



**THE WORKSHOP MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, JANUARY 13, 2020 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 OM, Treasurer Tibbits called to order the Regular Meeting of the City Council Workshop at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

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

**ELECTED OFFICIALS PRESENT** – Mayor Helmer, Treasurer Tibbits, City Clerk Prisiajniouk

**Aldermen** – Cameron, Ludvigsen, Quinn, Dolick

**ABSENT** – Alderman Morgan-Adams (by previous notification)

**OTHER OFFICIALS PRESENT** – City Administrator Wade, Assistant City Administrator Falcone, Finance Director DuCharme, Director of Building and Development Peterson, Public Works Director Roscoe, City Attorney Kearney, Deputy Police Chief Porlier, Digital Communications Technician Colvin, and Deputy Clerk Schultheis

**PLEDGE OF ALLEGIANCE** - Led by Audience Member – led by Police Sergeant Pufundt

**APPROVAL OF MINUTES**

**A.**December 9, 2019 Regular City Council Workshop Minutes – **Alderman Dolick moved to approve the December 9, 2019 Regular City Council Workshop Minutes, as presented; seconded by Alderman Quinn.**

**ROLL CALL VOTE:**

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

Motion carried 4 – 0, one absent

**PRESENTATIONS**

**A.**Presentation Honoring Discount Liquors – Harry and Kathy Patel – The certificate honoring Discount Liquors owners Harry and Kathy Patel was read by City Clerk Prisiajniouk. Mayor Helmer presented them the key to the City.

**B. Presentation of Life Saving Award to Officer Mitch Webber** – Deputy Chief Porlier presented officer Mitch Webber with a Life Saving Award – On December 10, 2019, Officer Webber was at the Rolling meadows Courthouse when he saw a man go into cardiac arrest. He administered CPR until paramedics arrived. The victim survived. It is Officer Webber’s fourth life-saving award.

**C. Presentation of 7 Month Budget Review Including Capital Improvement Plan Update and Pension Obligations** by Finance Director Mike DuCharme – Finance Director DuCharme said that the new budget season has begun. He gave a seven-month budget review starting from April through November 30, 2019. He said that the General Fund has a net gain of \$144,000, though there was a variety of negatives and positives. He noted that the City had received its second installment of MFT of \$155,000 and a Tourism District positive revenue flow of \$50,000 from hotel tax. There was a question from Alderman Cameron regarding Retiree Health Insurance in the General Fund. Finance Director DuCharme explained that retirees can purchase insurance if they pay the premium, but not all retirees take the insurance.

**Analysis of the Capital Improvement Five-Year Program** – As of November 30, 2019, the City Engineer had revised the numbers to provide insight into Capital Improvement Plan feasibility. At the current rate, the City will run out of CIP money in the year 2021-2022 Budget year. Finance Director DuCharme noted that this was an informational and not final numbers. These numbers were subject to change based on revenues and deficits.

**The Proposed Changes to the Tier II Police Pension** - Finance Director DuCharme said that actuaries determine how approved changes will affect Prospect Heights. In 2019, there was a \$1,055,000 contribution from the City to the Pension Fund. If the changes proposed are implemented, that number would go up to \$1,219,000. These are only based upon proposed changes.

Administrative expenses will be reimbursed if the Consolidation is implemented. This might help offset the costs of the Tier II implementation.

Finance Director DuCharme said that the Azavar audit had found three notifications that were significant. ATT franchise fees \$5,409 owed to the City; COMED owes the City \$15,551.71 in unpaid tax, penalties and interest; and, if the City Council agrees, Comcast has agreed to pay Prospect Heights \$16,489.90 as part of a settlement. Because the amount is part of a settlement, the City Council cannot vote on its approval until the January 27, 2020 meeting – **SETTLEMENT APPROVAL DEFERRED UNTIL JANUARY 27, 2020 CITY COUNCIL MEETING**

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS** – None

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

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

Public Works Director Roscoe – said that American Underground is televising the sewers south of Hintz and north of Palatine Road.

He discussed engineering projects that are lined up, and the Public Works Department moving handling the winter weather situation.

