



THE CITY COUNCIL WORKSHOP HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MAY 09, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Acting Mayor Dolick called to order the City of Prospect Heights City Council at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070. Deputy Clerk Schultheis read the preamble to the Agenda.

City Clerk Prisiajniouk called roll. A Quorum was present.

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

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

PLEDGE OF ALLEGIANCE – led by Fire Police Commissioner Fiorito.

APPROVAL OF MINUTES

A. April 25, 2022 Budget Hearing Meeting Minutes

B. April 25, 2022 City Council Regular Meeting Minutes

C. April 25, 2022 City Council Executive Session Minutes (*not for public release*) – **Alderman Morgan-Adams moved for omnibus approval of April 25, 2022 Budget Hearing Meeting Minutes; April 25, 2022 City Council Regular Meeting Minutes; April 25, 2022 City Council Executive Session Minutes (*not for public release*); seconded by Alderman Dash.**

ROLL CALL VOTE:

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

Motion carried 4 - 0

PRESENTATION - None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS

A. A Proclamation in Honor of the Exceptional Public Service Contributions by Police Chief Jim Zawlocki to the City of Prospect Heights – Acting Mayor Dolick read the proclamation to honor retiring Police Chief Jim Zawlocki. It was noted that Chief Zawlocki was the last of the original Prospect Heights Police officers from 1990.

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

CONSENT AGENDA –

A.R-22-23 Staff Memo and Resolution Authorizing Approval of the Purchase of Two Police Squad Vehicles, 2022 Ford Interceptors, from Morrow Brothers Ford, Inc., the Master Contract Holder for the State of Illinois, at a cost not to exceed \$78,390.00

B.R-22-25 Resolution Declaring Second Ward Aldermanic Vacancy – **Alderman Morgan-Adams moved for omnibus approval of -22-23 Staff Memo and Resolution Authorizing Approval of the Purchase of Two Police Squad Vehicles, 2022 Ford Interceptors, from Morrow Brothers Ford, Inc., the Master Contract Holder for the State of Illinois, at a cost not to exceed \$78,390.00; R-22-25 Resolution Declaring Second Ward Aldermanic Vacancy; seconded by Alderman Dash.**

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

Motion carried 4 – 0

Acting Mayor Dolick noted that the open position for Alderman for Ward 2 was posted on the City website. Any Ward 2 residents interested in being appointed should apply to Mayor Dolick before May 13. It was noted by Assistant City Administrator that there will be a special Enews listing the vacancy.

OLD BUSINESS - None

NEW BUSINESS

A. O-22-12 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down and Carryout Restaurant (Wing Stop and Jets Pizza) and Certain Variations at 1312 N. Rand Road, Arlington Heights, IL (**1st Reading**) – the Wing Stop restaurant will be where the old Prospect Liquors was located. 95% of the business will be take-out and delivery. It was noted that these will be wings made to order, and are not frozen wings. The alcohol being served would be limited to beer/wine.

Jets Pizza will be Detroit thick crust. It will be carry out and delivery only.

B. Requested Waiver of First Reading O-22-13 Staff Memo and Ordinance Vacating a Portion of Pine Street Right-of-Way at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision (**1st Reading**) – **Alderman Morgan-Adams moved to Approve a waiver of the First Reading O-22-13 Staff Memo and Ordinance Vacating a Portion of Pine Street Right-of-Way at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision; seconded by Alderman Dash.**

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

Motion carried 4 – 0

C.O-22-13 Staff Memo and Ordinance Vacating a Portion of Pine Street Right-of-Way at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision (**2nd Reading**) – **Alderman Morgan-Adams moved to Approve O-22-13 Staff Memo and Ordinance Vacating a Portion of Pine Street Right-of-Way at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision; seconded by Alderman Dash.**

Discussion followed – Director Peterson noted that in 1998, a variation was granted that allowed for two forty foot setbacks. That Ordinance was never recorded. The new owners tried to build a fence but part of Pine Street runs into Camp McDonald. The owners are seeking a 33’ right-of-way from the City and they will grant the City a permanent utility easement. This is the Ordinance portion of

the issue in which the City is vacating the 33 feet; and there is a Resolution (R-22-24) that will add the 33 feet to 5 Pine Street.

