

**THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES  
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS  
HELD ON MONDAY, SEPTEMBER 13, 2021 AT 6:30 P.M.**

**CALL TO ORDER AND ROLL CALL** – At 6:34 PM, Mayor Nicholas J. Helmer called to order the Regular Hybrid Meeting of the City Council of Prospect Heights, conducted at City Hall – 8 North Elmhurst Road, Prospect Heights, IL 60070 and simultaneously on Zoom.

City Clerk Prisiajniouk called roll. A Quorum was present.

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

**ABSENT** – Alderman Dolick – by previous notification

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

**PLEDGE OF ALLEGIANCE** – Led by Audience Member Alderman Quinn

**APPROVAL OF MINUTES**

**A.** August 23, 2021 Regular City Council Meeting Minutes – **Alderman Morgan-Adams moved to approve the August 23, 2021 Regular City Council Meeting Minutes as presented; seconded by Alderman Quinn.**

**ROLL CALL VOTE:**

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

Motion carried 4 – 0. One absent.

**PRESENTATION** - None

**APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS**

**A.** Proclamation in Celebration of National Small Business Week - September 12-18, 2021 – City Clerk Prisiajniouk read the Proclamation.

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

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

**A.** Update by the Ad Hoc Committee on Returning to In-Person Meetings Report by, Chairperson Wendy Morgan-Adams for Council Review and Determination Regarding Committee Recommendations on Meetings – Committee Chairman Morgan-Adams said the recommendations to the City Council were based on the discussions with the City Attorney, Staff, the Mayor and Aldermen. **City Council Meetings are to be held via a hybrid in-person/virtual format. Attendance in-person is voluntary for all elected officials, Staff members and the public. All others can attend via Zoom. Elected officials and Staff attending remotely will need to provide advance notice to the City Administrator by 5 PM Thursday prior to the Monday Meeting for adequate preparation in City Council Chambers. The notice for remote participation in the meeting does not preclude notice of non-attendance or request for remote participation for unplanned events like sickness, work obligations and the like. - As most Council Meetings are scheduled, the second and fourth Monday; this allows for advanced planning and notification.**

- **The Ad Hoc Committee’s recommendations shall remain in place for the duration of the Governor’s Emergency declaration, or until the City Council determines otherwise. When the declaration expires or is removed, the City Council will return to the Ad Hoc Committee’s recommendations adopted July 12, 2021.**
- **The Ad Hoc Committee will continue to meet to evaluate the effectiveness of hybrid meetings, and suggestions modifications if needed.**
- **in the case of large groups, there is the possibility of using other facilities used prior to the Council Meeting. There is a limit of 20 audience members plus Council and Staff in the Council Chambers. Other audience members can be set up in the other conference room.**
- **Because the City Clerk will be remote, and the Deputy Clerk will be with the Mayor remotely; Assistant City Administrator Falcone will handle in-person registrants who wish to speak during Public Comment. Residents may also request to speak on Zoom via Chat.**

**Alderman Quinn moved to Adopt the recommendations of the Ad Hoc Committee on Returning to In-Person Meetings; seconded by Alderman Cameron.**

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

Motion carried 4 – 0. One absent

**B.** Status Report of Ad Hoc Chamber of Commerce Committee by, Chairperson Kathleen Quinn and City Clerk Joanna Prisiajniouk – Chairman Quinn that the Committee members continued to do their investigation on the options that are appropriate to support local businesses.

- **she noted that while the report is not yet complete, the Committee is looking at tactics to support the businesses.**
- **Committee Member Prisiajniouk reported that Greater Wheeling Chamber of Commerce Director Neena Pottoore is constantly updating her. The City Clerk then reports the information to Staff and that information is put on the Enews.**

**Attorney O’Driscoll said that no motion to approve was necessary, as this was a report, not an action item.**

Assistant Finance Director Tannehill – said that the Finance Department is working on sewer collections with large outstanding balances. There were 80 accounts that went to collection; \$15,000 of the \$60,000 that is owed to the City has been collected. The Finance Department is pursuing the final bills

- he noted that the City had received the first installment of the American Rescue Plan money for \$1,079,872.83.

Alderman Morgan-Adams said that in some towns, you need to have approval from that town to sell your property only after all the outstanding fees have been paid. Director Peterson replied that because Prospect Heights is not Home Rule, it does not have transfer stamp authority. He said that the City does not have access to information regarding when a person sells or buys their house. Alderman Morgan-Adams asked if the City could set up a system requiring a pre-condition to approve the title. Director Peterson said that he was not aware of any mechanism to set that up.

