

THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, MAY 10, 2021 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Mayor Nicholas J. Helmer called to order the Regular Zoom Teleconference Workshop Meeting of the City of Prospect Heights. Deputy Clerk Schultheis read the preamble to the meeting.

City Clerk Prisiajniouk called roll. A quorum was present.

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

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

APPROVAL OF MINUTES

A.April 26, 2021 City Council Regular Teleconference Meeting Minutes

B.April 26, 2021 Budget Public Hearing Meeting Minutes – **Alderman Dash moved for omnibus approval of April 26, 2021 City Council Regular Teleconference Meeting Minutes and April 26, 2021 Budget Public Hearing Meeting Minutes, as presented; seconded by Alderman Dolick.**

ROLL CALL VOTE:

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

Motion carried 4 – 0, one abstention

C.April 19, 2021 Prospect Pointe/Muir Park TIF Public Hearing Minutes – **Alderman Dolick moved to approve the April 19, 2021 Prospect Pointe/Muir Park TIF Public Hearing Minutes, as presented; seconded by Alderman Quinn. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

PRESENTATION

A.Swearing in of 4th Ward Alderman Danielle Dash – At 6:39 PM, Mayor Helmer administered the oath of office to Alderman Dash.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A.Appointment of Mr. Zygmunt Rygiel to Plan Commission / Zoning Board of Appeals – Mayor Helmer said that he had interviewed Mr. Rygiel and felt that his background made him a great fit for the PZBA. As he was on a tour of duty, he was not present at the meeting.

Alderman Dolick moved to approve the appointment of Zygmunt Rygiel to the Plan Commission / Zoning Board of Appeals; seconded by Alderman Quinn. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

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

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

City Administrator Wade thanked the Council and Staff for the preliminary engineering work that had been approved. It allowed for projects that were ready to proceed, and therefore, eligible for grant money. The City will be receiving \$2 million for Arlington Countryside from the Covid stimulus money and the state's Rebuild Illinois. Arlington Countryside is a \$3 million project. The City will get a refund from the Federal government but there is a cash flow consideration. Also, it is important that the City go to bid at the right time.

City of Prospect Heights Capital Projects Report, by City Engineer Pat Glenn, of Gewalt Hamilton Associates, Inc. gave an update on the following:

1.MS-4 Municipal Separate Storm Sewer System Annual Compliance Report of National Pollution Discharge Elimination System – GeWalt Hamilton representative Mike Warner discussed the annual compliance report. MS4 is run by the US EPA, and this is the 18th year of the program. The program requires a permit for the discharge of stormwater from an MS4. There has been a change to the permit this year that will affect the requirements. The City is required to develop, implement, and enforce the stormwater management program plan (SMPP); implement SMPP and track its progress; and report on the progress annually by June 1. There are six minimum control measures.

2.Old Willow/Seminole Resurfacing - Engineer Glenn said that the Council has already approved preliminary engineering. There is funding for the resurfacing and shared bike lanes. Construction starts in mid-June.

3.Arlington Countryside Storm Sewer System Progress Report and Request for Council Direction – Engineer Glenn said that the scope of the project includes a pump that can handle 6700 gallons per minute pumping station and a mile of stormwater force main. Engineer Glenn said that he is ready to go out to bid when directed to do so. Some federal funding will not come through until next year, but the City is capable of moving forward with the funds it has to bridge the gap. The timing of the construction bid timing can affect pricing. It is not ideal to take a project out to bid in June. He suggested the bid be opened in late winter, for construction to begin in March-April, 2022. He noted that there was some risk in waiting – as the federal government might pass an infrastructure bill that would drive construction prices up considerably.

Aside from timing, Engineer Glenn said that the Council needed to decide if they wanted to contract directly with Metropolitan Pump Company directly or wait for the contractor to order the pump. The lead time for the pump delivery is 6-9 months, so if the City orders directly, the pump will be ready when the contractor is hired. He also pointed out that the contractor typically adds a mark-up for any supplies that they order directly.

The two key issues that needed Council direction is the timing of the bids and whether to have a direct contract with Metropolitan Pump Company.

Mayor Helmer asked about the timing of the bidding process and construction. Engineer Glenn suggested to open the bids in February and start construction in late April. He said that he would put together details and cost of the pump. And, he hoped to have the pump contacted for by July, 2021.

