



THE CITY COUNCIL REGULAR HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 28, 2022 AT 6:00 P.M.

CALL TO ORDER AND ROLL CALL – At 6:01 PM, Acting Mayor Dolick called to order the Regular Hybrid Meeting starting at 6 PM at the City Hall Council Chambers, 8 North Elmhurst Road, Prospect Heights, IL 60070.

Deputy Clerk Schultheis read the preamble to the Meeting.

City Clerk Prisiajniouk called roll. A quorum was present.

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

OTHER OFFICIAL PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Police Chief Zawlocki, Director of Building and Development Peterson, Deputy Clerk Schultheis, City engineer Strahan, City Attorney Hess, and Digital Communications Technician Colvin.

PLEDGE OF ALLEGIANCE – The Pledge was led by Assistant City Administrator Falcone

APPROVAL OF MINUTES

A. March 14, 2022 City Council Workshop Meeting Minutes – **Alderman Morgan-Adams moved to Approve the March 14, 2022 City Council Hybrid Workshop Minutes, as presented; 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

PRESENTATIONS

A. FY2022-2023 City of Prospect Heights Budget Presentation (**5 year capital improvement plan FY23-27; special revenue funds; debt service funds; enterprise funds; and police pension fund**) – Assistant Finance Director Tannehill said that this is a multi-year vision of the City’s funding budget – FY22-23 until FY 26-27.

He said that critical projects have been identified that will ensure infrastructure is maintained and replaced. He gave a ten project overview:

Willow/Owen Stormwater Management and Construction

MWRD Flood Prone Property Acquisition Program –Wheeling Road Flood Control

Arlington Countryside Stormwater Management Improvement

Willow Trails Park Area Stormwater Management Improvement

Wolf Road Sidewalk/Multi-Use Path

Wolf Road North Sidewalk/Multi-Use Path

Wolf Road South Sidewalk/Multi-Use Path

Street Maintenance

Public Works Underground Gasoline Storage Replacement

Sanitary Sewer Rehabilitation and Design

Acting Mayor Dolick asked if there were alternative funds for the fuel tanks. City Administrator Wade said that the City receives MFT funds annually. Those funds can be used for the tank. It was noted that the condition and age of the fuel tanks is costing the City an extra \$25,000 per year in insurance. The current tanks are over 30 years old.

City Administrator Wade said that there were many other projects that the City considered, but that these projects had to be prioritized.

Assistant Finance Director Tannehill noted that the City has grant money, has applied for grant money and has looked for other sources of funding for the projects to lower costs.

Alderman Morgan-Adams said that she believed that there is supposed to be an increase in the MFT for the municipalities that might be suspended. Assistant Finance Director Tannehill replied that the Fuel Tax increase for July has been suspended. City Administrator Wade noted that Finance Director Graefen looks at the projections from the IML and uses those suggestions.

The Tourism Fund is expected is budgeted for \$375,000; which is a decrease of 44% from FY 2020 (pre-Covid)

Parking Funds are down 91% in FY23 due to lack of demand for parking.

The Solid Waste Fund – the Budget includes a recommended transfer of to the Capital Improvement Fund of \$75,000. City Administrator Wade explained that waste haulers' trucks rip up the roads because of their weight, and their stopping and starting. Alderman Morgan-Adams asked why the transfer was only \$75,000, not \$85,000 like last year. Assistant Finance Director Tannehill replied that there was enough in the Fund to cover what was budgeted with the \$75,000 transfer.

Considerations proposed for the FY 23 Budget –

Intrafund Transfers of \$112,000 from the General Fund to the Parking Fund to support FY 23 operating expenses and the \$75,000 transfer from the Solid Waste Fund to Capital Improvements.

Police Pension Contribution - \$900,000 contribution from 2021 tax levy and general fund support. This amount is 61% of Actuary recommended contribution and 117% of IL DOI required contribution.

Personnel – increased hours for AV Technician position from 28 hours/wk to 40 hours/wk at a cost of \$50,000 Includes wages, IMRF, and family medical

Capital Plan Funding – Approval of projects planned for FY 23 totaling \$6.4 Million to be funded by \$5.3 million grant awards and \$2.0 million City support.

