



THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
ON MONDAY, AUGUST 22, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Acting Mayor Matthew Dolick called to order the City Council Meeting of August 22, 2022 at City Hall, 8 North Elmhurst Road, Prospect Heights, IL. Deputy Clerk Schultheis called roll. A quorum was present.

ELECTED OFFICIALS PRESENT: Acting Mayor/Alderman Ward 5 Dolick, Treasurer Tibbits, Aldermen Ludvigsen, Cameron, Dash, Morgan-Adams.

ABSENT – City Clerk Prisiajniouk with prior notification

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

PLEDGE OF ALLEGIANCE – led by Acting Mayor Dolick

APPROVAL OF MINUTES

A. July 25, 2022 City Council Regular Meeting Minutes – **Alderman Dash moved to approve the July 25, 2022 City Council Regular Meeting Minutes are presented; seconded by Alderman Ludvigsen.**

ROLL CALL VOTE:

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

Motion carried 4 – 0, one abstention

PRESENTATIONS

- A.** Chicago Executive Airport Monthly Update Presented by Director Jim Kiefer said that revenues were up 8% and expenses were 35% under budget
- A new snow broom was purchased but will not be delivered for 13-14 months.
 - there is new security, including a new card access and cameras
 - runway repairs are underway
 - Signed RS&H for environmental impact assessment for the closure of runway 624 and to study the Noise Exposure map that is due every five years.
 - Airfield Lighting Project was postponed due to parts availability.
 - RSIP meeting on Wednesday, September 7 at 6 PM at the Administrative Building
 - Joint CEA-Prospect Heights-Wheeling Meeting on Sept 21 at the Westin at 7 PM
 - Executive Secretary Jennifer Pfeifer has resigned, and will now be working at an FBO

Alderman Morgan-Adams asked when it was anticipated that Runway 624 would close? Director Kiefer said that it will take years. It is a process that goes through the FAA and IDOT.

B. City Gas Tax Presentation by Finance Department – Assistant Finance Director Tannehill said that the State of Illinois has recently allowed non-home rule municipalities in Cook County to impose a municipal motor fuel tax. This must be citywide and a decision needs to be made by October 1st, if the City wants the tax to begin on January 1, 2023. This tax cannot exceed 3 cents per gallon.

At 2 cents per gallon increase, the monthly revenue is anticipated to be \$5000 - \$6000 per month. He said that this was a new concept for the City, and that these were rough estimates.

Mayor Dolick said that would be about \$50000-\$75000 per annum

Alderman Morgan-Adams asked if the Finance Department had checked Arlington Heights and Mount Prospect? Arlington Heights has no tax and Mount Prospect has a 4 cents per gallon tax. Wheeling has no gas tax. Does this hurt our stations' availability to compete?

Alderman Morgan-Adams asked if the City voted to impose a tax, it could always rescind it. Assistant Finance Director Tannehill said that the City could rescind the tax.

Alderman Ludvigsen asked if there was a limitation of when it could be imposed? Assistant Finance Director Tannehill said that it could be imposed whatever year the City wanted. Except it would have to be approved by the previous October 1 to have it begin the next January.

City Administrator Wade said that Staff was asking consensus for this to be put on the September Agenda. He added that the local gas stations would be notified of the possibility of the gas tax.

Alderman Morgan-Adams said that she wanted it on the September agenda but she wanted to consider 1 cent per gallon.

Alderman Ludvigsen asked if the tax had to start on January 1? Assistant Finance Director Tannehill said it would start on January 1. City Administrator Wade noted that the deadlines are imposed by the Department of Revenue.

City Administrator Wade added that the calculations for the gas tax revenue projections are not based on history.

Alderman Dash asked if the downside was that the City only has five gas stations, that the owners are going to sell less gas? Assistant Finance Director Tannehill said that it is possible that the owners will feel the impact of the gas tax. If people are less likely to stop there, they would not go into the retail shops in the station and spend money.

Alderman Dash is in favor of the tax. She said that the residents have voted repeatedly that they do not want to be a home rule community, so that the City needs to capitalize of revenue opportunities that are made available.

Alderman Ludvigsen noted that a gas tax is probably one of the few taxes where a good deal of the revenue will come from non-resident spending.

Alderman Dash asked that gas station owners choose to attend the meeting, they should provide the City with how many gallons they use each month. Alderman Ludvigsen thought the stations might not want to share specific information like that.

City Administrator Wade said that the City would add a specific request for how many gallons the stations use per month.

The consensus of the Council was to have the Gas Tax put on the September Agenda for consideration.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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

CONSENT AGENDA - None

OLD BUSINESS - None

NEW BUSINESS

A.O-22-21 Staff Memo and Ordinance for Sale of Surplus Property (*1st Reading*) – It was noted that these are routine items – obsolete office communication devices. – **No action was taken.**

B.Request for First Reading Waiver O-22-22 Staff Memo and Ordinance Approving Certain Variations with Conditions for the Property Located at 41 S. Wildwood, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (*1st Reading*) – **Alderman Morgan-Adams moved to waive First Reading for O-22-22 Staff Memo and Ordinance Approving Certain Variations with Conditions for the Property Located at 41 S. Wildwood, Prospect Heights, Illinois; seconded by Alderman Dash. There was unanimous approval.**

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

Motion approved 5 - 0

C.O-22-22 Staff Memo and Ordinance Approving Certain Variations with Conditions for the Property Located at 41 S. Wildwood, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (*2nd Reading*) – **Alderman Morgan-Adams moved to approve O-22-22 Staff Memo and Ordinance Approving Certain Variations with Conditions for the Property Located at 41 S. Wildwood, Prospect Heights, Illinois; seconded by Alderman Dash. There was unanimous approval.**

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

Motion approved 5 - 0

Director Peterson noted that that the petitioner met the conditions that the neighbor had requested. He said that the PZBA had voted in favor 5 – 0.

