



THE CITY COUNCIL WORKSHOP HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MARCH 14, 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 workshop Meeting at the special time of 6PM in the City Council Chambers, City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.
Deputy Clerk Schultheis read the preamble to the Meeting.

Deputy Clerk Schultheis called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Acting Mayor/Alderman Dolick, City Clerk Prisiajniouk (entered meeting at 6:25 PM), Treasurer Tibbits; Aldermen – Cameron, Quinn, Dash, Morgan-Adams

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

PLEDGE OF ALLEGIANCE – the Pledge was led by Director Peterson

APPROVAL OF MINUTES

A.February 28, 2022 City Council Regular Meeting Minutes – **Alderman Quinn moved to Approve the February 28, 2022 City Council Regular Hybrid Meeting Minutes with non-substantive amendments; seconded by Alderman Dash. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

PRESENTATION

A.FY2022-2023 City of Prospect Heights Budget Presentation (**Overview, Revenues, Council, Administration, Finance and Legal, Building, Public Works, and Police**)

City Administrator Wade said that the Budget was stable from last year. He noted that whether or not we had a balanced budget would depend on how much funding was allotted to the Police Pension Fund.

City Administrator Wade said that no department heads had asked for increased personnel nor were they asking for new services. He said that there was a position open in Public Works.

Finance Director Graefen said that the FY23 Budget is anticipating local economic recovery. She said that there were many grants that were not included in the budget – she noted that the policy

of the City is to wait until those grants are realized; but she added that if the grants are not rewarded, the City will need to look for additional revenue sources. Those other revenue sources might include bond referendum and Fund transfers.

She said that the police pension contribution had a substantial difference in amount from the actuary recommended of \$1.4 million from the required amount of \$700,000. She said that the City has recommended splitting the difference.

She said that the General Fund in the Budget plan is showing a **\$37,000**. For Fiscal Year 22, Revenue was \$8.9 million; while \$8.3 was budgeted. Actual expenditures were \$8.4 million, but was budgeted for \$9.2 million. She said that the City had a very strong year, and did not dip into its \$3 million reserve.

The \$9.2 million is budgeted for the General Fund in FY 23. Sales tax is almost back to pre-pandemic levels.

ADMINISTRATION BUDGET - Assistant City Administrator Falcone said that the Natural Resources Commission was asking for \$6000 for an intern. Treasurer Tibbits was asking that the Digital Communications Technician position be moved from Part-Time to Full-Time for a total cost for the position over \$6,000.

He said that special events budget was increased from \$35,000 to \$43,000, mostly because of the money that would be needed to participate in Rock the Runway. The \$10,000 for the Block Party contribution and the \$5000 for City events is consistent with previous years.

Assistant City Administrator Falcone said that the NRC requested budget is \$12,485. The cost of hiring an intern has appreciated from \$4500 to \$6000.

Treasurer Tibbits said that PEG fees can only be used for equipment. Last year, the A/V Department spent \$20,000 on equipment from PEG fees to get High Definition equipment. In the FY23 budget, he would like to build a server.

In order to convert analog, coax cables to fiber optic. He said that it would cost about \$7000.

He said that the capacity to store data now is based on individual hard drives. He wants to consolidate that information to one computer. Alderman Dash asked why the City was not storing data on the Cloud.

Treasurer Tibbits replied that he was not a fan of the Cloud, and that the City has an IT Room for its internet needs. He noted that the City's information belongs to the City and not the Cloud. Alderman Quinn said that the City needed offsite servers in case of a disaster at City Hall. She wanted to know the cost of the Cloud and offsite servers. She added that cyber liability costs were reduced when data was stored offsite.

Treasurer Tibbits said that he would defer to DeKind for a response.

Alderman Dash said that she did not want to see money allocated to outdated A/V infrastructure. She stated that the City should invest in updated technology.

