



THE CITY COUNCIL REGULAR HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, FEBRUARY 28, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL - At 6:31 PM, Acting Mayor Matthew Dolick called to order the Regular Hybrid City Council Meeting at 8 N Elmhurst Road, Prospect Heights, IL 60070. Deputy Clerk Schultheis read the preamble to the Meeting.

City Clerk Prisiajniouk called the Roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Acting Mayor/Alderman Ward 5 Dolick, Treasurer Tibbits, City Clerk Prisiajniouk, Alderman Cameron, Alderman Morgan-Adams, Alderman Quinn, Alderman Dash

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

PLEDGE OF ALLEGIANCE – Pledge of Allegiance was led by Director Peterson.

APPROVAL OF MINUTES

A.February 14, 2022 City Council Workshop Meeting Minutes – **Alderman Quinn moved to approve the February 14, 2022 City Council Workshop Minutes, as presented; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 – 0

PRESENTATION

A.Chicago Executive Airport Monthly Update Presented, by Director Kiefer – Director Kiefer noted that Acting Mayor Dolick had attended the previous CEA Board Meeting.

- the CEA Budget for the fiscal year will be presented to the City Council in April.
- in the last 12 months, the airport has had over 100,000 operations. That is the best amount of operations since 2008.
- the CEA has a healthy Reserve Fund, and finances are in "great shape."
- the CEA has purchased Signature and Aero Squadron 94
- a lease was signed with Signature for a new hangar
- the airport layout plan was signed and finalized
- the RSIP program is now up to 505 applicants for soundproofing. He did not know how many were in Prospect Heights.
- Runway 624 is has put out for an RFP for environmental assessment.
- there are plans for new hangars, and there is the expectation that Hawthorne is getting property for another hangar. Signature will be next to them.

- Rock the Runway is scheduled for June 25th. Registration is already open, and the program will be sporting new shirts with a new look.
- Customs is going well because Canada is open. Canada accounts for most of the international flights. He added that the Customs Building is operating self-sufficiently.

Acting Mayor Dolick said that the Residential Sound Insulation Program Meeting will be held on March 2 at 6 PM.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Reappointment of Thomas Huitink as Trustee to the Police Pension Board (2-year term) – **Alderman Morgan-Adams moved to Approve the reappointment of Thomas Huitink as a Trustee to the Police Pension Board for a two year term; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 5 – 0

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

CONSENT AGENDA - None

OLD BUSINESS

A.O-22-01 Staff Memo and Ordinance Directing the Sale of Police Electronic Equipment as Surplus Property (*2nd Reading*) – **Alderman Morgan-Adams moved Approve O-22-01 Staff Memo and Ordinance Directing the Sale of Police Electronic Equipment as Surplus Property; seconded by Alderman Cameron. There was unanimous approval.**

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

Motion carried 5 – 0

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 (*2nd Reading*) **Alderman Quinn moved to approve 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; seconded by Alderman Cameron.**

Alderman Dash asked what the intention was for the existing pylon sign in front of the restaurant by the street. Jay Brizzolara said that the intention was to remove the sign.

There was unanimous approval.

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

Motion carried 5 – 0

NEW BUSINESS

A.R-22-12 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement For Update to Pavement Condition Rating of City-Owned Streets – City Administrator Wade said that this is a way to determine the rating and the ranking of the city streets for maintenance and future servicing needs. It is a more methodical approach and takes away the subjectivity of streets to repair in what order. It assigns a numerical number based on a series of rated factors. The City

issued bonds for street maintenance that will expire in 2026. The cost of resurfacing and how to prioritize on an annual basis is a way to determine money that will be needed for repair. The cost is \$9500 and is recommended by Staff.

Alderman Quinn moved to Approve R-22-12 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement For Update to Pavement Condition Rating of City-Owned Streets; seconded by Alderman Morgan-Adams.

