



THE CITY COUNCIL WORKSHOP HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, APRIL 11, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:32 PM, Acting Mayor Dolick called to order the Regular City Council Hybrid Meeting at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070. Deputy Clerk Schultheis read the preamble to the Meeting

City Clerk Prisiajniouk called roll. A quorum was present.

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

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

PLEDGE OF ALLEGIANCE – the Pledge was led by resident Pat Ludvigsen

APPROVAL OF MINUTES

A.March 28, 2022 City Council Regular Meeting Minutes – **Alderman Morgan-Adams moved to approve the March 28, 2022 City Council Regular Minutes as presented; 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

PRESENTATION

A.FY2022-23 Chicago Executive Airport Budget Presentation by Jason Griffin – CEA Chairman Harris introduced the presentation for the FY23 CEA Budget. He also reminded the Council that the CEA is dedicating a conference room in honor of former Mayor Helmer on April 20 at 6 PM.

Airport Executive Director Miller noted that the Airport was financially healthy.

CEA Finance Director Griffin said that the Airport Budget was approved on March 16, 2022. It includes \$76,000 in net income. He noted that airport revenues were up from 2022 by 19.32% to \$6.1 million. He added that expenses were at \$4.45 million (a 16.72 % increase) and that the Airport always holds three months of operating expenses in reserve (\$1.1 million). There is also a \$2.1 million Debt Covenant Requirement to cover 180 of budgeted operating expenses.

He said that the Airport has four funds:

- Sewer Reserve Fund

- Building and Land Reserve Fund
- Vehicle and Equipment Reserve
- Capital Repair/Demo Fund

Major Capital Projects in this fiscal year:

- RSIP Program Phases 1 and 2
- Rehabilitation of Airfield lighting Phase 1
- Rehabilitation of northwest quadrant apron
- Development of east quadrant apron
- Update to the Exhibit A Property Map

Alderman Cameron asked the full time positions being hired? Director Griffin said that one would be on the Admin side and the other was a maintenance worker.

Alderman Cameron asked what needs to be updated for the US Customs? Finance Director Griffin said that US Customs is 100% subsidized by the CEA. The Airport must pay for the upkeep and maintenance and for the Customs officer.

Exec. Director Miller said that the program is self-sufficient.

Alderman Cameron asked about the software upgrade. Director Griffin said that the Airport had used the same accounting software for quite some time, and there were issues with its continued use. The Airport is looking to move to a cloud-based software, and one that allows for portal payments. This software is for the entire airport.

Acting Mayor Dolick asked about the upgrades to the onsite security. Exec Director Miller said that there is \$260,000 for physical security, security barriers and access control. These control systems will be able to run off Bluetooth or phones. Fourteen new cameras are being added, and the Airport will be able to track who comes in and who leaves. It will be a combination of technology and physical infrastructure.

Acting Mayor Dolick said that Rock and Run the Runway is a great event. As of now, the cost is split between Prospect Heights and Wheeling. He said that while it might be too late for this year, he asked if the Airport would be willing to contributing to the cost? Executive Director Miller said that he would need a larger conversation with the Airport Board about that. he noted that the Airport pays for the 5K in the morning with sponsors. He said that the Airport already takes the bulk of the morning event.

Executive Miller said that there are seven flight schools now. he said that these youth programs are to educate the public about the Airport.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS

Announcement of Retirement of Police Chief Jim Zawlocki, Effective May 13, 2022, and Appointment of William Caponigro as Police Chief, Effective May 13, 2022 – City Administrator Wade stated that Chief Zawlocki is retiring effective May 13. He is one of the original Prospect Heights Police officers. It was noted that Deputy Chief Caponigro had been appointed to replace him as Police Chief. **Alderman Quinn moved to approve the appointment of Deputy Chief Caponigro to Police Chief effective May 13, 2022; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

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

CONSENT AGENDA –

A. Arbor Day Proclamation – to commemorate Arbor Day on April 29, 2022

B.R-22-21 Memo and Resolution Approving the FY2022-23 Budget for Chicago Executive Airport

C.O-22-07 Staff Memo and Ordinance Directing the Sale of Surplus Property – 2014 Ford Explorer - VIN#1FM5K8AR9EGB11281 (**2nd Reading**)

D.O-22-08 Staff Memo and Ordinance Establishing Water Rates for FY2022-23 (**2nd Reading**)

E.R-22-22 Staff Memo and Resolution Approving Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at \$4,200.00 – **Alderman Quinn moved for omnibus approval of Arbor Day Proclamation – to commemorate Arbor Day on April 29, 2022; R-22-21 Memo and Resolution Approving the FY2022-23 Budget for Chicago Executive Airport; O-22-07 Staff Memo and Ordinance Directing the Sale of Surplus Property – 2014 Ford Explorer - VIN#1FM5K8AR9EGB11281 (2nd Reading); O-22-08 Staff Memo and Ordinance Establishing Water Rates for FY2022-23 (2nd Reading); R-22-22 Staff Memo and Resolution Approving Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at \$4,200.00; seconded by Alderman Dash. Alderman Quinn moved to approve the appointment of Deputy Chief Caponigro to Police Chief effective May 13, 2022; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion carried 5 - 0

