



THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, DECEMBER 14, 2020 AT 6:30 P.M.

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

City Clerk Prisiajniouk called roll. A quorum was present.

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

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

APPROVAL OF MINUTES

A. November 23, 2020 Regular Teleconference City Council Meeting Minutes

B. October 26, 2020 Regular Teleconference Executive Session Minutes (*not for public release*) –

Alderman Dolick moved for omnibus approval of the November 23, 2020 Regular Teleconference City Council Meeting Minutes and October 26, 2020 Regular Teleconference Executive Session Minutes (*not for public release*), as presented; 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

A. Recognition of Retiring Police Records Supervisor Margie Bolger – Police Chief Zawlocki read a proclamation in honor of retiring Records Supervisor Bolger. She has served with the Prospect Heights Police Department since 1995, and her retirement date is December 21, 2020. Supervisor Bolger thanked the Police Department and Staff, and said that it had been an honor to work for the City and the Police Department.

B. Reappointment of Danielle Dash as Chairperson of the Plan/Zoning Board of Appeals – **Alderman Morgan-Adams moved to approve the reappointment of Danielle Dash as Chairperson of the Plan/Zoning Board of Appeals; seconded by Alderman Dolick.**

ROLL CALL VOTE:

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

Motion carried 3 – 1

C.Reappointment of Scott DeGraf to the Plan/Zoning Board of Appeals – Alderman Dolick moved to approve the reappointment of Scott DeGraf to the Plan/Zoning Board of Appeals; seconded by Alderman Morgan-Adams.

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

Motion carried 3 - 1

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

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A.FYE 2020 Audit Report Presented by Chase Blazier from Eder, Casella and Co. – Mr. Blazier gave the audit presentation. He noted that the goal of the audit is to make certain that the financials of the City are free of any significant discrepancies. He said that the City's General Fund currently has \$11.6 million, of which \$6 million is available for general use. He noted that the City's revenue for the year was \$2.1 million.

- he said that the City received a management letter with two comments on improving internal control-one was payroll and the other was for bank reconciliations. The comments said that the City needed additional procedures. He added that the City had already responded to the comments by increasing putting in place more internal controls. – **No action was taken.**

All of the Staff and Elected officials complimented Margie Bolger on her contributions to the City and wished her well in retirement. All of the Staff and Elected Officials wished the residents, Staff and Council happy holidays. There were also special comments of thanks to the Staff for their work throughout this year of unprecedented issues due to COVID-19.

City Clerk Prisiajniouk – A meeting with the Greater Wheeling Chamber of Commerce on December 9 elected a new President and Vice President in order to reestablish the Chamber.

Finance Director Graefen said that the refinanced debt for the road bond in a \$5 million bond sale. Speer Financial was used as the advisor and they found seven bidders. The top bidder was Robert W. Baird and Company, and the City was able to realize \$376,000 in savings without changing the maturity of the bond. They will mature in December, 2026. The bid was yielded more revenue than expected thanks to the financial health of the City.

Public Works Director Roscoe – stated that the City is where it needs to be to meet any weather challenges of the winter season; and said that Public works has done a lot of maintenance on the water system and has met the IEPA water regulatory requirements.

CONSENT AGENDA –

A.R-20-31 A Resolution Declaring Fourth Ward Aldermanic Vacancy and Directing the City Clerk to Conduct Election to Fill Vacancy

B.R-20-32 Staff Memo and Resolution Approving a License Agreement Between PABCOR Management, LLC and the City of Prospect Heights and Authorizing the City Administrator to Execute Said Agreement

C.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 (**Second Reading**)

D.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 (**Second Reading**)

E.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 (**Second Reading**)

F.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 (**Second Reading**)

G.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 (**Second Reading**)

H.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 (**Second Reading**)

I.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 (**Second Reading**) – **Alderman Morgan-Adams moved for omnibus approval of.**

R-20-31 A Resolution Declaring Fourth Ward Aldermanic Vacancy and Directing the City Clerk to Conduct Election to Fill Vacancy[R-20-32 Staff Memo and Resolution Approving a License Agreement Between PABCOR Management, LLC and the City of Prospect Heights and Authorizing the City Administrator to Execute Said Agreement; 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; 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; 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; 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; 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; 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; and 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; seconded by Alderman Quinn. There was unanimous approval.

