

**THE CITY COUNCIL REGULAR TELECONFERENCE MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, MAY 24, 2021 AT 6:30 P.M.**

**CALL TO ORDER AND ROLL CALL** – At 6:30 PM, Mayor Helmer called to order the Regular Teleconference City Council Meeting. Deputy Clerk Schultheis read the preamble to the Meeting.

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

**ELECTED OFFICIALS PRESENT** – Mayor Helmer, Treasurer Tibbits, Clerk Prisiajniouk; Aldermen – Cameron, Quinn, Morgan-Adams, Dash, Dolick

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

**APPROVAL OF MINUTES**

**A.** May 10, 2021 Workshop Teleconference Meeting Minutes – **Alderman Quinn moved to Approve the May 10, 2021 Workshop Teleconference Meeting Minutes as presented; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

**A.** Appointment of Bruce Mellen as Chairperson of the Plan/Zoning Board of Appeals – **Alderman Morgan-Adams moved to approve the Appointment of Bruce Mellen as the Chairperson of the Plan/Zoning Board of Appeals; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

Mayor Helmer stated that he had interviewed Mr. Mellen, and noted that he had been impressed with Mr. Mellen’s background with the PZBA. He also said that Mr. Mellen is from Arlington Countryside, which is an area of interest for Prospect Heights.

Alderman Dash stated that she had worked with Mr. Mellen on the PZBA Board, and noted that he is qualified and professional.

**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 Kiefer – Director Kiefer noted that the CEA has gone to in-person meetings, with a limited audience.

- he stated that the financial outlook is positive – fuel usage and flights are up

- Customs Building is on schedule – grand opening is still targeted for July

- Atlantic’s new hangar will be ready in August

- Residential Sound Improvement Programs (RSIP) has 445 applicants – the prototype will go into ten homes this summer

- the next RSIP meeting is June 2, 2021
- Jason Griffith has been awarded a GFOA Award for accounting excellence
- Rock the Runway will be held on August 21
- the new Executive Director for the airport will be sought. The interim Executive Director is George Sakas. He said that it would be a 12-week process to hire a new executive director.

**B.** April Treasurer's Report Presented, by Finance Director Cheri Graefen – Director Graefen said that the City was 116% of revenue at the close of the fiscal year, and 90% of expenses. She noted that the City has \$1 million-plus in the fund balance. She said that some of the balance could be attributed to grants, sales and use tax up 100% and \$900,000 collected for vehicle stickers. She noted that Non-Home Rule tax was also up. Hotel Tax collection was down.

- she said that the audit will be in the middle of July. She was not anticipating anything “unexpected” in the audit.

**C.** City Independence Day Parade Report, by City Administrator Joe Wade – City Administrator Wade said that the Staff had considered options for the Fourth of July Parade. He was recommending a hybrid – a parade that would be held on Saturday, July 3<sup>rd</sup>. The City will be using the St. Alphonsus parking lot to stage the parade. The parade would then go down Willow to Schoenbeck and end at District 23 parking lot.

He noted that there are safety concerns expressed by the Police Department about using the Metra station and having to cross over the train tracks – typically the parade gets separated when a passing train comes through.

There is also the consideration of walkers versus an all-motorized parade (which would be a longer route)

Alderman Morgan-Adams said that the date change was ok, but she wanted to know if the participants would still be able to dispense candy to the onlookers. City Administrator Wade replied that participants will be able to throw candy to the onlookers.

Alderman Morgan-Adams and Alderman Cameron liked the idea of an expanded parade route. Alderman Dash did not want to eliminate walkers. The Mayor felt that walkers might join the parade even if prohibited.

**The aldermen said that they were in favor of walkers. The Aldermen were in favor of expanding the parade if possible – and, possibly employ food trucks.**

It was noted by City Administrator Wade that the parade might not end at Hebron, and it was not expected that there would be a luncheon afterward.

Alderman Dash asked about the possibility of vendors.

Alderman Quin wanted to know the exact mileage of the current parade route. Alderman Dash said that the route is 1.5 miles.

Public Works Director Roscoe suggested a motorized parade that could end at Prospect Crossing, where there would be vendors.

Treasurer Tibbits said that the parade should continue to march to Hersey HS and the shopping center across the street.

Mayor Helmer suggested allowing the Staff to research the parade details

**D.** City Mask Policy Report, by Assistant City Administrator Peter Falcone – Assistant City Administrator Falcone noted that the City has followed the CDC and Illinois Department of health guidelines. As such, the guidelines now allow fully vaccinated persons no longer are required to wear masks in public. The City has the option to put up posters and that social distancing and masks are no longer required for fully vaccinated people. The Staff will, however, not be able to verify if the people have been vaccinated.

Alderman Quinn asked if the City was still allowing the Library to handle passports in the City Hall lobby? Director Peterson said that the Library was wrapping up their construction at the library and would not be requiring the City hall lobby.

Alderman Quinn said that the Administrative staff in the entryway that worked with the public should wear masks for their own safety. Assistant City Administrator Falcone said that everyone still has the option to wear a mask. The Staff is looking for direction as to whether to follow the updated CDC guidelines or stay more restrictive.

The mayor asked that the Staff be directed to set up an Ordinance (amended by Attorney Hess to be a RESOLUTION).

Alderman Quinn – Ward 2 – promoted visiting Izaak Walton Park – for a show of the artwork by Kate Tulley and Mara Lovisetto. She encouraged residents to go visit it on the Slough.

Alderman Morgan-Adams – Ward 3 – said that she had been at the Garfield’s Ribbon Cutting. She is very impressed with the City’s newest beverage store.

-She said that the vote to cut local government distributive funding would be held in Springfield the next week. She noted that there were many legislators that were against cutting the distribution to the municipalities. Alderman Morgan-Adams said that the City is very dependent on the funds that it receives from the State.

