



**CITY COUNCIL REGULAR MEETING**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, SEPTEMBER 27, 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 6:30 PM, Mayor Nicholas J. Helmer called to order the Regular City Council Hybrid Meeting of the City Council of Prospect Heights at 8 N Elmhurst Road, Prospect Heights, IL 60070.

Deputy Clerk Schultheis read the Preamble to the meeting.

Mayor Helmer called roll. A quorum was present.

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

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

**PLEDGE OF ALLEGIANCE** – The pledge was led by Alderwoman Morgan-Adams

**APPROVAL OF MINUTES**

**A.**September 13, 2021 City Council Workshop Meeting Minutes – **Alderwoman Morgan-Adams moved to approve the September 13, 2021 City Council Workshop Meeting Minutes; seconded by Alderwoman Quinn.**

<b>ROLL CALL VOTE:</b>	AYES -	Cameron, Quinn, Morgan-Adams, Dash
	NAYS -	None
	ABSENT -	None
	ABSTAIN -	Dolick

Motion carried 4 – 0, 1 Abstention

**PRESENTATION**

**A.**Arlington Countryside Stormwater Management Improvement Project Presentation by City Engineer Patrick Glenn – City Administrator Wade gave the background for the project, and noted that the area was perpetually flooding. The City Council proactively did an engineering survey which paved the way for grant money. Grant money has been received from Rebuild Illinois and the American Recovery Plan Act (\$1.2 million). He said that this project has been back to the City Council for four or five meetings over the last two years. Engineer Glen will be giving an updated status report.

Engineer Glenn said that the project consists of installing a 6700 gallon per minute pumping station in Arlington Countryside, as well as 4800 feet of storm water force main from the pump station. The project required permits from Arlington Heights, Cook County DOT, the Department of Natural Resources, IDOT, Mount Prospect, the MWRDGC, and the Army Corps of Engineers. All of those permits are “in hand.”

The City does require easements from two properties. One is a property in the Arlington Countryside neighborhood and the other is the Eisenhower school district – a permanent easement adjacent to the road along the school and a temporary easement to use part of the parking lot during construction.

He stated that the target schedule is to bring a recommendation to the Council in March, 2022. There will be a possible February bid opening based on the bidding environment. The expectation is that construction will start in early Spring.

The construction is expected to take all of the Spring and Summer, 2022. By early Fall, everything will be restored.

The construction budget for the project is \$2.95 million. This is an estimate.

Because the lift station is prefabricated, and is such a big ticket item with such a long lead time (7-8 month delivery). There is a direct quote from metropolitan pump to fabricate the lift station as a direct contract top the City not wait until there is a construction contract. This is almost a \$600,000 item. Engineer Glenn is recommending a direct contract with the City and Metropolitan Pump.

Alderman Morgan-Adams asked if the Budget estimate included the purchase of certain homes for storm water detention? Engineer Glenn said no, that the budget mentioned was strictly for the construction of the Arlington countryside pump station and force main.

Alderman Morgan-Adams asked when the Engineer was suggesting that the pump station be purchased? Engineer Glenn replied contracting with Metropolitan now. But, it is not \$600,000 upfront. Ten percent would be needed at the time of the contract. He also suggested that the City work up the terms of the contract for payment and delivery.

Alderman Morgan-Adams asked when the estimated time of delivery would be. Engineer Glenn said the City is targeting April or May.

Alderman Morgan-Adams asked how much funding the City has already received? City Administrator Wade said that the City has the first payment from ARPA of \$1 million and about \$300,000 from Rebuild Illinois is coming in. The next ARPA payment is next year. The City can also cash advance itself money from the general Fund and repay itself when the funds come in.

Alderman Quinn asked if the City acquires the pump station, will this be a possible issue for bidders fitting their jobs into the pump station specs? Is the pump station a standard item construction? Engineer Glenn replied that all bidders would be able to use the pump that is being installed.

Alderman Cameron asked if the materials are going to be available for construction given the shortages? Engineer Glenn said that there are supply chain issues. The most important thing is to get the pump built, and not so much about the controls that will be installed. He also said that there could not be any guarantees on the parts, but it was important to start the fabrication now.