Assistant City Administrator Falcone – said that vehicle sticker season has started and that renewal forms for stickers would be sent out on February 1.

Director of Building and Development Peterson – Said that Lola’s Pizza Palace was being remodeled, and is at a new location (the former Secret Garden Restaurant). He noted that Take Out Services would begin soon, and that full restaurant service should follow shortly.

He added that a new Breakfast and Lunch Restaurant – Bread and Butter – was set to open in the former location of Lola’s Pizza palace on Rand Road.

Director Peterson reported that a driver had crashed a car into Monica’s Restaurant. The restaurant is being repaired and set to re-open by the end of the week.

Director Peterson stated that the vacant Hardees auction was successful. By the summer, it is expected that a new restaurant will be there.

Alderman – Ward 4 Ludvigsen – said that the Ad Hoc Willow Road Committee meeting discussed renovations for the Bridge with a final plan by the next meeting.

City Clerk Prisiajouiouk – said that she and Director Peterson had gone to the Greater Wheeling Chamber Meeting. She said that the Chamber is looking for a new logo.

City Administrator Wade – noted that at the January 27<sup>th</sup> Meeting there will be a presentation of the Willow Road Storm Water Management Project by City Engineer Patrick Glenn. Work on this project has involved other agencies like the County and MWRD. The elevation of streets would be - Hillcrest – no elevation; Owens Street – 2.5 feet elevation; and Willow Road – 3.5 feet elevation. There will also be a presentation by the Natural Resources Commission regarding authorization of work around Hillcrest. The NRC is looking for a solution to issues like sedimentation, erosion, and goose droppings polluting the area.

He noted that Rock the Runway/Run the Runway and the Park would be the same day as the Block party. The scheduling could not be altered, so for 2020, both events are on the same day. The Police have confirmed that very few resources would be needed for the Block Party, but that there would be Police needed for the Rock the Runway. The Prospect Heights Police Department said that it would be able to handle the two events on the same day.

Mayor Helmer – Noted that there is a vacant position on the Police Pension Board. The resume of Thomas Huitink had been given to the Council to review for appointment at the January 27, 2020 City Council meeting.

Alderman - Ward 2 Quinn – Noted Census display opportunities with the Prospect Heights Public Library.

Alderman - Ward 1 Cameron – Wished everyone a happy New Year.

Deputy Police Chief Porlier – Said that the Girls Club that had been started by Officers Garza and Zitkus had 14 members currently, and expected to go to 20 members in the near future.

Treasurer Tibbits – Queried as to why City Water had been dropped from the Workshop Discussion list. He said that he wanted to discuss water issues with each ward. He added that Fire Protection and economic development needed water issues resolved.

He said that as the City looked for revenue, Home Rule should be put back on the ballot. It will have been 2 years, and so the City can reintroduce it.

He noted that he was the Treasurer for IL NATOA – he had discovered that they were not in compliance with the IRS because they did not file for tax exemption. He filed a taxable information form to get state returns to file for amnesty.

Treasurer Tibbits stated that there were six AV cameras that had been set up, but he would like to have discussions with Public Works because the Chambers needs acoustical treatment.

**CONSENT AGENDA** - None

**OLD BUSINESS** - None

### **NEW BUSINESS**

**A.R-20-01** Staff Memo and Resolution Approving a Collection Agency Contract with Municipal Collection Services, Inc. (MCSI) – **Alderman Dolick moved to approve R-20-01- Resolution**

**Approving a Collection Agency Contract with Municipal Collection Services, Inc. (MCSI); seconded by Alderman Ludvigsen.**

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

Motion passed 4 – 0; one absent

**B.O-20-01** Staff Memo and Resolution Authorizing the City of Prospect Heights to Conduct a Tax Increment Financing Feasibility Study for the Former Jolly Fun House Academy Property, 1001 Oak Avenue (**1st Reading**) – The City wants to have a consulting firm look into costs and feasibility. The challenge is water. It was also noted that the School District and Park Districts are concerned about the TIF area, but there are currently no taxes being collected. Other options for the area would include single-family housing (about 6) or give the land to Wheeling. The recommendation of Staff is to maximize the revenue to the City by proceeding with the TIF. It was noted that no District would be negatively affected if the City were to pursue the TIF. It was also state that the Inducement Resolution that the City had implemented insured that the soft costs would be recaptured.