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

Motion carried 4 – 0

OLD BUSINESS - None

NEW BUSINESS

A.Requested Waiver of First Reading O-20-47 Business Request and Ordinance Amending Title 2 of the Prospect Heights City Code for Limited Package Sales (**First Reading**) – It was noted that the request for the limited package sales was made by George Sellis of Rocky's American Grill. He spoke to the Council saying that Rocky's, Union Ale House and Player's Pub and Grill were requesting this amendment to the Liquor Ordinance in order to facilitate an increase in carryout business by lowering the purchasing price of liquor from the vendors. This would also allow one stop shopping for carryout customers. He also said that this amendment would make Prospect Heights

restaurants more competitive with other cities that already allow this service. He stated that sales would not come from coolers, and that the intent was not to compete with liquor stores but only to offer convenience to the customers.

City Administrator Wade noted that the State of Illinois is already offering this ability during Covid. This will only be for restaurants and is supplemental to an existing liquor license. Police Chief Zawlocki has reviewed the amendment to the Code, and said that he did not have any issues with it. The code change will be modelled after other communities. He said that the liquor sales will be less than 5% of the restaurant space.

Alderman Quinn stated that the amendment should be expanded to allow for mixed drinks, as mixed drinks have a higher price **Alderman Morgan-Adams moved to waive first reading of O-20-47 Business Request and Ordinance Amending Title 2 of the Prospect Heights City Code for Limited Package Sales; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 4 – 0

B.O-20-47 Business Request and Ordinance Amending Title 2 of the Prospect Heights City Code for Limited Package Sales (*Second Reading*) – Alderman Dolick moved to approve O-20-47 Business Request and Ordinance Amending Title 2 of the Prospect Heights City Code for Limited Package Sales subject to Attorney review; seconded by Alderman Quinn. There was unanimous approval.

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

Motion carried 4 – 0

C.R-20-33 Staff Memo and Resolution Authorizing the Establishment of Interested Parties Registry and Adopting Rules for Such Registry for Redevelopment Project Area of Prospect Point/Muir Park in the City of Prospect Heights – City Administrator Wade noted that the Council approved the TIF area eligibility last year for the Lexington townhomes. He said that the water supply would need TIF assistance, and that stormwater management and sidewalk construction area was mapped by the City. Muir Park is included in the TIF for improvement. He said that there are three resolutions that need to be approved as a prerequisite to the adoption of the TIF. The TIF is not being adopted in this meeting.

City Clerk Prisiajouiok asked if there was anyone in the Public who wanted to speak regarding the subject. There was no one.

Alderman Quinn asked what was meant by the “interested parties registry?”

City Administrator Wade said that it was a requirement by the State to communicate about the TIF. It was noted by Attorney O’Driscoll that anyone interested in the TIF can send the City contact info.

Alderman Morgan-Adams moved to approve R-20-33 Staff Memo and Resolution Authorizing the Establishment of Interested Parties Registry and Adopting Rules for Such Registry for Redevelopment Project Area of Prospect Point/Muir Park in the City of Prospect Heights; seconded by Alderman Quinn. There was unanimous approval.

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

Motion carried 4 – 0

D.R-20-34 Staff Memo and Resolution Convening a Joint Review Board to Review the Public Record and Planning Documents Relating to the Proposed Prospect Pointe/Muir Park Tax Increment Financing District – City Administrator Wade said that following the State statute, the Joint Review Board will review the public record and planning documents related to the proposed TIF. He said that the Board will consist of all area taxing agencies. Their first function will be to review the TIF proposal. The first meeting will be the first week of January, 2021. There will be two appointed representatives from the City – City Administrator Wade and William Kearns (former City Clerk and a resident who has worked on TIF's in the past). The JRB continues even if the TIF is approved. Alderman Cameron said that she was not comfortable with a public official being on the Board, because she believed that the representative should be a resident referring to William Kearns being on the CEA Board.