Treasurer Tibbits said that he had an IT background and has built some of the servers in the room. Acting Mayor Dolick said that he was also concerned about the lack of offsite back up. He liked the idea of cloud-based storage.

He noted that Comcast should share some of the expenses for the \$7000 of fiber optics technology. Treasurer Tibbits noted that since we already get PEG fees through Comcast, they did not feel the need to help pay for fiber optics.

Alderman Morgan-Adams said that Council was confusing the server with the Cloud. She said the server was antiquated and needed to be replaced. She said a new fiber optic was needed because of all media the City has produced.

Treasurer Tibbits said that he was asking for \$27,000 but it did not mean that he would spend all \$27,000.

Treasurer Tibbits said that he was requesting to have the Digital Communications Technician position be upgraded from P/T to F/T. He stated that the Patrick Colvin had volunteered for five years, and then was paid for 20 hours, and as of last year, his hours were increased to 28 hours per week.

Alderman Morgan-Adams agreed that the position required a full time employee and commended Patrick Colvin for his work and work habits.

Acting Mayor Dolick agreed that Mr. Colvin was an excellent city worker, but said that the City would incur a cost increase in salary and benefits.

Alderman Quinn said that Patrick Colvin is a great worker but that the Council had to separate the employee from the position. She asked what other cities were doing. She also commented on the increased costs to the City of a full time position.

The Assistant City Administrator said that the total package would be about \$68,000.

Treasurer Tibbits said that it is about the employee, and that even though it is the last thing the Council thinks about, "A/V is the first point of contact."

There were questions as to whether the City budget could sustain a full time communications director.

Alderman Morgan-Adams said that Treasurer Tibbits was devoting his own time to A/V, and that he might not be available long term. She said that A/V was important to the City.

Assistant City Administrator Falcone said that the current P/T salary is \$40,500.

Alderman Morgan-Adams said that it was worth the additional \$28,000 for a full time A/V person.

Alderman Dash asked if the Council could increase or decrease the budget by line items? City Administrator Wade said "yes" as long as the City maintained a balanced budget.

Assistant City Administrator Falcone continued with the ADMINISTRATION budget – He said that there was a \$43,000 decrease in expenses, primarily because 80% of IT services are due to Police needs, because the PD has the most amount of equipment and the most amount of personnel. That expense will be allocated to the various Departments.

He said that there would be a slight increase in Finance costs because of an audit fee and their Caselle cost.

The Legal expenses have decreased \$67,000.

BUILDING AND ZONING - Director Peterson said that the budget is flat. He said that this fiscal year, the Department came in slightly higher than budgeted ion revenue. He said that in FY23 it was expected that there would be increased costs for labor, supplies and gas; and therefore, less work on homes. He had budgeted for a 1% increase in revenue.

He said that there would be a slight increase in expenses in FY23 of \$18,000 for the on-call services that will be needed for long-term and short-term city needs. This will be for planning tasks. It is expected that there will be a 3% increase in costs.

He said that there will be a hold on upgrading building codes – the City is still using 2012 codes.

The City will need to buy \$3000 of 2021 code books, and will need to adopt the codes going forward.

He said that there is a potential for revenue from Lexington Homes construction permits (these have not been put in the budget yet).

Alderman Morgan-Adams asked how much revenue was expected from Lexington Homes? Director Peterson said about \$500,000 if all the building applications come through this year. He added that any engineering costs would be reimbursable through the TIF, but would be initially incurred by the City.

PUBLIC WORKS – Director Roscoe said that their costs are expected to be \$100,000 below budget. He said that there were some functions that the City could not put off such as parking lot repairs, pre-wetting winter salt, roof replacement (the roof is from the 1980's), sign upgrades, underground fuel tank replacements, and overtime costs due to City summertime events. Social Security, the IMRF and Labor contracts will increase costs for this year. The Department is the Director, 6 full time employees and 2 season summertime workers. Right now, the Department is down to four. There are some candidates lined up.