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

Motion carried 4 – 0

D.R-22-24 Staff Memo and Resolution Approving the Plat of Consolidation at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision – **Alderman Dash moved to approve R-22-24 Staff Memo and Resolution Approving the Plat of Consolidation at 5 N. Pine Street, Prospect Heights, Illinois for a Single Lot Re-Subdivision; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0

E.O-22-14 Staff Memo and Ordinance Granting Certain Variations for the Property at 110 Andover Drive for Fence Construction, Prospect Heights, Illinois (**1st Reading**) – Director Peterson noted that the PZBA had not voted unanimously, but had approved the variations on a 4-2 vote. The applicants were in the audience for questions. – **No action was taken**

F.Requested Wavier of First Reading O-22-15 Staff Memo and Ordinance Amending Title 5, Chapter 7 Section 3 and Title 5, Chapter 8, Section 6 of the City of Prospect Heights Zoning Code Adding Permitting Special Uses (Tattoo Parlor) and Adding Parking Requirements (**1st Reading**) – **Alderman Morgan-Adams moved to waive First Reading of O-22-15 Staff Memo and Ordinance Amending Title 5, Chapter 7 Section 3 and Title 5, Chapter 8, Section 6 of the City of Prospect Heights Zoning Code Adding Permitting Special Uses (Tattoo Parlor) and Adding Parking Requirements; seconded by Alderman Cameron.**

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

Motion carried 4 – 0

G.O-22-15 Staff Memo and Ordinance Amending Title 5, Chapter 7 Section 3 and Title 5, Chapter 8, Section 6 of the City of Prospect Heights Zoning Code Adding Permitting Special Uses (Tattoo Parlor) and Adding Parking Requirements (**2nd Reading**) – **Alderman Dash moved to Approve O-22-15 Staff Memo and Ordinance Amending Title 5, Chapter 7 Section 3 and Title 5, Chapter 8, Section 6 of the City of Prospect Heights Zoning Code Adding Permitting Special Uses (Tattoo Parlor) and Adding Parking Requirements; seconded by Alderman Morgan-Adams.** Discussion followed. Director Peterson noted that the owner, Mr. Kim, was in the audience for questions. He added that the code is silent on tattoo parlors, so a special use had to be added. The owner currently has a tattoo parlor in Arlington Heights.

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

Motion carried 4 – 0

H. Requested Waiver of First Reading O-22-16 Staff Memo and Ordinance Approving a Special Use to Operate a Tattoo Parlor at 1311 N. Rand Road for Space Cat Tattoo (*1st Reading*) – **Alderman Morgan-Adams moved to waive First Reading of O-22-16 Staff Memo and Ordinance Approving a Special Use to Operate a Tattoo Parlor at 1311 N. Rand Road for Space Cat Tattoo; seconded by Alderman Cameron.**

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

Motion carried 4 – 0

I.O-22-16 Staff Memo and Ordinance Approving a Special Use to Operate a Tattoo Parlor at 1311 N. Rand Road for Space Cat Tattoo (*2nd Reading*) – **Alderman Dash moved to approve O-22-16 Staff Memo and Ordinance Approving a Special Use to Operate a Tattoo Parlor at 1311 N. Rand Road for Space Cat Tattoo; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

All Staff and Elected Officials commended Police Chief Zawlocki for his superior service to the City and wished him a happy retirement.

Acting Mayor/Alderman Ward 5 Dolick – said that he was bestowing the honor of Fourth of July Parade Marshal on Chief Jim Zawlocki. The Mayor will have the honor of driving Chief Zawlocki in the Police Humvee.

Director of Building and Development Peterson – noted that Chief Zawlocki was an integral part in assisting with the River Trails fire and clean up, and aid to the fire victims.

- Director Peterson reminded residents that this is permit season, and the full two weeks are needed to review the permits.

Public Works Director Roscoe – noted that the rains have caused the ground to become saturated. While there is a concern about the pooling water, the wind and the change in the weather will alleviate the issue.

- Stormwater – the crew has been out inspecting pipes and cleaning catch basins. If you live along a creek or tributary, he said not to pile yard waste near the water’s edge. Flood Brothers provides yard waste services. The catchphrase is “Put it to the curb, not the creek.”
- Arlington Countryside – the stormwater project will get mobilized this week. It will progress through the summer months.
- Illinois American Water is in the process of grinding and repaving Mandel Lane. Last year, they had put a water main in the east side of town, and now they are grinding and resurfacing the entire road.
- Director Roscoe thanked the Staff and Board for his training at the Illinois Service Institute.