City Administrator Wade said that this year was an anomaly in that there was not a flood issue. In the past three years, there have been record floods. The City feels that there is a need to expedite this project to be prepared. He noted that much of the equipment comes from Germany.

Alderman Cameron asked if there were supplemental charges to expedite the completion. Engineer Glenn said that at this time, Metropolitan believes that they can meet the timeframe.

Engineer Glenn had a letter that was sent to the Natural Resources Commission addressing their concerns with the pumping station. Alderman Dash asked that the details of the letter did not have to be addressed in the Council meeting, as long as the NRC had a copy of the letter with the responses from the Engineer.

Engineer Glenn opened the presentation up to questions.

Dana Sievertson of the NRC – He wanted to quantify how many times per year there would be flood events? He said that he had asked for data, but that the City does not have records that go back

that far. Public Works Director replied that this summer the City did not need to mobilize its big pumps. In the past three years, there have been multiple events each year.

Public Works Director Roscoe said that there are about 100 houses in that flood area, with 12 homes that have had flood damage. He said that the City and neighbors have had to pump water of these homes that flood. The new pump will alleviate the stress on Public Works and the residents who flood. He said that some of the flood issues of the past were so bad, that one required Rolling Meadows' assistance to pump.

The new pump will keep the water below the threshold that will flood the homes. It's the same water being pumped. This will not be adding water.

Public Works Director Roscoe said that the goal was to set an elevation rather than an event.

Dana Sievertson said that there are several bottlenecks that are created that will create flooding such as on Elm Street and at the Morava Center baseball diamond. If the pump moves the water through faster and at a higher volume, there will be more flooding. Public Works Director Roscoe replied said that it will be the same amount of water but it might get there sooner, but the areas that are along the floodway is not structure-affecting. It is property-affecting, but the idea is to lower the level of the water to save the houses in the area.

Dana Sievertson asked if the City would ever foresee a storm that would have all three of the pumps running? Public Works Director Roscoe answered that the pumps are designed to be staggered. Once the water gets to a certain level, the pump will shut off.

Dana Sievertson said that another concern is that they have seen from the Slough that water going out to McDonald Creek and underneath the Des Plaines River could fill up quickly, and then it flows backwards. This backwards flow keeps the Slough and the lake under water for many days, and changes the type of plant life that can be sustained. Public Works Director Roscoe said that there are pockets that are difficult to predict.

Dana Sievertson asked if there was any interest in increasing the size of the culverts or detention somewhere? Public Works Director Roscoe said that he has talked to MWRD about the topography, and it has already been considered in their capacity.

Dana Sievertson asked about keeping water on Arlington Commons, was there any interest in naturalizing those detention basins? Public Works Director Roscoe said that it had been discussed in the past, but multiple acres were needed with many houses. The Aldi Basin is the only basin in that area, which was sized appropriately for that corner. Engineer Glenn added that in 2012 the Christopher Burke Study and concluded that even if the City purchased a few homes in the neighborhood, there is not enough volume there without a conveyance.

Resident John Kamysz – 408 Hillcrest Drive- said that he is concerned about the amount of water that the area will inherit downstream. He said Hillcrest Lake will be under water with the pump adding to the volume. Engineer Glenn responded that the proposed pumping station is not pumping new storm water. When there is a flooding event now, Public Works, the homeowners in the area and sometimes other communities are pumping water are pumping into the IDOT storm sewer that goes into Tributary A and ultimately to the Slough and Hillcrest Lake. The station is not introducing new water, it's just sending the water there on a controlled system not a reactive one.

John Kamysz said that the rate the water flowed in would be faster and that was an important factor.

Public Works Director Roscoe said that the rate will not come in much greater than what it is now. With the current temporary pump, 3500 gallons per minute are pumped and with the idea of saving structures and homes, the new pump will be at a rate that will not enter the homes at the Slough and Hillcrest Lake. The design is to save homes and structures.

