

THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 8, 2021 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL - At 6:30 PM, Mayor Helmer called to order the March 8, 2021 Regular Zoom Workshop Meeting of the City Council of Prospect Heights. Deputy Clerk Schultheis read the preamble to the Meeting.

Mayor Helmer called roll. A quorum was present.

ELECTED OFFICIALS IN ATTENDANCE: Mayor Helmer, Treasurer Tibbits, City Clerk Prisiajniouk Aldermen – Cameron, Quinn, Morgan-Adams, Dash, Dolick

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

APPROVAL OF MINUTES

A.February 22, 2021 City Council Regular Teleconference Meeting Minutes – Alderman Quinn asked for a the addition of the “forms” to the vehicle sticker changes for next year. **Alderman Dolick moved to approve the February 22, 2021 City Council Regular Teleconference Meeting Minutes as amended; seconded by Alderman Quinn. There was unanimous approval.**

ROLL CALL VOTE:

AYES -	Dolick, Dash, Morgan-Adams, Quinn, 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.FY2021-22 Budget Presentation by Finance Director Cheri Graefen (General Fund Overview of Revenues and Expenditures, Police Department and Building and Zoning, Public Works, Finance, Legal, Administration and Engineering Department Highlights)- Finance Director Graefen went over the first portion of Fiscal 22. The discussion would be regarding the General Fund. In Fiscal Year 21, the City was able to adjust the Budget to reflect the forthcoming budget shortfalls due to the impact of COVID-19. He City estimated approximately 15-25% reduction in the revenue stream. The Covid restrictions mainly hit restaurants, hotels and video gaming. Director Graefen said the Good News was that as a result of the conservative budget planning and some of our strong collections, the projected fund balance of 4/20/2021 will be a **-\$163,000** versus the Budget-anticipated **\$1.1 million shortfall**. This is a positive variance of about one million.

The Capital Fund is planned for the next few years, but the numbers are showing that the funds in it will only last for two years with the current funds of the City. Fiscal 2022 has \$3.4 million in spending. The City is expecting additional grants and stimulus money.

The Police Pension contribution is up 17% over Fiscal Year 2021 to \$1.2 million. There are expected updates once the pension consolidation is completed by June, 2022.

Director Graefen said that the City is looking at a 1% increase in the water rate. This is the lowest increase over the past few years.

In Fiscal Year 2022, there is a projected shortfall of **-\$766,000**. Expected Revenues of \$8.5 million and expenses of \$9.27 million. This shortfall is due to the ongoing COVID impact.

- In FY 2021, revenues were budgeted at \$7.733 million, and the actual number was \$8.121 million. Expenditures came in at 7% under budget. Director Graefen stated that the City did not use the \$3 million it has in reserve for an emergency.
- Fiscal Year 2022, it is expected that the General Fund will receive \$8,513,000 in revenue; and that income tax, sales and use tax, and cannabis sales tax will increase; but Ordinance and traffic fine violations will taper off, in part due to compliance. It was noted that Tourism District revenue will decrease – in the past, this has helped pay for police services in the area. The hotels have taken a hit during COVID and it may take years for them to get back to their normal numbers.

Director Graefen noted that the City is not reliant upon one tax revenue source. She added that the revenue stream is from diverse sources.

Regarding expenditures – the expenditures will 4% over last year to about \$9.2 million. She noted a \$60,000 increase in over last year in legal fees. Other fees that were rising include the Police Pension Fund contribution, parking lot operations cost \$55K in FY 2021 will now cost the City \$100K in FY 2022, and public safety (salaries, benefits and healthcare) costs will rise.

Assistant City Administrator Falcone – said that the ADMINISTRATION BUDGET consists of A/V, City Council, Engineering, Administration, Finance, and legal. Special Events budget was decreased from \$49K to \$35K – the big drop was because last year, the City budgeted for the Census.

The Natural Resources Commission will increase to \$8.6 K because the NRC has two interns. The City typically sponsors one intern at \$4500, and the Park District funds a second intern. The increase is due to the out of pocket money that the commissioners contribute. The commissioners are asking not to have to fund the out of pocket expenses.

