

THE CITY COUNCIL WORKSHOP TELECONFERENCE MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, DECEMBER 13, 2021 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Mayor Nicholas J. Helmer called to order the December 13, 2021 Teleconference City Council Workshop Meeting. Deputy Clerk Schultheis read the preamble to the Meeting.

Deputy Clerk Schultheis called roll. A quorum was present.

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

ABSENT – City Clerk Prisiajniouk (with previous notification), Alderman Quinn (with previous notification)

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

PLEDGE OF ALLEGIANCE – led by Deputy Clerk Schultheis

APPROVAL OF MINUTES

A. November 22, 2021 Regular City Council Meeting Minutes – **Alderman Dolick moved to approve the November 22, 2021 Regular City Council Minutes, as presented; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0; one absent

PRESENTATIONS

A. Treasurer's Report by City Treasurer Rich Tibbits – City Administrator Wade said that Treasurer Tibbits had advised the Staff that there was no report. Mayor Helmer said that he would get in touch with the Treasurer about reporting updates.

B. FYE 2021 Audit Report Presented by Cheryden Juergensen and Chase Blazier of Eder, Casella & Co. – Cheryden Juergensen discussed the results of the audit. The audit report is an unqualified opinion – which the best opinion that the City could have received under County standards. They also reviewed the City's internal controls, and reported that the City not only has the correct written internal controls procedures in place, but they are also being implemented. She summarized the audit report components. She concluded that there were no fines or issues that the City had; and that there were no financial standards that affected the City. – **No action was taken.**

C. City of Prospect Heights Water Quality and Compliance with National Pollution Discharge Elimination Standards Report by Karolina Cho of Gewalt Hamilton Associates, Inc. – City Administrator Wade noted that this is part of a compliance permit report that the City needs to discharge stormwater with minimal pollutants. Wetland Specialist Cho said that the MS4 stands for Municipal Separate Storm Sewer System – it is regarding stormwater runoff on our impervious surfaces. The permit is renewed every five years. The water has to be monitored for cleanliness – free of detergent and oil. GHA will be in charge of writing the City's new stormwater management plan. There are six minimal control measures – 1) public education and outreach on stormwater

impacts; 2) Public Involvement/participation; 3) Illicit Discharge detection and elimination; 4) construction site stormwater runoff control; 5) post-construction stormwater management for new development and redevelopment; and 6) pollution prevention/good housekeeping for municipal operations. The areas that GHA assists the City are Illicit Discharge detection and elimination and pollution prevention/good housekeeping for municipal operations. GHA writes an annual report for the City to keep it compliant with the permit, as well as the letter of intent with the EPA. She noted that the City is one of the more self-sufficient clients regarding MS4 requirements.

APPOINTMENTS/CONFIRMATIONS AND PROCLAMATIONS - None

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

STAFF, ELECTED OFFICIALS, and COMMISSION REPORTS

Aldermen and Staff wished residents, staff and elected officials a happy holiday.

Police Chief Zawlocki – December 15 at 6:30 PM at Old Orchard, the Police Department will be issuing the Police Department Annual Awards. The Officer of the Year is Jocelyn Garza. The Police Volunteer awards will also be given.

- The officers collected money during “No Shave November” for cancer awareness. Half of the money collected will be donated to a local boy who has brain cancer. They collected \$6400 this year, which is double last year.

- On December 23rd, the Santa Express will be parading through the streets of Prospect Heights – starting at 6:30 PM. the Fire Department, the Police Department and Public Works will be participating.

Finance Director Graefen – said that the City is up to date in closing Fiscal 21. She said that the Fiscal 22 Budget process will be starting in January.

Director of Building and Development Peterson – credited Administrative Assistant Myzia with her on-time delivery of all the apartment, business and elevator inspection renewals.

- There has been a lot of construction activity thanks to the mild weather.

Director of Public Works Roscoe – noted that Illinois American Water is working on Mandel doing a water main project. Their main line is now installed. Next it needs to pass all testing. They have patched the roadway where they did dig-ups.

- sections of town with road patching finished a week ago.

- the sidewalk program in underway.

- the section of 400 feet of piping along Kennilworth Avenue just east of Schoenbeck. It was a major piece of infrastructure that had been installed in the 1950’s that was rotting. It was a project that was approved by the Council for emergency replacement. Getting this completed in the Fall saved us from issues in the Spring.

OLD BUSINESS

A.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 (***Second Reading***) – **Alderman Dolick moved to Approve 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; seconded by Alderman Morgan-Adams.**

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent.

B.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 (**Second Reading**) – **Alderman Morgan-Adams moved to approve 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; seconded by Alderman Dolick**

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

Motion carried 4 – 0, one absent.

