



THE CITY COUNCIL REGULAR TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, NOVEMBER 23, 2020 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Mayor Nicholas J. Helmer called to order the November 23, 2020 Regular Zoom Teleconference City Council Meeting. Deputy Clerk Schultheis read the preamble to the Meeting.

City Clerk Prisiajniouk called roll. A quorum was present.

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

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

APPROVAL OF MINUTES

A. November 09, 2020 Workshop Teleconference Meeting Minutes – Deputy Clerk Schultheis said that requested edits to the Minutes, and re-submitted them to the Council. **Alderman Dolick moved to Approve the November 9, 2020 Workshop Teleconference Minutes, as amended; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 4 - 0

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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 – Director Saewert praised the tenure and accomplishments of Alderman Ludvigsen for his 17 years of service to the City.

- Noted that Customs Groundbreaking event on November 19. He added that contractors would be working through the winter, in the hopes that the Customs Office will be open in the Summer.
- the soundproofing project that involves a number of homes in Wheeling and Prospect Heights will be fitted for soundproofing. These homes will receive updates within the next few days.
- operations are performing above forecasted numbers. The airport has had a strong Fall.
- The Noise Committee will be meeting on Wednesday at 6PM

Mayor Helmer said that the Groundbreaking had gone very well. He noted that 40 officials had attended the event.

B. October Treasurer's Report Presented by Finance Director Cheri Graefen – Finance Director Graefen stated that the City is six months through its fiscal year. the City is 54% over targeted revenue and 32% of budgeted expenses. She noted that the General Fund is on budget. She said that taxes are performing above what was budgeted, and there have been reduced expenses. She noted that by Department, expenses have been lowered by half. Alderman Dolick asked if new vehicle stickers will apply to this budget. Finance Director Graefen replied that it would.

Mayor Helmer discussed the construction of the Customs Building, and the size and scope of the operation when it is completed.

- He noted that there are businesses suffering from the COVID restrictions and said that the City is trying to help. He said that the City is looking to set up situations that would make it easier for businesses to function under the current restrictions. He praised the Director of Building and Development, Dan Peterson and the City Administrator and Staff and Public Works for their efforts to keep the City functioning and safe.

All Staff and Council members thanked Alderman Ludvigsen for his service to the City and his seventeen years of public service as an Alderman for Ward 4. They also noted that they expected that he would still be involved in the City.

All Aldermen and Staff wished the residents a happy and safe Thanksgiving.

Alderman Cameron – Ward 1 – she noted that Fry the Coop is now open.

Alderman Quinn – Ward 2 – Noted that Alderman Ludvigsen had moved to Rob Roy.

Police Chief Zawlocki – Noted that there were two upcoming retirements – Records Supervisor Margie Bolger will be retiring on December 21, 2020 after a 25-year career with the Police Department. K-9 Officer Bane will be retiring on December 1, 2020 after five years as the City's police canine. He had hip issues.

- The Thanksgiving dinner giveaway has been modified this year due to Covid. Tony's Finer Foods offered vouchers to families for Thanksgiving meals. There were 61 families that received these meals. The meals were sponsored by Gene's Auto, Tony's Finer Foods, the Lions Club and the Police Fund.

Director of Building and Development Peterson – Noted that the Customs Building Groundbreaking was a successful event and the culmination of cooperation between Engineering, Design teams, Staff, Wheeling and Prospect Heights, and the Airport. He said that the City in an effort to help mitigate the effects of the pending cold weather on construction, a Foundation Start Permit has been issued. Concrete work will be able to begin before the ground freezes.

- Fry the Coop is now open – they are doing a promotional free night of free food, and then will Fully live on November 30.

- The final inspection for Zen Leaf has been approved. When the state inspectors approve the facility, it is ready to open.

Public Works Director Roscoe – said that the Public Works Department had taken a course in safety training and winter maintenance.

Treasurer Tibbits – stated that the PHTV had its inaugural live broadcast at the last meeting, and that this meeting was being broadcast live.

- He said that the Assistant City Administrator had suggested that the 2021-22 City Vehicle Sticker use the Channel 17 – PHTV logo. He asked the Council for any comments on the logo.

City Administrator Wade – said that at the December 14 meeting, there would be a presentation for a liquor license that would enable restaurants to sell package liquor. He noted that restaurants are in dire straits. He said that expenses like taxes and rent have stayed the same, while revenue has plummeted. He added that there had been a request for Rocky’s American Grill and other liquor license holders to acquire the package sale capabilities. He said that Wheeling already has this type of license – on a carry-out basis, wine and beer can be sold. This should not affect the liquor stores as the consumer of this service will get a mark-up, and is only buying for a convenience.

CONSENT AGENDA -

A. Approval of the 2021 City Council Meeting Calendar

B.R-20-30 Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2020 through November 30, 2021 – **Alderman Morgan-Adams moved for omnibus Approval of the 2021 City Council Meeting Calendar and R-20-30 Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2020 through November 30, 2021; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 4 - 0

OLD BUSINESS - None

NEW BUSINESS

A.O-20-40 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Police Pension Fund (**First Reading**)

B.O-20-41 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number One (**First Reading**)

C.O-20-42 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number Two (**First Reading**)

D.O-20-43 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number Three (**First Reading**)

E.O-20-44 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number Four (**First Reading**)

F.O-20-45 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number Five (**First Reading**)

G.O-20-46 An Ordinance for the Levy and Assessment of 2020 Taxes for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021 in and for the City of Prospect Heights Special Service Area Number Eight (**First Reading**) –

Finance Director said that the Truth in Taxation Act stated that there the presented 20 days before the vote. They will be voted upon at the December 14. This year's calculation is a 4.09% overall increase. EAV from 2018 – 2019 was up 11%. The City was at \$391,000,000 and now is up to \$435,000,000. The main reason for the significant increase was the reassessment that was performed by the County. In addition, for the 2020 calculation is the Milwaukee – Palatine Road TIF expiration. That will bring in an increase in property of \$12,000,000. The increase in the EAV has helped the maximum. Also helping was the debt service requirement for road construction debt and SSA's - both debt service requirements have decreased. Because the City's overall rate is under the 5% cap, the City does not have to hold a public hearing or publish the levies in the paper. The City was able to levy more in the Police Pension because of the decrease in debt service requirements.

DISCUSSION TOPICS FOR THIS MEETING:

A.Zoom Meeting Discussion – No Discussion

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$97,128.45
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$68.39
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$6,710.00
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	\$41,249.72
Palatine Road Tax Increment Financing District	\$0.00

Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$44,205.95
Parking Fund	\$153.35
Sanitary Sewer Fund	\$2,629.50
<u>Road/Building Bond Escrow</u>	<u>\$0.00</u>
TOTAL	\$192,145.36
<u>Wire Payments</u>	
	\$169.651.57
11/06/2020 PAYROLL POSTING	
11/12/2020 POLICE PENSION FUNDING	<u>\$82,654.36</u>
TOTAL WARRANT	\$444,451.29

City Clerk Prisiajniouk read the warrants.
Alderman Dolick moved to Approve the warrants as presented; seconded by Alderman Quinn to include a TOTAL of \$192,145.36; 11/06/2020 PAYROLL POSTING of \$169.651.57; 11/12/2020 POLICE PENSION FUNDING of \$82,654.36; and a TOTAL WARRANT of \$444,451.29. There was unanimous approval.

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

Motion carried 4 - 0

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

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At7:13 PM, Alderman Quinn moved to Adjourn; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 4 - 0



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer