



**THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, APRIL 13, 2020 AT 6:30 P.M.**

MAYOR NICHOLAS J. HELMER PRESIDING

THIS MEETING HAS BEEN RECORDED AND AVAILABLE ON THE CITY'S WEBSITE

CALL TO ORDER – At 6:30 PM, Mayor Nicholas J. Helmer called to order the City Council Workshop Teleconference Meeting of the City of Prospect Heights. Deputy Clerk Schultheis read the preamble the meeting.

ROLL CALL FOR QUORUM – City Clerk Prisiajniouk called roll. A quorum was present.

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

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Director of Building and Development Peterson, Digital Telecommunications Technician Colvin, Deputy Clerk Schultheis, Police Chief Zawlocki, Public Works Director Roscoe, Finance Director Graefen, Finance Director Emeritus DuCharme, and Attorney O'Driscoll.

APPROVAL OF MINUTES

A.February 24, 2020 Regular City Council Meeting Executive Session Minutes (*Not for Public Release*) – **Alderman Morgan-Adams moved to approve the February 24, 2020 Regular City Executive Council Meeting Minutes as presented, but not for public release; seconded by Alderman Dolick. There was unanimous approval.**

ROLL CALL VOTE:

AYES –	Dolick, Ludvigsen, Cameron, Quinn, Morgan-Adams
NAYS -	None
ABSENT -	None

Motion carried 5 – 0

B.March 25, 2020 Special City Council Teleconference Minutes – **Alderman Dolick moved to approve the March 25, 2020 City Council teleconference Minutes as presented; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

AYES –	Ludvigsen, Cameron, Quinn, Morgan-Adams, Dolick
NAYS -	None
ABSENT -	None

Motion carried 5 – 0

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A.Re-Appointment of Jerry Meyer to the Prospect Heights Police Commission Effective May 1st, 2020 – **Alderman Morgan-Adams moved to approve the re-appointment of Jerry Meyer to the Prospect Heights Police Commission effective May 1, 2020; seconded by Alderman Dolick. There was unanimous approval.**

ROLL CALL VOTE: AYES – Cameron, Quinn, Morgan-Adams, Dolick, Ludvigsen
 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.FY2020-21 Chicago Executive Airport Budget Presentation by Jason Griffin – CEA Executive Director Abbott and CEA Director of Finance Jason Griffith. Director Abbott noted that Prospect Heights was being presented the budget to be approved first this year. He noted that the goal of the budget was to remain self-sufficient, plan for current and future capital costs and provide resources to be the best general aviation airport. Director Griffith noted that one tenant had decided not renew their lease – helping to lower the expected revenues to \$4,587,172 (-2.41%) decrease from last year. The operating expenses were expected to increase 2.59% to \$3,463,889. It was noted that the new budget would allow for more money to be put aside for repair or to demolish hangar.

Director Abbott said that the stimulus package may include airports; and stated that he had a conference call set up with the FAA on April 14.

Alderman Cameron asked the age of the snowplow that the airport was going to replace for \$480,000. Director Abbott replied that the current machine if a snow blower not a plow and is from 1990. Director Griffith said that the major pieces of equipment in the budget were the snowplow and two mower decks. The two mower decks are \$5000 each.

Director Griffith said that the airport was freezing staff hires.

Alderman Quinn asked if all of the events were being postponed or cancelled, would the monies be reallocated.

Director Griffith said that the Airport might just save the money from any conferences or events that were cancelled.

Alderman Quinn asked the CEA Board if they had any interest in PR/marketing or any vendor firms.

Director Griffith replied “no.”

Alderman Quinn stated that the wording regarding the increase per square foot on the hangars was not correct

Alderman Morgan-Adams asked if there was any consideration in the budget for the COVID-19 situation?

Director Griffith replied that the Board passed the Budget on march 18, and Shelter in Place was not put into effect until March 20. The airport has been working on the situation internally but the Board has not met since the SIP.

Director Abbott did not know whether the FAA would be able to give relief to the airports. He said that there has been an impact on operations, and there had been no Customs for a week. But, he noted that March had been a strong month. He said that April would give a clearer picture.

Alderman Morgan-Adams asked if the Airport would pay off the \$420,000 loan, and Director Griffith said that was up to the Board.

Alderman Morgan-Adams asked if there was a negative impact for closing runway 6/24; and Director Abbott said that the runway was still operational and no tenants had left. He said that there was an increase in the number of tenants wanting to come into the airport.

