

THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, JUNE 14, 2021 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Mayor Nicholas Helmer called to order the June 14, 2021 Regular Teleconference Workshop meeting. Deputy Clerk Schultheis read the preamble to the meeting.

Deputy Clerk Schultheis called the roll. A quorum was present.

ELECTED OFFICIALS INATTENDANCE – Mayor Helmer, Treasurer Tibbits, Aldermen – Cameron, Quinn, Dolick, Morgan-Adams, Dash

ABSENT – City Clerk Prisiajniouk (by previous notification)

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

APPROVAL OF MINUTES

A. May 24, 2021 City Council Regular Teleconference Meeting Minutes – **Alderman Morgan-Adams moved to approve the May 24, 2021 City Council Regular teleconference Meeting Minutes as presented; seconded by Alderman Dolick. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

PRESENTATION

A. Police & Fire Commission – Annual Report presented by Chairperson Sharon Hoffman – Fire Police Commission Chairman gave the Annual Report of the Commission to the Council. She said that the last Meeting of the Commission was May 26, 2021, and that the last time the report was given was May, 2019. She noted that there had been 20 regular meetings and eight special meetings, along with 8 executive sessions over the past 24 months. Chairman Hoffman said that there are 23 full time officers, 2 part-time officers, 3 full time civilian staff, and six part-time non-sworn staff.

She noted police retirements, and the two officers of the year over the last two years, as well as promotions. She mentioned that the Outreach Program for children has been scheduled after closing down because of COVID last year.

In conclusion, she asked that the Annual Report be read into the Minutes as an Official document.

Alderman Dolick moved to accept the Annual Fire Police Commission Report as presented; seconded by Alderman Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5 - 0

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Reappointment of Scott Saewert to the Chicago Executive Airport Board of Directors – **Alderman Morgan-Adams moved to approve the reappointment of Scott Saewert to the Chicago Executive Airport Board of Directors; seconded by Alderman Dolick. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

D.Reappointment of D. Court Harris as Chairman of the Chicago Executive Airport Board of Directors – Alderman Dolick moved to approve the reappointment of D. Court Harris as Chairman of the Chicago Executive Airport Board of Directors; seconded by Alderman Morgan-Adams.

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

Motion carried 3 - 2

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

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Assistant Finance Director Tannehill – said that the Finance Department is working on the upcoming audit. He said that the Department heads had been assisting with the audit needs. He said that the Finance Department was not anticipating any issues or surprises with the audit.

City Administrator Wade – noted that the Independence Day parade would be held on July 3rd this year to avoid interfering with the Sunday services of the churches, whose properties the City is allowed to use to stage the parade. The parade cannot add more street as the Police Chief has warned that the City would not be able to shut down that many streets.

The recommendation of Staff is to use the traditional parade route, which is 1.5 miles. The parade will conclude at the Betsy Ross Elementary School.

This year, there will not be any after-parade events scheduled.
The Council agrees with the parade set-up.

Assistant City Administrator Falcone – thanked Public Works for the excellent job and volunteers for their efforts at the SWANCC Shredding event on Saturday, June 12. There were 360 vehicles in three hours.

Police Chief Zawlocki – thanked the Fire Police Commission for their assistance to the Police Department. He noted that the FPC does all of the Police Department screening.

- He said that the June 3 Outreach event was a giant, outdoor screen showing "Toy Story."
- There was a crowd estimated to be at 100 residents.
- The June 10th Fire and Police golf outing had 107 golfers

Director of Building and Development Peterson – said that Quigley Conor Commercial had a second possible tenant, and that there was active interest.

- He noted that there was interest in vacant properties on Rand Road
- Permit activity remains high
- He is interviewing candidates for the retiring, current Assistant Director.

Public Works Director Roscoe – Public Works has been working on road patching projects.

- There has been some rejuvenation being done to the pipes
- The Public Works Department will be part of the upcoming Rock the Runway on August 21.
- Code Enforcement Officer Porzycki has been a valuable asset to public works and the City for Assistance with dealing with code issues.

Alderman Quinn – Ward 2 – Thanked all of the staff in the SWANCC shredding event, especially the City organizer, Peter Falcone.

- She thanked Staff for coordinating the Fourth of July parade.

- She thanked City Administrator Wade for fixing the Comcast issue that had occurred.

Alderman Morgan-Adams – Ward 3 – Thanked Public Works and Code Enforcement Officer Porzycki for their efforts with some Ward 3 issues.

