



THE CITY COUNCIL REGULAR TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, NOVEMBER 22, 2021 AT 6:30 P.M.

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

City Clerk Prisiajniouk called roll. A quorum was present.

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

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

PLEDGE OF ALLEGIANCE – Director Peterson led the Pledge of Allegiance

APPROVAL OF MINUTES

A. November 8, 2021 City Council Workshop Meeting Minutes

B. November 3, 2021 Chicago Executive Airport Joint Workshop Minutes-**Alderman Morgan-Adams moved for omnibus approval of the November 8, 2021 City Council Meeting Minutes and the November 3, 2021 Chicago Executive Airport Joint Workshop Meeting Minutes, as presented; seconded by Alderman Quinn. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

PRESENTATION – None

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS

A. Reappointment of William Kearns to the Police Pension Board – **Alderman Dolick moved to Approve the Reappointment of William Kearns as Trustee to the Police Pension Board; seconded by Alderman Quinn. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5 - 0

B.Reappointment of Neal Patel to the Planning/Zoning Board of Appeals – Alderman Quinn moved to approve the Reappointment of Neal Patel to the Plan/Zoning Board of Appeals; seconded by Alderman Morgan-Adams. 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

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

A.Chicago Executive Airport Monthly Update Presented via Zoom, by Director Scott Saewert –

- Introduced the new CEA Executive Director Jeffrey Miller
 - he said that Customs is accepting their first international aircraft this week. The international flights (60% of which are from Canada) are back to normal numbers
 - there is a Residential Insulation Sound Program Meeting on December 1 at 6:30 PM. Director Saewert said that the pilot homes for the program will be soundproofed starting in March, 2022. The next phase will be noise testing.
 - On December 1, at 7:30 PM, WTTW will be filming their holiday food drive on CEA property at the Hawthorne Hangar.
 - there are grants coming for CEA lighting
 - there was a party for Charlie Priester's retirement.
 - Fuel flowage has reached record amounts
- Executive Director Miller introduced himself.
- Mayor Helmer asked him about the SCL nosedive, and Executive Director replied that a student pilot was on a solo flight, and "porpoised" down the runway with minimal damage to the runway but damage to the aircraft. The Prospect Heights Fire District and the Wheeling Fire Department assisted in the crash.

B.October Treasurer's Report Presented by Assistant Finance Director Bob Tannehill – Assistant Finance Director said that the City is six months into the budget and at 60% revenue, and 29.6% expenses.

- the first half of the ARPA funds have come in at just over \$1 million.
- the City received the first portion of COPS grant at just over \$55,000. This helps pay for the officer's salaries over three years.
- places of eating tax has been rising, and hotel tax is currently over what was budgeted.
- water revenue is in line with the budgeted amount
- One time water bill adjustments were sent out, and will not be on future bills.
- Sewer revenue is consistent with budget.

City Administrator Wade – said that on Saturday, November 25 at 5 PM at the Gary Morava Center the Annual Tree Lighting event will be held. It includes the tree lighting, local children's choirs, hot chocolate and cookies, and Santa Claus.

Police Chief Zawlocki – said that the Thanksgiving Day Food Drive had collected food for over 65 families. The food drive was held at Tony's Finer Foods, with the Police and volunteers working to collect and coordinate the food. Residents in the area were extremely generous with their donations to the food drive. Tomorrow, the food will be dispersed to the 65 families. The Pascucci family donated a turkey for each family.

-On November 30th, Officer Victor Castillo graduates from the Police Academy and will start field training.

-The newest class of the Citizens Police Academy volunteers graduates tonight.

Building and Development Director Peterson – said that there were more permits issued this October than any October in the last 7 years.
-he added that now is the time to winterize your home

Public Works Director Roscoe – concrete work at Quincy Park and Fairway Estates
- asphalt repair work at Elaine Circle.
-Sewer contractor is still working in specified areas
-Tree Lighting tree was donated by local residents Jim and Jo Vito, who live in the Fairway Estates neighborhood.

Mayor Helmer – commended the residents for their generosity at Tony’s Finer Foods Thanksgiving Day Food Drive. He also thanked the Police Department for their coordination and participation in the event, as well as Tony’s Finer Foods for allowing use of their store as a staging area and a donation area.