Alderman Dash asked about a possible gap between the City and the contractor that might affect the details regarding the pump. Engineer Glenn said that the contractor will order what the City tells them to order. He added that the City will make Metropolitan Pump responsible if there is any recourse.

Alderman Dolick asked if this was from money designated from the Arena Land to this property? City Administrator Wade – said yes, money was placed in the capital fund for this purpose.

Alderman Dolick said that he wanted to make certain that the City did not incur any delays, especially as the City had the funding to begin the project now.

Alderman Dash asked if the City would jeopardize its funding, if it delayed the bid until 2022. City Administrator Wade replied that it would not, as the Rebuild Illinois and Covid 19 Stimulus money did not have a timeframe, and it already has been approved.

Alderman Dash asked if this project was subject to permit approval? Engineer Glenn said that the City was close to receiving permits. He expected to have them within the next month.

Alderman Morgan-Adams wanted to know when the City was ordering the pump. She also wanted an estimate on the cost. Engineer Glenn said that he would like to see the pump ordered in July or August, 2021. This would have it coincide with the construction contract. He estimated the cost to be about \$500,000. Alderman Morgan-Adams asked if the City would have to pay the full cost upfront. Engineer Glenn answered that he did not think so. He said that Metropolitan Pump Company would not be paid in full before the delivery of the station. He said that the City's responsibility, if it began construction in April, 2022, would be minimal; as the City would not receive its first construction invoice until May, 2022.

Alderman Cameron asked the engineer if he anticipated that there would be shortages in supplies. Engineer Glenn said that he emphasizes the supply side, but all the City needs to have installed is the box and the station. Everything else is components.

Alderman Cameron said that she would like to know if there are going to be any shortages.

Engineer Glenn said that he would get more information from Metropolitan Pump.

Alderman Quinn asked what would happen if the project's changed. Engineer Glenn said that it was not an issue because the key components of the project would not change.

Treasurer Tibbits asked if Metropolitan Pump had any competitors. Engineer Glenn replied that they were the only option, as they were the only company that makes a packaged product.

Treasurer Tibbits asked if we could ask for a delivery month that was guaranteed. Engineer Glenn said that the City could ask for that but he was certain that exclusions would be written into the contract. Treasurer Tibbits asked what would happen if the pump did not arrive in time. Engineer Glenn said that the City would have to wait for the pump, and that could be included in the contract with the construction company. Treasurer Tibbits asked why the City didn't start bidding in November or December. Engineer Glenn said that it was based on availability of materials. The contract should not cost out materials too far in the future; it will just force the contract bidders to bid higher.

Alderman Dolick asked that the City Engineer be directed to detail costs and the next step in the process. He asked that the project be greenlighted to move quickly towards a March construction bid award and the City buying the pump from Metropolitan Pump Company directly. The above to be voted on for approval at the May 24, 2021 meeting. There was unanimous consensus from all five aldermen.

4. Wolf Road North Sidewalk Project Status Report - Engineer Glenn said that the schedule has been laid out for this project. It will receive state ITEP funding. Congressman Schneider has submitted the project for additional funding.

5. Wolf Road South Sidewalk Project Status Report – This project is scheduled ahead of the north. This will be approved in 2024. The application has already been submitted.

6. Metropolitan Water Reclamation District Flood-Prone Property Purchase Program, Report and Request for Direction re: 214 S. Wheeling – Engineer Glenn said that the property at 214 Wheeling floods. An IGA will come before Council in which the MWRD Flood-prone property purchase program will allow the property to be purchased and ultimately owned and maintained by the Park District.

City Administrator Wade said that the property has flooded six times, and it qualifies to be purchased and become part of Tully Park. It will have public access.

Staff is looking for direction from Council

Alderman Morgan-Adams asked if the IGA for Willow Road Storm Water management improvement is coming soon? Engineer Glenn said that it would close in the next month.

Alderman Morgan-Adams asked how the 214 Wheeling Road project was related to the Willow Road storm water project. Engineer Glenn said that the two were hydrologically disconnected.

Alderman Morgan-Adams asked if 214 Wheeling would be done within the next month. Engineer Glenn said that it depended on the Council.

City Administrator Wade said that to move the MWRD forward, the City has to show that it is moving forward. The City will not be the landholder.

When asked how a price was determined; Engineer Glenn replied that there would be two appraisals. He said that the City was working out details with the MWRD before bringing the IGA to the Council.