Alderman Dash asked if the intention was to put a bond on the 2023 ballot for road repair? City Administrator Wade said that was not the intent. He said that likelihood was that the City would have a bond referendum for the streets in 2025.

Alderman Dash asked how long it takes to for a bond issuance. City Administrator Wade answered that the process would take 6 months to a year. the process would have to be started no later than Spring, 2024. The Alderman suggested that the Resolution be deferred until closer to the 2025 date. Alderman Morgan-Adams stated that the Resolution Authorizing a Civil Engineering Services Agreement for Update to Pavement Condition Rating of City-Owned Streets was needed to determine road maintenance priority.

Alderman Dash asked if the report would help determine the City’s course of action between now and 2025? City Administrator Wade replied that it would.

Public Works Director Roscoe added that the report helps keep the “current dashboard view” of the street resurfacing priorities.

Alderman Dash said that she was in favor of the staff recommendation but she wanted to make certain that Council knew this rating would need to be done again.

Alderman Cameron asked if the City would be charged for updates? Public Works Director Roscoe said that there would be another charge when the rating would be done again.

Alderman Quin said that the contract included a do not exceed number. She also added that the contract needed to change the word “Village” to “City.”

There was unanimous approval.

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

Motion carried 5 – 0

B.R-22-13 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Analysis of McDonald Creek and Tributary A to McDonald Creek – Alderman Morgan-Adams moved to Approve R-22-13 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Analysis of McDonald Creek and Tributary A to McDonald Creek; seconded by Alderman Quinn. It was noted by City Administrator Wade and Director Roscoe that this engineering cost would demonstrate the kind of interest in a project that would help make it more eligible for grants.

There was unanimous approval.

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

Motion carried 5 – 0

C.O-22-03 Staff Memo and Ordinance Amending Title 2, Chapter 3, Section 9A: Fees for Video Gaming Terminals of the Prospect Heights City Code (1st Reading) – No action was taken. City Administrator Wade said that the state had raised the cap for non-Home Rule municipalities to \$250 to charge for each video gaming machine. It was noted that neighboring municipalities that were Home Rule were charging between \$500 - \$1000 per machine.

Alderman Dash said that by not being a Home Rule community the City was losing \$60,000 per year.

Alderman Quinn asked if there were any other fees that the City could attach to video gaming.

Director Peterson noted that video gaming is regulated by the state, and the City cannot add fees above what the state regulates for Non-Home Rule. However, the City is reviewing its fees to make certain they are including what is allowable by law. -

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A. January Financial Report Presented by Finance Director Cheri Graefen – Finance Director Graefen said that the General Fund is 90% but that is artificially high due to the first installment of the ARPA fund of just over \$1,000,000. If the number is adjusted to consider that installment, the Budget would be closer to 80%. Director Graefen noted that the City was on target with revenues. Director Graefen said that the Vehicle Sticker revenue was strong, with an expectation of about \$650,000.

The sales and income tax are strong, and Tourism has rebounded (it is currently 200% of budget). Expenditures have been conservative. All departments are within budget.

Alderman Quinn asked why solid waste payments are two months behind. Director Graefen said that it was a timing issue and that payments were expected.

Acting Mayor/Alderman Ward 5 Dolick – thanked the Council for appointing him to serve as Acting Mayor. He called it an honor, and offered condolences to the Helmer family for their loss. He gave praise to former Mayor Helmer for having gotten him involved in the City Council.

Alderman Quinn – Ward 2 – said that Acting Mayor Dolick would be speaking to the residents in Ward 2 sometime in May.

Alderman Morgan-Adams – Ward 3 – said that the Ad Hoc Committee to Review Live Meetings-teleconference Meetings had talked about maintaining the hybrid meetings that had already been voted on by the Council. they also looked at new ways to safeguard the meetings and the future of in-person and zoom meetings.

City Clerk Prisiajniouk – thanked the Council and Staff for showing their support for her and for Ukraine.

