



**THE REGULAR WORKSHOP MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, JUNE 10, 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 Regular Workshop Meeting of the City Council of Prospect Heights at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

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

**PLEDGE OF ALLEGIANCE** – Led by Audience Member - CVB President Allgauer led the pledge.

**APPROVAL OF MINUTES**

A. May 28, 2019 Regular Workshop Meeting Minutes

B. May 28, 2019 Regular Workshop Executive Session Minutes (*Not for public release*) – Alderman Morgan-Adams moved for omnibus approval of the May 28, 2019 Regular Workshop Meeting Minutes and May 28, 2019 Regular Workshop Executive Session Minutes (*Not for public release*); Seconded by Alderman Quinn. There was unanimous approval.

**ROLL CALL VOTE:**           AYES -       Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
                                  NAYS -       None  
                                  ABSENNT - None

Motion carried 5 – 0

**PRESENTATIONS**

A. North Shore Convention and Visitors Bureau – Executive Director Gina Speckman - Said that the CVB promotes business in Prospect Heights and travel to Prospect Heights. The CVB budget is \$1.875 million; of which \$55,000 comes from Prospect Heights. There is a staff of seven, and the CVB is a 501(c)3. They do marketing for meetings and events, group tours, and individuals. They use the industry standard - Simpleview software. She noted that the CVB promotes all City events, and that they have 50,000 followers on Facebook. Alderman Quinn said that she works closely with the CVB. Director Speckman added that she reads the City Enews every week to look for events and items to highlight.

Director Speckman gave the Council her business card to facilitate contact. There was a question regarding an educational seminar – which is a seminar for small business alerting them to benefits that they can use for free.

She noted that the market for hotels, restaurants, caterers, city events, attractions, etc. She noted that the cost was \$200 per year to become a member of the CVB. Prospect Heights Representative Terry Anderson said that members benefit from the CVB, and are able to put promotional items on their media. CVB President Allgauer said that it is a free networking service for small businesses. Jim Sellis of Union Ale House and Rocky Vanders said that he had not been contacted by the CVB – he believed that it only had to do with hotels

It was noted that there are only 5 – 10 Prospect heights companies as members.

**B.Fire & Police Commission – Annual Report** presented by Chairman Sharon Hoffman – Chairman Hoffman gave an update from May, 2018 to present. Some of the highlights of her update included that there are 28 officers (23 are full time and five are part-time, and a new Chief – James Zawlocki; and a new Deputy Chief - Mark Porlier as of 1/1/2019. Margie Bolger is the records supervisor, and oversees a staff of two full-time and five part-time workers. She noted that there were three retirements during this period and that there are currently five sergeants and four corporals. The Police Department has four new officers. The Police Department offers Victims Services advocate social workers, an Outreach program for local children, Police Citizens Academy, among other services. It was noted that the Commission updated the Police eligibility list.

Alderman Ludvigsen praised the volunteer program for assisting with the Recycling event on June 8<sup>th</sup>.

There was a question regarding the State legislation designed to merge pension funds. It was noted by Chairman Hoffman that the Fire Police Commission has nothing to do with the Police Pension Fund. That would be a question for the Police Pension Fund Commission.

**Alderman Dolick moved to accept the Fire Police Commission Annual Report as presented; seconded by Alderman Ludvigsen. There was unanimous approval.**

**ROLL CALL VOTE:**  
AYES - Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
NAYS - None  
ABSENNT - None

Motion carried 5 – 0

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None**

**PUBLIC COMMENT (Agenda Matters) – Jim Sellis of Union Ale House and Rocky Vanders –** Discussion regarding liquor licenses and their concern that the license hours of operation might be affected. It was noted by the Mayor that this was a discussion only and that no decisions would be made.

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

Director of Public Works Roscoe – said that Public Works has been involved in its summer activities. On June 1, Public Works was part of the Community Day celebration

Assistant to the City Administrator Falcone – Discussed the 2020 census. He stated that it was important to the City as our funding was associated with the population. John Styler is the City representative for the Census. There was a request directed to the Staff for funding of this effort. It was noted that this is not to test citizenship – the census was open to all who live here.