The unanimous direction of the Council was to develop an IGA with the MWRD

7. Levee 37, Storm Sewer Issue, Improved Pumps and Other Matters-Status Report – this has been delayed, as IDOT had a storm sewer issue. A solution will be constructed at no cost to the City; and the MWRD is very restrictive about how the property can be used once bought.

8. Willow Road Storm Water Management Improvement, in Partnership with Metropolitan Water and Reclamation District and Cook County Department of Transportation-Status Report - this is a \$3 million project. The cost to the City is \$650,000. MWRD will be doing most of the work for this project.

9. Camp McDonald Sidewalk Phase 1 Preliminary Engineering, Provided by “Invest in Cook” Grant

10. Sanitary Sewer Assessment/Rehabilitation Status – all sewers have been televised. There is some clean up left. Phase II will have spot repairs.

Alderman Dolick – Ward 5 – the construction work on Old Willow being done by Illinois American Water has been cleaned up.

Alderman Dash – Ward 4 – Stated that there is a new business, “Garfield’s” liquor store that has just opened in Prospect Heights.

Alderman Quinn – Ward 2 – thanked Code Enforcement Officer Porzycki for staying on top of issues that were in her ward.

- She also thanked Assistant City Administrator Falcone for looking into community issues.

City Administrator Wade –said that there would be an executive session regarding collective bargaining.

Police Chief Zawlocki – said that Youth Outreach would be starting up again – There would be two movies and one pool trip. He also said that the Police would be participating in Special Olympic Events like the “Cop on a Rooftop” in August and the Torch Run in June or July.

-He noted that the annual Police Golf Outing at Old Orchard would be on June 10.

Director of Building and Development Peterson – said that the Garfield’s grand opening would be soon.

- He said that the Department had a busy April with 104 permits, making it the busiest April in the city’s history. He said that May looked good, too.

Public Works Director Roscoe – said that his crews were routing sewer pipes.

-he said that Levee 37 was being inspected by the IDNR and the Army Corp of Engineers.

Treasurer Tibbits – said that PHTV on Comcast is having signal issues. ATT customers are not having any issues.

-Congratulated Digital Communications Technician Colvin on the Pop-up Covid 19 vaccination site information that he has put on social media sites and PHTV.

-He invited Aldermen and the Mayor to make video reports on PHTV. He is hoping to have quarterly PHTV updates from the elected officials.

City Clerk Prisiajniouk – read a warning from the Inspector General regarding scammers who contact unsuspecting individuals and pretend to need vaccination information from them.

Mayor Helmer – said that he was happy to be eating and Bread and Butter on Saturday, and see Alderman Quinn and several residents eating there, too.

CONSENT AGENDA – None

OLD BUSINESS - None

NEW BUSINESS

A. Requested Waiver of 1st Reading O-21-15 Staff Memo and Ordinance Allowing a Special Use Permit for a Pawn Shop at 616 N. Milwaukee - Palwaukee Plaza (**1st Reading**) – **Alderman Quinn moved to waive the first reading of O-21-15 Staff Memo and Ordinance Allowing a Special Use Permit for a Pawn Shop at 616 N. Milwaukee - Palwaukee Plaza; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 5 - 0

B.O-21-15 Staff Memo and Ordinance Allowing a Special Use Permit for a Pawn Shop at 616 N. Milwaukee - Palwaukee Plaza (**2nd Reading**) –**Alderman Dolick moved to approve O-21-15 Staff Memo and Ordinance Allowing a Special Use Permit for a Pawn Shop at 616 N. Milwaukee - Palwaukee Plaza; seconded by Alderman Dash.**

Alderman Quinn asked why a place calling itself a luxury pawn shop would have the name Wham. The two owners of the store were on the Zoom call and explained the naming convention.

Alderman Quinn said the drawings of the facility did not show cameras on the outside of the building. Director Peterson replied that the schematic was just to give an idea of the type of security; the specific plans will be provided if the pawn shop is approved.

The owners of the shop said that there will be outside security cameras, and those cameras will be accessible to the Police.

There was unanimous approval.