Water Rate – Increase 2.3% from \$54.55 in FY 22 to \$55.80 in FY 23 to offset the increasing costs based on the inflation rate

Assistant City Administrator Falcone noted that whenever Staff budgets for a new position, the City must look at worst case scenario for liability. So, the City looks at Family Medical cost – which is \$30,000. In the last meeting, the number stated was \$10,000 for individual coverage. But the position must be shown as \$30,000 because it cannot pre-suppose that this will always be individual coverage.

Alderman Morgan-Adams stated that in this particular case, the employee only needed single coverage. Assistant City Administrator Falcone replied that even if the current employee stayed single coverage, the next person in the job might have family coverage. The position could not assume single liability coverage. Therefore, the position increase in hours would translate to \$30,000 presumed increase.

B.Chicago Executive Airport Monthly Update Presented, by Director Scott Saewert – Director Saewert said that operations have not been this high since 2008. He noted that fuel sales are at the highest that they have ever been since fuel sales were first recorded in 2000.

- Customs is functioning at pre-Covid rates
- The Layout Plan has been approved.
- there are approved security upgrades – unused gates will be eliminated, 14 new cameras will be added, more access control, and improved lighting. Over the next five years, the projects that have been identified have a cost of \$17.6 million. Proposed money sources for each project have been identified, too.

City Engineer Strahan

- Chairman Harris has coordinated with the Helmer Family, and a conference room will be dedicated in the Mayor’s name at the Chicago Executive Airport. The Dedication ceremony will be April 20.
- the CEA is soliciting for sponsors and racers at the Run the Runway event in June.
- the Airport Board passed the Budget, and will be presenting that Budget to the City Council on April 11.
- the Airport will have a new accounting service in the next four months
- the Airport is working with District 21 – an educational video is available for middle school children interested in future careers at the CEA.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A.Appointment of Deputy Clerk Karen Schultheis to the North Shore Convention and Visitors Bureau Board of Directors – **Alderman Quinn moved to approve the appointment of Deputy Clerk Karen Schultheis to the North Shore Convention and Visitors Bureau; seconded by Alderman Morgan-Adams. There was unanimous consent.**

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

Motion carried 5 – 0

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

CONSENT AGENDA –

A.O-22-05 Staff Memo and Ordinance Approving a Special Use Permit and Certain Variations at 6 N. Elmhurst Road, Prospect Heights, IL for Pizza Pavia (**2nd Reading**)

B.R-22-20 Staff Memo and Resolution Approving Bid and Contract with Preservation Roofing Services for Skylight Replacement at Public Works Building for a Price Not to Exceed \$15,725.00 – **Alderman Dash moved for omnibus approval of O-22-05 Staff Memo and Ordinance Approving a Special Use Permit and Certain Variations at 6 N. Elmhurst Road, Prospect Heights, IL for Pizza Pavia (2nd Reading) and R-22-20 Staff Memo and Resolution Approving Bid and Contract with Preservation Roofing Services for Skylight Replacement at Public Works Building for a Price Not to Exceed \$15,725.00; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

ABSENT - None

Motion carried 5 - 0

OLD BUSINESS - None

NEW BUSINESS

A.R-22-16 Resolution Authorizing a Redevelopment Agreement Between the City of Prospect Heights and Lexington Home Builders for Prospect Pointe/Muir Park 69-Unit townhome Development

B.R-22-17 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Park District for Muir Park Improvements Related to Prospect Pointe/Muir Park Development

C.R-22-18 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Related to Prospect Pointe/Muir Park Development – City Administrator Wade asked for a motion to have Resolutions 22-16,22-17, and 22-18 TABLED. He noted that there was more work that needed to be done before the Resolutions were ready for a vote. He said that the Resolutions would be tabled until the April 11th Workshop Meeting.

Alderman Quinn moved to TABLE R-22-16 Resolution Authorizing a Redevelopment Agreement Between the City of Prospect Heights and Lexington Home Builders for Prospect Pointe/Muir Park 69-Unit townhome Development, R-22-17 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Park District for Muir Park Improvements Related to Prospect Pointe/Muir Park Development, R-22-18 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Related to Prospect Pointe/Muir Park Development until the April 11, 2022 Workshop Meeting; seconded by Alderman Dash. There was unanimous approval.

