



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

**CALL TO ORDER AND ROLL CALL** – 6:30 PM, Acting Mayor Dolick called to order the City Council Workshop 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 Ward 5 Dolick, Aldermen – Morgan-Adams, Ludvigsen, Dash; Treasurer Tibbits, City Clerk Prisiajniouk

**ABSENT** – Cameron (by previous notification)

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

**PLEDGE OF ALLEGIANCE** – Acting Mayor Dolick led the Pledge.

**APPROVAL OF MINUTES**

**A.** June 27, 2022 City Council Regular Meeting Minutes – **Alderman Ludvigsen moved to approve the June 27, 2022 City Council Meeting Minutes; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent

**PRESENTATION** - None

**APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS**

**A.** Appointment of Jerry Simmons to the Plan Commission/Zoning Board of Appeals – Acting Mayor Dolick noted that Director Peterson and he had interviewed Mr. Simmons. **Alderman Morgan-Adams moved to approve the Appointment of Jerry Simmons to the Plan Commission/Zoning Board of Appeals; seconded by Alderman Ludvigsen.**

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

Motion carried 4 – 0, one absent

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

**CONSENT AGENDA** - None

## **OLD BUSINESS**

**A.O-22-19** Staff Memo and Ordinance Amending Title 1, Chapter 7 – Compensation of Officers, Employee Salaries and Pay Plan (**2nd Reading**) – **Alderman Dash moved to Approve O-22-19 Staff Memo and Ordinance Amending Title 1, Chapter 7 – Compensation of Officers, Employee Salaries and Pay Plan; seconded by Alderman Ludvigsen.**

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

Motion carried 4 – 0, one absent

Acting Mayor Dolick reminded the Council that the new rates do not go into effect until after the April, 2023 new, election winners are sworn in.

## **NEW BUSINESS**

**A.O-22-20** New Business Request and Ordinance Increasing the Number of C-1 Liquor Licenses from 4 to 5 for Restaurant Pizza Pavia, 6 N. Elmhurst Road, and Reducing the Number of B Liquor Licenses from 7 to 6, the Number of C Liquor Licenses from 4 to 3, and the Number of C-3 Liquor License from 4 to 3 (**1st Reading**) – Pizza Pavia owner Henry Rafidia told the Council that it is possible that he will need the later liquor license to keep the restaurant competitive. He said that he would start closing at 10 PM, and then change the hours if the area supported later hours dining. It was noted that there were 35 seats in the restaurant and 20 more patio seats. Director Peterson said that he had received a demolition permit application to buildout; and that there would be a full, commercial oven for brick-fired pizza.

Alderman Ludvigsen asked about video gaming. Director Peterson said that the restaurant had a lower level that could be used for video gaming. He said that it was less than 15% of their floor space.

Alderman Ludvigsen said that he was not in favor of a 3 AM liquor license but would be in favor of a 1 AM license. Alderman Morgan-Adams asked how late their other restaurants stayed open, and Mr. Rafidia replied that restaurants had different hours in different locations. He added that his focus is on food sales, not video gaming.

**No action was taken**

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

Elected Officials and staff commented positively on the Independence Day parade.

Special appreciation was given to the Police Department, Public Works Department and Fire District for their and participation, as well as the Lions Club for helping to handle traffic. St. Alphonsus and District 23 for providing the staging and completion areas for the parade; and all of the participants.

## **DISCUSSION TOPIC IDEAS FOR THIS WORKSHOP MEETING:**

**A.**Request for Continued Discussion of the City of Prospect Heights Quarterly Newsletter –Acting Mayor Dolick asked that this topic be reviewed with Staff, but that there would be no action taken at the meeting.

Assistant City Administrator Falcone said that the survey by the residents show that the residents are in favor of the newsletter and the frequency of the newsletter. He noted that the current newsletter is at the printer.

He stated that some of the comments from the survey included more information on Ordinances (added); Ward Map to locate the appropriate alderman (included in last newsletter); local businesses (added), upcoming events (always a feature of the newsletter); residents enjoy information on new police officers; an option to email the newsletter (because of bulk mailing, even if the newsletter were emailed, it would also be sent by US mail); City Council, recycling, community events (always a feature of the newsletter).

Treasurer Tibbits recommended:

The Newsletter size increased to 12 pages (at an additional cost of \$1500). The newsletter is currently 8 pages.

He wants two pages of advertising. The advertising pages should be pages 10-11.

Treasurer Tibbits said Reports should come from City officials and Department heads.

Treasurer Tibbits said that elected officials should have reports limited to their ward or general news.

He asked that the layout be changed from two-columns to three-columns and reduce the line spacing to be able to add more text.

Acting Mayor Dolick noted that two full pages of advertising would be challenging for the City Hall staff to solicit.

Alderman Morgan-Adams suggested going from 8 to ten pages, but was told that was not feasible because of the way the newsletter paper is designed.

It was also noted that the advertisements all on the same page made it difficult to fill in blank spaces in the columns. The advertisements are often placed where there is empty space after an article.

Alderman Dash asked if more room was needed in the newsletter. Assistant City Administrator Falcone said that the extra room had not been necessary for the newsletter. He added that going to a three-column newsletter would make the font smaller and more difficult for some residents to read.

City Clerk Prisiajniouk wanted to know how newsletter advertisements were solicited, and if more solicitation of advertising was possible. Acting Mayor Dolick said that staff should not be engaging in newsletter advertising solicitation. City Administrator Wade stated that there could be a potential issue if businesses felt that buying newsletter advertisements was obligatory.

Director Peterson noted that all new businesses are directed to the Staff and are made aware of Enews, Newsletter, ribbon cutting and advertising – it is then their option. – **No action was taken.**

## **APPROVAL OF WARRANTS**

### **A. Approval of Expenditures**

General Fund	\$90,190.25
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$3,805.83
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$1,530.75
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	\$0.00
Special Service Area #8 – Levee Wall #37	\$83.50
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$24,165.50
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00

Water Fund	\$7,010.66
Parking Fund	\$1,286.26
Sanitary Sewer Fund	\$2,077.60
Road/Building Bond Escrow	\$1,762.00
<b>TOTAL</b>	<b>\$131,912.35</b>
<b><u>Wire Payments</u></b>	
<b>07/01/2022 PAYROLL</b>	<b>\$179,733.49</b>
<b>JUNE ILLINOIS MUNICIPAL RETIREMENT FUND</b>	<b>\$19,705.69</b>
<b>TOTAL WARRANT</b>	<b>\$331,351.53</b>

City Clerk Prisiajniouk read the warrants.

**Alderman Morgan-Adams moved to approve the warrants as stated; seconded by Alderman Ludvigsen to include TOTAL of #131,912.35; 07/01/2022 Payroll of \$179,733.49; June Illinois Municipal Retirement Fund of \$19,705.69; and TOTAL WARRANT of \$331,351.53.**

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

Motion carried 4 – 0, one absent

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

**EXECUTIVE SESSION** (No Items) - None

**ADJOURNMENT – At 7:31, Alderman Dash moved to Adjourn; seconded by Alderman Morgan-Adams.**


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

Motion carried 4 -0; Alderman Cameron absent.

Approved by the City Council of the City of Prospect Heights on this the 25<sup>th</sup> day of July, 2022.

  
 Deputy Clerk Schultheis



  
 Acting Mayor Dolick