Attorney O'Driscoll said that the person was drafted into the Resolution as the representative.

Alderman Dolick moved to approve R-20-34 Staff Memo and Resolution Convening a Joint Review Board to Review the Public Record and Planning Documents Relating to the Proposed Prospect Pointe/Muir Park Tax Increment Financing District; seconded by Alderman Morgan-Adams.

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

Motion carried 3 - 1

E.R-20-35 Staff Memo and Resolution Fixing a Time and Place for the Public Hearing on the Prospect Pointe/Muir Park Redevelopment Plan and Project and Tax Increment Financing Within the City of Prospect Heights, Cook County, Illinois – **Alderman Morgan-Adams moved to Approve R-20-35 Staff Memo and Resolution Fixing a Time and Place for the Public Hearing on the Prospect Pointe/Muir Park Redevelopment Plan and Project and Tax Increment Financing Within the City of Prospect Heights, Cook County, Illinois; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 4 – 0

It was noted that the Public hearing is scheduled for Wednesday, February 10, 2021 at 6:30 PM Alderman Quinn asked if there was any crossover with the January 7th meeting and the meeting for the Public hearing? City Administrator said that they are related but not the same. Alderman Quinn asked if the January 7th meeting was open to the public, and City Administrator Wade said that it is. He said that notices would be going out this week regarding that dte.

DISCUSSION TOPICS FOR THIS MEETING: - None

APPROVAL OF WARRANTS

A.Approval of Expenditures

General Fund	\$294,289.29
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$59,410.94

Tourism District	\$1,669.65
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Solid Waste Fund	\$23,118.89
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	\$355.43
Special Service Area #8 – Levee Wall #37	\$0.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$550.00
Capital Improvements	\$0.00
Palatine Road Tax Increment Financing District	\$1,359.83
Road Construction	\$0.00
Road Construction Debt	\$840.50
Water Fund	\$9,458.37
Parking Fund	\$484.94
Sanitary Sewer Fund	\$7,914.25
<u>Road/Building Bond Escrow</u>	<u>\$5,936.50</u>
TOTAL	\$405,388.59
<u>Wire Payments</u>	
11/20/2020 PAYROLL POSTING	\$161,667.76
12/04/2020 PAYROLL POSTING	\$157,843.37
NOVEMBER ILLINOIS MUNICIPAL RETIREMENT FUND	<u>\$23,357.35</u>
TOTAL WARRANT	\$748,257.07

City Clerk Prisiajniouk read the warrants

Alderman Quinn moved to Approve the Warrants as presented; seconded by Alderman Cameron to include a TOTAL of \$405,388.59; 11/20/2020 PAYROLL POSTING of \$161,667.76; 12/04/2020 PAYROLL POSTING of \$157,843.37; NOVEMBER ILLINOIS MUNICIPAL RETIREMENT FUND of \$23,357.35; and a TOTAL WARRANT of \$748,257.07. There was unanimous approval.

ROLL CALL VOTE: AYES - Cameron, Dolick, Morgan-Adams, 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 – At 7:54 PM, Alderman Quinn moved to Adjourn; seconded by Alderman Dolick. There was unanimous approval.

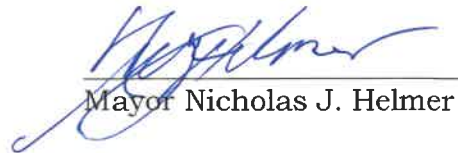
ROLL CALL VOTE: AYES - Morgan-Adams, Cameron, Quinn, Dolick
 NAYS - None
 ABSENT - None

Motion carried 4 – 0

Approved by the Prospect Heights City Council on this the 11th day of January, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