OLD BUSINESS - None

NEW BUSINESS

A.R-22-16 Resolution Authorizing a Redevelopment Agreement Between the City of Prospect Heights and Lexington Home Builders for Prospect Pointe/Muir Park 69-Unit townhome Development subject to acceptable language review by the City Attorney (**tabled from March 28, 2022 Council meeting**) – **Alderman Morgan-Adams moved to approved R-22-16 Resolution Authorizing a Redevelopment Agreement Between the City of Prospect Heights and Lexington Home Builders for Prospect Pointe/Muir Park 69-Unit townhome Development subject to acceptable language review by the City Attorney; seconded by Alderman Dash.**

Discussion followed. It was noted by Alderman Dash that the language is not complete. Attorney Hess confirmed that the Purchase and Sale Agreement is not complete – additional dates and maps are required, but, he noted, the Boards have accepted the agreement.

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

Motion carried 3 - 2

B.R-22-17 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Park District for Muir Park Improvements Related to Prospect Pointe/Muir Park Development (**tabled from March 28, 2022 Council meeting**) – **Alderman Morgan-Adams moved to approve R-22-17 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Park District for Muir Park Improvements Related to Prospect Pointe/Muir Park Development; seconded by Alderman Dash.**

ROLL CALL VOTE: AYES - Dash, Dolick, Morgan-Adams
NAYS - Cameron, Quinn

ABSENT - None

Motion carried 3 - 2

C.R-22-18 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Related to Prospect Pointe/Muir Park Development (***tabled from March 28, 2022 Council meeting***) – **Alderman Dash moved to approve R-22-18 Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Related to Prospect Pointe/Muir Park Development; seconded by Alderman Morgan-Adams.**

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

Motion carried 3 - 2

D.O-22-09 Staff Memo and Ordinance Amending Title 1 of City Code and Adopting the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan) (***1st Reading***) - Informational

E. O-22-10 Staff Memo and Ordinance Adopting the FY2022-23 Budget for the City of Prospect Heights (***1st Reading***) – Informational. Finance Director Graefen noted that there were no significant changes in the Budget from what was presented.

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Aldermen and Staff congratulated Deputy Chief Caponigro and retiring Chief Zawlocki. Many of the Staff and Elected officials also wished residents a Happy Holiday during the Easter and Passover seasons.

Acting Mayor Dolick – reminded the Elected Officials about attending the CEA dedication on April 20.

City Clerk Prisiajniouk- stated that a “Z” representing was being painted on cars in Wheeling.

Police Chief Zawlocki – said that two new officers had been sworn in on April 7. They start the Academy on May 2, and will graduate in August.

Director of Building and Development Peterson – thanked the City for its support of the Building and Development Department – having sent him to a 120-hour educational program on economic development.

Public Works Director Roscoe – Noted that storms were approaching, and the Department will be ready.

- The pre-construction for Arlington Countryside was last week. They will start mobilization on May 1.
- New Public Works employee, Joshua, is now on board. The City is still looking to hire a mechanic.

Finance Director Graefen- said that as of March 31st, the vehicle stickers have taken in \$650,000 of the \$715,000 budgeted. She praised the work of Administrative Assistant Falconer for processing the sticker allocation to the residents. Acting Mayor Dolick also praised the Administrative Assistant’s efforts.

DISCUSSION TOPIC IDEAS FOR NEXT WORKSHOP MEETING:

A. Discussion of City Water Study and New Water Survey- Alderman Morgan-Adams said that it was her understanding that the council was going to get some kind of engineering review. City Administrator Wade replied that when he reached out to the Baxter and Woodman group that had done the original survey and they sent back a two-part quote. It is now up to the Council what approach they want to take – an update for \$7400 and a broader survey for \$43,800, the quotes are from December 20, 2021.

Treasurer Tibbits said that an in-depth analysis was not necessary. What is needed, he said, is to find out how much will be saved if the City uses PVC piping, not ductile iron. He added that the City was not close to implementing any type of plan. He said that there needed to be more “concrete” facts to disseminate to the public, changing the way money is collected to equal amounts not EAV, as well as education about city water benefits. Treasurer Tibbits suggested public discussion and informal meetings on the subject.

Alderman Morgan-Adams added that there needed to be another survey with the same questions, as residents had changed. She said that a new survey and a new committee was needed. She noted that Ward 3 and part of Ward 4 needed city water. She felt that it was important to ask the residents how they feel.

Alderman Dash asked why “informal” meetings? She asked of the discussion would be how to pay for infrastructure? Treasurer Tibbits said that the state would allow the distribution of cost on various things. Alderman Dash asked if he anticipated that the cost of the infrastructure would be paid by a bond referendum? She stated that the “crux of the problem” is that no one wants to pay for the infrastructure and water, but everyone wants it. Treasurer Tibbits replied that payment was based on EAV of households. He said that there are 2500 households that need water. He said that the City might be able to borrow money at a low interest rate from the IEPA.

Alderman Dash did not think that a bond referendum would get passed. She added that the money cannot come out of the residents’ pockets.

Alderman Quinn asked Treasurer Tibbits if he had followed up with Congressman Schneider, who had said that he would look into the City’s well water situation and funding. Treasurer Tibbits replied that the City is entitled to get a low interest loan from the EPA, but that there was no money to be applied from the government. Treasurer Tibbits said that he had expected to coordinate with former Mayor Helmer, but that did not happen.

Alderman Quinn said that there needs to be more data and investigation regarding options.

Alderman Dash said that would be the goal of the informal meeting.

Alderman Morgan-Adams said that a bond would be needed to pay for the water system.

Acting Mayor Dolick stated that a bond issued currently would not pass. He said that more answers were needed, and that the issue would be addressed at the next workshop.

City Clerk Prisiajouiok said that the City needs to look at infrastructure. She said that the City might be able to get low interest rates and government subsidies. – **No action was taken**

B. Discussion of Elected Officials Stipends – Treasurer Tibbits said that an increase was needed to deal with inflation. He believed that the increase should be at least 50%. He said that the last increase in elected official stipends was in 2005. Former Alderman Ludvigsen, in the audience, said he believed that the last increase might have been in 2010. He said that that the increase should amount to \$50-\$100 per month.

Alderman Morgan-Adams asked Assistant City Administrator Falcone to get a comparison of stipends in other neighboring municipalities. **The direction of the Council was to have Assistant City Administrator Falcone get a comparison of elected official stipends in nearby municipalities.**

Acting Mayor Dolick noted that while none of the elected officials served for the money, being an elected official is time-consuming. Acting Mayor Dolick said that this is budget season and the Council had to be aware that cuts have been made in other departments. He said, at best, any increase would be nominal, and he was not certain that it was a good time to ask for an increase.

City Administrator Wade said that the Council could not vote itself a raise. If there was an increase in the stipend it would be applied to the winners of the next election. – **No action was taken**

City of Prospect Heights Quarterly Newsletter (Overall Design and Contents) – Acting Mayor Dolick said that there is no word limit on the Newsletter articles, as long as the articles all fit on the center page. Assistant City Administrator Falcone said that the articles had spilled over, and that he did not want to edit an elected official’s article.

Alderman Quinn believed that only the Mayor should write an article. She noted that she would rather see the newsletter have articles written by the Staff for the residents.

Acting Mayor Dolick asked that the articles be information only, and not contain opinions.

Alderman Dash mentioned the survey taken regarding the newsletter.

Assistant City Administrator Falcone said that he would send a survey update to the Council. He added that the vast majority of respondents were content with the newsletter as is – there were also many specific comments and suggestions from residents.

Alderman Morgan-Adams does believe that residents appreciate comments from the Aldermen and those comments are relevant. –**No action was taken.**

D.Discussion of Agenda Items and Structure – Alderman Dash commented that the Council might want to look into reshuffling the order of the meeting. She did not think all of the elected officials needed to report at each meeting. It should be the Mayor and City Administrator. She commended the Mayor and Staff for the recent meetings being more streamlined and the shuffling of the order to keep the meetings flowing.

Alderman Morgan-Adams noted that the meetings have been going more smoothly and more quickly. She did not think that the aldermen were taking an inordinate amount of time in their reports, and she felt that they had pertinent information. – **No action was taken.**

APPROVAL OF WARRANTS

A.Approval of Expenditures

General Fund	\$143,234.52
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,053.68
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$29,788.00
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	\$235.34

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	\$572.10
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$7,215.00
Parking Fund	\$679.79
Sanitary Sewer Fund	\$15,914.63
Road/Building Bond Escrow	\$0.00
TOTAL	\$199,693.06
<u>Wire Payments</u>	
3/25/2022 PAYROLL	\$155,932.93
MARCH ILLINOIS MUNICIPAL RETIREMENT FUND	\$18,730.18
TOTAL WARRANT	\$374,356.17

City Clerk Prisiajouiok read the warrants.

Alderman Quinn moved to approve the warrants as read; seconded by Alderman Cameron to include a TOTAL of \$199,693.06, 3/25/2022 PAYROLL of \$155,932.93, March Illinois Municipal Retirement Fund of \$18,730.18, and a TOTAL WARRANT of \$374,356.17. There was unanimous approval.

ROLL CALL VOTE: AYES - Morgan-Adams, Quinn, Cameron, Dolick, Dash
 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 7:56 PM, Alderman Dash moved to Adjourn; seconded by Alderman Quinn. There was unanimous approval.

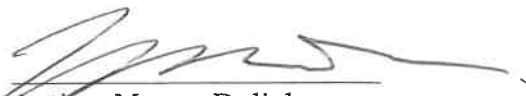
VOICE VOTE: All Ayes, No Nays.

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 25th day of April, 2022.



Deputy Clerk Schultheis



Acting Mayor Dolick