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

Motion carried 5 - 0

C.R-21-19 Staff Memo and Resolution Supporting Restoration of LGDF Revenue – City Administrator Wade said that the Governor’s budget cuts to the municipalities would cost Prospect Heights between \$160,000 - \$170,000. **Alderman Morgan-Adams moved to Approve R-21-19 Staff Memo and Resolution Supporting Restoration of LGDF Revenue; seconded by Alderman Dolick.**

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

Motion carried 4 - 1

DISCUSSION TOPICS FOR THIS MEETING:

A. Greater Wheeling Area Chamber of Commerce & Industry – Mayor Helmer said that he had spoken to City Clerk Prisiajniouk and it had been decided to get more information and discuss this topic at the first meeting in June. Alderman Morgan-Adams said that the bylaws of the current Chamber require that the City have a seat on the Board. She asked if the City Clerk was still on the Board. City Clerk Prisiajniouk said that she was still on the Board, but the new President of the Chamber, Neena Pottoore did not even have her email address. - **TABLED**

B. Plan Commission / Zoning Board of Appeals Member Stipends – Mayor Helmer asked that the Fire Police Commission and the Plan/Zoning Board of Appeals commissioners and chairmen be given raises commiserate with the amount of work and responsibility that they have. He suggested an increase to \$100 for the commissioners and an increase to \$150 for the commissioners. **Alderman Cameron supported the increase; Alderman Morgan-Adams supported the increase; Alderman Quinn supported the increase as long as it was budgeted; Alderman Dash supported the increase; and Alderman Dolick supported the increase.** Attorney O’Driscoll said that there would need to be a change in the City Code, and that it would need to be put on the next agenda.

C. In-Person and/or Hybrid Council Meetings – Mayor Helmer said that there were still 2000 COVID cases every day. He noted that very few residents showed up at meetings that are held in the Council Chambers, and there are more that show up on Zoom sessions. He suggested that the Council wait to talk about returning to the Council Chambers until the first meeting in July and then vote on during the second meeting of July. He added that the City can have hybrid meetings. Alderman Dolick said that he was fine with waiting until June or July. Alderman Morgan-Adams said that the quality of meetings was impacted by lack of in-person attendance. She said that those who have had the shot have 94% immunity rates. She would like to be back to having in-person meetings in July or August. She said that she had received complaints about the teleconference meetings. Alderman Cameron said that she is in favor of waiting, and would consider the hybrid option. She would want to make certain that the dais does not have the close seating that it used to have pre-Covid. Alderman Quinn said she supported the mayor’s position 100%. She did not feel that Zoom had a negative impact on the quality of the meetings, and felt that more residents felt comfortable attending the meetings this way. She said that the City needed to take a leadership stance. Alderman Dash said meeting in-person will have to start again, and was in favor of hybrid meetings as an opportunity to start in-person meetings again. Treasurer Tibbits said the A/V has been planning and ready for hybrid meetings for six months. He said that the dais would be people sitting at every other seat and the Staff would sit at a table below the dais. Presentations can be accommodated with Zoom. The Public would still dial into Zoom.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$73,363.48
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00

Tourism District	\$0.00
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$4,150.00
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	\$87.70
Special Service Area #8 – Levee Wall #37	\$1,622.20
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$24,285.00
Capital Improvements	\$3,078.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$130,425.97
Water Fund	\$12,742.65
Parking Fund	\$4,353.35
Sanitary Sewer Fund	\$2,547.49
<u>Road/Building Bond Escrow</u>	<u>\$1,626.55</u>
TOTAL	\$258,282.39
<u>Wire Payments</u>	
4/23/2021 PAYROLL POSTING	<u>\$169,413.85</u>
TOTAL WARRANT	\$427,696.24

City Clerk Prisiajniouk read the Warrants.

Alderman Quinn moved to Approve the Warrants as presented; seconded by Alderman Dolick to include a Total of \$258,282.39; 4/23/2021 Payroll Posting of \$169,413.85; and TOTAL WARRANT of \$427,696.24. There was unanimous approval.

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

Motion carried 5 - 0

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

EXECUTIVE SESSION (Request to discuss collective bargaining negotiations and sensitive material related to potential litigation)

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 8:40 PM, Alderman Morgan-Adams moved to close open session and go into executive session to discuss collective bargaining negotiations and potential litigation; seconded by Alderman Quinn. There was unanimous approval.

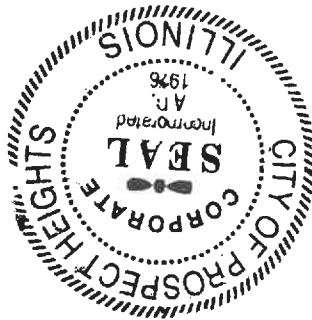
ROLL CALL VOTE: AYES - Dolick, Morgan-Adams, Quinn, Cameron, Dash
 NAYS - None
 ABSENT - None

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 24th day of May, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer