



THE SPECIAL COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON TUESDAY, MAY 28, 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 6:35 PM, Mayor Nicholas J. Helmer called to order the May 28, 2019 Special City Council Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

ROLL CALL FOR QUORUM – City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – City Clerk Prisiajniouk, Treasurer Tibbits, Mayor Helmer
Aldermen – Ludvigsen, Quinn, Dolick, Cameron

ABSENT – Alderman Morgan-Adams by previous notification

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant to the City Administrator Falcone, Deputy Clerk Schultheis, City Attorney Kearney, Assistant Director of Building and Development Taylor, Director of Public Works Roscoe, Digital Communications Technician Colvin, and Police Chief Zawlocki.

PLEDGE OF ALLEGIANCE – Led by Alderman Cameron

INVOCATION – Led by St. Viator's students auditing Government Meeting – Audrey and Amelia

APPROVAL OF MINUTES

A. May 13, 2019 Regular Workshop Meeting Minutes

B. May 13, 2019 Regular Workshop Executive Session Minutes (*Not for public release*)

C. April 22, 2019 Regular Meeting Executive Session Minutes (*Not for public release*) – Alderman Ludvigsen moved for omnibus approval of May 13, 2019 Regular Workshop Meeting Minutes, May 13, 2019 Regular Workshop Executive Session Minutes (*Not for public release*), and April

22, 2019 Regular Meeting Executive Session Minutes (Not for public release); seconded by Alderman Dolick.

ROLL CALL VOTE:

AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

PRESENTATIONS

A. National Pollution Discharge Elimination System Compliance Report, by Caitlin Burke, Gewalt Hamilton Engineering – Caitlin Burke said that the report was mandated by the IEPA. She noted that the City was not shown as part of the Des Plaines watershed map, but it is. The City is on the boundary of upper and lower Des Plaines. She noted that the report had to be submitted by June 1

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

PUBLIC COMMENT (Agenda Matters) - None

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. Chicago Executive Airport Report Presented by Director Bill Kearns – Director Kearns said that the Chicago Executive Airport master plan would be completed in Fall, 2019.

-The Open House for the Master Plan will be July 11th.

-Sound Insulation Program – creating policies and procedures. Ten residential units were chosen for sound insulation

-The Customs Building has been approved for Hangar 4the bid package is demolition of Hangar 4 - which is a Prospect Heights location. The buildings are due to be demolished in the summer, and there is a hope to start using the facility by Fall. It will be used strictly for Customs.

-Run the Runway and Rock the Runway will be held on June 29th. The run will be at 8 AM and Rock the Runway begins at 5 PM.

- Newly elected officials have been invited for private tours of the CEA

-The CEA won the National Snow and Removal Award for airports of the same size. The award was presented in Buffalo, NY for the best snow removal operations.

Assistant to the City Administrator Falcone – said that the Newsletter has gone to print.

B. April Treasurer's Report Presented by Finance Director Michael DuCharme – City Administrator Wade gave the report. He noted that the City is in a new fiscal year. He added that the audit is underway and should be completed by Fall; and that the City was 88% of expenses and 111% of revenues in regards to the Budget.

C. Monthly Meetings between Aldermen and Mayor – Mayor Helmer – Mayor Helmer noted that the meetings would be coffee sessions – once per month- and would be open meetings. No business would be conducted

Mayor Helmer also said that the City had its first Redevelopment Committee meeting on Wednesday, May 22. It was noted that the Meeting was taped, and on the website.

Director of Public Works Roscoe said that the wet weather issues were being handled by Public Works.

The Welcome to Prospect Heights sign had been removed temporarily for repair.

He noted that there were lots of sinkholes that were being addressed by Public Works

Director Roscoe said that Public Works would have a display at Community Days.

Alderman Quinn – Ward 2 – said that Chief Zawlocki had given a tour of the City.

Alderman Cameron – Ward 1 – said that Chief Zawlocki had given her a tour of the City.

Chief Zawlocki said that the Special Olympics Torch Run would be held on Sunday, June 2nd Cop on the Top – held at Dunkin’ Donuts for the Special Olympics made \$1900

CONSENT AGENDA -

A. Staff Memo and Request to Approve an Electrical Supply Contract with Constellation Energy for Electricity Supply for the City of Prospect Heights Nine Street Light Accounts – Alderman Dolick moved to approve an Electrical Supply Contract with Constellation Energy for Electricity Supply for the City of Prospect Heights Nine Street Light Accounts; seconded by Alderman Ludvigsen.

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

OLD BUSINESS

A.O-19-13 Staff Memo and Ordinance Increasing the Number of Class B-1 Liquor Licenses (retail sale of wine and beer, but not for consumption on premises where sold) from 1 to 2 by Request from Thornton’s, Inc. 1600 N. Rand Road and Amends the Hours of B-1 Liquor Sales to 7:00 am to 12:00 midnight Monday through Sunday (*2nd Reading Tabled per Mayor Helmer*) – It was noted by the City Administrator that Thornton’s wanted to have the liquor license considered as soon as possible so that they could begin to order coolers and be ready to sell alcohol immediately upon opening. Their timetable is to open in July.