Treasurer Tibbits –noted that the Digital Technician maintains digital signage, programming cable, recording and maintaining Council meetings, handles social media platforms, photography, and special events. The job is 20 hours per week, but should be expanded and additional 8 hours per week. This equates to an increase of \$17000 to the City. Alderman Morgan-Adams said that she was in favor of the additional hours, because of the important role that Patrick Colvin plays and the value of his work.

Assistant City Administrator Falcone – noted that Administrative Staffing would remain constant, but was contingent upon the increased hours for the Digital Technician. He said that engineering costs would be budgeted \$10K higher. Finance costs would be decreased \$37K. He noted that there was an uptick for general legal counsel in FY 2021 due to the Crown Castle cell tower and the TIF. In FY21, the legal fee \$240K, and has now been increased in FY22 to \$300K.

Director of Building and Development Peterson – stated that in FY 21, the Department reduced projected revenue. In FY22, 3% increase over last year to \$434K. In FY 21, there was a conservative \$407,000 budget; revenue exceeded that amount by \$100K. In FY22, there was expected to be a slowdown in permits mainly due to increase in building materials. He added that the budget did not take into account the Muir Park/Prospect Pointe homes, but if that project moved forward, there would be updates to the accounting.

Public Works Director Roscoe – noted that the Department decreased its budget in FY21 in response to the COVID impact. The budget for FY22 is \$110 over last year - \$1.109 million. He said that there are six full time employees and two seasonal employees. Due to an employee

who changed jobs at the beginning of the year, Public Works is under-staffed currently. There is a conditional offer of employment to replace that employee. Public Works is looking to purchase a sidewalk plow/snow machine. Public Works snowplows around 6 miles of sidewalk. More sidewalks are planned for construction. The machine will also be able to have other functions with other attachments.

Building work is planned for the Police Department to include carpeting, and repairs and cleaning.

More concrete work is planned and landscaping.

Roof repair for the public Works building that was constructed in 1985, and needs repair.

Streets are in good shape generally, but some need some spot patching, in around ten spots.

Training will be needed this year – as they were abandoned last year because of COVID.

Certifications will need to updated.

Snow and Ice control – looking to fight ice with tanks to de-ice with liquid. Need more equipment to fight ice build-up better.

Police Chief Zawlocki – noted that revenues are down. He said that expenses are up \$223,000 due, in large part, to the pension. The Budget for FY22 is \$5.336 million. At full staff there are 28 Police officers (23 FT and 5 PT); and nine administrative staff (4FT and 5 PT). there is currently a vacancy for an officer, and the Police are in the process of hiring a new officer. There are two PT vacancies and an Administrative Assistant vacancy. There is a COPS grant that has been approved that will cover up to 75% of the entry level salary and fringe benefits up to \$125,000 that the City will be receiving.

Revenues have been down due to less traffic because of less travelling during the pandemic, RedSpeed was down for 4-5 months, court costs and fines are down, and there have been less DUI's due to the bars and restaurants being closed.

Chief Zawlocki noted that PD received grants last year for \$15K, an IDOT grant for \$4400 and car camera training grant for \$5K per car. The DEA Task force shared revenue that enabled the Police Department to buy two new squad cars for \$90k.

The Police Department will be able to cut costs by going to Cook County's livescam system.

City Administrator Wade – said that it has been a challenging recession, and noted that the COVID relief money of \$340,000 was very helpful to the City. More COVID relief and stimulus-related money is expected. He noted that the Mayor and City Clerk are constantly updating the Staff regarding new grant opportunities.

Alderman Quinn – Ward 2 – wished

Everyone a Happy International Woman's Day

- She thanked City Clerk Prisiajniouk for her part in keeping the City updated regarding the Care Act grant money. She noted that the City Clerk had brought the grant opportunity to the attention of the City Council and the Staff.

Alderman Morgan-Adams – Ward 3 – also thanked the City Clerk for promoting attention to the Cares Act, and seeking out new stimulus relief for which the City might be eligible. She also thanked Staff for its efforts to obtain the grants.

- She wished everyone a Happy International Woman's Day.

Alderman Dolick – Ward 5 – said that he was very appreciative of the information in the Department reports.

City Clerk Prisiajniouk – She thanked the Council for the recognition.

