



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, MARCH 10, 2025 AT 6:00 PM**

CALL TO ORDER AND ROLL CALL – At 6:04 PM, Mayor Ludvigsen called to order the Regular Meeting of the Prospect Heights City Council at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Alderman Ward 1 Cameron, Alderman Ward 2 Anderson, Alderman Ward 3 Morgan-Adams, Alderman Ward 4 Dash, Alderman Ward 5 Dolick, Mayor Ludvigsen, City Clerk Prisiajniouk

ABSENT – City Treasurer Tibbits with prior notice

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Director of Building and Development Peterson, Director of Public Works Roscoe, Police Chief Derman, Finance Director Grieco, Assistant Finance Director Tannehill, Deputy Clerk Austin, Attorney John O'Driscoll, Digital Communication Technician Colvin.

PLEDGE OF ALLEGIANCE – Mayor Ludvigsen led the pledge of Allegiance.

APPROVAL OF MINUTES –

- A.** February 24th, 2024 City Council Regular Meeting Minutes – **Alderman Ward 2 Anderson moved to approve February 24th, 2024 City Council Regular Meeting Minutes; seconded by Alderman Ward 5 Dolick. There was unanimous approval.**

ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Danielle Dash, Matt Dolick
	NAYS:	None
	ABSENT:	None

Motion carried 5-0

PRESENTATIONS –

- A.** FY2025-2026 City of Prospect Heights Budget Presentation: General Fund Revenues, General Fund Departmental Expenditures (Police, Community Development, Public Works, Finance and Administration) and 5-yr Capital Improvement Plan – Finance Director Grieco said that there will be two budget presentations. Tonight will

include a general fund overview of revenues and expenditures and then an overview of each department. The next meeting will cover the five-year capital improvement plan, and any other funds not covered in tonight's meeting.

City Contribution to Police Pension Fund- The city's recommended contribution for FY26 is \$1.58 MM, which would represent a 2.5% decrease from \$1.63 MM in FY25. This was a number given to the city by the actuaries and is a good number which represents the hard work the city has done with their contributions over the past few years. The FY26 proposed number represents 100% of the recommended contribution between the tax levy (\$496k) and the city portion (\$1,088k) bringing that number to a total amount of \$1,585,280. The projected funding percent at end of FY25 is 71.04% which is up from end of FY24 which was 65.26%.

Debt Service- The city's bonds series 2013 and 2020 are scheduled for payoff in December 2026 which is FY27, at that point, another bond referendum should be considered.

Funding of Capital Improvement Plan- The FY26 capital improvement plan reflects an estimated \$42 MM for various projects over the five-year period. Funding sources include \$20 MM from referendum, \$10 MM in TBD grant sources, \$5 MM from the general fund and the remainder will include any additional grant sources.

Finance Director Greico goes over the fund balance projection for the end of the year FY25 and projected for FY26. She notes the reasoning for some changes that are projected to occur year over year. She notes that some projected results for FY25 include a projected revenue of \$11,570,390 where the budgeted amount was \$11,095,000. This was due to return on investments (+\$120k) and a receipt from the IGA for Milw/Sanders corridor amendment (\$250k). On the expenditure side for FY25, there is a projected amount of \$10,927,000, where \$11,099,000 was the budgeted amount. The reasoning is a 5.5% budget savings due to the deferral of some planned maintenance and capital projects as well as some conservative spending when possible. The next few slides Finance Director Greico and Assistant Finance Director Tanehill go over include some graphs to show year over year general fund revenue, revenue composition, general fund expenditure, and expenditure composition.

Assistant City Administrator Falcone (City Council & Administration)- Notes that the biggest change for the city council is that the funding level is being reduced to \$5,000, which accounts for a \$37,000 decrease as that money is now being funded by the Tourism District. This includes promotion of the city, for events like Rock the Runway and the City Block Party. The Natural Resource Commission and the audiovisual department see no change.

In administration, things are mostly status quo. The big new ticket item is an agenda and minutes software that runs \$9,100 annually and will provide staff and residents a more efficient and more dynamic way to view and explore agendas and minutes. There is a \$25k pre-referendum consulting item that is put into professional services that will be touched on more later. The finance department saw a \$16,200 jump due to the increase in audit and actuary fees as well as some financial software enhancements. On the legal end of things, there is a \$11,500 decrease due to some collective bargaining that will hopefully take place in FY25 before it closes out.

Director of Building and Development Peterson- Building had a FY25 budget of \$518,935 and has a projected revenue estimated to be \$80,000 over budget, due to a strong year on the permitting side. There is a 6% increase in building permits issued this past year. Another key factor is the restoration of the 1200 - 213 N Elmhurst shopping center and seeing that revenue come in. Stabilization of material costs led to numerous projects being completed. There is a 14% budget increase for FY26 and some of the key contributing factors are Sky Harbour remodeling of certain hangers, an increase in single-family homes, and a projected increase in construction materials due to federal tariffs that could cause delays. One major update on the expenditure side is the addition of a part-time administrative assistant to help with the influx of permits, and the digitalization and records management implementation. Additionally, zoning and building code updates are being worked on.