- She noted that Springfield had ruled in favor of maintaining the current levels of local government distributive funds. She said that municipalities and the Northwest Municipal Conference will continue to seek to restore even more of the local distributive funds back to the municipalities. She pointed out that State Senators DeLuca and DeWitt were instrumental in keeping the distributive funds funneling back to the municipalities.

Alderman Dash – Ward 4 – said that she was at the Grand Re-opening of Prospect Heights Public Library; which was well-attended. She noted that there is great excitement about the new Library.

Alderman Dolick – Ward 5 – thanked the participants, volunteer, Staff and sponsors of the shredding event. He noted that there were even residents from other communities there, and this event showed Prospect Heights in a very positive way.

Treasurer Tibbits – said that he appreciated the shredding event.

- He noted that there was a PHTV outage over the weekend. Treasurer Tibbits has restored the service.
- He said that he was also at the Library reopening, and that that it had been filed and recorded by PHTV.

Mayor Helmer – thanked outgoing Chicago Executive Airport Executive Director Abbott for his work with the Airport. He noted that Director Abbott had done an excellent job over the years, adding that he had been part of the team that had hired him. He said that he and the City had appreciated his hard work and wished him well.

CONSENT AGENDA - None

OLD BUSINESS

A.O-21-16 Increasing the Compensation for Members of the Board of Fire and Police and the Planning Commission/Zoning Board of Appeals (***2nd Reading***) – **Alderman Morgan-Adams moved to approve O-21-16 Increasing the Compensation for Members of the Board of Fire and Police and the Planning Commission/Zoning Board of Appeals; seconded by Alderman Dolick.**

ROLL CALL VOTE:

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

Motion carried 4 - 1

NEW BUSINESS

A.R-21-20 Creation of an Ad Hoc Committee to Review Live Council Meetings – Alderman Morgan-Adams and Alderman Dolick Appointed by Mayor Helmer – Attorney O’Driscoll said that a committee is a body of government that falls under the open meeting act. The Committee, once formed, will stay intact until the Mayor dissolves it. Alderman Quinn asked if there would need to be 48-hour notification. Attorney O’Driscoll said that all open meeting act restrictions would apply. Mayor Helmer asked why Open Meeting Act rules were required when only two aldermen were on each committee. Attorney O’Driscoll said that under the definition in the Open Meetings Act, it specifically said that a committee is a public body.

Alderman Quinn moved to approve R-21-20 Creation of an Ad Hoc Committee to Review Live Council Meetings – Alderman Morgan-Adams and Alderman Dolick Appointed by Mayor Helmer; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5 - 0

B.R-21-21 Creation of an Ad Hoc Committee to Evaluate Chamber of Commerce – City Clerk Prisiajniouk and Alderman Quinn Appointed by Mayor Helmer – Alderman Morgan-Adams moved to approve R-21-21 Creation of an Ad Hoc Committee to Evaluate Chamber of Commerce – City Clerk Prisiajniouk and Alderman Quinn Appointed by Mayor Helmer; seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 - 0

Mayor Helmer stated that he would like the Committees that were just created to come back to the June 28, 2021 City Council Meeting with a report on their decision so that there could be action taken on their decisions at the July 12th or July 26th City Council meetings.

DISCUSSION TOPICS FOR THIS MEETING: None

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$178,539.85
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$2,002.44
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
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	\$126.98
Special Service Area #8 – Levee Wall #37	\$61.93
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$0.00
Palatine Road Tax Increment Financing District	\$572.10
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$12,056.26
Parking Fund	\$363.09
Sanitary Sewer Fund	\$21,172.10
<u>Road/Building Bond Escrow</u>	<u>\$0.00</u>
TOTAL	\$214,894.75
<u>Wire Payments</u>	
APRIL ILLINOIS MUNICIPAL RETIREMENT FUND	\$21,361.78
05/21/2021 PAYROLL POSTING	\$158,557.50
06/04/2021 PAYROLL POSTING	<u>\$160,551.17</u>
TOTAL WARRANT	\$555,365.20

Deputy Clerk Schultheis read the warrants.

Alderman Quinn moved to approve the warrants as presented; seconded by Alderman Dolick to include a Total of \$214,894.75; April Illinois Municipal Retirement Fund amount of \$21,361.78; 05/21/2021 PAYROLL POSTING of \$158,557.50; 06/04/2021 2021 Payroll Posting of \$160,551.17 and a TOTAL WARRANT of \$555,365.20. There was unanimous approval.

