

THE CITY COUNCIL WORKSHOP HYBRID MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, SEPTEMBER 12, 2022 AT 6:30 P.M.

CALL TO ORDER AND ROLL CALL- At 6:31 PM, Acting Mayor Dolick called to order the September 12, 2022 City Council Regular Hybrid Workshop Meeting at City hall, 8 N Elmhurst Road, Prospect Heights, IL.

Deputy Clerk Schultheis read the preamble to the Meeting

City Clerk Prisiajniouk called the roll. A quorum was present.

ELECTED OFFICIALS PRESENT: Acting Mayor/Alderman Ward 5 Dolick, City Treasurer Tibbits, City Clerk Prisiajniouk Aldermen – Ward 1 Alderman Cameron, Ward 2 Alderman Ludvigsen, Ward 3 Alderman Morgan-Adams, Ward 4 Alderman Dash

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

PLEDGE OF ALLEGIANCE – led by Acting Mayor Dolick.

APPROVAL OF MINUTES

A.August 22, 2022 City Council Regular Meeting Minutes – **Alderman Morgan-Adams moved to approve the August 22, 2022 City Council Regular Minutes as presented; seconded by Alderman Cameron. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5-0

PRESENTATION - None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS - None

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

CONSENT AGENDA - None

OLD BUSINESS

A.O-22-21 Staff Memo and Ordinance for Sale of Surplus Property (*2nd Reading*) – **Alderman Dash moved to Approve Ordinance O-22-21 Staff Memo and Ordinance for Sale of Surplus Property; seconded by Alderman Morgan-Adams. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5-0

A.O-22-24 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Evropa Grill, at 5 S. Wolf Rd, Prospect Heights, Illinois (PZBA vote 5-0 recommend approval) (*2nd Reading*)- **Alderman Morgan-Adams moved to approve O-22-24 Staff Memo and Ordinance Approving a Special Use Permit to Allow a Sit Down Restaurant, Evropa Grill, at 5**

S. Wolf Rd, Prospect Heights, Illinois; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5-0

NEW BUSINESS

A.O-22-25 Staff Memo and Ordinance Updating Title 12: Fines and Fees Schedule to Include Recently Passed Ordinance Changes (**1st Reading**) – City Administrator Wade said that this is a one-source document for fines and fees – **No action was taken.**

B.O-22-26 Staff Memo and Ordinance Proposing an Increase in the City Imposed Gas Tax in Accordance with State of Illinois Regulations (**1st Reading**) – City Administrator Wade said that non-home rule municipalities are allowed to collect 1-3 cents per gallon gasoline tax as per the State of Illinois. Home Rule municipalities can charge even more.

City Administrator Wade read a letter to be recorded into the Minutes:

Mr. Peter Schuetz of Wolf and Palatine Mobil:

I would like to thank Prospect Heights Village Board for the opportunity to address the pending issue of motor fuel tax levy. As a Prospect Heights businessman for over 40 years, I understand the need to increase Village revenue. As a non-home rule community it has been suggested to increase the gasoline tax by one to three cents per gallon. I would like to address this issue. As the owner of one of the few gas stations in Prospect Heights that increase may and most likely will have a negative rather than positive effect to my business.

As a gas station, we must post our prices outside for drivers to see and compare to our competition. This also gives the potential customers the opportunity to go outside of the Village to make their purchases. This loss of business also gives the potential customers the opportunity to go outside the Village to make their purchases.

This loss of business also impacts the sales of merchandise within the station. As an example, when Cook County levied an impressive extra sales tax on cigarettes, our sales went from 250 to 300 packs per day to 20 to 30 packs per day. Imagine that annual loss.

Wheeling, for instance, as an adjacent community has not instituted this additional motor fuel tax. As you drive further you can enter Lake County which offers a lower gas price. These outside community purchases would have a negative impact on Prospect Heights' bottom line.

I believe that our community needs to find ways to keep all purchases within the Village. Our gasoline sales profit is minimal due to the influx of gas prices which change daily. With nearly 100 businesses in Prospect Heights, wouldn't an annual increase in business license, for instance, be more equitable and have the desired effect in the Village coffers.

This would not be an issue if our community was in throwing distance of the next county. But because we are, potential customers have the option to make that drive. Hence the loss of income to Prospect Heights. Although it is imperative to keep a business within our community, it is also essential not to burden one type of business. Why not look at other sources to increase the Village bottom line? I believe the creative minds within our Village can suggest other ways to increase income without singling out one business type.

I, therefore, respectfully request that the Village of Prospect Heights not institute this burdensome tax on your local gas stations.

Thank you for your consideration on this very important issue.

City Administrator Wade said that as a non-home rule community, the City does not have the broader base of options for revenue. He noted that 1¢ tax would bring the City about \$30,000 per annum and a 2¢ sales tax would bring about \$60,000 per annum. He said that the Staff was not recommending a 3¢ tax.

Mayor Dolick noted that the Elected Officials would need to decide on this issue by the next meeting, if the City wanted the tax to be implemented in January, 2023.