Alderman Quinn – Ward 2 – thanked the residents in her ward for participating in the Toys for Tots drive along with the Thanksgiving Food Drive in the City.

Alderman Morgan-Adams – Ward 3 – said that at the last meeting of the NWMC Legislative Committee, there were four major areas being pursued.

1. Restore the delivery of the local government distributive fund money back up to 8%; and then eventually back up to 10%
2. Public Safety Modernization to extend the public pension amortization to curb the huge contribution that keeps increasing by substantial amounts each year. There is a desire to move the date from 2040 to 2060. This would help municipalities to stabilize their budgets
3. Safety Act application to have enhanced training and requirements for body cameras and attempting to get the state to finance this initiative.
4. The leadline replacement modification act which the new infrastructure act will be able to address to replace leadlines in water piping. The new infrastructure bill can be applied to the costs involved in the replacement. The City of Prospect Heights does not have lead piping.

Alderman Dolick – Ward 5 – thanked the volunteers for the food drive, and Tony’s Finer Foods. He thanked the residents that donated to the drive.

Treasurer Tibbits – PHTV will provide sound reinforcement and recording of the tree lighting this Saturday, November 27th.

CONSENT AGENDA -

A.Approval of the 2022 City Council Meeting Calendar – Alderman Morgan-Adams said that the calendar would have to be modified to take into account that September 26, 2022 is Rosh Hashanah. The consensus was that an acceptable date would be Wednesday, September 28. **Alderman Morgan-Adams moved to approve the 2022 City Council Meeting Calendar with the amended September Regular Meeting Date as September 28; seconded by Alderman Quinn. There was unanimous approval.**

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

Motion carried 5 - 0

B.R-21-38 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, 2021 through November 30, 2022 – **Alderman Dolick moved to approve R-21-38 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, 2021 through November 30, 2022; seconded by Alderman Cameron.**

Discussion followed. Alderman Quinn noted that the numbers were not paginated, but she had discovered that there is a scrivener's error that lists the name of the municipality covered as Village of Fox Lake. It should read City of Prospect Heights. Alliant/Mesirow Representative Leah Cozad verified that it was a scrivener's error and none of the numbers would be affected when it is corrected.

Alderman Morgan-Adams requested a summary of the coverage Illinois County's Risk Management Fund has presented a proposal offering \$10 million total liability. The City is going with ICRMF. It has a lower premium and increased the grant fund reimbursement for safety or safety equipment or training.

Alderman Quinn asked about the coverage on the cyber liability policy. Representative Cozad said that is \$1 million per occurrence and \$1 million aggregate. She said that it provided for first party and third party coverages. This policy does cover ransomware, but at a sublimited amount.

Alderman Quin asked about the rating of the carrier. Representative Cozad said that They have an A Rating. And, she said that on their Financial side the highest rating is a 15, and the carrier holds a 14 rating.

Alderman Morgan-Adams asked about the Terrorism premium. Representative Cozad Said that the coverage is TRIA is mostly associated with property policies and general liability. It is related to coverage for any certified act of terrorism – the government must declare that it is an act of terrorism and it must be determined what loss was due to that act of terrorism.

There was unanimous approval.

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

Motion carried 5 - 0

OLD BUSINESS - None

NEW BUSINESS

A.R-21-39 Resolution Approving Tressler LLP to Take Required Steps and Necessary Documentation for the City to Participate in the National Opioid Litigation Settlement – Attorney O'Driscoll said that there are nationwide lawsuits against entities associated with opioids. He said that it is expected that there will be a settlement sometime next year, if the settlement is approved. He added that he did not know what the settlement for the City would be, but that the only way that the City could receive any money is to opt-in.

Alderman Morgan-Adams asked what other municipalities were opting-in. Attorney O'Driscoll said that he did not know.

Alderman Morgan-Adams asked if this was a time-consuming process, and the Attorney said that it has not been overbearing so far. He believed, however, that it could be free money if it passes.