Deputy Clerk Schultheis – reminded Staff and Officials that the Independence Day is being held on July 2nd at 9:30 AM – going from St. Alphonsus Church to Betsy Ross Elementary School. She added that the school district Music teacher was putting together a bucket band for the parade. It would be the first time in the ten year tenure of the Deputy Clerk that a school band participated in the event.

DISCUSSION TOPIC IDEAS FOR THIS WORKSHOP MEETING:

A. Discussion of City Water Study and New Water Survey – **DEFERED.** Mayor Dolick said that he would like to meet with Treasurer Tibbits first. Treasurer Tibbits had been out of town, and therefore, more time will be needed, so that they can meet

B. Discussion of Elected Officials Stipends – **No action was taken.**

C. City of Prospect Heights Quarterly Newsletter (Overall Design and Contents) – Mayor Dolick noted that there were still long newsletter scripts from the elected officials, which meant that the blurbs ran over the two pages assigned to elected officials.

Alderman Dash asked if Assistant City Administrator Falcone could take the two-page space and divide by the seven officials, so it's even.

Alderman Morgan-Adams stated that the aldermen should be provide more space than the non-voting elected officials.

It was suggested that the aldermen only talk about their wards and topics that are not discussed elsewhere in the Newsletter.

Alderman Dash stated that residents in the survey asked for more photos and more of what is happening in the town, including highlighting new businesses.

Assistant City Administrator Falcone said that he would take on a greater managerial role in making certain that all of the articles fit in the two-page spread, but he will not edit any articles. Alderman Dash said that the information was more valuable if it is organized, such as a listing of items that have come through the PZBA, Capital Improvement projects, new businesses, etc. She also said that contact information was needed.

Treasurer Tibbits said that he did not want to see advertising in the Newsletter. Assistant City Administrator Falcone noted that each newsletter costs \$1900 to print and \$1100 to mail; and we receive \$4000 per quarter from advertising. He added that most city Newsletters include advertising. He said that the City has already committed to accepting advertising for 2022.

Aldermen Morgan-Adams and Dash, and Acting Mayor/Alderman Dolick said they want to retain advertising.

Treasurer Tibbits said that if some business had a lot to advertise or talk about they could come to the cable channel.

Acting Mayor/Alderman Dolick asked that the Newsletter be removed as a Workshop Topic. The consensus was to remove it.

APPROVAL OF WARRANTS

A. Approval of Expenditures

| | |
|---|--------------|
| General Fund | \$175,883.18 |
| Motor Fuel Tax Fund | \$0.00 |
| Palatine/Milwaukee Tax Increment Financing District | \$572.10 |
| Tourism District | \$710.76 |
| Development Fund | \$0.00 |
| Drug Enforcement Agency Fund | \$806.25 |

| | |
|--|---------------------|
| Solid Waste Fund | \$30,038.00 |
| 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 | \$9,834.11 |
| Special Service Area #8 – Levee Wall #37 | \$1,126.25 |
| Special Service Area-Constr #6 (Water Main) | \$0.00 |
| Special Service Area- Debt #6 | \$21,947.50 |
| Capital Improvements | \$0.00 |
| Palatine Road Tax Increment Financing District | \$0.00 |
| Road Construction | \$0.00 |
| Road Construction Debt | \$112,241.25 |
| Water Fund | \$17,026.20 |
| Parking Fund | \$156.85 |
| Sanitary Sewer Fund | \$7,045.20 |
| Road/Building Bond Escrow | \$16,889.23 |
| TOTAL | \$394,276.88 |
| <u>Wire Payments</u> | |
| 4/22/2022 PAYROLL | \$159,858.06 |
| TOTAL WARRANT | \$554,134.94 |

City Clerk Prisiajniouk read the Warrants.

Alderman Dash moved to approve the warrants as presented; seconded by Alderman Cameron to include a Total of \$394,276.88, 4/22/2022 Payroll if \$159,858.06; and a TOTAL WARRANT of \$554,134.94.

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

Motion carried 4 – 0

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

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 7:23 PM, Alderman Dash moved to Adjourn; seconded by Alderman Morgan-Adams.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0

Approved by the Prospect Heights City Council on this the 23rd day of May, 2022.



Deputy Clerk Schultheis



Acting Mayor Dolick