Director of Building and Development Peterson – said that the replacement for the retiring Assistant Building and Development Director Darrell Taylor has been hired. The new employee is Andrew Hart and he started today. He lives within walking distance of City Hall, and has a background in construction and an ICC certification. He has been a project manager for large construction firms.

Public Works Director Roscoe – said that his department is working on Fall projects. There are some sanitary sewer repairs in ten locations around the City.

- Waiting on Kennilworth/Schoenbeck pipe replacement. This was approved at the last Council meeting.
- roadway patchwork. Some of the residents may have seen white markings on the pavement – that was to get the estimators to assess it.

Deputy Police Chief Caponigro – said that he had completed his first day of Staff Command School.

- the new candidate, Victor Castillo is in his 10th week at the academy.
- there was an outdoor shooting training at a rock quarry in East Dundee. There were many drills, officers shot over 200 rounds. He noted that there is a new way of shooting the gun. It allows for more accuracy at a further distance.
- the Police Department is down to its fifth candidate of the six that passed the interview and test. The test may have to be administered again if the City cannot hire a candidate from the last batch.
- October 4 begins the Citizens Police Academy.

Alderman Quinn – Ward 2 – thanked the Mayor for proclaiming Small Business Week.

- She noted that the Prospect Heights Fire District Tribute to 9/11 was very moving.

Alderman Danielle Dash – Alderman Ware 4 – noted that Deli-4-You had a very large and well-organized grand re-opening.

- She stated that on the same day, the Park District had its annual Block Party, and while the crowd was not as large in previous years, it was well-attended.

Alderman Morgan-Adams – Ward 3 – thanked Deli-4-You for hosting a great event. She said that the new Deli-4-You is a great tribute to what the owners, Margaret and Piotr.

- She noted that the Block Party was a great event, and the bands were very good.

Treasurer Tibbits – said that it is challenging to run a hybrid meeting, as there needs to be a balance for the speakers.

- He stated that Public Works had moved one of the TV sets to the lower level conference room so that an overflow audience could still participate.

City Clerk Prisiajniouk - Thanked Directors Peterson and Roscoe for their assistance in keeping air quality compliant. She said that this is an ongoing process.

She shared the synopsis of an article that referred back to changes made after 9/11. She said that she comes from a family of microbiologists, and said that she learned how important the quality of water is for good health.

She said that the 9/11 tragedy caused all of the buildings to change. She said that all new buildings since then have changed. But these changes are useless against the COVID disease. She said that the world will never go back to normal after the virus. She said that the article states that people are not paying enough attention to building ventilation. She said that she would email the entire article to the elected officials.

Mayor Helmer – said that he has probably cut 100 grand opening ribbons in the last 11 years, and the Deli-4-You was the most enthusiastic and creative. He said that applause was phenomenal. He complimented the Deli-4-You on the size and scope and success of their expansion.

**CONSENT AGENDA** - None

**OLD BUSINESS**

**A.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 (*2nd Reading*) – **Alderman Morgan-Adams moved to approve 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; seconded by Alderman Dash.**

Discussion followed. Alderman Quinn said that “renaming of the streets” was wording that did not apply. Assistant City Administrator Falcone said that the wording was left from the previous Ordinance with strikethrough what is being removed; and underlay in bold what is being added. The Apple Drive through Piper suggested name change is from a previous proposed change from over a decade ago.

Attorney O’Driscoll said that the Ordinance can get passed, and the wording regarding the suggested name changes of the streets can be struck through.

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

Motion carried 4 – 0. One absent

**NEW BUSINESS**

**A.R-21-26** Staff Memo and Resolution Approving a Customer Water Billing Adjustment for FY 2020-21 and FY 2021-2022 – Finance Director Graefen said that the Resolution is in response to a water billing adjustment required after the audit found that while the new water rates had been approved, they were not updated in the billing system. The City is owed \$15.49 per customer. To avoid the situation reoccurring in the future, the rates will now be built into the Budget process, the City will send letters to the affected residents, as well as work with any residents who may have an issue with the one-time, additional \$15.49. the letter will be mailed this week.

**Alderman Quinn moved to approve the Staff memo and Resolution Approving a Customer Water Billing Adjustment for FY 2020-21 and FY 2021-22; seconded by Alderman Morgan-Adams.**

Discussion followed – Alderman Quinn said that in the document, it language went back and forth between the number of customers (497) and then say “adjustment per resident.” It is important to note that of the 16000-plus residents, this only applies to the 497 customers. She also asked how the 497 applied to multi-family units. Finance Director Graefen replied that the 497 applied to the number of water meters. She said this adjustment just applies to the residents that get water bills.

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

Motion carried 4 – 0. One absent

**B.O-21-20** Staff Memo and Ordinance Amending Title 12, Fine and Fee Schedule of the Prospect Heights City Code (*1st Reading*) – **No action taken**

**C.O-21-21** Staff Memo and Ordinance Granting Certain Variations (15 foot and 30-foot side yard variations for 6 foot wood fence) for 600 N. Elmhurst Road (*1st Reading*) - **No action taken**

**D.O-21-22** Staff Memo and Ordinance Amending Title 1 of City Code and Adopting the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan) for the City of Prospect Heights (*1st Reading*) - **No action taken**

**E.O-21-23** Staff Memo and Ordinance Implementing a Temporary Filming Permit Fee for Filming Activities Within the City of Prospect Heights (*1st Reading*) - **No action taken**

**F.R-21-25** Staff Memo and Resolution Approving Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at \$2,520.00 – **Alderman Quinn moved to approve R-21-25 Staff Memo and Resolution Approving Scope of Services Agreement with Gewalt Hamilton for National Pollution Discharge Elimination System Compliance Permit Requirements, at \$2,520.00; seconded by Alderman Dash.**

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

Motion carried 4 – 0. One absent

It was noted that this compliance for NPDES is as per the EPA requirement.

**G.R-21-27** Staff Memo and Resolution Adopting a Whistleblower Protection Policy - – **Alderman Dash moved to approve R-21-27 Staff Memo and Resolution Adopting a Whistleblower Protection Policy; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0. One absent

Attorney O’Driscoll said that there is new legislation that requires an auditing official. The auditing official for the City will be City Administrator Wade. He will be responsible for officiating procedures for internal whistleblowers.

**DISCUSSION TOPICS FOR THIS WORKSHOP MEETING:**

**A.** Chamber of Commerce Review – previously discussed.

**APPROVAL OF WARRANTS**

**A.** Approval of Expenditures

General Fund	\$226,974.75
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$1,117.97
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$1,586.22
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	\$887.95

Special Service Area #8 – Levee Wall #37	\$167.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$34,008.87
Palatine Road Tax Increment Financing District	\$0.00
Police Pension	\$860.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$8,384.95
Parking Fund	\$351.31
Sanitary Sewer Fund	\$4,319.28
Road/Building Bond Escrow	\$26,596.00
<b>TOTAL</b>	<b>\$333,959.30</b>
<b><u>Wire Payments</u></b>	
<b>AUGUST ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)</b>	<b>\$21,942.09</b>
<b>08/20/2021 POLICE PENSION FUNDING</b>	<b>\$94,410.27</b>
<b>08/13/2021 AND 08/27/2021 PAYROLL</b>	<b>\$331,850.79</b>
<b>TOTAL WARRANT</b>	<b>\$782,162.45</b>

City Clerk Prisiajniouk read the warrants

**Alderman Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Dash to include a TOTAL of \$333,959.30; August Illinois Municipal Retirement Fund (IMRF) of \$21,942.09; 08/20/2021 POLICE PENSION FUNDING of \$94,410.27; 08/13/2021 AND 08/27/2021 PAYROLL of \$331,850.79; and a TOTAL WARRANT of \$782,162.45.**

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

Motion carried 4 – 0. One absent

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

**EXECUTIVE SESSION** (Request to discuss collective bargaining negotiations) – A closed session has been requested to discuss collective bargaining. No action will be required after closed session.

**ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED** - None

**ADJOURNMENT** – At 7:49 PM, Alderman Morgan-Adams moved to Adjourn the Open Meeting and go into Executive Session to discuss collective bargaining; seconded by Alderman Cameron.

**ROLL CALL VOTE:**

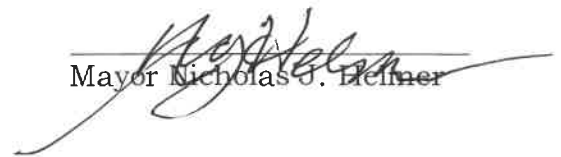
AYES -	Morgan-Adams, Cameron, Dash, Quinn
NAYS -	None
ABSENT -	Dolick

Motion carried 4 – 0. One absent

Approved by the City Council of Prospect Heights on this the 27<sup>th</sup> day of September, 2021.

  
Deputy Clerk Schultheis



  
Mayor Nicholas J. Belmer