Alderman Dolick moved to approve R-21-39 Resolution Approving Tressler LLP to Take Required Steps and Necessary Documentation for the City to Participate in the National Opioid Litigation Settlement; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5 - 0

B.O-21-25 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Police Pension Fund (**First Reading**) –

C.O-21-26 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number One (**First Reading**)

D.O-21-27 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number Two (**First Reading**)

E.O-21-28 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number Three (**First Reading**)

F.O-21-29 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number Four (**First Reading**)

G.O-21-30 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number Five (**First Reading**)

H.O-21-31 An Ordinance for the Levy and Assessment of 2021 Taxes for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022 in and for the City of Prospect Heights Special Service Area Number Eight (**First Reading**)

Alderman Morgan-Adams said that SSA #6 is the only SSA that went down slightly? Assistant City Administrator Falcone said that SSA 6 is Lake Claire water. City Administrator Wade said that the City had refinanced that SSA.

DISCUSSION TOPICS FOR DECEMBER WORKSHOP MEETING:

A.City of Prospect Heights Chamber of Commerce Affiliation – Alderman Quinn gave an update. She said that nine chambers serve the area surrounding Prospect Heights. These nine chambers have between 150 to almost 700 members. The City's resident businesses can join any chamber. The Staff had set up a meeting with the NorthShore CVB, which serves the PH hotels and restaurants. The CVB works with the restaurants. During last year's issues with Covid, the CVB posted the City's restaurants on their website.

She mentioned that the CVB hosts a big event called Restaurant Month. She commended Assistant City Administrator Falcone for sending out an Eblast to the restaurants. Alderman Quinn noted that the restaurants can join the CVB for \$300, and the CVB website is used by tourists and residents for the North Shore. There is a great deal of marketing that comes from the CVB. It is a good opportunity for marketing that does not involve the need to do networking. Networking is what a chamber would use, and many of these businesses do not have the time to network.

Alderman Quinn said that there is a Small Business Advocacy Council – it is a statewide organization works on legislative advocacy. For example, they are working on the Home to Market Act – which allows people who make food at home to sell direct to customers. Any business can join it for free – and have access to all of this legislative and advocacy information.

2012-2013 was the last time the City had an economic development committee – looking at ways to recreate that as it pertains to assisting businesses in the area.

She said that the current recommendation –

- Disseminate timely opportunities to the restaurants and venues. This has been started based on the information given to the restaurants regarding the CVB Restaurant Month.
- The Chicago Executive Airport has let their membership lapse in the CVB. Their membership in the CVB would be a great way for the area to be promoted.
- She said that there was consideration of surveying businesses by email or mail to find out what local businesses want and need to flourish.
- Alderman Quinn said that if the City wanted to start its own Chamber of Commerce it would cost about \$450,000 just to get it started. She did not believe that it was the City's responsibility to create the chamber – it's the business community's responsibility. Chambers of commerce are currently merging into regional chambers –local chambers are suffering.
- Putting a separate link on the website that only contains information supportive of local businesses. This would have easy access.
- Another public meeting, and a budgeted line item for an economic development committee.
- Have the Deputy Clerk be the liaison to the CVB to garner and distribute information back to the Staff and Council.

APPROVAL OF WARRANTS

A.Approval of Expenditures

General Fund	\$151,199.34
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$572.10
Tourism District	\$2,671.06
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	\$316.78
Special Service Area #8 – Levee Wall #37	\$83.50

Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$550.00
Capital Improvements	\$6,568.50
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$5,910.60
Parking Fund	\$202.45
Sanitary Sewer Fund	\$8,632.14
Road/Building Bond Escrow	\$9,632.40
TOTAL	\$186,338.87
<u>Wire Payments</u>	
11/05/2021 PAYROLL	\$156,666.61
OCTOBER ILLINOIS MUNICIPAL RETIREMENT FUND	\$23,741.05
TOTAL WARRANT	\$366,746.53

City Clerk Prisiajniouk read the warrants.

Alderman Quinn moved to approved the warrants as presented; seconded by Alderman Dolick to include a TOTAL of \$186,338.87; 11/05/2021 Payroll of \$156,666.61; OCTOBER ILLINOIS MUNICIPAL RETIREMENT FUND of \$23,741.05; and TOTAL WARRANT of \$366,746.53.

There was unanimous approval.

ROLL CALL VOTE: AYES - Dolick, Cameron, Quinn, Morgan-Adams, Dash
 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 7:39 PM, Alderman Dolick moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

ABSENT- None

Motion carried 5 - 0

Approved by the City Council of Prospect Heights on this the 13th day of December, 2021.



Deputy Clerk Schultheis



Mayor Nicholas J. Helmer

