

**THE CITY COUNCIL REGULAR TELECONFERENCE MEETING**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, MARCH 22, 2021 AT 6:30 P.M.**

**CALL TO ORDER AND ROLL CALL** – At 6:30 PM, Mayor Helmer called to order the March 22, 2021 Regular Prospect Heights City Council Zoom Meeting. City Clerk Prisiajniouk read the preamble to the Meeting.

Mayor Helmer called roll. A quorum was present

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

ALDERMEN – Dash, Cameron, Quinn, Morgan-Adams, Dolick

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

**APPROVAL OF MINUTES**

**A.**March 8, 2021 Workshop Teleconference Meeting Minutes – **Alderman Dolick moved to approve the March 8, 2021 teleconference Meeting Minutes, as presented; seconded by Alderman Quinn. There was unanimous approval.**

**ROLL CALL VOTE:**

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

Motion carried 5 – 0

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS** - None

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

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

**A.**Chicago Executive Airport Monthly Update Presented by Director William Kearns – Director Kearns said that the US Customs Office is due to be completed by July 4<sup>th</sup>. He said that concrete was poured this past week, and the brick exterior would be done this coming week. A ribbon cutting date will be forthcoming.

- Atlantic Hangar 43 is on-track for completion in late summer/early Fall.

- The CEA Fiscal Year 22 Budget has been approved by the Airport Board. It will be brought to Wheeling and Prospect Heights Councils for final approval.

- the first round of sound insulation will begin March 30. There are 430 applications. Construction will begin later this year.

- Rock the Runway will be held on August 21. This date is based on State and CDC restrictions being met.

Mayor Helmer stated that there the Dollars for Scholars Golf Outing will be held on August 16 at Rolling Green. He noted Bill Kearns is one of the Dollars for Scholars members that will be running it.

**B.**February Treasurer's Report Presented by Assistant Finance Director Tannehill – Assistant Director Tannehill said that in the ten months ending February, the City Revenue is 84% of budget and the expenditures are 65% of what was budgeted. He added that tax revenue continued to be strong, and MFT and vehicle stickers are up. The Budget has also been helped by funds from the Cares Act and conservative budgeting. Finance Director Graefen said that the City is on target.

**C.**FY2021-22 City of Prospect Heights Budget Presentation by Finance Director Cheri Graefen (Capital Improvement Plan and Enterprise Funds) – City Administrator Wade said that in this meeting, the second half of the Budget presentation would be given. He also added that there was a news update – the State is considering a 10% cut in the local distributive tax – this equates to an estimated \$300,000 loss in revenue for the City.

Finance Director Graefen discussed the Capital Improvement Plan and the Enterprise Funds. She said that the projection is for five years. The plan is front-loaded in the early years, and the City will be looking for grants and awards to fund \$8.5 million of the \$16 million that will be needed. Since the Fund's inception in 2018, the fund has \$8.2 million in it.

City Administrator Wade said that the big street project this year is the Old Willow/Seminole – going through IDOT bidding. Will start at Memorial Day and completed in summer. It will be funded by \$77,000 of City money and the rest of the \$800,000 will come from grants. Mount Prospect will also have a share in this.

GHA Engineering determined that Old Willow/Seminole was the street in the City most in need of repair.

Drainage Improvements and Storm Drainage – Arlington Countryside stormwater management improvement. This has been identified as the number one flooding area. Federal government has granted the City \$1.9 million. The \$400,000 from the State is specifically for this project. This has been a 40 year goal of the City to improve this issue. We have completed design engineering. He said that the Council would only be approving the plan tonight and the bidding for construction would be addressed later.

Willow Road Construction – the elevation of Willow Road and Owen Street. City Administrator Wade noted that Hillcrest Lake had opted out. The City is working with CCDOTY and MWRD.

Sidewalks - Sidewalk work will be done on Wolf and Camp McDonald. Without grant money, the sidewalk would cost the City over \$2 million. There are areas of complication – deep ditches and the railroad. There are grants pending to minimize the City's share. Alderman Dolick said that these sidewalks are in his ward, and foot and bike traffic on Wolf Road is significant. He stated that people need safe access the train station.

Alderman Cameron – Ward 1 – no report

Alderman Quinn – Ward 2 – Thanked the Staff for securing the grant.

Wished everyone a good World Water Day – valuing the need for quality water and noting \$2.2 billion people who do not have safe drinking water.