The Mayor stated that he did not want to continue to do “one-off” liquor licenses and was hoping to establish a comprehensive liquor plan. However, given the circumstances of this case, he believed that the Item should not be tabled but she be taken to a vote. **Alderman Ludvigsen moved to approve O-19-13 an Ordinance Increasing the Number of Class B-1 Liquor Licenses (retail sale of wine and beer, but not for consumption on premises where sold) from 1 to 2 by Request from Thornton’s, Inc. 1600 N. Rand Road and Amends the Hours of B-1 Liquor Sales to 7:00 am to 12:00 midnight Monday through Sunday; seconded by Alderman Dolick.**

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

NEW BUSINESS

A.R-19-12 Staff Memo and Resolution Authorizing Inter-fund Transfer from General Fund Reserves, FY19-20 (not budgeted): \$2,550,000 (from the Sale of 25 and 35 Piper Lane) to the Capital Improvement Fund for future improvements – **Alderman Ludvigsen moved to approve R-19-12 Authorizing Inter-fund Transfer from General Fund Reserves, FY19-20 (not budgeted): \$2,550,000 (from the Sale of 25 and 35 Piper Lane) to the Capital Improvement Fund for future improvements; seconded by Alderman Dolick.**

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn

NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

B.R-19-13 Staff Memo and Resolution Assigning a Residential and Commercial Solid Waste, Recycling, and Landscape Collection Service Contract to Flood Brothers Disposal and Recycling Services –**Alderman Ludvigsen moved to Approve R-19-13 Resolution Assigning a Residential and Commercial Solid Waste, Recycling, and Landscape Collection Service Contract to Flood Brothers Disposal and Recycling Services, as amended; seconded by Alderman Dolick.**

There was discussion regarding Section 5.2 wording that was needed to match the RFP– increases no less than 1.5% and no more than 3%. Flood Brothers was “completely” agreeable to the amendment.

Alderman Ludvigsen asked if SWANCC had reviewed the contract? City Administrator Wade said that SWANCC had worked with closely with the City and had approved the contract.

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

C.R-19-14 Staff Memo and Resolution Authorizing Expenditure in Excess of \$10,000 (Landscape Concepts Management, \$18,660.00) for Tourism District Landscaping Summer Plantings and Seasonal Amendments – **Alderman Ludvigsen moved to approve R-19-14 Resolution Authorizing Expenditure in Excess of \$10,000 (Landscape Concepts Management, \$18,660.00) for Tourism District Landscaping Summer Plantings and Seasonal Amendments; seconded by Alderman Dolick.**

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

DISCUSSION/SELECTION OF TOPICS FOR UPCOMING WORKSHOP MEETING, ITEMS LISTED PREVIOUSLY:

A. Commissions/Committees/Boards Membership Review – The Mayor asked if Committee lists and committee status lists had been distributed; and Assistant to the City Administrator Falcone replied that they had.

B. Liquor License Code Review

C. Economic Redevelopment

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund

\$53,511.94

Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$2,401.00
Tourism District	\$57.50
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$27,324.27
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	\$337.27
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	\$27,183.57
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$450.00
Water Fund	\$22,396.59
Parking Fund	\$456.07
Sanitary Sewer Fund	\$4,969.67
<u>Road/Building Bond Escrow</u>	<u>\$0.00</u>
TOTAL	\$139,087.88
<u>Wire Payments</u>	
5/24/2019 PAYROLL POSTING	\$149,477.51

POLICE PENSION PAYMENTS

\$66,604.08

TOTAL WARRANT

\$355,169.47

City Clerk Prisiajniouk read the warrants.

Alderman Dolick moved to approve the warrants as read; seconded by Alderman Ludvigsen to include a TOTAL of \$139,087.88; 5/24/2019 Payroll payment of \$149,477.51; POLICE PENSION PAYMENTS of \$66,604.08; and a TOTAL WARRANT of \$355,169.47.

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

PUBLIC COMMENT (Non-Agenda Matters) - None

EXECUTIVE SESSION – Sale of City Owned Property

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED - None

ADJOURNMENT – At 7:15 PM, Alderman Ludvigsen moved to close Open Session and go into Executive Session to discuss Sale of City-owned property; seconded by Alderman Cameron.

ROLL CALL VOTE:
AYES – Ludvigsen, Dolick, Cameron, Quinn
NAYS – None
ABSENT – Morgan-Adams

Motion carried 4 – 0, one absent

Approved by the City Council of Prospect Heights on this the 10th day of June, 2019.


City Clerk Prisiajniouk




Mayor Nicholas J. Helmer