C.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 (**Second Reading**) – **Alderman Dolick moved to approve 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; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent.

D.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 (**Second Reading**) – **Alderman Morgan-Adams moved to approve 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; seconded by Alderman Dash.**

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

Motion carried 4 – 0, one absent.

E.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 (**Second Reading**) – **Alderman Dash moved to Approve 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; seconded by Alderman Cameron.**

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

Motion carried 4 – 0, one absent.

F.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 (**Second Reading**) – **Alderman Dolick moved to approve 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; seconded by Alderman Morgan-Adams.

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

Motion carried 4 – 0, one absent.

G.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 (***Second Reading***) – **Alderman Morgan-Adams moved to approve 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; seconded by Alderman Dash.**

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

Motion carried 4 – 0, one absent.

NEW BUSINESS

A.R-21-40 Staff Memo and Resolution Approving Collective Bargaining Agreement Between the City of Prospect Heights and the Metropolitan Alliance of Police, Chapter #252 – **Alderman Morgan-Adams moved to approve R-21-40 Staff Memo and Resolution Approving Collective Bargaining Agreement Between the City of Prospect Heights and the Metropolitan Alliance of Police, Chapter #252; seconded by Alderman Dolick.**

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

Motion carried 4 – 0, one absent

B.R-21-41 Staff Memo and Resolution Designating American Rescue Plan Act Funds be Used for the Arlington-Countryside Stormwater Improvement Project – **Alderman Dolick moved to approve R-21-41 Staff Memo and Resolution Designating American Rescue Plan Act Funds be Used for the Arlington-Countryside Stormwater Improvement Project; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent

C.R-21-42 Staff Memo and Resolution Authorizing an Intergovernmental Agreement by and Between the City of Prospect Heights and the Metropolitan Water Reclamation District of Greater Chicago for the Acquisition, Conversion to and Maintenance of Open Space of a Flood Prone Parcel of Real Property Located Along McDonald Creek Tributary B – **Alderman Dolick moved to approve R-21-42 Staff Memo and Resolution Authorizing an Intergovernmental Agreement by and Between the City of Prospect Heights and the Metropolitan Water Reclamation District of Greater Chicago for the Acquisition, Conversion to and Maintenance of Open Space of a Flood Prone Parcel of Real Property Located Along McDonald Creek Tributary B; seconded by Alderman Cameron.**

ROLL CALL VOTE: AYES - Dolick, Dash, Cameron, Morgan-Adams

NAYS - None
ABSENT - Quinn

Motion carried 4 – 0, one absent

D. R-21-43 Staff Memo and Resolution Approving Purchase of In-Car Video Camera System from Watch Guard/Motorola Solutions at a Total Cost Not to Exceed \$100,450.00 – **Alderman Morgan-Adams moved to approve R-21-43 Staff Memo and Resolution Approving Purchase of In-Car Video Camera System from Watch Guard/Motorola Solutions at a Total Cost Not to Exceed \$100,450.00; seconded by Alderman Dolick.**

Discussion followed – it was noted that there were three quotes, and Police Chief Zawlocki said that the money to pay for the camera system is coming from the DEA and DUI Account. He added that there is no upfront payment.

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

Motion carried 4 – 0, one absent

E.R-21-44 Staff Memo and Resolution Approving Schaffer's Resubdivision Subdivision at 602 N Maple for Single Family Home Construction – **Alderman Dolick moved to approve R-21-44 Staff Memo and Resolution Approving Schaffer's Resubdivision Subdivision at 602 N Maple for Single Family Home Construction; seconded by Alderman Dash.**

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

Motion carried 4 – 0, one absent

F.Request to Waive First Reading O-21-32 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Health Club-Fitness Training Business at 742 Pinecrest, Prospect Heights, IL (**1st Reading**) – **Alderman Morgan-Adams moved to waive first reading of O-21-32 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Health Club-Fitness Training Business at 742 Pinecrest, Prospect Heights, IL; seconded by Alderman Dash.**

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

Motion carried 4 – 0, one absent

G.O-21-32 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Health Club-Fitness Training Business at 742 Pinecrest, Prospect Heights, IL (**2nd Reading**) – **Alderman Dolick moved to approve O-21-32 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Health Club-Fitness Training Business at 742 Pinecrest, Prospect Heights, IL; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent

H.Request to Waive First Reading O-21-33 Staff Memo and Ordinance Amending Various Fees in Title 4 and Title 5 Related to Building Permit and Zoning Fees (*1st Reading*) – **Alderman Dolick moved to waive first reading of O-21-33 Staff Memo and Ordinance Amending Various Fees in Title 4 and Title 5 Related to Building Permit and Zoning Fees; seconded by Alderman Cameron.**

Discussion followed. Alderman Dash asked if the new fees were in line with other cities? She wanted to know if the City was collecting the fees to cover expenses.