POLICE DEPARTMENT – Chief Zawlocki said that overall revenue is up \$38,000. He said expenses are down \$185,000. He said that there is a lot more in-person training. He noted that there are 28 full time personnel (28 full time officers and 5 part-time). He said that he was retiring and that Officer Thibeault had resigned. There was going to be the need for a new candidate list. He said that there was also a need for an Administrative Assistant to replace Lara Batten, who has been promoted to Records Supervisor. Chief Zawlocki said that in 2020 he received a COPS grant for \$125,000. \$32,000 was used as reimbursement for salaries. Revenue for traffic fines was \$175,000. Administrative tows - \$30,000, and alarm, licenses was \$10,000.

Chief Zawlocki said that he has received a Justice Grant for \$19,800 for car cameras. Chief Zawlocki said Officer O'Connor is on the DEA Task force. The City gets a percentage of what is collected by the DEA. The portion that the City gets has been used to purchase squad cars. Chief Zawlocki said that Healthcare, IT services and insurance costs have been up for the Department.

He noted that the Police Department will be testing again in June for officers. The Police Department is also interviewing lateral officers.

Alderman Morgan-Adams asked why the expenses are down \$185,000? She asked if the vacant spots were filled, the decrease in expenses would disappear? Chief Zawlocki replied that the numbers he presented are based on full strength of the police department.

Chief Zawlocki noted that by 2025, full body cams will be required. The Motorola body cams will integrate with police car cameras. The biggest expense will be the Cloud storage. He also said that once body cams were introduced, there would be a plethora of FOIA's. This further proved the need to have an Admin/FOIA officer.

Alderman Morgan-Adams said that the State was proposing a bill for funding of the cameras. Chief Zawlocki said that he had already applied for a grant but because the City has RedSpeed, the grant was denied.

Finance Director Graefen said that the Police Pension is 72% funded, and that Prospect Heights is in the top 5 for communities in police pension funding. The target is to be 90% funded by 2040. There is the possibility that the state will extend that date to 2050, but that extension has not been passed yet. The City is recommending \$900,000 to be contributed to the Police Pension Fund.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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

CONSENT AGENDA -

A.O-22-03 Staff Memo and Ordinance Amending Title 2, Chapter 3, Section 9A: Fees for Video Gaming Terminals of the Prospect Heights City Code (**2nd Reading**)

B.R-22-14 Staff Memo and Resolution Establishing an On-Call List of Qualified Planning Consultants and Authorizing an Agreement with Selected Planning Consultants

C.R-22-15 Staff Memo and Resolution Approving Contract for Hillcrest Lake Treatment Services with Clarke Aquatics Services – **Alderman Morgan-Adams moved for omnibus approval of O-22-03 Staff Memo and Ordinance Amending Title 2, Chapter 3, Section 9A: Fees for Video Gaming Terminals of the Prospect Heights City Code; R-22-14 Staff Memo and Resolution Establishing an On-Call List of Qualified Planning Consultants and Authorizing an Agreement with Selected Planning Consultants; R-22-15 Staff Memo and Resolution Approving Contract for Hillcrest Lake Treatment Services with Clarke Aquatics Services; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 5 - 0

OLD BUSINESS – None

NEW BUSINESS

A. Requested Waiver of 1st Reading O-22-04 Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue (**1st Reading**) – **Alderman Quinn moved to Approve First Reading Waiver of O-22-04 Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion carried 5 - 0

B.O-22-04 Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue (**2nd Reading**) – **Alderman Morgan-Adams moved to Approve O-22-04 Staff memo and Ordinance Granting Certain Variations for the Property at 14 Kenneth Avenue; seconded by Alderman Dash. There was unanimous approval.**

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

Motion carried 5 - 0

C.O-22-05 Staff Memo and Ordinance Approving a Special Use Permit and Certain Variations at 6 N. Elmhurst Road, Prospect Heights, IL (**1st Reading**) – Requester Henry Rafidia was on the Zoom call to answer questions. Alderman Dash said that the floor plan looked like it was 4-5 tables for eating and that there was an upstairs storage level.