Alderman Morgan-Adams wanted to know if the lower cost of gas had a positive effect on the airport; but Director Abbott said that airport fuel lags pump prices, and noted that it was an FBO function. – **No action was taken.**

B.FY2020-21 City of Prospect Heights Budget Presentation by Finance Director Cheri Graefen – City Administrator Wade said that a budget had been submitted before the COVID-19 outbreak. Changes now had to be made to show cuts of \$300,000 to take into effect the lower expected revenues. He noted that all directors had made significant cuts in their budgets to keep from having to layoff personnel, while carefully avoiding a cut in services. The Police Department has deferred hiring and promotions.

He noted that the City budget is sensitive to sales tax in food and beverages, and gaming taxes.

Director DuCharme said that the Staff and Finance Department looked at best practices, but there was very little to assist in a pandemic. There is the expectation of a 25% reduction in revenues. The Budget will need to tap into reserves.

Director DuCharme stated that there is \$3,000,000 in reserves and the City has made reductions in expenditures, but there was no way to know when the economy would open up again and begin to recover.

Director DuCharme explained that when the Capital Improvements Plan was created they used MFT funds for street matters. After next fiscal year, the MFT will need more funding.

Alderman Morgan-Adams wanted to know why the building permits revenue was projected so much lower in the upcoming fiscal year.

Finance Director Graefen said that FY 20 had several one-time large projects like the River Trails rebuilding after the fire and the Conor project. City Administrator Wade said that there were two possibly large projects for FY 21 but they were in the early development stages – Lexington and Prospect Crossing townhomes. He added that if this revenue were to come in it would be possible to amend the budget in August or September. Alderman Morgan-Adams asked why Health Insurance had risen. Assistant City Administrator Falcone said that insurance went up 7.5% across the boards, and that the budget included a proposed full time digital technician as per Treasurer Tibbits.

Alderman Ludvigsen asked about the NRC intern in the Pay Plan. City Administrator Wade said that the NRC was looking for \$5000 for one intern. He said that there was also an expenditure item without an offsetting revenue item. It was noted that ComEd has a grant program in which the City's share would be \$2000, an NRC volunteer offered \$2000 and ComEd grant would be \$4000. \$2000 of City money would leverage a \$6000 response. The targeted area for the intern would be prairie planting, stabilization and a ComEd pollination project at Hillcrest Lake. This is based on getting the grant from ComEd. If there is no grant, this would be a non-expense.

It was noted by Chief Zawlocki that the DEA funds could be used to purchase squad cars, if needed. City Administrator Wade said that typically the City would pay for the squad cars from capital funds and reimburse with DEA funds.

Alderman Ludvigsen asked if there was a Plan B in case the COVID-19 crisis lasted. Alderman Dolick was also concerned that there needed to be a Plan B, as he expected recovery to be a long, gradual process.

City Administrator Wade said that there was stimulus grant money for shovel-ready projects. The City has two projects that have pending grants. Finance Director Graefen is working on refinancing debt from road bonds.

There was discussion of a possible special meeting, but it was noted by the Attorney that there were timing constraints regarding the posting requirements. There is a ten day posting requirement for Budget changes. The next regular meeting is April 27.

Alderman Quinn asked what the Tobacco Grant was – Chief Zawlocki said that it is a small grant which enables the Police to send underage decoys to purchase tobacco.

Director DuCharme told the Council that there is \$3 million in reserves and that has cash that is able to be utilized as needed. The Council will be made aware of any money being taken from the Reserve Fund. He said that Finance and Staff would continue to look at alternatives that did not incorporate the drawing down the Reserves.

Alderman Cameron noted that the Item line for Metra parking revenue would probably be much less. She asked if waste removal fees would rise because of increased trash while people are sheltered in place. City Administrator Wade said that if tipping fees were to increase it would not affect our contracted cost with Flood Brothers, only the much lesser fees with SWANCC.

Alderman Cameron wanted to know what the Aldermanic Item line was on page 76 of the Budget. City Administrator Wade said that it was used for events attended by elected officials, the Community Breakfast, Airport NBAA meeting fees, NWMC, as an example. – **No action was taken.**

Director of Building and Development Peterson – Noted that they are receiving permit applications for projects, and that there are applications being submitted to the PZBA. Fry the Coop is seeking to open a restaurant and will be at the April 23rd PZBA meeting.

Public Works Director Roscoe –said that there was a water main break at Rob Roy on Friday, and another break afterwards. He noted that the area was still under a boil order, until Tuesday, April 14.

- Levee 37 Army Corp of Engineer inspections were underway.

