

THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, FEBRUARY 14, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL-At 6:30 PM, City Administrator Wade called to order the Regular Zoom City Council Workshop Meeting.

City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – City Clerk Prisiajniouk, Treasurer Tibbits Aldermen – Dolick, Dash, Morgan-Adams, Quinn, Cameron

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Police Chief Zawlocki, Director of Building and Development Peterson, Public Works Director Roscoe, Attorney O’Driscoll, Attorney Hess, Assistant Finance Director Tannehill, Deputy Clerk Schultheis, Digital Communications Technician Colvin.

City Clerk Prisiajniouk requested a moment of silence in tribute to the passing of the Mayor Nicholas J. Helmer.

MOTION TO ELECT A MAYOR PRO TEM FOR THE MEETING – Alderman Quinn moved to elect Alderman Dash as Mayor Pro Tem for the Meeting; seconded by Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

PLEDGE OF ALLEGIANCE – Led by Mayor Pro Tem Dash

APPROVAL OF MINUTES

A. January 24, 2021 Regular Meeting Minutes – Alderman Dolick moved to approve the January 24, 2022 Regular Zoom Meeting Minutes as amended; seconded by Alderman Quinn. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

PRESENTATIONS - None

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

PUBLIC COMMENT ON AGENDA MATTERS (*Five Minute Time Limit*) – None

CONSENT AGENDA -

A.R-22-05 Staff Memo and Resolution Encouraging Prospect Heights and Wheeling Township Residents to Examine the Proposed “708” Community Mental Health Board

B.R-22-08 Staff Memo and Resolution Approving a Transit Shelter Advertising Agreement with View Transit, LLC.

Alderman Quinn moved for omnibus approval of R-22-05 Staff Memo and Resolution Encouraging Prospect Heights and Wheeling Township Residents to Examine the Proposed “708” Community Mental Health Board and R-22-08 Staff Memo and Resolution Approving a Transit Shelter Advertising Agreement with View Transit, LLC; seconded by Alderman Cameron. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

Alderman Morgan-Adams asked the City Administrator Wade to explain each of the resolutions. City Administrator Wade stated that R-22-05 – is in regards to a local community group. By statute, the City cannot take a position. The Resolution only asks that citizens take a look at the proposed 708 Community Mental Health Board.

City Administrator Wade said the R-22-08 is the renewal of an agreement with a company that advertises at bus shelters.

OLD BUSINESS - None

NEW BUSINESS

A.O-22-01 Staff Memo and Ordinance Directing the Sale of Police Electronic Equipment as Surplus Property (*1st Reading*) – **No action taken**

B.O-22-02 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant with Outdoor Seating at 1421 N. Rand Road, Arlington Heights, IL (*1st Reading*) – **No action was taken.** It was noted that the restaurant will be an artisan pizza restaurant named Bar Saloto. Bar Saloto’s representative, Tom Ragauskis was present on Zoom to answer questions. He noted that the design was to be an upscale bar.

Alderman Dolick asked if there would be outdoor seating and what the parking needs would be. Property owner Jay Brizzolara said that there will be space for 38-39 cars; and that the outdoor seating would be casual.

Director Peterson said that parking requirements had been met, and the parking spaces will be restriped. There will also be clearly marked handicapped spaces.

Mayor Pro Tem Dash asked if the existing drive-thru would be removed? Mr. Brizzolara said that the old outdoor space was being removed and remodeling.

C.R-22-06 Staff Memo and Resolution Accepting the Arlington Countryside Storm Sewer Bid Recommendation of \$3,382,978.40 from Bolder Contractors Inc. – City Administrator Wade said that this project has been 40 years in the making. He said that this project was made possible from \$2.2 million from the American Recovery Act funding and State of Illinois grants of about \$500,000. Gewalt Hamilton Project Engineer Brian Wesolowski discussed the price increase and supply chain factor of the piping that will be needed. The low bid contractor, Bolder Contractors, said that they will have the pipe by end of April.

Alderman Morgan-Adams asked about the cost increase. Engineer Wesolowski replied that the prices of piping have increased based upon the suppliers, as well as all of the construction work that is going on thanks to the infrastructure legislation. It is \$750,000 just in the pipe material is the cause of the increase. City Administrator Wade added that the City anticipated about \$200,000 more of American Recovery Plan revenue than estimated. He also stressed that the City had applied

for competitive grants for this project. Those grants are specific to this project from the State of Illinois.

Alderman Morgan-Adams asked if the contingency amount of \$85,000, which is the 2.5% contingency, for unforeseen conditions, would be additional costs to the City? Engineer Wesolowski Responded "yes."

Alderman Quinn moved to approve R-22-06 Staff Memo and Resolution Accepting the Arlington Countryside Storm Sewer Bid Recommendation of \$3,382,978.40 from Bolder Contractors Inc.; seconded by Morgan-Adams. There was unanimous approval.

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

Motion carried 5 - 0

D.R-22-07 Staff Memo and Resolution Authorizing Intergovernmental Agreement Between the Regional Transportation Authority and the City of Prospect Heights – City Administrator Wade noted that construction on Wolf Road is in the Comprehensive Plan. He stated that 80% of the project is covered by grants and that there is a 5% RTA grant. The City will pay the other 15%. Canadian National will also need to approve this agreement. It was noted that these are competitive grants that were won by the City.

Alderman Dolick noted that the 15% paid by the City is money well-appropriated for a dangerous situation that needs to be remedied.

Alderman Quinn said that she had walked the project with Congressman Schneider and Mayor Helmer - she noted that the project was necessary for the safety of the residents in that area.

Alderman Morgan-Adams asked when the project would start. City Administrator Wade said that the project was slated between 2023-24, as it required coordination with IDOT.

Alderman Quinn moved to Approve R-22-07 Staff Memo and Resolution Authorizing Intergovernmental Agreement Between the Regional Transportation Authority and the City of Prospect Heights; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5 - 0

E.R-22-09 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Construction Engineering and Construction Staking Services for the Arlington Countryside Storm Sewer Project –

City Administrator Wade noted that there is a pump station on order and easement issues and restoration issues. The recommended award for construction engineering is GeWalt Hamilton. The amount of the contract is \$242,363. Brian Wesolowski is the project manager,

Alderman Quinn moved to approve R-22-09 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Construction Engineering and Construction Staking Services for the Arlington Countryside Storm Sewer Project; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5 - 0

F.R-22-10 Staff Memo and Resolution Approving a Three Year Electrical Supply Contract with Constellation Energy for the City’s Electrical Accounts – City Administrator Wade said that much of the City electricity is provided through Commonwealth Edison. The water system pumping and others are beyond Commonwealth Edison require a broker.

Assistant City Administrator Falcone said that the City has been with Centauri Energy, and the rates have been going up. The last contract the City had with Centauri had, there was a reduction on rates of \$2000 per year. This time around, the market has turned, there is a 13% increase (about \$1000) per year. The City has 11 accounts, so this is not a large expenditure for the City.

The City does have options for the future with community solar programs – this would save 20% per year. there would not be any solar panels in the City, but the City would be able to take advantage of solar panels in the area.

Alderman Quinn moved to approve R-22-10 Staff Memo and Resolution Approving a Three Year Electrical Supply Contract with Constellation Energy for the City’s Electrical Accounts; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 - 0

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

All Staff members and elected officials individually expressed grief over the loss of Mayor Helmer, and conveyed their condolences to the Helmer family.

Alderman Morgan-Adams – Ward 3 – stated that as a member of the Northwest Municipal Conference legislative committee for over 7 years, they are looking into:

- 1) Local Government Distributive Fund restoration that has only been partially restored. The local governments now receive 6%. In the past, the local municipalities had been receiving 10%. She thanked Assistant City Administrator Falcone for translating that into actual dollars lost to the City. In 2021, at 6%, the City received \$1.9 million. The “proposed increase” to 8% would amount to another \$600,000 to Prospect Heights.
- 2) She said that the other issue is the Governor’s proposal to suspend grocery sales tax. She noted that as Prospect Heights is non-Home Rule, it relies heavily on sales tax. The Governor has indicated that he would reimburse the municipalities but does not say how or when. She said that this offers significant concerns for the City’s revenue. She said that this translates to about \$400,000 in lost revenue each year.