Alderman Morgan-Adams – Ward 3 – Thanked Staff for grants and awards. She wished everyone a Happy Passover and a Happy Easter.

She noted that the Rotary Club's Classic 500 will be done through a Zoom conference call.

Alderman Dash – Ward 4 – No report.

Alderman Dolick – Ward 5 – No report.

Treasurer Tibbits – noted the impending cut off of the vehicle sticker payments – penalties will follow. He said that the penalty is 50% of the original cost. He suggested pushing out the penalty phase of the vehicle stickers for another month. He was hoping that the date could be moved to April 5<sup>th</sup>. **The general consensus of the Council was unanimous agreement with the Treasurer’s request to move the penalty phase to April 5 this year.**

Attorney O’Driscoll said that this was an administrative matter and that it did not require a vote.

City Clerk Prisiainiuk – wished everyone a Happy Passover and a Happy Easter. She encouraged everyone to abide by the CDC and state regulations regarding COVID

Deputy Clerk Schultheis – reminded elected officials and Staff that they needed to fill out their Statement of Economic Interest for the County.

Mayor Helmer – commented that the State owes Prospect Heights the local disbursement taxes – it is part of the State’s charter. He added that even though the City recently had Zen Leaf and Hawthorne’s Pointbet open establishing new sources of revenue, but the City will need to keep replenishing its revenue stream.

Police Chief Zawlocki – the Police Department is hoping to restart its Youth Outreach Program this year, after being forced to shutdown due to COVID last year. He noted that the Fire-Police Golf Outing will be held on June 10<sup>th</sup> this year.

Public Works Director Roscoe – Said that he had appreciated the support of the elected officials and Staff. And, he thanked his staff for weathering through the long, winter months.

Director of Building and Development Peterson – said that construction will begin soon at the former Nikko’s for a new concept, family restaurant. They are looking for a Fall opening. Fry the Coop has expanded their hours to lunchtime. The April PZBA will have Palwaukee Plaza on the Agenda for Spring construction/remodeling.

Mayor Helmer – said that Aldermen need to bring new businesses to the City. He said that the City needed to be business-friendly. He said that the City needed to obtain more sales tax – as it was “probably the City’s most important” revenue source. Alderman Quinn asked about the status of the Chamber of Commerce. Mayor Helmer replied that the Greater Wheeling Chamber had eliminated the City’s name from their title, and said that they have not been able to assist the City. He said that he has reached out to the Chamber on multiple occasions without a response. Alderman Quinn asked about the Economic Development Committee. Mayor Helmer replied that there has not been a meeting this year. The Mayor said that he would be amenable into a Chamber of Commerce again.

City Administrator Wade – Sewer System and Equipment in the Budget – he noted that the City absorbed the Old Town Sanitary Sewer District. He said that the City has sought to systematize the improvements. The rate base was set to reinvest in the system. It took two years to televise and clean the system. The City has been proactive in responding where improvements were needed. The City budgets \$245,000 per year for relining, construction, root cutting and cleaning. Public Works Director Roscoe noted that while the improvements made may be invisible to the residents, it has averted a sewer disaster and exorbitant costs.

- Vehicles and equipment – replacement of police vehicles will come from DEA funds. And there will be a request for a sidewalk snow vehicle.

Finance Director Graefen – said MFT Fund is projected to go downward by 11%. The City will be getting an award of \$375,000 from Rebuild Illinois.

TIF Funds – Milwaukee/Palatine Road TIF expired in September, 2020. We are gathering final costs and estimates. It is believed that there will be about \$13000 needed for final costs. \$2million dollars to go back into the General Fund.

Palatine Road TIF is due to expire in September 2021.

Tourism Fund – there is a projected 70% decrease in revenue from this Fund due to Covid. Police service reimbursement to the City from the Tourism District went down from \$168K to \$3K.

Solid Waste Fund – are budgeted to be flat FY22. The Fund balance is expected to be \$185,000 at 4/30/21, with recommended transfer of \$85000 to the Capital Improvement Fund.

SSA's 1-4 no significant revenue streams or ongoing expenditures.

Parking Fund – was down 80% due to Covid. Parking will be funded by the City's General Fund in the amount of \$105K.