Mr. Rafidia answered that the primary seating area would be the patio, and that in the winter, the business would be mostly take-out. He said that there was ample area to eat inside, but more tables might be added if needed. It was also noted that this facility will be beer and wine only.

Director Peterson stated that the upstairs could be used for dining, but that the issue would be parking spaces. There would have to be a parking variation if more tables were added.

Alderman Morgan-Adams asked about the patio seating. Director Peterson said that the area was 47' x 21' He added that the front yard needed to encroach 30 feet. Mr. Rafidia explained that there was no visibility from the front street and that the patio would get more visibility.

Acting Mayor Dolick asked about the shared parking with the City. Director Peterson said that the shared parking had amended terms, so that the City would not be responsible for all of the plowing of the parking lot. The City would still be able to control some parking lots. Mr. Rafidia added that he was working to with the Toy shop, Allstate and the chiropractor's office for more parking spaces.
- **No action was taken**

D. Requested Waiver of 1st Reading O-22-06 Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (***1st Reading***) (***School No Parking Signs***) – **Alderman Quinn moved to waive the first reading of O-22-06 Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (*School No Parking Signs*); seconded by Alderman Cameron. There was unanimous approval.**

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

Motion carried 5 - 0

E. O-22-06 Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (***2nd Reading***) (***School No Parking Signs***) – **Alderman Quinn moved to approve O-22-06 Staff Memo and Ordinance Amending Title 10 Chapter 8, Section 1: No Parking Places of the Municipal Code of the City of Prospect Heights, Illinois (*School No Parking Signs*); seconded by Alderman Cameron. There was unanimous approval.**

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

Motion carried 5 - 0

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS –

Alderman Morgan-Adams – Ward 3 – pension amortization is getting support in the Springfield. This would move the target funded date for police pensions from 2040 to 2050. It would allow the City to lower the level of contribution each year.

City Clerk Prisiajniouk – thanked those supporting Ukraine. She thanked Chief Zawlocki for donating used bulletproof vests.

City Administrator Wade – stated that Chief Zawlocki would be retiring.

Director of Building and Development Peterson – said that Dollar Tree would be opening in Palwaukee Plaza by the end of March.

Public Works Director Roscoe – noted that there were fewer mailboxes that were damaged during the winter snowplowing events. He said that there would be reseeding and re-sodding where sanitary sewer repair had been done in the Fall.

DISCUSSION TOPIC IDEAS FOR APRIL 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	\$138,594.28
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$572.10
Tourism District	\$943.68
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	\$194.41
Special Service Area #8 – Levee Wall #37	\$0.00
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	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$9,297.49
Parking Fund	\$920.63
Sanitary Sewer Fund	\$8,614.63

Road/Building Bond Escrow	\$18,781.60
TOTAL	\$177,918.82
<u>Wire Payments</u>	
2/25/2022 PAYROLL	\$159,724.70
FEBRUARY ILLINOIS MUNICIPAL RETIREMENT FUND	\$20,012.20
TOTAL WARRANT	\$357,655.72

City Clerk Prisiajniouk read the warrants.

Alderman Quinn moved to approve the warrants as read; seconded by Alderman Morgan-Adams to include a TOTAL of \$177,918.82; 2/25/2022 Payroll of \$159,724.70; February Illinois Municipal Retirement Fund of \$20,012.20; TOTAL WARRANT of \$357,655.72. There was unanimous approval.

ROLL CALL VOTE: AYES - Dash, Quinn, Morgan-Adams, 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 8:03 PM, Alderman Dash moved to Adjourn; seconded by Alderman Quinn. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0

Approved by the Prospect City Council on this the 28th day of March, 2022.



 Deputy Clerk Schultheis





 Acting Mayor Dolick