



**THE CITY COUNCIL REGULAR MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, AUGUST 23, 2021 AT 6:30 P.M.**

**IN THE COUNCIL CHAMBERS, PROSPECT HEIGHTS CITY HALL,  
8 NORTH ELMHURST ROAD, PROSPECT HEIGHTS, ILLINOIS  
MAYOR NICHOLAS J. HELMER PRESIDING**

**CALL TO ORDER AND ROLL CALL** - At 6:36 PM, Mayor Nicholas Helmer called to order the Prospect Heights City Council Meeting at 8 North Elmhurst Road, Prospect heights, IL 60070. The meeting was also being simultaneously run on Zoom.

Deputy Clerk Schultheis called roll. A quorum was present.

**ELECTED OFFICIALS PRESENT** – Mayor Helmer, Treasurer Tibbits, City Clerk Prisiajniouk (after she was voted in by the Council to attend remotely) Aldermen - Dash, Dolick, Cameron, Morgan-Adams, Quinn

**OTHER OFFICIALS PRESENT** – City Administrator Wade, Assistant City Administrator Falcone, Police Chief Zawlocki, Assistant Finance Director Tannehill, Public Works Director Roscoe, Attorney Hess, Digital Communications Technician Colvin, Deputy Clerk Schultheis.

Alderman Cameron led the Council and Staff in the pledge of Allegiance.

**REQUEST BY CITY CLERK PRISIAJNIOUK FOR MOTION FOR CITY COUNCIL TO ALLOW ATTENDANCE AND PARTICIPATION AT THIS MEETING BY VIDEO OR AUDIO CONFERENCE**

– At 6:42 PM, Alderman Quinn moved to approve request by City Clerk Prisiajniouk to allow attendance and participation at this meeting by video or audio; seconded by Alderman Dolick. There was unanimous approval.

**ROLL CALL VOTE:**

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

Motion carried 5 - 0

**APPROVAL OF MINUTES**

**A.** July 26, 2021 Regular City Council Meeting Minutes - **Alderman Morgan- Adams moved to approve the July 26, 2021 Regular City Council Meeting Minutes, as amended; seconded by Alderman Dolick.**

**ROLL CALL VOTE:**

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

Motion carried 4 – 0, one abstention

**B.** July 26, 2021 Special City Council Meeting Minutes – **Alderman Dash moved to approve the July 26, 2021 Special City Council Meeting Minutes; seconded by Alderman Morgan-Adams.**

**ROLL CALL VOTE:**

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

Motion carried 4 – 0, one abstention

**PRESENTATION** - None

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

**A.** Proclamation Honoring Jerome Meyer for His Service on the Police-Fire Commission – Mayor Helmer praised Commissioner Meyer for his long term commitment to the City as a former Mayor, one of the originators of the Prospect Heights Police Department, and for all of his volunteer service as a commissioner and a resident. He read a proclamation to Jerome “Jerry” Meyer. Police Chief Zawlocki gave Fire Police Commissioner Meyer an acrylic plaque to commemorate his starting the Police Department and for fifty years of community service. Commissioner Meyer thanked the Council and Police Department, and spoke of some of the highlights of his fifty-plus years in Prospect Heights.

**B.** Appointment of Hyman Riebman to the Police-Fire Commission Effective August 23, 2021 – **Alderman Morgan-Adams moved to approve Hyman Riebman to the Fire-Police Commission effective August 23, 2021; seconded by Alderman Quinn. There was unanimous approval.**

**ROLL CALL VOTE:**

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

Motion carried 5 - 0

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

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

**A.** Chicago Executive Airport Monthly Update Presented by, Director Scott Saewert (Zoom presentation request) – Director Saewert also praised retiring Commissioner Meyer for his long service to the City.

- noted that Rock the Runway and Run the Runway were successful, and the weather was great for the event and for the fireworks. It was noted that the crowds were not as large as previous years, but there were 900 runners. The Mayor noted that the event was well-run.
- the scheduled grand opening of the Customs facility is September 30<sup>th</sup>. The number of international operations has been increasing since Canada has reopened its borders.
- He noted that revenue is up from last year.
- A new CEA director is expected to be hired by September.

Alderman Dolick asked when the Joint Meeting was scheduled to happen; and Director Saewert said that the dates were still being finalized.

**B.** July Treasurer’s Report Presented by, Assistant Finance Director Tannehill –

Assistant Finance Director Tannehill discussed the July, 2021 Treasurer’s Report. He noted that the new revenue from Zen Leaf was \$119,000 year to date. Video gaming tax revenues are also strong.

- He said that Staff has applied for American Rescue Plan funding, and the first installment will be in the next month.
- The Fiscal Year Budget Book is completed. Copies have been distributed. They will be on the City website.

Alderman Quinn – thanked Congressman Schneider and Special Assistant to Cook County Commissioner Britton Barb Cornew for attending the Metra on-site discussion on the sidewalk. She noted that Public Works Director Roscoe and City Administrator Wade did a great job explaining the issue and the background of the sidewalk.

Alderman Dolick – noted that Rock the Runway was a great event.

- he requested that the Ad Hoc Committee on In-Person Meetings should meet again as statistics showed that the Covid numbers were moving in the wrong direction.

Alderman Morgan-Adams – said that the Ad Hoc Committee on In-Person Meetings would meet before the September 13 Workshop Meeting.

-She thanked Code Enforcement officer Porzycki and City Administrator Wade for assistance with resident issue.

-She also noted that the Rock the Runway event was a great event.

Treasurer Tibbits – stated that Rock the Runway was spectacular, despite being unable to attend. -He said that Congressman Schneider not only discussed the sidewalk but water issues. He said that Congressman Schneider did not know that 65% of homes in Prospect Heights are on private wells.

Treasurer Tibbits suggested the City buy out Illinois American water, as it was too expensive. He noted that Illinois American water pays taxes and makes a profit, and that their water rate reflected that. He said that the Council should think about making this a workshop item, because the City needs a long term approach to water.

Mayor Helmer said that he had talked to State Senator Gillespie about water, as well as Senator Durbin.

City Clerk Prisiajnuok – reminded everyone to visit PHTV, and noted that it is updated every week.

City Administrator Wade – Noted that the Prospect Heights Block party will be held on Saturday, August 28 from 3PM – 10PM.

-he noted that there is a Grand Re-Opening at Deli-4-You on Saturday, August 28 from 11 AM-2PM. the mayor will be at the ribbon cutting at 11 AM.

Police Chief Zawlocki – said thanked Alderman Dolick for his help as one of the Police Volunteers at Rock the Runway. He was in the Hummer.

-he said that there were 16 applicants being interviewed for the Police Officer position open.

-he said that on August 6<sup>th</sup> the Police had their last Outreach event of the summer. The trip to the Glenview Botanical garden was attended by Cook County Commissioner Britton. And, it was followed by a trip to the pool at the Gary Morava Center

-August 3 was National Nite Out

-August 20 was Coffee for Champions at the Dunkin' Donuts. \$1300 was collected for the Special Olympics.

-October 4 through November 22 will be the resumption of the Police Academy meetings – inviting new Police Volunteers.

- Mayor Helmer asked about peer jury. Chief Zawlocki said Peer Jury – where high school children act as judges when juveniles have minor offenses. It is once a month. He noted that Officer Deol was a peer jury member in 2007.

Director of Building and Development Peterson – said that Deli-4-You was celebrating a milestone in the City, and noted the Grand Re-opening.

-He said that he is interviewing for a new Assistant Director to replace the retiring Assistant Director Taylor.

Public Works Director Roscoe – said that Old Willow Road is getting closer to completion. The surface is now done. Some additional striping and signage are on the punch list.

-the seasonal hires are done for the summer - Zack and Jackie. He said that the summer program went very well.

-he said that the Block Party would be a smaller venue this year but that there would be plenty of family safe activities, and people would be able to spread out.

City Attorney Hess – said that the new mask rules for Cook County are in effect, and said that events and regulations were changing rapidly.

C.Status Report of Ad Hoc Chamber of Commerce Committee by, Alderman Quinn and Clerk Prisiajniouk

**CONSENT AGENDA** - None

**OLD BUSINESS** - None

**NEW BUSINESS**

**A.R-21-24** Staff Memo and Resolution Authorizing the Engineering Recommendation for Emergency Stormwater Repair Work by Ganziano Sewer & Water, Inc., Along West Kenilworth Avenue, East of Schoenbeck Road. – City Administrator Wade stated that the storm sewer is failing, and the City waived the bidding because this is an emergency. The City received three quotes and went with the lowest quote for \$128,000. Without the bidding process, the City saved three months and still went with the lowest bidder – who is a qualified bidder. **Alderman Quinn moved to approve R-21-24 Staff Memo and Resolution Authorizing the Engineering Recommendation for Emergency Stormwater Repair Work by Ganziano Sewer & Water, Inc., Along West Kenilworth Avenue, East of Schoenbeck Road; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**B.Requested Waiver of 1st Reading O-21-17** Staff Memo and Ordinance Amending Title 5, Chapter 7, Section 6 of the City of Prospect Heights Zoning Code With Text Amendment Adding Light Manufacturing as a Permitted Special Use in the B-4 Office/Industrial District (**1st Reading**) – **Alderman Quinn moved to waive for reading O-21-17 Staff Memo and Ordinance Amending Title 5, Chapter 7, Section 6 of the City of Prospect Heights Zoning Code With Text Amendment Adding Light Manufacturing as a Permitted Special Use in the B-4 Office/Industrial District; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**C.O-21-17** Staff Memo and Ordinance Amending Title 5, Chapter 7, Section 6 of the City of Prospect Heights Zoning Code With Text Amendment Adding Light Manufacturing as a Permitted Special Use in the B-4 Office/Industrial District (**2nd Reading**) – **Alderman Quinn moved to approve O-21-17 Staff Memo and Ordinance Amending Title 5, Chapter 7, Section 6 of the City of Prospect Heights Zoning Code With Text Amendment Adding Light Manufacturing as a Permitted Special Use in the B-4 Office/Industrial District; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion carried 5 - 0

**D. Requested Waiver of 1st Reading O-21-18** Staff Memo and Ordinance Approving the Granting of a Special Use for Plitek, LLC., 35 Piper Lane, Prospect Heights, IL (**1st Reading**) – **Alderman Quinn moved to waive first reading for O-21-18 Staff Memo and Ordinance Approving the Granting of a Special Use for Plitek, LLC., 35 Piper Lane, Prospect Heights, IL; seconded by Alderman Morgan-Adams. There was unanimous approval.**

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

Motion carried 5 - 0

Plitek CEO Karl Hoffman said that the facility was 60% manufacturing and 10% service. Alderman Cameron asked if there would be a lot of trucks entering and exiting the facility on Pier Lane. Mr. Hoffman said that he does not control the truck traffic but typically fedex would take deliveries. Director Peterson said that the City has restrictions about trucks, and they must exit Piper Lane.

**E.O-21-18** Staff Memo and Ordinance Approving the Granting of a Special Use for Plitek, LLC., 35 Piper Lane, Prospect Heights, IL (**2nd Reading**) – **Alderman Morgan-Adams moved to approve O-21-18 Staff Memo and Ordinance Approving the Granting of a Special Use for Plitek, LLC., 35 Piper Lane, Prospect Heights, IL; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**F.O-21-19** Staff Memo and Ordinance Amending Title 10, Chapter 7, Section 15 (Stop Intersections) of the Municipal Code of the City of Prospect Heights, Illinois, Intersection of Tully Place at School Lane, and Brook Road at School Lane (**1st Reading**) – Chief Zawlocki noted that this is a visibility issue. He said that there are large trees. – **No action was taken**

**DISCUSSION TOPICS FOR SEPTEMBER WORKSHOP MEETING:**

**A.** Greater Wheeling Area Chamber of Commerce & Industry – Alderman Quinn said that the Ad Hoc Committee on the Chamber is looking into various options and exploring what other chambers and communities are doing. – **No action was taken.**

**APPROVAL OF WARRANTS**

**A.** Approval of Expenditures

General Fund	\$100,016.56
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,472.75
Development Fund	\$0.00

Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$28,705.00
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	\$1,113.78
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	\$26,091.73
Palatine Road Tax Increment Financing District	\$572.10
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$60,632.81
Parking Fund	\$361.59
Sanitary Sewer Fund	\$43,533.36
Road/Building Bond Escrow	\$16,850.80
<b>TOTAL</b>	<b>\$280,350.48</b>
<b><u>Wire Payments</u></b>	
<b>JULY ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)</b>	<b>\$33,078.84</b>
<b>07/30/2021 PAYROLL</b>	<b>\$170,128.22</b>
<b>TOTAL WARRANT</b>	<b>\$483,557.54</b>

City Clerk Prisiajniouk read the warrants.

**Alderman Dolick moved to approve the warrants as read; seconded by Alderman Cameron to include a TOTAL of \$280,350.48; JULY ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) of \$33,078.84; 07/30/2021 PAYROLL of \$170,128.22 and a TOTAL WARRANT of**

**\$483,557.54. There was unanimous approval.**

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

Motion carried 5 - 0

**PUBLIC COMMENT ON NON-AGENDA MATTERS (*Five Minute Time Limit*)** – Paul Fischer, resident of 57 years thanked the Council for its support of American Legion Post 36 in Des Plaines. He noted that the City bought a page in the memorial book commemorating the centennial year of the American Legion. Mr. Fischer noted that he served in the First Infantry at Fort Riley, KS.

**EXECUTIVE SESSION** – None requested

**ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**

**ADJOURNMENT** – At 8:02 PM, Alderman Dolick 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 the City of Prospect Heights on this the 13<sup>th</sup> day of September, 2021.

  
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Deputy Clerk Schultheis



  
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Mayor Nicholas J. Helmer