Treasurer Tibbits – stated that the A/V Department was working to upgrade City Council A/V system.

City Clerk Prisiajniouk – noted that the Census has extended its data collection date to October 31, 2020.

Police Chief Zawlocki - noted that the Police Department was healthy, and that they are only responding to emergencies. The Police are wearing protective gear.

- He noted that there has been a rise in domestic issues 9-1-1 calls.

- he said that DeKind (the City's IT vendor) has donated 3-D masks to the Police Department.

Attorney O'Driscoll – Crown Castle has sent an application to the PZBA, and there has been talk between Crown Castle attorneys and the City Attorney about an extension to deadline to make a decision about the tower. He said that the Crown Castle attorney seemed amenable to a limited extension.

Mayor Helmer – the Mayor said that there was concern with the FCC regarding the delay in the tower; and that he intended to speak with the FCC Thursday or Friday to ask for a 150-day extension after the SIP was lifted.

NEW BUSINESS

A.R-20-13 Resolution Approving the FY2021 Budget for Chicago Executive Airport – Alderman Ludvigsen moved to approve R-20-13 Resolution Approving the FY2021 Budget for Chicago Executive Airport; seconded by Alderman Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

B.O-20-10 Staff Memo and Ordinance Adopting the FY2020-21 Budget for the City of Prospect Heights (1st Reading) – Previous Discussion. First Reading. No action taken.

C.O-20-11 Staff Memo and Ordinance Establishing Water Rates for FY2020-21 (1st Reading) – It was noted that there was a 1.7% increase in the rates. First Reading. No action taken.

D.O-20-12 Staff Memo and Ordinance Amending Title 1 of City Code and Adopting the Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan) (*1st Reading*) – City Administrator Wade said that the pay increases were given as 2.75%, which is consistent between Union and Non-Union. **First Reading. No action taken.**

Director Peterson noted that there was a question regarding the assistance in terms of extensions on liquor licenses. He said that there have been requests for extensions from some of the business owners. These owners are seeking loans from the government, and these loans are pending. He asked if there could be relief given, not a waiver. Mayor Helmer said that he was in favor of extending the liquor license payments. Alderman Dolick was in favor of an extension. Alderman Ludvigsen said that he was in favor of an extension but only for two months just as that was the same amount of time given for vehicle sticker extension. Alderman Cameron was in favor of extension until May 31. Alderman Morgan-Adams was in favor of extension of Director Peterson's memo. Alderman Quinn agreed. Attorney O'Driscoll said that the Mayor is the Liquor Commissioner so the extension could be handled administratively. Alderman Ludvigsen noted that he wanted to extend licenses, not issue non-paid licenses. Attorney O'Driscoll said that these licenses begin May 1, 2020 and will end April 30, 2021. Mayor Helmer said that an extension would be issued by letter. – **No action was taken.**

DISCUSSION TOPICS FOR WORKSHOP MEETING:

APPROVAL OF WARRANTS

A Approval of Expenditures

General Fund	\$150,394.56
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$1,683.90
Tourism District	\$895.86
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$4,736.17
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	\$75.00
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	\$11,340.37
Palatine Road Tax Increment Financing District	\$549.90
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$10,155.36
Parking Fund	\$395.55
Sanitary Sewer Fund	\$66,805.52
<u>Road/Building Bond Escrow</u>	<u>\$555.00</u>
TOTAL	\$247,587.19
<u>Wire Payments</u>	
3/27/20 PAYROLL POSTING	\$160,611.51
MARCH ILLINOIS MUNICIPAL RETIREMENT FUND	<u>\$21,430.60</u>
TOTAL WARRANT	\$429,629.30

City Clerk Prisiajniouk read the warrants.

Alderman Dolick moved to Approve the warrants as submitted; seconded by Alderman Morgan-Adams to include a TOTAL of \$247,587.19; 3/27/20 PAYROLL POSTING of \$160,611.51; MARCH ILLINOIS MUNICIPAL RETIREMENT FUND of \$21,430.60; and a TOTAL WARRANT of \$429,629.30. . There was unanimous approval.

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

Motion carried 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 8:35 PM, Alderman Ludvigsen moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.

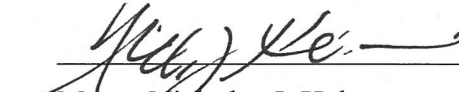
VOICE VOTE: ALL AYES, NO NAYS

Motion carried 5 – 0

Approved by the City Council of Prospect Heights on this the 27th day of April, 2020.



Deputy Clerk Schultheis


Mayor Nicholas J. Helmer