Engineer Glenn said that the City is also negotiating with the County and MWRD to raise Willow Road and Owen Court to prevent flooding. He added that various permitting agencies made sure that the City was not taking water from one area and sending it to another. – **No action was taken.**

**APPOINTMENTS/ for CONFIRMATIONS AND PROCLAMATIONS**

**A.**Proclamation Honoring Charlie Priester Service to the Aviation Community – **POSTPONED**  
**As per the request of CEA Director Kearns, this proclamation will be presented at an event honoring Mr. Priester on November 20, 2021.**

**B.**Re-appointment of Holly Allgauer-Cir to North Shore Convention and Visitors Bureau Board of Directors – **Alderman Quinn moved to Reappoint Holly Allgauer-Cir to North Shore Convention and Visitors Bureau Board of Directors; seconded by Alderman Dash. There was unanimous approval.**

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

Motion carried 5 - 0

**C.**Re-appointment of Terry Anderson to North Shore Convention and Visitors Bureau Board of Directors – Terry Anderson was present via Zoom. **Alderman Quinn moved to approve the Re-appointment of Terry Anderson to North Shore Convention and Visitors Bureau Board of Directors; seconded by Alderman Cameron. There was unanimous approval.**

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

Motion carried 5 - 0

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

The Public Commenters spoke during the presentation – the NRC and John Kamysz.

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

**A.**Chicago Executive Airport Monthly Update Presented via Zoom by Director Jim Kiefer –

- Customs Building Grand Opening is October 5, at 10:30 AM
- The Residential Insulation program (RSIP) – has nine homes slated for insulation but due to the material shortage there may be a delay in implementing until Spring. There are 457 homes registered. The cost will be \$4,000,000 and this will go to local contractors.
- The CEA’s economic impact study shows what the airport contributes to the local area communities. The CEA provide \$4.8 million in property taxes and creates 1400 jobs indirectly, and 720 directly. The total economic impact is \$441,000,000.
- Atlantic Hangar 43 on the northwest corner is close to an occupancy permit
- There were 9900 operations – which is the highest amount of operations since 2010. And Fuel is up 8% over record highs
- Channel 5 News now has a helicopter and Channel 2 News is looking to have a helicopter on site.
- The search for a new executive director has been narrowed down to four.

Alderman Dolick asked if the Board of Directors was waiting for the new executive director to be hired before setting up the Joint Session Meeting. Director Kiefer said that was the plan.

Alderman Morgan-Adams – asked if Prospect Heights would be getting a rebate on the fuel tax sales. Director Kiefer said that there was no update on that.

Alderwoman Cameron wanted to know if there were any women in the final four for executive director. Director Kiefer said that there had been a female candidate in the top four but she withdrew her application to take another job.

**B.** August Treasurer's Report Presented by, Finance Director Cheri Graefen – Director Graefen said that the City is on track with the Budget. 34% of the year has passed and the City's revenue is at 30%, with expenses at 15%. She noted that the City does have some big expenses forthcoming. She noted that all past monies from the hotels have been collected.

She added that the General Fund is under Budget by department, water collection is on target and sewer is slightly behind.

Police Chief Zawlocki –

- October 4<sup>th</sup> starts Citizens Police Academy. There are still openings for residents who want to join
- Deputy Chief Caponigro is in Staff and Command School at Northwestern University.
- Officer Victor Castillo, the City's newest recruit, is in his 14<sup>th</sup> week of training
- Safewise concluded a study that named Prospect Heights as the 25<sup>th</sup> safest city in Illinois

Assistant City Administrator Falcone – The format for Enews has changed in Constant Contact. The new format will be premiered this Friday, October 1.

- "Paper Girls" – the Olive Productions-funded Amazon series being filmed in Prospect Heights will be doing more filming on Wednesday, September 29. Mayor Helmer commented on the fact that Prospect Heights may be a small City but it has garnered a great deal of interest even outside of our community.

Director of Building and Development Peterson – noted that longtime resident and one of the earlier members of the Zoning Board, Ken Black passed away at the age of 91. In 1977, he helped write the City's Zoning Code Ordinance that is still in use today.

-New Building Inspector Andrew Hart is doing well in his new role, and will be attending the next City Council meeting.

Public Works Director Roscoe – said that the Public Works Department is in their Fall Season – they will be removing summer foliage on city property, and adding an Autumn harvest look.

-He asked residents not to let leaves and debris get into ditches and culverts. The Public Works Department has received complaints that some residents have been dumping grass and leaves in the creek. Landscape services will take those bags of leaves and grass on a weekly basis.

-Sanitary sewer repairs will begin on October 11 and last a few weeks.

-As more events and training have been opening up, Public Works employees will be taking sanitary sewer training.

Attorney Hess - said that on September 17, Governor Pritzker extended the emergency declaration until October 17.

Alderwoman Cameron – thanked Public Works for the signs in her ward that say – No Semis down Piper and Apple.

Alderwoman Morgan-Adams – said she had the opportunity to visit Hillcrest Lake with City Administrator Wade and Assistant City Administrator Falcone to see the Hillcrest shoreline with NRC commissioners to discuss the Hillcrest Restoration proposal. The NRC will be presenting the proposal in October.

-On the NWMC legislative committee is looking into promoting legislation to change the definition of home rule to a population of over 5000. She said that the local government distributive fund has been raised up to 6%. Alderwoman Morgan-Adams said that they are pushing to move the rate up to 8%, and eventually the hope is to raise the percentage back to ten percent.

Alderman Dolick – said that he will not be at the October 11 Workshop Meeting, as he will be attending the NBAA Conference as the representative from the City.

Treasurer Tibbits – said that three months ago, he had invited Council members to deliver their quarterly newsletter articles on PHTV. He said that none had taken him on the invitation, yet. He said that the video messages added a new dimension to their reports. -suggested putting water back into the Council conversation. He said that it would be helpful if this Council became familiar with this issue. He would like it put on the Workshop Agenda as a discussion item, in which he will give an executive summary.

City Clerk Prisiajniouk – She said that she had a comment for Chief Zawlocki – saying that the Governor had “put in a remark that it’s a mandate for us to wear masks indoors.” She was not certain how the word “mandated” should be interpreted.

Mayor Helmer – Noted that the City receives money from the Federal government, the State government – he said that he is proud that the City is being recognized for the projects being recognized as important and well-planned; and thus are being funded with the help of government grants.

**CONSENT AGENDA** - None

**OLD BUSINESS**

**A.O-21-20** Staff Memo and Ordinance Amending Title 12, Fine and Fee Schedule of the Prospect Heights City Code (*2nd Reading*) – **Alderwoman Morgan-Adams moved to approve -21-20 Staff Memo and Ordinance Amending Title 12, Fine and Fee Schedule of the Prospect Heights City Code (2nd Reading); seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**B.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 (*2nd Reading*) – **Alderwoman Quinn moved to approve 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 (2nd Reading); seconded by Alderwoman Dash. There was unanimous approval.**

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

Motion carried 5 - 0

**C.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 (*2nd Reading*) – **Alderwoman Quinn moved to Approve 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 (2nd Reading); seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**D.O-21-23** Staff Memo and Ordinance Implementing a Temporary Filming Permit Fee for Filming Activities Within the City of Prospect Heights (*2nd Reading*) – **Alderman Morgan-Adams moved to approve O-21-23 Staff Memo and Ordinance Implementing a Temporary Filming Permit Fee for Filming Activities Within the City of Prospect Heights (2nd Reading); seconded by Alderman Dash.**

Discussion – Alderman Cameron stated that when she looked “Paper Girls” up online they mentioned Wheeling, not Prospect Heights. City Administrator Wade said that Staff would get in touch with the producer.