ROLL CALL VOTE:

AYES -	Morgan-Adams, Dash, Dolick, Quinn, Cameron
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 7:13 PM, Alderman Cameron moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.

ROLL CALL VOTE:

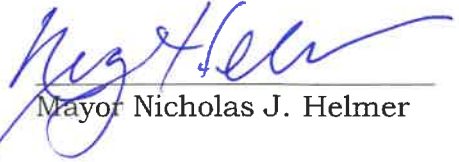
AYES -	Morgan-Adams, Dolick, Quinn, Cameron, Dash
NAYS -	None
ABSENT -	None

Motion carried 5 – 0

Approved by the Prospect Heights City Council on this the 28th day of June, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer



Prospect Heights Police Department

James Zawlocki • Chief of Police

Date: June 12, 2021

To: Mayor Nick Helmer

From: Sharon M. Hoffman, Chairwomen Police/Fire Commission

Re: Annual Report

The most recent regular meeting of the Prospect Heights Police/Fire Commission was held on Wednesday May 26, 2021 at 4:00 P.M. at city hall. This report covers an extended time period due to Covid-19 with some adjustments made due to a reduction in meetings for a time period and switching over to a virtual platform as we continue to adapt to changing conditions. During this period since the last annual report of May 2019, the Commission convened 20 regular meetings and held 8 special meetings, and needed to enter into Executive sessions 8 times over the last 24 months. Many of these meeting were held by Zoom, just as this meeting is being held tonight to present this report.

Currently the staffing levels of the Prospect Heights Police Department stands at: 23 Full-time sworn officers ,2 part time officers, 3 full time civilian staff, and six part time non-sworn staff. There are currently 2 civilian positions that remain unfilled, as well as 2-3 part time officer positions that are currently open. There has been some movement in converting some part time staff to fill some of these openings due to exhausting our current hiring list.

The average age of our officers is 30, and the supervisory staff average age is around 35. As you can see this has been an active time of tenured retirements seeing the next generation of officers take over in all levels of staff. Covid-19 has brought some unique challenges as the department has had to navigate keeping the residents and officers safe, while conducting their public safety initiative.

In 2019 and 2020 the department has conducted 2 series of recruitment testing. We will be conducting a third testing period over this summer and hope to be conducting interviews during the upcoming fall months.

Due to Covid-19 we had to adjust programming for our youth so no outreach programs were able to be scheduled. A modified food drive was held in order to provide vouchers for our needy families for turkey's and other dinner amenities thru a gift card from Tony's.

Prospect Heights Police Department

James Zawlocki • Chief of Police

The Police and Fire Departments were assigned to drive by residents to celebrate birthdays thru Social distancing so that a warm sense of celebration could be displayed to approximately 20 or so homes that were visited during this time period.

Being creative this past holiday season in a joint initiative the Police Department, Fire Department, Public Works and Police volunteers decorated vehicles with holiday lights and drove throughout the town in December to extend some holiday cheer to the residents and children.

In 2019, Officer Pardeep Deol was named Officer of the Year, and Officer Keith O'Connor received this honor in 2020.

Last year we received from the Department of Justice, the Cops grant and we were able to hire Officer Barrett Loehrer to fill an open officer position.

The following retirements occurred during the year 2020.

- 1) Sergeant John Yanke retired with 30 years of service
- 2) K-9 Bane our German Sheppard retired serving the department for 5 years.
- 3) Margie Bolger our records supervisor retired after serving 26 years of service.

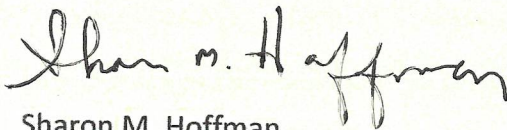
The following promotions took place in 2020.

- 1) Kevin Lange was promoted to Sergeant.

Finally, Sergeant Mark Pufundt NIPAS entry team and Officer Keith O'Connor NIPAS Field Force responded to 53 callouts to various Chicago areas for civil unrest assistance.

In conclusion, Commissioners Fiorito, Meyers, and Hoffman would like to thank the Mayor and City Counsel and extend our support and appreciation for allowing us to service the city of Prospect Heights. We respectfully request this report to be filed as an official report of the Prospect Heights Police Commission for the 2019/2020 fiscal years and be kept as an official document of the city.

Respectfully Submitted



Sharon M. Hoffman
Chairwomen

Prospect Heights Police Commission