearney said that the City would not discuss specific complaints but noted that all candidates had been given rules and regulations for placement of political signs, including City Code, State laws and the Supreme Court regarding their constitutionality.

Director of Building and Development Peterson said that City Code Title 5, Chapter 9, Paragraph 4 has been on the books since the City was incorporated in 1976. He noted City signage can be regulated, and was not based upon the number of signs but on the square footage covered. He added that signs could be placed upon private property and could not be in right-of-ways.

He noted that City enforcement would be discussed again after the election.

Currently, if signs were put in an illegal spot, they were removed, but not destroyed. They are stored at the City and can be retrieved by the candidate or representatives.

Some Aldermen asked that captured illegal signs be disposed of, but Director Peterson noted that there was no way to tell if signs were moved by opponents. He suggested that if there were any violations that were discovered they could be reported to the City Code Enforcement officer. Alderman Rosenthal stated that the incoming Council should consider a review of the City Code regarding political signage. – **No action was taken.**

B.O-19-08 Staff Memo and Ordinance Directing the Sale of Surplus Property – 1997 Ford F250 pick-up with snow plow –VIN 3FTHF26H6VMA50061 (**1st Reading**) – Discussion

BUDGET DISCUSSION

A. FY2020 Budget Discussion – Revenues and Special Funds (Capital Improvement Plan and All Other Funds Update) -

Natural Resources Commission representative Agnes Wojnarski said that this is the fifth year of the NRC, and reviewed some of the projects completed by the Commission. Alderman Rosenthal asked if the City would be the sole provider of funds as the anonymous donor and the Park District no longer were offering funds.

It was noted by the Assistant to the City Administrator that the NRC currently only has \$25 in its budget.

NRC Representative Sievertson said that the Commission was requesting \$20,000. It was noted that the NRC is not a 501(c)(3) charity, and that the members do pay a lot of money out of pocket. Aldermen asked for a budget request that showed the essential needs of the Commission. It was noted that ½ of the budget request was interns, and the City would need to fund their expenses 100% if the interns were hired.

Aldermen said that the Commission was set up as volunteers, and if monies were directed to the Commission they would take away from roads and other projects. President Pro Tem Ludvigsen noted that this was not a City Department, it is a Commission. – **No action was taken.**

Treasurer Tibbits discussed the Audio Visual Department request to have the Technical Specialist Patrick Colvin's hours increased. He noted that he had written up a mission statement that included the accomplishments of the previous year. He noted that in 2018, there were 45 hours of recorded video that included 82 meetings. He said that the A/V Department was looking to work with the park District, the libraries, the Fire District, etc.

There was a recommendation for Patrick's hours to be moved from 20 hours per week to 28 hours – this would have him added to the IMRF but below the threshold for healthcare. – **No action was taken**

City Administrator Wade introduced discussion of the Capital Improvement Plan.

There was discussion regarding whether or not the fund should be rebalanced. It was noted by Finance Director DuCharme that there will be a shortfall at some point if all of the project costs are

to be met in future years. He said that one possibility to circumvent a shortfall would be for the City to issue bonds.

It was noted by Alderman Williamson that the bonds that were passed by referendum were when the City Streets had deteriorated; at this point 75% of the roads are in good shape.

Finance Director DuCharme said that the City will need to prioritize its project list.

City Clerk Morgan-Adams asked how sewer estimates were devised. City Administrator Wade said that the City has a good estimate of the sewers now – it has cost \$350,000 to televise and clean them. \$225,000 will be needed to rehabilitate the sewers each year. Finance Director DuCharme noted that the sewer and water funds were in the enterprise funds, not the CIP funds.

Finance Director DuCharme said that MFT is set by the state as per capita revenues – it is based on the actual census. He added that salt is in the General Fund and out of the MFT.

He noted that the Tourism District Fund is \$550,000 lower because of the Country Inn having been shut down for remodeling and sale.

Among other items of the Budget discussed was that the Palatine Road TIF started recovering increment last year and has produced \$71,000 thus far.

Finance Director DuCharme recommends \$250,000 transfer from the General Fund to the CIP for future projects. – **Alderman Rosenthal moved to Accept the 2019/2020 Capital Improvement Plan as submitted with changes and final recommendations; seconded by Alderman Dolick.**

ROLL CALL VOTE: AYES – Aldermen – Williamson, Rosenthal, Dolick, President Pro
Tem Ludvigsen
NAYS – None
ABSENT – NONE

Motion carried 4 - 0

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$79,966.70
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$238.45
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	\$77.75
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 District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$550.00
Water Fund	\$21,964.80
Parking Fund	\$97.81
Sanitary Sewer Fund	\$82.06
<u>Road/Building Bond Escrow</u>	<u>\$22,052.00</u>
TOTAL	\$125,029.57
 <u>Wire Payments</u>	
3/15/2019 PAYROLL POSTING	\$139,663.03
POLICE PENSION PAYMENTS	\$68,977.27
TOTAL WARRANT	\$333,669.87

City Clerk Morgan-Adams read the warrants.

Alderman Rosenthal moved to Approve the warrants as submitted to include TOTAL of \$125,029.57; 3/15/2019 Payroll Posting of \$139,663.03; POLICE PENSION PAYMENTS of \$68,977.27; and TOTAL WARRANT of \$333,669.87; seconded by Alderman Dolick.

ROLL CALL VOTE:

AYES – Aldermen – Williamson, Rosenthal, Dolick, President Pro
 Tem Ludvigsen
 NAYS – None
 ABSENT – NONE

Motion carried 4 - 0

PUBLIC COMMENT (Non-Agenda Matters) - None

EXECUTIVE SESSION – Sale of Property

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 9:01 PM, Alderman Rosenthal moved to close the Open Session and go into Executive Session to discuss sale of property; seconded by Alderman Dolick.

ROLL CALL VOTE: AYES – Aldermen – Williamson, Rosenthal, Dolick, President Pro
Tem Ludvigsen
NAYS – None
ABSENT – NONE

Motion carried 4 - 0

Approved by the City Council of Prospect Heights on this the 8th of April, 2019.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