Public Works Director Roscoe- Public works will have a slight increase in budget this year. One reason is that this will be the first full year of the administrative position. Public works are projected to be \$100,000 under budget in FY25, so that means some projects will be kicked to the following year. The biggest hit this year was the \$28,000 for the implementation of public works software. Going forward, there will be a \$16,000 a year charge. No change among the public works workforce, and Director Roscoe will have more to provide at the next meeting for individual utilities.

Chief of Police Derman- Gives an overview of the police department's current staffing and organization hierarchy. Chief Derman speaks about the department's achievements and accomplishments over the past year, which include numerous community events, an updated surveillance system, the creation of a gang intelligence team, new employees, embedded social worker, training compliance, and the implementation of body-worn cameras. Chief Derman highlights some goals for the department, highlighted by upgrading vehicle laptops and the installation of an electronic PD monument sign with a message board. The chief says there is a 9.9% projected increase in revenue for the FY26 budget and a 1.5% increase in expenditures, and then goes into detail about certain line items that are affecting those numbers. One of the major new expenditures is the implementation of the JEMS program, which is a joint emergency management system that can be utilized by the city in a number of different emergency situations. The chief also touches on the numerous grant avenues that can be explored for additional funding. Chief closes with some images celebrating the PD over the past year.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

PUBLIC COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT) – None

CONSENT AGENDA – Alderman Ward 5 Dolick moved for omnibus approval of the consent agenda to include A. O-25-03 Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Property (2nd Reading) and B. R-25-15 Staff Memo and Resolution Approving a Supplemental Local Funding Commitment for Motor Fuel Tax Rebuild Illinois Funded Owen Flood Control Project in the Amount of \$27,296; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.

Services Agreement with Gewalt Hamilton Associates, Inc., for Construction Engineering Services for Elm Street Flood Control Project; seconded by Alderman Ward 2 Anderson. There was unanimous approval.

Administrator Wade describes this is another flood project that affects the ball fields over at Elm Street. Not only is the season rained out, but there is a large cost every time the flooding occurs. Senator Mark Walker has helped secure a grant to get this project going. The project will move the flooding under the street instead of having the water flow above. Alderman Morgan-Adams asks how much the project in total will cost.

ROLL CALL VOTE: AYES: Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Danielle Dash, Matt Dolick
 NAYS: None
 ABSENT: None

Motion carried 5-0

- C. R-25-18** Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc., for Construction Engineering Services for Owen Street Flood Control Project – **Alderman Ward 3 Morgan-Adams moved to approve R-25-18 Staff Memo and Resolution Authorizing a Civil Engineering Services Agreement with Gewalt Hamilton Associates, Inc., for Construction Engineering Services for Owen Street Flood Control Project; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

ROLL CALL VOTE: AYES: Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Danielle Dash, Matt Dolick
 NAYS: None
 ABSENT: None

Motion carried 5-0

- D. O-25-04** Staff Memo and Ordinance Amending Title 2, Chapter 6 of the Prospect Heights City Code Regarding Products Containing Tetrahydrocannabinol (THC) (**1st Reading**) – Chief Derman gives some background on the proposed ordinance and the reasoning for wanting rules in place. THC products have become more popular, and the city is taking a proactive approach to regulating things before they spread within the city. Chief Derman speaks about the numerous negative affects that can occur when using these products. Alderman Morgan-Adams asks if these products are currently being sold in Prospect Heights and the Chief confirms that they are. There have already been multiple municipalities around Prospect Heights that have passed ordinances banning these products.

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Director of Building and Development Peterson- He would like to give a warning with the weather getting warmer and construction projects getting under way to please watch out for scams. Look out for people forcing and pushing to get work done quickly and asking for cash. If work is to be done, permits need to be in place, so please be aware.

Chief Derman- There have been a number of laws passed recently, and Chief Derman gives an overview of some of the bigger ticket items that will affect people the most. The Ohare Driver Safety Act states it is now illegal and prohibited to keep your vehicle parked on the shoulder within one half mile of the entrance of the airport. The Landlord Retaliation Act prohibits landlords from punishing tenants for submitting code enforcements or asking for work to be done. You can now provide the police with your license or ID via a mobile app on your phone, but still be aware that an officer can ask for a physical copy at a traffic stop.

Alderman Anderson- Gives a shoutout to Chief Derman for the coffee with a cop event at Rob Roy. She wants to let everyone know about the dollars for scholars event, and that they are excited to give out scholarships, so get your application in before March 31st. On April 9th Papa Johns on Elmhurst Road is giving away a portion of their proceeds to the dollars for scholars scholarship.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$45,407.42
Motor Fuel Tax Fund	\$0.00
Tourism District	\$86.01
Solid Waste Fund	\$36,697.00
Drug Enforcement Agenda Fund	\$109.99
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 - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$108.51
Capital Improvements	\$0.00
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$4,532.34