Alderman Dash – Ward 4 – noted that she had also been at the Grand Opening of Garfields. She added that this would complement the Deli-4-You grocery store. She thanks Garfields for deciding to open their store in Prospect Heights

- Alderman Dash said that she is using Facebook to spread the word about shopping in Prospect Heights. Her Facebook page can be found by searching **@aldermandash**.

-Alderman Dash has been meeting with various departments and agencies in the City – among those are the Chicago Executive Airport, Code Enforcement, Police Department and Public Works.

Police Chief Zawlocki – said that a Police Officer was sworn in – Victor Castillo. He starts the Police Academy on June 28.

-Part Time officer Collins is now full time. He transitioned to full time on May 16.

-applications for a new officer are running through June 21. The test will be given on July 17.

Director of Building and Development Peterson – noted that permits are strong.

-A Samsung subsidiary is moving into part of the Conor Building.

Public Works Director Roscoe – the Public Works Department has been working on line of sight issues from trees and branches.

-the annual review of Levee 37 had positive results. Mayor Helmer asked if we were working with Mount Prospect, as Mount Prospect had given the City \$75,000 towards the levee. Director Roscoe said that there are good communications between the two municipalities, and now Mount Prospect is reviewing their portion of the levee.

City Administrator Wade – is concerned about the loss of hotel tax revenue, as it helps pay police wages. He also expressed concern about the possibility of losing \$160,000 plus if local government distributive funds were cut. Because of the potential and real losses in revenue, the City has an unfilled position open in the Police Department.

Treasurer Tibbits – said that Izaak Walton Park is booming. He said it is worth the trip to see the art.

City Clerk Prisiajniouk – asked that the residents support the local businesses. She suggested that the local businesses be allowed to leave coupons at a table at the parade end.

**CONSENT AGENDA** - None

**OLD BUSINESS** - None

**NEW BUSINESS**

**A.O-21-16** Increasing the Compensation for Members of the Board of Fire and Police and the Planning Commission/Zoning Board of Appeals (**1st Reading**) – the Mayor asked if the First Reading could be waived, but as it was not publicized as a waiver; it needs to be voted on at the June 14<sup>th</sup> meeting.

Alderman Dash stated that there are inconsistencies in the dates for the payments to the Commission members. She said some areas showed quarterly payments and some areas yearly. She wanted to make certain that the final Ordinance had the language made consistent.

Assistant City Administrator Falcone said that there were two paid commissions – the Fire Police Commission and the PZBA listed in the Ordinance.

Alderman Quinn said that as there was an issue with the lack of funds due to the hotel tax revenue drop, she wondered why the increase to the commissions was so huge. She said that the additional costs will amount to \$9000. Mayor Helmer replied that the current remuneration for commissioners on those boards is “an insult.” He noted the amount of work and responsibility that these commissioners have, and said that they only get paid for meetings that they attend.

Alderman Quinn asked why the increase was decided to be given for this year. Mayor Helmer stated that at the last meeting, there was a 5-0 vote in favor of raising the stipends for the commissioners.

Alderman Morgan-Adams said that she agreed with the mayor, and that the commissioners often met for 4-5 hour meetings. She said that the City was “remedying an insult.”

**No action was taken.**

**DISCUSSION TOPICS FOR NEXT WORKSHOP MEETING:**

**A.** Greater Wheeling Area Chamber of Commerce & Industry – City Clerk Prisiajniouk will not be available for the June 14<sup>th</sup> Workshop Meeting, so the Discussion topic will be on the July 12<sup>th</sup> Meeting.

**APPROVAL OF WARRANTS**

**A.** Approval of Expenditures

General Fund	\$247,920.37
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$1,971.08
Tourism District	\$989.81
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$28,705.00
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	\$344.33
Special Service Area #8 – Levee Wall #37	\$940.00
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	\$817.08
Road Construction	\$0.00
Road Construction Debt	\$17,737.50
Water Fund	\$29,360.90
Parking Fund	\$141.82
Sanitary Sewer Fund	\$6,558.87
Road/Building Bond Escrow	\$0.00
<b>TOTAL</b>	<b>\$335,486.76</b>
<b><u>Wire Payments</u></b>	
<b>5/07/2021 PAYROLL POSTING</b>	<b>\$163,227.74</b>
<b>5/18/2021 POLICE PENSION FUNDING</b>	<b>\$90,425.81</b>
<b>APRIL ILLINOIS MUNICIPAL RETIREMENT FUND</b>	<b>\$20,560.52</b>
<b>TOTAL WARRANT</b>	<b>\$609,700.83</b>

City Clerk Prisiajouiok read the warrants.

**Alderman Morgan-Adams moved to approve the warrants as read; seconded by Alderman Dolick to include a TOTAL of \$355,486.76; 5/07/2021 PAYROLL POSTING of \$163,227.74; 5/18/2021 Police Pension Funding of \$90,425.81; April Illinois Municipal Retirement Fund of \$20,560.52; and a TOTAL WARRANT of \$609,700.83. There was unanimous approval.**

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

Motion carried 5 - 0

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

**EXECUTIVE SESSION – Collective Bargaining**

**At 7:50 PM, Alderman Morgan-Adams moved to go into Executive Session to discuss Collective Bargaining with the possibility of coming back into Open Session to take action; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**At 8:14 PM, Alderman Quinn moved to go back into Open Session; 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

**ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED** - Attorney Hess noted that there is no further action to be taken. City Administrator Wade confirmed that there is no action to be taken.

**ADJOURNMENT - At 8:16 PM, Alderman Morgan-Adams moved to adjourn; 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

Approved by the Prospect Heights City Council on this the 14<sup>th</sup> day of June, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