**There was unanimous approval.**

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

Motion carried 5 - 0

#### **NEW BUSINESS**

**A.R-21-28** Staff Memo and Resolution Authorizing the Execution of a Contract with Metropolitan Industries, Inc. for the Fabrication and Delivery of the Arlington Countryside Stormwater Pumping Station in an Amount Not to Exceed \$593,335.00 – **Alderman Morgan-Adams moved to approve R-21-28 Staff Memo and Resolution Authorizing the Execution of a Contract with Metropolitan Industries, Inc. for the Fabrication and Delivery of the Arlington Countryside Stormwater Pumping Station in an Amount Not to Exceed \$593,335.00; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

**B.R-21-29** Staff Memo and Resolution Approving the Bid and Contract for Carpet Replacement at the City’s Police Station, 14 E. Camp McDonald Road, by Crown Coverings Inc. for a Cost Not to Exceed \$13,776.00 – **Alderman Morgan-Adams moved to approve R-21-29 Staff Memo and Resolution Approving the Bid and Contract for Carpet Replacement at the City’s Police Station, 14 E. Camp McDonald Road, by Crown Coverings Inc. for a Cost Not to Exceed \$13,776.00; seconded by Alderman Quinn. There was unanimous approval.**

Discussion – Alderman Cameron asked about the age of the carpet. Chief Zawlocki said that it was 10-12 years old. Alderman Cameron asked if flooring could be installed instead of the proposed carpeting. Public Works Director Roscoe replied that only ¼ of the Police Department was carpeted; and only in areas where Staff worked. He said everything else is tiled.

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

Motion carried 5 - 0

**C.R-21-30** Staff Memo and Resolution Supporting the Application Submission for the Country Club Villas at Rob Roy Creek Restoration Project (on behalf of the Country Club Villas of Rob Roy) to the Metropolitan Water Reclamation District – **Alderman Quinn moved to approve R-21-30 Staff Memo and Resolution Supporting the Application Submission for the Country Club Villas at Rob Roy Creek Restoration Project (on behalf of the Country Club Villas of Rob Roy) to the Metropolitan Water Reclamation District; seconded by Alderman Morgan-Adams. There was unanimous approval.**

Discussion – Alderman Quinn noted that the address given does not exist – 207 Country Club Drive. She said that the actual address she be written as 270 Country Club Drive. There were two reps from Country Club Villas were on Zoom. Steve Biddle of Country Club Villas said that the address is 270; and the mistake was due to a typo.

**There was unanimous approval.**

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

Motion carried 5 - 0

**DISCUSSION TOPICS FOR OCTOBER WORKSHOP MEETING:**

**As per Treasurer Tibbits, “City Water – with an executive summary by Treasurer Tibbits”**

**APPROVAL OF WARRANTS**

**A. Approval of Expenditures**

General Fund	\$82,045.15
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,242.23
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$1,811.00
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	\$0.00
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	\$25,557.83
Palatine Road Tax Increment Financing District	\$2,297.10
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$920.00
Parking Fund	\$36,999.60
Sanitary Sewer Fund	\$14,564.78
Road/Building Bond Escrow	\$22,444.00
<b>TOTAL</b>	<b>\$188,881.69</b>
<b><u>Wire Payments</u></b>	
<b>09/20/2021 POLICE PENSION FUNDING</b>	<b>\$95,611.28</b>
<b>09/10/2021 PAYROLL</b>	<b>\$167,167.41</b>
<b>TOTAL WARRANT</b>	<b>\$451,660.38</b>

City Clerk Prisiajniouk read the warrants.

**Alderman Dolick moved to approve the warrants as presented; seconded by Alderwoman Quinn to include a Total of \$188,881.69; 09/20/2021 POLICE PENSION FUNDING of \$95,611.28; 09/10/2021 Payroll of \$167,167.41; and a TOTAL Warrant of \$451,660.38. There was unanimous approval.**

**ROLL CALL VOTE:**                   AYES -       Cameron, Quinn, 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 requested**

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

**ADJOURNMENT** – At 8:25 PM, Alderwoman Dash moved to Adjourn; seconded by Alderwoman Cameron. There was unanimous approval.

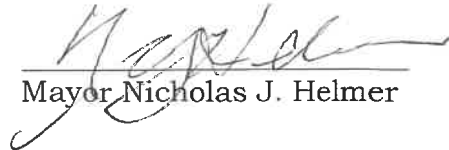
**VOICE VOTE:** All Ayes, No Nays.

Motion carried 5 – 0

Approved by the City Council of the City of Prospect Heights on this the 11<sup>th</sup> day of October, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