Alderman Morgan-Adams also noted that the governor wants to suspend the MFT tax increase. The City would be impacted negatively with another loss in revenue.

The issue of public safety amortization to extend the current 2040 amortization deadline to 2050 to stabilize local government budgets while not having a negative effect on the pensions.

The Safety Act implementation to provide funding for Police Department body cameras, and enhanced police training. The Governor has proposed funding for some of this. There are no specifics yet.

There was discussion of the elimination of lead service lines – the City of Prospect Heights does not have any lead service lines.

Alderman Morgan-Adams is thinking that the City should have a Resolution regarding the Local Government Distributive Fund protection. City Administrator Wade said that the City could draft

letters in support of increasing the LGDF rates and send them to legislators. All member of the City Council can sign them.

Treasurer Tibbits - Noted that there are three Comcast technicians present at the A/V Room, working on broadcasting issues. Comcast will not be broadcasting the meeting this evening. A modulator had gone down over the weekend.

- Asked about protocol in the agenda, and wanted to know why the City Treasurer and the City Clerk were not mentioned when roll call was taken. Mayor Pro Tem Dash said that it was not required procedurally but deferred to the Attorney's response. Attorney O'Driscoll said that traditionally all the elected officials are called during roll call.

Mayor Pro Tem Dash said that when the Council was looking toward issues to go on the Workshop, streamlining the meetings should be evaluated as well as setting up the agenda.

City Clerk Prisiajniouk – said that said that Congressman Schneider has remarked that regarding water grants from the infrastructure bill, there would have to be a dire situation. She has found an article that there are at least 1000 communities across the nation that have hired lobbyists to get water grants. She said that there is a 465-page guidebook from the federal government that describes how communities can get money from the Infrastructure Bill.

Mayor Pro Tem Dash asked if the City Clerk could email the information or meet with Staff to see if the City can do better to access resources.

City Administrator Wade – there are two major projects going forward – the Arlington Countryside stormwater project and the Wolf Road sidewalks.

- Reminder that there is the Ad Hoc Committee on Live Meetings/Teleconference Meetings meeting on February 16 at 7:15 PM.

Director of Building and Development Peterson – said that he is hoping that Dollar Tree will open by the end of the month.

- He said that there is renewed interest in open spaces in Palwaukee Plaza.

Public Works Director Roscoe – said that the City was halfway through the winter season. Public Works is involved with snow and ice removal, and they have tried to salt icy areas sensibly. He said that typically, February is the worst month for snow and ice.

- The new sidewalk machine worked well during the snow events.

- He thanked City Administrator Wade and Assistant City Administrator Falcone for the grants that they have been able to secure for the City for sidewalks and stormwater projects. Their ability to access funding from these competitive grants has enabled the City to set up projects for the betterment and safety of the City.

Police Chief Zawlocki – stated that the Fire Police Commission, Deputy Police Chief and he conducted interviews with the police candidates on February 4-5. They will be ranked and then background checks begun.

DISCUSSION TOPICS FOR THIS WORKSHOP MEETING

A. Discussion Regarding City of Prospect Heights Quarterly Newsletter (Overall Design and Contents) – Assistant City Administrator Falcone said that there were 144 participants in the survey regarding the Newsletter. More replies are expected when residents receive the Newsletter – it has the survey on one of the pages. Thus far, 90% say they read the Newsletter. 60% think the Newsletter is valuable; in particular, they liked the information on City services and calendar of upcoming events. The residents liked that it was sent four times per year. Residents said that they use the website and Next Door to get information.

Mayor Pro Tem Dash said that the Newsletter needed fine tuning, not substantive changes. Alderman Morgan-Adams said that she did not want to be limited to 100 words in the next

Newsletter.

It was noted that the direction to limit the words was an internal direction. There was discussion regarding the timing to decide Newsletter changes.

The consensus was to leave the Newsletter as it is for the next edition but to allow 100-200 words per elected officials; and to allow Assistant City Administrator Falcone to edit.