Alderman Morgan-Adams said that she understood Mr. Schutz' concerns, but she did not feel that the 2¢ tax would be a burden. **Alderman Morgan-Adams is in favor of the tax.**

Alderman Ludvigsen noted that the City has limited ability to raise revenue. He added that the City has a lot of one-off taxes, and that other towns that might not these taxes do have property taxes. He felt the tax was good because it would not be paid wholly by Prospect Heights residents.

Alderman Ludvigsen is in favor of the tax.

Alderman Dash said that of the six gas station owners, only one expressed a concern. She said that the City officials needed to make the tough decision to increase revenue. **Alderman Dash is in favor of the tax.**

Acting Mayor/Alderman Ward 5 Dolick said that he gets gas at the same location even when the rates change. **Acting Mayor/Alderman Dolick is in favor of the tax.**

Alderman Cameron said that this was a good source of revenue for a non-home rule community. **Alderman Cameron is in favor of the tax.**

The general consensus was to have the Ordinance on the September 28, 2022 City Council Agenda.

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

All elected officials acknowledged the 21st anniversary of the 9/11 terrorist attack.

Alderman Cameron Ward 1 – thanked Police Chief Caponigro for the assistance that the Police gave during the fire at Willow Heights. She also said that Director Peterson and Assistant City Administrator Falcone were helpful and did wonderful jobs.

Alderman Morgan-Adams Ward 3 – Thanked the Staff, Police Department and Public Works for the way they handled the fire at Willow Heights, and found shelter for the displaced families. She noted that she had a police ride along with Chief Caponigro.

City Clerk Prisiajniouk – said that there are state grants for homeowners for tax payments to help prevent mortgage delinquencies. She gave the website.

Assistant Finance Director Tannehill – said that the Budget Books were available for elected officials and staff.

Director of Building and Development Peterson – noted that the handling of the Willow Heights fire was a team effort. He is working with the Fire District investigation team, and assessments are being made to allow re-occupancy.

-He noted that Code Enforcement Officer Porzycki had retired, and introduced the new Officer, Gonsalo Sains.

Public Works Director Roscoe – gave an update on completion of the Arlington Countryside project. He said that Camp McDonald has been cleaned up, and sold and pavement replaced.

- He noted that Metropolitan has said pushed back the installation of the pump 30-60 days because of supply issues.
- He said that the Police Department and Fire District worked with Public Works regarding a motor vehicle accident that damaged the levee wall. There was oil left on the wall that is being removed by Public Works, and some of the wall will need replacement.
- Glenbrook South High School is doing some work for the elderly in Prospect Heights to clean up debris on the property.

Deputy Police Chief Derman – said that all elected officials were welcome to go on ride-alongs with the police.

- He noted that the Citizens Police Academy is set for September 26 through November 28. This year they will be introducing first aid classes and self-defense classes. The meetings are the first Monday of the month at 6:30PM
- He noted that Officers Guitierrez and Tirovolas end their field training the first week of November and lateral officer Collazo will be sworn in on Tuesday, September 20.

Deputy Clerk Schultheis – reported that citizens of Prospect Heights who were interested in running for office should go on the Cook County Clerk website to learn of materials needed and deadlines for the election on April 4, 2023. She noted that all eight elected positions expire next year.

DISCUSSION TOPIC IDEAS FOR THIS WORKSHOP MEETING:

A. Conclusion of Discussion of the City of Prospect Heights Quarterly Newsletter – the decisions to be made about the newsletter centered around three issues – the length of the newsletter, advertising, and a new director for the newsletter. Alderman Morgan-Adams said that she did not see a conflict of interest in soliciting ads, as long as it was not a hard sell.

Assistant City Administrator Falcone noted that all businesses receive the newsletter and are made aware of advertising. Building and Development tells every new business about the newsletter and advertising and grand opening ribbon cuttings. Once per year, the businesses receive information about advertising. Because of that effort, the City has one page of advertisements. He said that the City is careful not to be heavy-handed and that the businesses should be made to feel that advertising is “an opportunity not a requirement.”

Mayor Dolick added that he likes the idea that the City offers ribbon cutting opportunities to allow the businesses free advertisement. He was not in favor of a direct advertising campaign. It could be perceived as “pay to play.”

Alderman Cameron agreed. She said that the approach to businesses should be conversational and there should be no sales pressure or cold calling.

Alderman Ludvigsen said that the amount of money that was in the budget for advertising is \$5500 – even if that money collected were doubled, it would not be worth having the Assistant City Administrator, who is the second highest ranking person in the office, spend his time soliciting ads. Alderman Dash said that the City did not have the resources to solicit ads; and she did not want to see any effort allocated to advertising.

Alderman Morgan-Adams clarified that she did not want aldermen to solicit ads using a hard sell method, and she had no issue with Staff spending more time getting advertising dollars. She also had no issues with the City Clerk or the City Treasurer using a soft sell approach to get ads.