Director Peterson replied that the fees of other cities were reviewed. And, that certain fees, like electrical, had not been covered at all. He added that the City does a regular check of permit fees to make certain that our fees are in line with other municipalities and are not prohibitive.

In the case of the escrow, it is set up to reimburse the costs of the public hearing – it can be refunded to the applicant.

Alderman Dash stated that the City fee is the norm of the local communities.

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

Motion carried 4 – 0, one absent

I.O-21-33 Staff Memo and Ordinance Amending Various Fees in Title 4 and Title 5 Related to Building Permit and Zoning Fees (*2nd Reading*) – **Alderman Morgan-Adams moved to approve O-21-33 Staff Memo and Ordinance Amending Various Fees in Title 4 and Title 5 Related to Building Permit and Zoning Fees; seconded by Alderman Dolick.**

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

Motion carried 4 – 0, one absent

J.Request to Waive First Reading O-21-34 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 – Fine and Fee Schedule (*1st Reading*) – **Alderman Dolick moved to waive the first reading of O-21-34 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 – Fine and Fee Schedule; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent

K.O-21-34 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 – Fine and Fee Schedule (*2nd Reading*) – **Alderman Dolick moved to approve O-21-34 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 – Fine and Fee Schedule; seconded by Alderman Dash.**

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

Motion carried 4 – 0, one absent

DISCUSSION TOPICS FOR THIS WORKSHOP MEETING

None

APPROVAL OF WARRANTS**A. Approval of Expenditures**

General Fund	\$362,168.65
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$1,400.85
Tourism District	\$2,615.40
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$8,795.13
Solid Waste Fund	\$24,709.92
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	\$1,982.00
Special Service Area #8 – Levee Wall #37	\$1,982.00
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$115,200.00
Palatine Road Tax Increment Financing District	\$0.00
Road Construction	\$442.00
Road Construction Debt	\$0.00
Water Fund	\$40,473.00
Parking Fund	\$936.45
Sanitary Sewer Fund	\$35,084.72
Road/Building Bond Escrow	\$355.64
TOTAL	\$596,145.76
<u>Wire Payments</u>	
11/19/2021 PAYROLL	\$167,760.66
12/03/2021 PAYROLL	\$159,781.91
11/18/2021 POLICE PENSION FUNDING	\$94,161.55
BANK OF AMERICA SERIES 2008 DEBT SERVICE WIRE	\$176,142.03
U.S. BANK SERIES 2013 DEBT SERVICE PAYMENT	\$416,266.25
U.S. BANK SERIES 2020 DEBT SERVICE PAYMENT	\$704,875.00

TOTAL WARRANT	\$2,315,133.16
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Deputy Clerk Schultheis read the warrants

Finance Director Graefen noted that the debt services are due twice per year on the bonds – ½ of the interest and interest is paid in June and ½ of the interest and principal is paid in December. It comes right off the amortization schedule. The principal always comes due in December.

Alderman Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Dash to include a TOTAL of \$596,145.76; 11/19/2021 PAYROLL of \$167,760.66; 12/03/2021 PAYROLL of \$159,781.91; 11/18/2021 POLICE PENSION FUNDING of \$94,161.55; BANK OF AMERICA SERIES 2008 DEBT SERVICE WIRE of \$176,142.03; U.S. BANK SERIES 2013 DEBT SERVICE PAYMENT of \$416,266.25; U.S. BANK SERIES 2020 DEBT SERVICE PAYMENT of \$704,875.00; and TOTAL WARRANT of \$2,315,133.16.

ROLL CALL VOTE:

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

Motion carried 4 – 0, one absent

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

EXECUTIVE SESSION - None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED

ADJOURNMENT – At 7:34 PM, Alderman Morgan-Adams moved to Adjourn; seconded by Alderman Cameron.

ROLL CALL VOTE:

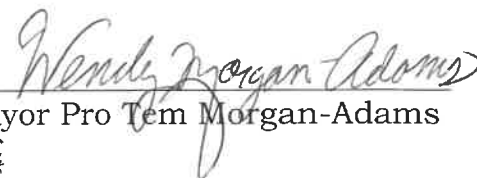
AYES -	Dash, Cameron, Morgan-Adams, Dolick
NAYS -	None
ABSENT -	Quinn

Motion carried 4 – 0, one absent

Approved by the City Council of the City of Prospect Heights on this the 10th day of January, 2022.


Deputy Clerk Schultheis




Mayor Pro Tem Morgan-Adams