



**THE CITY COUNCIL REGULAR HYBRID MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, JUNE 27, 2022 AT 6:30 P.M.**

**CALL TO ORDER AND ROLL CALL** – At 6:30 PM, Acting Mayor Matthew Dolick called to order the June 27, 2022 City Council Regular 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 the roll. A quorum was present.

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

**OTHER OFFICIALS PRESENT** – Acting City Administrator Falcone, Deputy Clerk Schultheis, Director of Building and Development Peterson, Public Works Director Roscoe, Attorney Hess, Finance Director Graefen, Police Chief Caponigro, Digital Communications Technician Colvin.

**PLEDGE OF ALLEGIANCE** – Mike Flood of Flood Brothers led the Pledge.

**APPROVAL OF MINUTES**

**A.** June 13, 2022 City Council Workshop Meeting Minutes

**B.** June 13, 2022 City Council Special Meeting Minutes

**C.** June 13, 2022 City Council Special Meeting Executive Session Minutes (*not for public release*) –

**Alderman Ludvigsen moved for omnibus approval of June 13, 2022 City Council Workshop Meeting Minutes, June 13, 2022 City Council Special Meeting Minutes, and June 13, 2022 City Council Special Meeting Executive Session Minutes (*not for public release*); seconded by Alderman Morgan-Adams. There was unanimous approval.**

**ROLL CALL VOTE:**

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

Motion carried 5 – 0

**PRESENTATIONS**

**A.** Chicago Executive Airport Monthly Update Presented by Director Scott Saewert

Director Saewert noted that the Run the Runway and Rock the Runway events at the Chicago Executive Airport had been a success, and were well-attended. He noted that there were 575 runners.

-The Chicago Executive Airport will have a float in the Independence Day Parade along with an Airport Explorer and a Jeep.

-District 214 is partnering with Lewis University to allow students college credit while earning as apprentices at the airport. This program has produced summertime apprentices.

-the Airport has been busy giving tours of the facilities

- there is a building permits with Hawthorne and Atlantic. The Airport is also asking for proposals on usages
- there is an airfield lighting project beginning. There are local contractors bidding on these.
- there is additional airport security with more cameras
- the noise exposure map will be updated soon.
- Upgrading the AV and infrastructure software.
- Residential Sound Improvement Program has 578 applicants. The pilot phase has finished. The next phase will be sound testing and construction.
- operations are 16% above the average month.
- Customs is running at normal usage, up 17% in April. – **No action was taken.**

**B.**Annual Report of the Fire Police Commission Presented by Chairman Sharon Hoffman – Chairman Hoffman read the Annual Fire Police Commission Report. She noted the retirement of Commissioner Jerry Meyer from the Commission and the retirement of Chief Zawlocki. She also stated that the Board had a Zoom Meeting in December, 2021; all other meetings were held in person. She noted that all of the recruit lists had been exhausted and that a third test within the last year had been given on June 18. – **No action was taken.**

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

**A.**Appointment of Mayor Matthew Dolick to the Tourism District Board – the Mayor of the City is a Commissioner for the Tourism District Board. Acting Mayor Dolick is being confirmed to replace the late Mayor Helmer. **Alderman Morgan-Adams moved to approve Acting Mayor Matthew Dolick as Commissioner to the Tourism District Board; seconded by Alderman Ludvigsen. There was unanimous approval.**

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

Motion carried 5 – 0

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

**CONSENT AGENDA - None**

**OLD BUSINESS - None**

**NEW BUSINESS**

**A.O-22-19** Staff Memo and Ordinance Amending Title 1, Chapter 7 – Compensation of Officers, Employee Salaries and Pay Plan (**1st Reading**) – the elected officials pay plan in the Ordinance was requested to be raised to \$350 per month per Aldermen, City Clerk and Treasurer; and \$700 per month for Mayor. **The general consensus from the Aldermen was that the amounts should be changed to \$350 per month for Aldermen, City Clerk, Treasurer; and \$700 per month for Mayor.** Acting Mayor Dolick said this was a First Read, and the changes would be made to the Ordinance. Acting Mayor Dolick added that even if the ordinance is approved, the new rates would not go into effect until after the April, 2023 election results. - **No action was taken.**

**B.**Request from the Police Department for the Authorization to Fill the Vacant Administrative Coordinator Position – Police Chief Caponigro said that the Police Department has wanted to fill the position for 1.5 years. Lara Batten had left that position to be promoted to Records Supervisor. She and officers have been adding extra time to cover this slot, but with the addition of car cameras; a new person will need to be trained how to use the camera system and how to redact FOIA’s. With these cameras, FOIA requests are expected to quadruple. The Police Department is currently down four officers. It is difficult to have all the officers putting in extra hours and volunteer time to cover the extra time slots needed.

Alderman Cameron asked if the job had been posted. Records Supervisor Batten said that it had not been posted yet. Acting City Administrator Falcone noted the salary range. Alderman Ludvigsen asked if there was a third party source that could be used for assistance. Chief Caponigro replied that when the system was bought, the Police Department did not choose the most expensive redaction software. The subpoenas go directly to the records Supervisor. Records Supervisor Batten said that the PD would need control over the FOIA's and the subpoenas. **Alderman Morgan-Adams moved to approve the Authorization to Fill the Vacant Police Department Administrative Coordinator Position; seconded by Alderman Ludvigsen. There was unanimous approval.**

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

Motion carried 5 – 0

**C.**Request from Flood Brothers Disposal Company for a One-Time Annual Price Increase of 5 Per Cent Due to an Average Consumer Price Index of 7.38 per cent – There were questions from some of the Aldermen as to whether or not the City would receive an extra year at the current contract if this one-time increase of 1.5% would be honored. Acting City Administrator Falcone said that there are four more years on the current contract, and recommended negotiating long term agreements rather than extensions. He also noted that the City has a “great” relationship with Flood Brothers and their rates for commercial and residential waste hauling and recycling in the current contract were deeply discounted from the former waste hauler.

Acting Mayor Dolick also noted that the new yearly rate begins July 1, so there was no time to negotiate a new deal.

Attorney Hess stated that the Council needed to provide direction for a one-time increase that was not contingent upon other contract extensions, as that would possibly require months and other procedural issues, including legal review.

The issue was restated – Flood Brothers is entitled to the 3.5% increase as per contract; but due to the CPI of 7.38%, Flood Brothers has asked for a one-time 1.5% extra to help mitigate the rising fuel prices and operating costs. If granted, the total increase starting July 1 would be 5%.

The extra 1.5% translates to 24 cents per month non-senior single family, 18 cents per month senior rates, 10 cents per month senior townhouse, 14 cents per month non-senior townhomes, 12 cents multi-family. – **Alderman Dash moved to approve Request from Flood Brothers Disposal Company for a One-Time Annual Price Increase of 5 Per Cent Due to an Average Consumer Price Index of 7.38 per cent; seconded by Alderman Ludvigsen. There was unanimous approval.**

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

Motion carried 5 – 0

**D.R-22-30** Staff Memo and Resolution Authorizing an Agreement with Gewalt Hamilton for Engineering Services to Manage Public Works Fuel Storage Replacement Project – Director Roscoe said that the current tank is over thirty years old. The age of the tank is causing the insurance premiums to become exorbitant. An engineer is needed to manage the process. It was noted that the cost is \$18,000.

**Alderman Ludvigsen moved to approve R-22-30 Staff Memo and Resolution Authorizing an Agreement with Gewalt Hamilton for Engineering Services to Manage Public Works Fuel Storage Replacement Project; seconded by Alderman Dash. There was unanimous approval.**

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

Motion carried 5 – 0

## **STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS**

**A.** May Financial Report Presented by Finance Director Cheri Graefen – Noted that sales tax were strong, as well as income tax. The City is budgeted for 8% revenue to this point, as we are already at 13% revenue.

- the City has received \$127,000 from DEA funds
- an audit is underway
- Nate from Lauterbach will be assisting Assistant Finance Director Tannehill.
- the Monthly Financial reports will be revised

Elected officials and Staff were complimentary of the Block Party and Run/Rock the Runway events.

Alderman Morgan-Adams – Ward 3 – said that she will be participating in the upcoming Independence Day Parade on July 2<sup>nd</sup>.

Alderman Dash – Ward 4 – Noted that the Block Party was well-attended.