The City Attorney noted that as long as the TIF is established, the City does not need to decide on any projects before it is implemented. He did suggest, however, preplanning would be advisable. Alderman Ludvigsen offered to be a member of any Committee that is formed to discuss projects within the TIF area. – **No Action was taken.**

**C.O-20-02** Memo and Ordinance to Increase the Number of Class C liquor licenses from 2 to 3; and decrease the number of C-1 liquor licenses from 5 to 4 – by request of Lola’s Pizza Palace, 1612 N. Rand Road (**1st Reading**) – Lola’s Pizza Parlor would like to upgrade to being able to serve a full complement of alcohol (not just wine and beer) at its new location. This would require moving to a C Liquor License classification from a C-1. Owner Maxine Barton spoke to the Council regarding her plans for the new location. – **No Action was taken.**

**DISCUSSION TOPICS FOR WORKSHOP MEETING:**

**A.**Liquor License Code Review – Mayor Helmer said that he has no problems with the current liquor license codes, and asked that the topic be removed from the Workshop list. Alderman Ludvigsen agreed, and said that the liquor licenses would be handled on an individual basis as they were presented to the Council. – **No action was taken.**

**B.**2020 Census- On Thursday, January 16<sup>th</sup>, that City would be holding a Complete Count Committee Meeting to discuss the Census Block party on April 18 at River Trails Park, and ideas to reach out to the Community. Alderman Quinn noted that both libraries were displaying Census signage and other promotional ideas. It was noted the Code Enforcement Officer Porzycki had been to two Association Meetings to get cooperation from the Associations in areas that have traditionally had a low census turnout.

Aldermen Quinn and Cameron like the idea of artistry to promote the census. Tagging will be done throughout the community. It will be on the streets, and it will not be permanent.

Alderman Cameron works for a company that may be able to donate erasable paint.

It was noted that the vehicle stickers design promotes the Census. – **No action was taken.**

**APPROVAL OF WARRANTS**

**A.** Approval of Expenditures

General Fund	\$136,334.14
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$3,689.42
Tourism District	\$8,806.35
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$32,411.77
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	\$445.72
Special Service Area #8 – Levee Wall #37	\$1,470.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$18,290.00
Palatine Road Tax Increment Financing District	\$1,365.90
Road Construction	\$0.00
Road Construction Debt	\$510.00
Water Fund	\$31,894.66
Parking Fund	\$729.72
Sanitary Sewer Fund	\$6,149.97
<u>Road/Building Bond Escrow</u>	<u>\$51,870.00</u>
<b>TOTAL</b>	<b>\$293,967.65</b>
<u>Wire Payments</u>	

1/3/2020 PAYROLL POSTING

\$162,123.59

DECEMBER ILLINOIS MUNICIPAL RETIREMENT FUND

\$18,148.19

TOTAL WARRANT

\$474,239.43

City Clerk Prisiajouiok read the warrants.

Alderman Dolick moved to approve the Warrants as presented; seconded by Alderman Quinn to include a TOTAL of \$293,967.65, 1/3/2020 Payroll Postings of \$162,123.59, DECEMBER 2019 IMRF of \$18,148.19; and TOTAL WARRANT of \$474,239.43.

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

Motion passed 4 - 0; one absent

PUBLIC COMMENT (Non-Agenda Matters) - None

EXECUTIVE SESSION - To discuss purchase of land

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED - None

ADJOURNMENT - At 7:55 PM < Alderman Dolick moved to end Open Session and go into Executive Session to discuss the possible purchase of property; seconded by Alderman Quinn.

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

Motion passed 4 - 0; one absent

Approved by the Prospect Heights City Council on this the 27<sup>th</sup> day of January, 2020.

  
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City Clerk Prisiajouiok

  
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Mayor Nicholas J. Helmer