Mayor Dolick noted that the majority were against additional soliciting of advertising beyond what is already being done.

Alderman Morgan-Adams said that there was an element of free speech. She said that if a business wanted help, the Staff or elected officials could suggest advertising.

Treasurer Tibbits added that he had never been in favor of strong-arming businesses into getting ads or staff doing any cold calling.

City Clerk Prisiajniouk said that the Chamber President Mike Putz was wanted to get a date canvas Prospect Heights businesses to encourage them to join the chamber. He could also mention that the City has a newsletter and advertising.

There was a discussion regarding the size of the newsletter and whether or not each department head should have their own column. It was noted that this would increase the size and the cost.

Mayor Dolick noted that he was less apt to read long columns and too many pages.

Alderman Ludvigsen said that the newsletter is supposed to be about upcoming events, and not a blow by blow account of everything that went on in the City. He would even be in favor of removing the elected officials’ comments.

Mayor Dolick said that it was difficult to have a quarterly newsletter and fill it with timely news.

Alderman Morgan-Adams said that she felt it was the only document that the entire City gets, and that aldermen should have commentary.

Alderman Dash said do not eliminate the aldermen but do not expand the size of the newsletter.

City Clerk Prisiajniouk said that the newsletter should be a learning tool, and that there should be a reminder about home rule in every newsletter. She recommended an insert.

Assistant City Administrator Falcone said that inserts add to the cost of the newsletter.

Mayor Dolick said that the newsletter would stay the same size.

Mayor Dolick said that the newsletter will stay under the directorship of Assistant City Administrator Falcone.

Assistant City Administrator Falcone said that he would incorporate items that were requested by the officials. **City Administrator Wade noted that as the newsletter is under his auspices, and it was to be made clear that the items that elected officials wanted added had to be relevant to the City.**

B.Review of City Liquor Code – Alderman Ludvigsen stated that the City needs to consolidate licenses. He wants to see an end to unique liquor licensing. Alderman Ludvigsen will work with Staff to look at liquor license classes, fees and hours.

C.Staggered Terms for Elected Officials – Attorney O'Driscoll said that this can only be done by referendum. 10% of the number of voters at the 2019 election will be needed for signatures on the petition. The deadline would be by January, 2023. It would not impact the 2023 elections, but if approved would be law in the 2027 election.

Alderman Morgan-Adams asked which wards would have a two-year term to start the staggered elections.

Attorney O'Driscoll said that wards 2 and 4 would be four year terms

Alderman Ludvigsen noted that it is difficult to pass referenda, and that there were three in the upcoming election. Attorney O'Driscoll said that would be ok.

Mayor Dolick said that there would need to be education of the population to understand why the referendum is important.

Attorney O'Driscoll said that this is not a legal decision, it is furnished by ballot. He said that the city officials had to be careful to remain neutral.

The unanimous consensus was to pursue staggered elections.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$185,921.40
Motor Fuel Tax Fund	\$0.00
Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$14,344.37
Development Fund	\$0.00
Drug Enforcement Agency Fund	\$921.93
Solid Waste Fund	\$29,788.00
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	\$1,982.00
Special Service Area #8 – Levee Wall #37	\$2,594.76
Special Service Area-Constr #6 (Water Main)	\$0.00
Special Service Area- Debt #6	\$0.00
Capital Improvements	\$40,616.63
Palatine Road Tax Increment Financing District	\$583.53
Road Construction	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$48,006.16

Parking Fund	\$156.85
Sanitary Sewer Fund	\$36,745.86
Road/Building Bond Escrow	\$0.00
TOTAL	\$361,661.49
<u>Wire Payments</u>	
08/26/2022 PAYROLL	\$167,303.20
AUG ILLINOIS MUNICIPAL RETIREMENT FUND	\$19,815.25
8/26/2022 POLICE PENSION FUNDING	\$89,353.93
TOTAL WARRANT	\$638,133.87

City Clerk Prisiajniouk read the warrants.

Alderman Dash moved to approved the warrants as read; seconded by Alderman Ludvigsen to include TOTAL of \$361,661.49; 08/26/2022 PAYROLL of \$167,303.20; August Illinois Municipal Retirement Fund of \$89,353.93; and TOTAL WARRANT of \$638,133.87. There was unanimous approval. ROLL CALL VOTE:

AYES - Dash, Dolick, Cameron, Ludvigsen, Morgan-Adams
 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 7:57 PM, Alderman Dash moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.

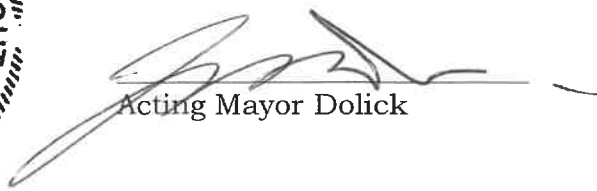
VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0

Approved the City Council of Prospect Heights on this the 28th day of September, 2022.


 Deputy Clerk Schultheis




 Acting Mayor Dolick