- She thanked Finance Director Graefen for hotel report. She said that she does not believe that the report accounted for the vaccination process. She is hopeful that the vaccine will help speed up the recovery duration for the hotel industry.

- She noted that she has been following the COVID 19 relief bill. She said that it is not signed into law yet, but the government is intending to help local government no matter what the size.
- from the Enews, ComEd will be helping residents with unpaid bills.

Treasurer Tibbits – thanked the City Clerk for her role in finding and promoting the Cares Act.

Police Chief Zawlocki – most of the Police Department had received the second vaccine.

Director of Building and Development Peterson – said that sports wagering for Hawthorne/Players Pub has a soft opening on Friday, March 12 and a ribbon cutting ceremony on March 16.

Mayor Helmer –said that a VIP invitation to the Sports betting at Players Pub had been sent to the Aldermen, and that attendance was limited. He asked Aldermen to attend.

- Mayor Helmer said that he was at a presentation by Congresswoman Schakowsky regarding the potential receipt of \$2 million dollars of unrestricted, stimulus money that the City would be able to use for Arlington Countryside flooding. Mayor Helmer has requested that everyone attend that the check signing event when it is arranged.

City Administrator Wade added that the Arlington Countryside project has been studied for forty years. Thanks to Council’s approval of an engineering recommendation, the stimulus monies are in line to be granted to the City as a “shovel-ready” project.

Attorney O’Driscoll – said that the CDC has issued guidelines for people who have been vaccinated.

CONSENT AGENDA -

A.R-21-10 Staff Memo and Resolution Approving a Contract with M.E. Simpson Co. for Water System Loss/Leak Survey on City Owned Water Mains

B.R-21-11 Staff Memo and Resolution Approving the Renewal of a Services Agreement Between the City of Prospect Heights and RedSpeed Illinois for Operation of the Red Light Camera at Palatine and Milwaukee Avenue

C.R-21-12 Staff Memo and Resolution Waiving Attorney-Client Privilege on a Limited Basis –

Alderman Morgan-Adams moved for omnibus approval of R-21-10 Staff Memo and Resolution Approving a Contract with M.E. Simpson Co. for Water System Loss/Leak Survey on City Owned Water Mains; R-21-11 Staff Memo and Resolution Approving the Renewal of a Services Agreement Between the City of Prospect Heights and RedSpeed Illinois for Operation of the Red Light Camera at Palatine and Milwaukee Avenue; and R-21-12 Staff Memo and Resolution Waiving Attorney-Client Privilege on a Limited Basis; seconded by Alderman Quinn. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

OLD BUSINESS - None

NEW BUSINESS - None

DISCUSSION TOPICS FOR THIS MEETING:

Mayor Helmer requested that the next workshop meeting should include the topic of using 33% of the cannabis sales tax income collected to be applied to flooding and drainage.

APPROVAL OF WARRANTS**A. Approval of Expenditures**

General Fund	\$103,295.19
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$62.76
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$23,118.89
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	\$79.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$6,104.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$3,194.74
Parking Fund	\$212.91
Sanitary Sewer Fund	\$0.00
<u>Road/Building Bond Escrow</u>	<u>\$840.00</u>
TOTAL	\$136,907.49

Wire Payments

2/26/2021 PAYROLL POSTING	\$164,480.88
IPPFA RETIREMENT HEALTH CARE FUNDING	<u>\$8,661.83</u>
TOTAL WARRANT	\$310,050.20

City Clerk Prisiajniouk read the Warrants.

Alderman Dolick moved to approve the warrants as presented; seconded by Alderman Cameron to include a TOTAL of \$136,907.49; 2/26/2021 Payroll Posting of \$164,480.88; IPPFA Retirement Health Care Funding of \$8,661.83; and a TOTAL WARRANT of \$310,050.20. There was unanimous approval.

ROLL CALL VOTE:
AYES - Morgan-Adams, Cameron, Dolick, Dash, Quinn
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 8:02 PM, Alderman Dash moved to Adjourn; seconded by Alderman Dolick. There was unanimous approval.


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

Motion carried 5 - 0

Approved by the Prospect Heights City Council on this the 22nd day of March, 2021.


Deputy Clerk Schultheis




Mayor Nicholas J. Helmer