- She said that she was waiting for feedback regarding infrastructure and groundwater grants from the EPA. She sent an email to Staff about other contacts at the EPA. She emphasized the wording from the EPA that “all communities get a fair share.”

Treasurer Tibbits – noted that Alderman Dash had been a reporter for the PHTV news.

Deputy Clerk Schultheis – stated that the Independence Day parade will be held on Saturday, July 2. She noted that this would be part of many summer weekends of City events – June 4th Community Days, June 11th shredding event, June 18th Block Party, June 25th Rock the Runway, and July 2nd Independence Day Parade. She said that having the parade on the Saturday before the Fourth of July had worked out very well in 2021.

Police Chief Zawlocki – said that the Fire Police Commission and the Police Department have put together a police candidate eligibility list. They are also searching for lateral candidates – that is existing officers who might want to transfer to Prospect Heights. He noted that the request for lateral candidates was on Police Blue List and the City website.

Director of Building and Development Peterson – said that there have been a series requests for information about cottage gardening businesses. He stated that there was nothing in the city code that prevented it, as long as there were no employees working there

- He noted that the request for a wood-fired, pizza café – Pizza Ravia – had received unanimous approval from the PZBA.
- He noted that as the reason was getting warmer, permits were picking up.

Public Works Director Roscoe – said that Spring was approaching, and that the Public Works crews were out.

- He discussed the dates for upcoming events
- Director Roscoe said that there was an opening that was posted for a City Mechanic.

DISCUSSION TOPICS FOR MARCH WORKSHOP MEETING:

Acting Mayor Dolick said that due to the Budget Discussions, the Workshop Items would be discussed at the deferred to the April Budget Workshop. **The City Council consensus was to defer the Workshop Items discussion.**

- A. Discussion of City Water Study and New Water Survey
- B. Discussion of Elected Officials Stipends
- C. City of Prospect Heights Quarterly Newsletter (Overall Design and Contents)
- D. Discussion of Agenda Items and Structure

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$85,966.38
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$70.06
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$1,500.00
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	\$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	\$13,096.17
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$28,518.75
Parking Fund	\$0.00
Sanitary Sewer Fund	\$2,150.08
Road/Building Bond Escrow	\$45,629.37
TOTAL	\$201,640.73
<u>Wire Payments</u>	
2/11/2022 PAYROLL	\$165,440.07
2/23/2022 POLICE PENSION FUND	\$97,742.66
TOTAL WARRANT	\$464,823.46

City Clerk Prisiajniouk read the warrants

Alderman Dash moved to approve the warrants as presented; seconded by Alderman Morgan-Adams to include TOTAL of \$201,640.73; 2/11/2022 Payroll of \$165,440.07; 2/23/2022 Police Pension Fund of \$97,742.66; and TOTAL WARRANT of \$464,823.46. There was unanimous approval.

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

Motion carried 5 – 0

PUBLIC COMMENT ON NON-AGENDA MATTERS (Five Minute Time Limit)

Barry Jacobson – 1501 S Wolf Road – is in the Coast Guard Auxiliary. He said that he has noticed that there are many residents that have their boats on their property. He suggested that the Coast Auxiliary offer vessel safety check – which is a free program. He thought that the perfect spot for such an event would be the Metra station parking lot. National Safe Boating Week is May 21-27. He was hoping to have the June 4th date, but that date is Community Days

Acting Mayor Dolick said that this is a valuable program, and he asked for literature on the subject. He said that this proposed event would be discussed with the City Administrator and Assistant City Administrator

Alderman Dash stated that there would need to be discussion about the process. Because so many people usually have their boats in the water in May; the City should consider May, 2023 if it wished to pursue this service from the Coast Guard Aux.

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT - At 7:36 PM, Alderman Quinn moved to Adjourn; seconded by Alderman Cameron. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 – 0

Approved by the City Council of the City of Prospect Heights on this the 14th day of March, 2022.



Deputy Clerk Schultheis



Acting Mayor Matthew Dolick