Acting Mayor Dolick – Praised the Run/Rock the Runway event, and hoped that it would continue to be a community event. He noted that this year's Independence Day Parade Marshal will be Retired Police Chief Zawlocki.

- Noted that the sidewalk replacement has received positive comments. And, Phase II, which will begin in August/September, will reseed the area.

Treasurer Tibbits – said that June was a very busy month for PHTV. They attended Dollars for Scholars, the Block Party, Community Days, Run/Rock the Runway – Digital Communications Technician Colvin has over 1000 photos from the events.

City Clerk Prisiajouiouk - asked businesses that were listening to consider joining the Greater Wheeling Chamber.

Director of Building and Development Peterson – has a very busy PZBA meeting in July with new applications for sit-down restaurants in the Third Ward at Ascot Center and three variations.

-The City has received the business plans for the tattoo parlor, Bar Salotto has progressed - targeting Fall, 2022. Wings and Jets Pizza are in construction plan phase.

- lots of summer permits.

Public Works Director Roscoe – said that while it was a lot of preparation to get the Run/Rock the Runway event together. It was a great mutual effort and a success.

- Arlington Countryside is on schedule. That has been relayed to the school district so they know the most current information.
- He said that he was meeting with the Engineer regarding the 2022-23 sanitary sewer rehab project.
- Levee 37 meeting with the IDNR, IDOT, the Army Corp of Engineers to get the last sluice gate piece in place.

- This afternoon, there was an accident on North Parkway that knocked out power to Residents there. ComEd reacted quickly, and they got power restored by 7 PM.

Police Chief Caponigro – noted that Run/Rock the Runway takes hundreds of man hours, and that it has been perfected over the years.

- June 18 was the most recent test for police recruits. Of the 35 eligible, 18 showed up, 15 passed.
- There are three more youth outings.
- The initial interview for the Up Close and Personal was with the Chief. The interviews will be a different officer each month. The purpose is a way to get to know the Police Department officers a little better.

**DISCUSSION TOPICS FOR JULY WORKSHOP MEETING:**

**A.**Request for Continued Discussion of the City of Prospect Heights Quarterly Newsletter – Mayor Dolick said this topic would be discussed at the Workshop meeting – **No action was taken.**

Alderman Dash – asked about local Fuel Tax of 2% per gallon that was authorized by the State last year for non-home rule communities as a potential revenue source. Acting City Administrator Falcone replied that it is being looked at by the City Administrator to help with offsetting the expense of the new Coordinator position at the Police Department. Nothing has been brought before the Council yet about this possible revenue source. – **No action was taken.**

**APPROVAL OF WARRANTS**

**A.**Approval of Expenditures

General Fund	\$141,437.72
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$3,249.07
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	\$220.33
Special Service Area #8 – Levee Wall #37	\$0.00
Special Service Area-Const #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$32,282.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$23,119.20
Parking Fund	\$229.40
Sanitary Sewer Fund	\$1,418.26
Road/Building Bond Escrow	\$0.00
<b>TOTAL</b>	<b>\$201,955.98</b>
<b><u>Wire Payments</u></b>	
<b>6/17/2022 PAYROLL</b>	<b>\$170,973.13</b>
<b>6/22/22 POLICE PENSION FUNDING</b>	<b>\$105,967.02</b>
<b>TOTAL WARRANT</b>	<b>\$478,896.13</b>

City Clerk Prisiajniouk read the warrants.

**Alderman Ludvigsen moved to approve the warrants as presented; seconded by Alderman Morgan-Adams to include a TOTAL of \$201,955.98; 6/17/2022 Payroll of \$170,973.13;**

**6/22/2022 Police Pension Funding of \$105,967.02; and a TOTAL WARRANT of \$478,896.13.  
There was unanimous approval.**

**ROLL CALL VOTE:**       AYES -       Cameron, Ludvigsen, Morgan-Adams, Dash, Dolick  
                          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 - None**

**ADJOURNMENT - At 8:00 PM, Alderman Morgan-Adams moved to Adjourn; seconded by Alderman Cameron. There was unanimous approval.**

**VOICE VOTE:**                   All Ayes, No Nays

Motion carried 5 - 0.

Approved by the City Council of Prospect Heights on July 11, 2022.



Deputy Clerk Schultheis



Acting Mayor Dolick