- There was discussion regarding the City's switch to waste removal from Republic to Flood

Brothers. Residents are to have their last Republic waste removal on June 28<sup>th</sup> (when their trash bins will be collected). The billing with Flood Brothers' services will be the same as it was in the past.

Director of Building and Development Peterson – Said that Plaza Drive is moving forward as all eight owners transferred land to the City. The City Engineer will prepare a bid packet. The intention is for October reconstruction.

- River Trails Building 13 is targeting July 4<sup>th</sup> to begin to repopulate, while the other buildings Hoping for a Christmas move in date.
- A junior from Hersey High School who has expressed an interest in City Government is doing a micro-internship with the City. Jordan was introduced to the Council, and will be with the City for 30 hours of observing the city government.

Alderman Ludvigsen – Ward 4 – Asked for an update from Staff regarding completion of roadwork side gravel. He said that there was substantial edge failure. City Administrator Wade said that the City Engineer does not feel that the job that was done to satisfaction. Builder Paving and the City are putting together a punch list with specifics of what needs to be repaired. The City is documenting what needs to be redone.

City Clerk Prisiajniouk – reminded the residents to alert their neighbors that Flood Brothers will be the new trash removal service.

Mayor Helmer – Said that he would like to set up coffee meetings by ward with each of the Aldermen. He would like to start with Ward 1.

Alderman Wendy-Morgan-Adams – Palatine Road construction and curb repair. City Administrator Wade said that was an IDOT project, and they he would have to get information from IDOT. Director of Public Works Roscoe said that IDOT is aware of the difficulty for motorists in negotiating their way through the work zones. The City has received many phone calls regarding the hazards, merging, and potholes. The Police and the Public Works has responded, and IDOT has responded to address the safety of the route. It will be months before they open for full use. The project will not be completed until as late as October.

Alderman Quinn – Ward 2 – Thanked Assistant to the Administrator Falcone and City Administrator Wade for their responsiveness to the residents regarding the switch to Flood Brothers.

Aldermen Cameron – Ward 1 and Quinn – Ward 2 thanked the Chicago Executive Airport for their tour.

Treasurer Tibbits – Saluted the idea of Coffee with the Mayor as a good concept.

- He said that the Flood Brothers mailing excellent but confusing to the residents. He asked if the first billing would be in July. Assistant to the City Administrator Falcone said that it would be in July.

Treasurer Tibbits asked what color the trash cans would be. Assistant to the City Administrator Falcone said that he would try to provide photos of the color of the trash bins

- Treasurer Tibbits commended Digital Communications Technician Colvin and the City Staff had created a Community Day event in which children were given play Passports and got them stamped at various booths to receive prizes and candy.

- Asked that City Water be discussed as a Workshop item.

Chief Zawlocki – Discussed Citizens Police Academy.

- He noted that the first Outreach event would be Government Day on June 14<sup>th</sup>.
- Thanked Tim Hetzner for bringing the Comfort Dogs to the Community Day event.

**CONSENT AGENDA** - None

**OLD BUSINESS** - None

**NEW BUSINESS**

**A.R-19-15** Resolution and Agreement to Sell 11 E. Camp McDonald Road Property – It was noted by the City Attorney that this was not a contract, but just designating property as surplus. It is City property that is the parking lot across from the Police Station. The property was appraised at \$210,000. The City can accept offers at 80% of the appraisal rate or higher. **Alderman Ludvigsen moved to approve R-19-15 Resolution and Agreement to Sell 11 E. Camp McDonald Road Property; seconded by Alderman Morgan-Adams. There was unanimous approval.**

**ROLL CALL VOTE:**       AYES -       Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
                              NAYS -       None  
                              ABSENNT - None

Motion carried 5 – 0

**B.** Staff Memo and Request by Gene’s Towing for Appeal/Reconsideration of Request for Proposal Award of Police Towing Services Contract, Authorized by City Council at the July 23, 2018 Regular City Council Meeting (***Tabled from May 13th Workshop Meeting***) (***Request from Mayor Helmer to Remove Item from the Agenda***) – **By the request of the Mayor, the item was REMOVED.**

The Mayor stated that the contract was expiring and that the City would go out for an RFP. City Attorney Kearney said that the contract with Hillside was for a one-year term with the option to renew for another year. Mayor Helmer recommends going out for an RFP when the contract year ends. Alderman Ludvigsen noted that the contract called for a one-year extension, and would only be terminated if there were issues. There have not been any stated problems with Hillside.

Mayor Helmer noted that Hillside tax revenue is going to Arlington Heights, and they are not a Prospect Heights company. The other two bidders would be from Prospect Heights. There was a question regarding whether or not the sales tax is paid at point of sale or passed through. Finance Director DuCharme said that people paying for the repair work, if there was any, would pay sales tax.

The Administrator’s Report does have a calculation for loss of sales tax.

Alderman Quinn questioned why the City would repeat the RFP process if there were no issues with Hillside.

Alderman Ludvigsen asked that the Attorney send him that part of the clause as to what the City would need to do to rescind the contract.

Representative from Hillside Colleen Balek of Arlington Heights said that there is no sales tax on towing. She noted that the only time that there would be sales tax is if there were repair to a vehicle – 90% of the cars towed in are totaled that go to salvage yards and the remaining vehicles go to other body shops. She said that Prospect Heights only does about 200 tows per year. The hundreds of thousands of dollars of lost revenue is not realistic. – **No action was required. The Item was removed, not tabled.**

**C. R-19-16** Staff Memo and Resolution Approving Addie’s Subdivision 303 S Parkway, SD Enterprises, Scott DeGraf (owner) – **Alderman Ludvigsen moved to approve R-19-16 Resolution**

**Approving Addie's Subdivision 307 S Parkway, SD Enterprises, Scott DeGraf (owner) as amended to show the correct address; seconded by Alderman Morgan-Adams. There was unanimous approval.**

**ROLL CALL VOTE:**           AYES -           Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
                                  NAYS -           None  
                                  ABSENNT -      None

Motion carried 5 – 0

**D. 0-19-17** Staff Memo and Ordinance Annexing to the City of Prospect Heights Approximately 1.46 Acres Located at 3020 Milwaukee Avenue in Prospect Heights, IL (**1st Reading**) – It was noted that the Lutheran Church would like to consolidate the ministry's property. Director of Building and Development Peterson said that there would need to be zoning hearing at the June 27<sup>th</sup> PZBA meeting. – **No action taken.**

**DISCUSSION TOPICS FOR WORKSHOP MEETING:**

**A. Commissions/Committees/Boards Membership Review** – Mayor Helmer said that he would like to discuss term limits for new commissioners. He also noted that the Chairman of the Water Committee had resigned, and that he believes that the City Council should resume control of water issues and that the Water Committee should be dissolved.

There was a suggestion from Alderman Ludvigsen that all committees with membership that has been long-expired should be eliminated. It was noted by Director of Building and Development Peterson that the PZBA had assumed some of the responsibilities of the defunct committees – the responsibilities of the Appearance Review Board now part of the Building Code, and the PZBA takes an active role in Appearance Review.

It was also noted that the Economic Development Committee had become the Prospect Heights Redevelopment Committee.

Mayor Helmer said that Mark Saulka, the former Chairman of the Flooding and Streets Committee was looking to reinstate the committee and get new members.

Alderman Ludvigsen asked that a Staff member be required at all committee meetings. He said that the City only needed two or three strong committees, not a bunch of committees.

**B. Liquor License Code Review** – Mayor Helmer said that members of the Council wanted changes to the liquor license hours not him. It was noted by Alderman Ludvigsen that the Mayor had held up the Thornton's license because he did not want a "one-off" change to the code.

There was concern regarding what was being allowed to be called a restaurant just so they would be able to get video gaming.

There was also concern that liquor licenses be removed as available after they had been surrendered so that Council could keep control of who received a liquor license.

There was discussion regarding hours of operation, noting that some businesses had liquor license hours that went beyond their hours of operation.

Mayor Helmer noted that there were only three establishments that were not restaurants, and those establishments had not had any issues.

Rocky Vanders and Union Ale House owner Jim Sellis said that his establishments needed their 4 AM liquor license because that is when many patrons of theirs are off from work. Alderman

Ludvigsen replied that the issue was not with restaurants that have business hours that match their liquor licenses.

Hilton owner Holly Allgauer asked if the liquor license review was targeting a specific type of businesses or if liquor license changes were going to be comprehensive. City Attorney Kearney said that there had been discussion for 1 ½ years about amending the liquor code, but that it would not affect the late liquor license hours of the those who have it now.

There was discussion about extinguishing licenses that were not in use.

City Attorney Kearny said that an Ordinance could be created that would automatically eliminate any license that is dropped.

**C. Economic Redevelopment** – Mayor Helmer presented some photos of properties that are being discussed for redevelopment including by the Metra Station, Deli-4-You, and the properties across the street from City Hall owned by Doc Rana, as well as the land that St. Alphonsus Church would like to sell that is currently vacant land.

Alderman Ludvigsen said that the land that property owner Manny Rafidia was for 40-50 units, not 100. The Mayor said that the property is being slated for 70 units, three stories.

Alderman Cameron suggested that a breakfast establishment would be a great concept for the area that used to be Denny's.

Mayor Helmer noted that Holiday Inn Express will be opening July, 2019.

There was discussion regarding a cross access easement, which was never properly executed, and so that will need to be worked out – Director of Building and Development Peterson said that he would be contacting the principals to try to resolve the issue.

Alderman Quinn said that much of Palwaukee Plaza is blighted and deters customers. Mayor Helmer noted that the property is owned by Pabcor and has a 91% occupancy so it will be difficult to coax them to make sweeping changes to the area.

## **APPROVAL OF WARRANTS**

### **A. Approval of Expenditures**

General Fund	\$154,051.12
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$49,500.00
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	\$23,668.25
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$5,345.28
Parking Fund	\$57.45
Sanitary Sewer Fund	\$4,861.58
<u>Road/Building Bond Escrow</u>	<u>\$14,900.00</u>
<b>TOTAL</b>	<b>\$252,383.68</b>
<b><u>Wire Payments</u></b>	
<b>6/7/2019 PAYROLL POSTING</b>	<b>\$153,024.53</b>
<b>MAY ILLINOIS MUNICIPAL RETIREMENT FUND</b>	<b>\$17,401.45</b>
<b>TOTAL WARRANT</b>	<b>\$422,809.66</b>

City Clerk Prisiajniuok read the warrants.

**Alderman Ludvigsen moved to approve the warrants as presented, seconded by Alderman Morgan-Adams to include a TOTAL of \$252,383.68; 6/7/2019 Payroll Posting of \$153,024.53; May Illinois Municipal Retirement Fund of \$17,401.45; and a TOTAL WARRANT of \$422,809.66. There was unanimous approval.**

**ROLL CALL VOTE:**       AYES -       Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
                               NAYS -       None  
                               ABSENNT - None

Motion carried 5 – 0

**PUBLIC COMMENT (Non-Agenda Matters) - None**

**EXECUTIVE SESSION – Litigation and Collective Bargaining**

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

**ADJOURNMENT - At 8:58 PM, Alderman Morgan-Adams moved to close Open Session and go into Executive Session to discuss Litigation and Collective Bargaining; seconded by Alderman Ludvigsen. There was unanimous approval.**

**ROLL CALL VOTE:**  
AYES - Quinn, Ludvigsen, Cameron, Dolick, Morgan-Adams  
NAYS - None  
ABSENNT - None

Motion carried 5 – 0

Approved by this City Council of Prospect Heights on this the 24<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
City Clerk Prisiajnikouk

  
\_\_\_\_\_  
Mayor Nicholas J. Helmer