Some of the changes made to the original budget –

- The additional hours for the P/T AV position to 28 hours (an additional \$17000)
- Reduction in Local Government Disbursement by 10% pending approval by the General Assembly.
- Increased unemployment will reduce the 2020 personal income tax payments
- Individuals can exclude \$10, 200 in unemployment benefits

The Budget will be considered for a First Read on April 12 and Final Approval on April 23.

#### **CONSENT AGENDA -**

**A.R-21-13** Staff Memo and Resolution Approving a Contract with Clarke Aquatic Services for Hillcrest Lake 2021 Lake Management Services for \$4,935.00 – **Alderman Dolick moved to approve R-21-13 Staff Memo and Resolution Approving a Contract with Clarke Aquatic Services for Hillcrest Lake 2021 Lake Management Services for \$4,935.00; seconded by Alderman Cameron. There was unanimous approval.**

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

Motion carried 5 – 0

**OLD BUSINESS** – None

#### **NEW BUSINESS**

**A. Request to Waive 1st Reading O-21-06** Staff Memo and Ordinance Amending the City Code, Chapter 2, Article 2, Section 7 Regarding Hotel/Motel Transient Occupancy Rental Units and Related Matters (**1st Reading**) – **Alderman Quinn moved to waive First Reading of O-21-06 Staff Memo and Ordinance Amending the City Code, Chapter 2, Article 2, Section 7 Regarding Hotel/Motel Transient Occupancy Rental Units and Related Matters; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 – 0

**B.O-21-06** Staff Memo and Ordinance Amending the City Code, Chapter 2, Article 2, Section 7 Regarding Hotel/Motel Transient Occupancy Rental Units and Related Matters (**2nd Reading**) - **Alderman Dolick moved to approve O-21-06 Staff Memo and Ordinance Amending the City Code, Chapter 2, Article 2, Section 7 Regarding Hotel/Motel Transient Occupancy Rental Units and Related Matters; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 5 – 0

**C.O-21-07** Staff Memo and Ordinance Establishing Water Rates for FY2021-22 (**1st Reading**) – Finance Director Graefen noted that the 1% increase is less than the 1.7% increase last year even though costs have risen. – **No action taken.**

**DISCUSSION TOPICS FOR NEXT WORKSHOP MEETING:** Mayor Helmer would like economic development as a topic. He said that he would like the aldermen to be more involved in right at the beginning. He noted that hotels must be operating at 70% to make money.

- Mayor Helmer added that the City’s legal bills are rising sharply, and he commented that if elected officials had questions they should not go straight to the lawyers but to Staff first.

**APPROVAL OF WARRANTS**

**A. Approval of Expenditures**

General Fund	\$132,449.25
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$673.08
Tourism District	\$933.24
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	\$7,242.50
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	\$0.00
Palatine Road Tax Increment Financing District	\$673.08
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$27,344.41

Parking Fund	\$153.35
Sanitary Sewer Fund	\$4,419.76
Road/Building Bond Escrow	\$0.00
<b>TOTAL</b>	<b>\$173,888.67</b>
<b>Wire Payments</b>	
<b>3/12/2021 PAYROLL POSTING</b>	<b>\$155,672.37</b>
<b>FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND</b>	
<b>TOTAL WARRANT</b>	<b>\$24,198.35</b>
	<b>\$353,759.39</b>

City Clerk Prisiajouiok read the warrants.

**Alderman Morgan-Adams moved to Approve the warrants as presented; seconded by Alderman Quinn to include a TOTAL of \$173,888.67; 3/12/2021 Payroll Posting of \$155,672.37; FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND of \$24,198.35 and a TOTAL WARRANT of \$353,759.39. There was unanimous approval.**

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

Motion carried 5 – 0

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

Mariusz Folta – commented on the April 6, 2021 election. He introduced himself as a candidate. He said that he believes that the residents are not represented. He is running as an independent. He said that he is on the Board of Directors for a not-for-profit.

\*Attorney O’Driscoll said that Mr. Folta could speak, when questioned by the mayor if someone was allowed to use Public Comment to make a statement about their campaign

Alderman Dash – rebuked comments made about comments made by Mr. Folta that implied that she had used her appointment to promote her candidacy.

**EXECUTIVE SESSION** - None

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

**ADJOURNMENT – At 8:01 PM, Alderman Dolick moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion carried 5 – 0

Approved by the City Council of Prospect Heights, on this the 12<sup>th</sup> day of April, 2021.

  
 Deputy Clerk Schultheis



  
 Mayor Nicholas J. Helmer