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

Motion carried 5 - 0

D.R-22-19 Staff Memo and Resolution Supporting a City Letter Requesting Approval to Use Section 1440 From the Fixing America’s Surface Transportation Act (FAST Act) for the Wolf Road Sidewalk Improvement Project – City Administrator Wade said that for several years the City had been working on coupling grant sources together for the Wolf Road sidewalk. Based on grant eligibility, they were parceled out into two sections. On the southend, there was the RTA Access to Transit grant which enable the City to get a for congestion mitigation and air quality grant. On the northend, CCDOT Invest in Cook grant which enable to the City to secure an Illinois Transportation Enhancement Program grant. He noted that these grants are competitive, and that the City’s project was chosen out of the fifty-plus projects submitted to Congressman Schneider. Only 10 projects were chosen.

Engineer Strahan said that engineering will accelerate this project. He noted that IDOT would FASTTRACK this project, and even though the City might have to put up some money initially, all of it would be reimbursed. He said that the project can go to PHASE II, once IDOT approves the engineering.

Alderman Quinn asked if there was a cost to fasttrack? – Engineer Strahan said there was no long term cost. Whatever money the City paid, would be reimbursed.

Alderman Quinn moved to approve R-22-19 Staff Memo and Resolution Supporting a City Letter Requesting Approval to Use Section 1440 From the Fixing America’s Surface

Transportation Act (FAST Act) for the Wolf Road Sidewalk Improvement Project; seconded by Alderman Cameron. There was unanimous approval.

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

Motion carried 5 - 0

E.O-22-07 Staff Memo and Ordinance Directing the Sale of Surplus Property – 2014 Ford Explorer - VIN#1FM5K8AR9EGB11281 (**1st Reading**)- City Administrator Wade stated that this was a routine declaration. – **No action was taken.**

F.O-22-08 Staff Memo and Ordinance Establishing Water Rates for FY2022-23 (**1st Reading**) – Assistant Finance Director Tannehill said that the water rates went up 2.3% (\$1.25 per resident that gets water). Four different components were looked at – delivery, infrastructure debt, service charge and water sales. – **No action was taken.**

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A.February Financial Report Presented by Assistant Finance Director Bob Tannehill – update given

Alderman Quinn – Ward 2- said that she attended a Rotary dinner with Congressman Schneider. He talked about the Wolf Road Plan that he referred to anecdotally as the “Nick Helmer Road.”

City Clerk Prisiajniouk- said that she has been accepted as an Associate Director of the Greater Wheeling Chamber. She said that she does not have any voting rights, but she will be representing the City. Alderman Morgan-Adams questioned why the City did not have voting rights? She said that in the past, the City always had a voting membership. City Clerk Prisiajniouk said that there was discussion regarding the progression of the position, as there is now a new director in the Chamber.

Deputy Clerk Schultheis – reminded the Staff and elected officials to complete their Statement of Economic Interest forms before May 2nd.

Police Chief Zawlocki – said that June 4th is the Community Day event at the Police and Fire stations.

Director of Building and Development Peterson – reminded residents that permits are required for home projects.

DISCUSSION TOPICS FOR APRIL WORKSHOP MEETING:

Topics for the April 11th Workshop Meeting

- 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	\$69,864.68
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$68.71
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-Const #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$0.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$19,361.37
Parking Fund	\$156.85
Sanitary Sewer Fund	\$1,065.53
Road/Building Bond Escrow	\$0.00
TOTAL	\$90,517.14
<u>Wire Payments</u>	
3/11/2022 PAYROLL	\$160,230.00
3/22/2022 POLICE PENSION FUND	\$93,741.37
TOTAL WARRANT	\$344,488.51

City Clerk Prisiajniouk read the warrants

Alderman Morgan-Adams moved to Approve the Warrants as presented; seconded by Alderman Dash to include TOTAL of \$90,517.14, 3/11/2022 Payroll of \$160,230.00, 3/22/2022 Police Pension Fund of \$93,741.37, and TOTAL Warrant of \$344,488.51. There was unanimous approval.

ROLL CALL VOTE: AYES - Quinn, Morgan-Adams, Dash, Dolick, Cameron
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

ADJOURNMENT – At 7:01 PM, Alderman Quinn moved to Adjourn; seconded by Alderman Dash. There was unanimous approval.

VOICE VOTE: All ayes, no nays

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 11th day of April, 2022.



Deputy Clerk Schultheis



Acting Mayor Dolick