City Clerk Prisiajniouk asked if the Fire District was photographed at the funeral procession. It was noted by Assistant City Administrator Falcone, City Administrator Wade, and Deputy Clerk Schultheis that the wishes of the family were respected, and the City did not take any photos at the funeral.

Mayor Pro Tem Dash said that she would like to add the restructuring of the Agenda as a Workshop Item.

Treasurer Tibbits said that he would like to add to the Workshop topics – Elected Officials Monthly Stipend.

- He also wanted Water Supply Study and Survey added to the topics
There was discussion regarding the Baxter and Woodman Water Study. It was suggested by Alderman Morgan-Adams that updates of the Baxter and Woodman Study should be part of a regular meeting. It was suggested by City Administrator Wade that the City might want to gauge public opinion on water, because the study would involve a cost.

Mayor Pro Tem Dash said that the Workshop items needed to be prioritized and not all on one Workshop Agenda.

APPROVAL OF WARRANTS

A.Approval of Expenditures

General Fund	\$296,411.77
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$838.43
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$2,529.36
Solid Waste Fund	\$24,709.92
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	\$303.23

Special Service Area #8 – Levee Wall #37	\$83.50
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$32,892.50
Palatine Road Tax Increment Financing District	\$572.10
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$30,437.91
Parking Fund	\$400.77
Sanitary Sewer Fund	\$15,100.16
Road/Building Bond Escrow	\$0.00
TOTAL	\$404,279.65
<u>Wire Payments</u>	
1/28/2022 PAYROLL	\$180,289.77
1/21/2022 POLICE PENSION FUNDING	\$114,550.59
JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND	\$19,844.81
TOTAL WARRANT	\$718,964.82

City Clerk Prisiajniouk read the warrants

Alderman Quinn moved to approve the warrants as presented; seconded by Alderman Morgan-Adams to include a TOTAL of \$404,279.65; 1/28/2022 PAYROLL of \$180,289.77; 1/21/2022 POLICE PENSION FUNDING of \$114,550.59; JANUARY ILLINOIS MUNICIPAL RETIREMENT FUND of \$19,844.81; and a TOTAL WARRANT of \$718,964.82. There was unanimous approval.

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

Motion carried 5 - 0

PUBLIC COMMENT ON NON-AGENDA MATTERS (Five Minute Time Limit) - None

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

MOTION TO RECOGNIZE A VACANCY IN THE MAYORAL SEAT –Alderman Quinn moved to recognize a vacancy in the Mayoral Seat; seconded by Alderman Cameron. There was unanimous approval.

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

Motion carried 5 - 0

MOTION TO APPROVE ACTING MAYOR FOR THE REMAINDER OF MAYORAL TERM

A.R-22-11 Resolution Electing Matthew Dolick as Acting Mayor as Selected From the Members of the Corporate Authorities in Relation to the Vacancy in Office of the City Mayor – **Alderman Quinn moved to Approve R-22-11 Resolution Electing Matthew Dolick as Acting Mayor as Selected From the Members of the Corporate Authorities in Relation to the Vacancy in Office of the City Mayor; seconded by Alderman Cameron.**

ROLL CALL VOTE - AYES - Cameron, Quinn, Dash, Morgan-Adams
NAYS - None
ABSENT - None
ABSTAIN - Dolick

Motion carried 4 – 0; one abstention

OATH OF OFFICE OF ACTING MAYOR Attorney O’Driscoll gave Matthew Dolick the Oath of Office as Acting Mayor. Prior to the oath being read, Attorney O’Driscoll ascertained that Alderman Dolick was in the state of Illinois and that he raised he right hand.

Acting Mayor Dolick told the Council that he appreciated their support and he paid his respects to former Mayor Helmer.

ADJOURNMENT – At 8:12PM, Alderman Dash moved Adjourn; seconded by Alderman Cameron. There was unanimous approval.

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

Motion carried 5 - 0

Approved by the Prospect Heights City Council on the 28th day of February, 2022.


Deputy Clerk Schultheis




Acting Mayor Matthew Dolick