D.Request for First Reading Waiver O-22-23 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Lily’s Taste, at 17 S. Wolf Rd, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (*1st Reading*) – **Alderman Ludvigsen moved to waive First Reading O-22-23 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Lily’s Taste, at 17 S. Wolf Rd, Prospect Heights, Illinois; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion approved 5 - 0

E.O-22-23 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Lily's Taste, at 17 S. Wolf Rd, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (**2nd Reading**) – **Alderman Ludvigsen moved to approve O-22-23 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Lily's Taste, at 17 S. Wolf Rd, Prospect Heights, Illinois; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion approved 5 - 0

Director Peterson noted that the applicant has a current, food cart license in the City. Alderman Ludvigsen stated that the application submitted to open this restaurant had been perfectly constructed. The restaurant will not sell liquor.

F.O-22-24 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Evropa Grill, at 5 S. Wolf Rd, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (**1st Reading**) – Director Peterson noted that the petitioner is a previous Prospect Heights business owner. He will not petition for a liquor license. The PZBA recommendation was 5 – 0. **No action was taken.**

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A.July Financial Report Presented by Assistant Finance Director Bob Tannehill – one quarter of the fiscal year is gone. The City is at 24% of revenue and 22% of expenses. Alderman Ludvigsen asked if there was a fear that the property tax might be delayed. Assistant Finance Director Tannehill said that the Finance Department is expecting the taxes on time.

Alderman Morgan-Adams – Ward 3 – thanked City Administrator Wade and Public Works Director Roscoe for their assistance with the Maple/Palatine IDOT construction situation.

Acting Mayor/Alderman Ward 5 Dolick- said that he had a Mayor's Breakfast with Congressman Schneider. He said that it was a workshop format. He said that it was an interactive event, and there were 45 representatives from other municipalities there. He noted that one of the prime topics for discussion was storm water management.

Treasurer Tibbits – noted that there was a power outage over the weekend. He said that there was an issue with the broadcasts being in standard format instead of high-definition. Standard definition is archaic, and the populace is moving more toward streaming. He noted that the cable operators are crippling the municipalities with standard definition. He would like to see the City negotiate solutions with the state of federal government. He noted that he had written letters to Senators Duckworth and Durbin through NATOA. Alderman Morgan-Adams asked if all PEG cable was standard. Treasurer Tibbits said yes for Illinois. When asked the cost to upgrade, Treasurer Tibbits said that he was not certain.

Director of Building and Development Peterson – said that he is doing a DRAFT of City maps. Formal action will be needed in the next month, as well as some text amendments.

Alderman Ludvigsen – Ward 2 – Asked if the City was going to update the wards based on the new census results. He wanted to know if the wards would be re-appropriated. City Administrator Wade said that he would research the need for that as the census did not show much movement in the ward populations.

Acting Mayor/Alderman Ward 5 Dolick – asked if the construction of the cell tower was complete. Director Peterson said that there had not been a final inspection yet, but the design was accurate.

Public Works Director Roscoe – said that Arlington Countryside is moving along, and a mid to end of September completion date is expected.

- He said that Public Works is concentrating on its Fall projects.
- He noted that Public Works had attended a proper winter maintenance seminar in preparation for that season.

Police Chief Caponigro - noted that the Police Department had ended its summer events.

- He said that the Cop on the Rooftop at the Dunkin Donuts on Milwaukee Avenue. For the first time, the Wheeling Police Department participated. \$2400 was obtained for the Special Olympics.
- The two new recruits have graduated and are in training

Attorney Hess – said that the Attorneys are finalizing the annexation map, but not all copies have been signed yet with Glenview. The Prospect Heights and Glenview attorneys will record the disconnection and the annexation plats.

DISCUSSION TOPICS FOR SEPTEMBER WORKSHOP MEETING:

- A.** Conclusion of Discussion of the City of Prospect Heights Quarterly Newsletter
- B.** Review of City Liquor Licenses

Alderman Morgan-Adams – asked that dog parks be put on the September workshop. Alderman Dash said that she believed that would be a Park District question. City Administrator Wade said that he would follow up.

Alderman Morgan-Adams asked that the Staff include staggered elections on the September Workshop. Attorney Hess said that he would re-send the memo on staggered elections. He noted that in order for there to be a referendum, there needed to be petitions to initiate the process and there were deadlines that would need to be met.

APPROVAL OF WARRANTS

A.Approval of Expenditures

General Fund	\$35,298.47
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$583.53
Tourism District	\$38,800.95
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$583.53
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	\$204.45
Special Service Area #8 – Levee Wall #37	\$250.50
Special Service Area-Constr #6 (Water Main)	\$0.00

Special Service Area- Debt #6	\$0.00
Capital Improvements	\$1,362,052.07
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$4,064.11
Parking Fund	\$163.47
Sanitary Sewer Fund	\$8,773.92
Road/Building Bond Escrow	\$0.00
TOTAL	\$1,450,775.00
Wire Payments	
08/12/2022 PAYROLL	\$169,645.68
TOTAL WARRANT	\$1,620,420.68

Deputy Clerk Schultheis read the warrants.

Alderman Ludvigsen moved to approve the warrants as presented; seconded by Alderman Morgan-Adams to include Total of \$1,450,775.00; 8/12/2022 payroll of \$169,645.68; and a TOTAL WARRANT of \$1,620,420.68. There was unanimous approval.

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

Motion approved 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 7:27 PM, Alderman Dash moved to Adjourn; seconded by Alderman Morgan-Adams. 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 8th day of September, 2022.


 Deputy Clerk Schultheis




 Acting Mayor Dolick