



**THE CITY COUNCIL WORKSHOP MEETING MINUTES**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, NOVEMBER 14, 2022 AT 6:30 P.M.**

**CALL TO ORDER AND ROLL CALL** – Deputy Clerk Schultheis read the preamble to the Meeting. At 6:34 PM, Acting Mayor Dolick called to order the November 14, 2022 Regular Hybrid Workshop Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois.

City Clerk Prisiajniouk called roll. A quorum was present.

**ELECTED OFFICIALS PRESENT** – Acting Mayor/Alderman Dolick, Aldermen – Dash, Morgan-Adams, Ludvigsen, Cameron; Treasurer Tibbits, City Clerk Prisiajniouk

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

**PLEDGE OF ALLEGIANCE** – Acting Mayor Dolick led Council in pledging allegiance.

**APPROVAL OF MINUTES**

**A.**October 24, 2022 City Council Regular Meeting Minutes – **Alderman Dash moved to Approve the October 24, 2022 Regular City Council Meeting Minutes as presented; seconded by Alderman Morgan-Adams. There was unanimous approval.**

|                        |          |                                                |
|------------------------|----------|------------------------------------------------|
| <b>ROLL CALL VOTE:</b> | Ayes -   | Dash, Dolick, Cameron, Ludvigsen, Morgan-Adams |
|                        | Nays -   | None                                           |
|                        | Absent - | None                                           |

Motion carried 5 - 0

**PRESENTATION**

**A.**Presentation by Police Chief William Caponigro on the Status of the City's Police Social Services and Social Workers – Chief Caponigro noted that Social Worker Rebeca Rosario had quit. He thanked her for her service. He noted that the remaining Social Worker is Casey Fiut, who is part-time. He added that these social workers had come from Omni, and Omni was unable to find any suitable replacements. Chief Caponigro noted that this has been a low-paying position without standard hours. He also added that the Omni social workers have traditionally been reactive to situations, not proactive.

He was suggesting a new initiative. He said that his vision is to have a social worker that is fluent in Spanish speak with gang member teenagers, as well as speak with the parents.

He noted that there is already a police substation on the east side of the City. It has never been utilized. He said that it could be used to assist and train parents.

He would like a social worker that works directly for the PD.

Chief Caponigro noted that there are between 6 and 8 homeless people that live in Prospect Heights. They live under the bridge, and choose not to seek shelter except on extremely cold days. During

those days, they have local residents that will take them in. The Chief would like the social worker to speak with them and learn their names and origins, and get contact information. The Police can also supply them with food.

Chief Caponigro said that his budget is \$84,300. He would be seeking to hire a full-time social worker for \$70,000. This person would be hired outside of Omni.

Alderman Ludvigsen noted that in the past, there was a language barrier, but now that the City had so many more new-hires that were multi-lingual he wondered if the language barrier was still a problem. Chief Caponigro said that even though the City had more Spanish-speaking police officers, it would be crucial for the social worker to be fluent in Spanish.

Acting Mayor Dolick reiterated what the Chief had said, *this is covered by the Budget already.*

Alderman Cameron asked how many homeless there were. Chief Caponigro said that there are 6 – 8 people living under the bridge. He stated that many of the restaurants near the bridge provide the homeless food. He said that most of them were more in their situation due to alcohol than psychological reasons.

Alderman Cameron suggested using the Indian Trails Library to help parents and kids. Chief Caponigro said that the Library is already being used as homework center for kids.

He said that he is interested in providing for more youth groups and faith-based groups.

#### **APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS - None**

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

#### **CONSENT AGENDA -**

**A.R-22-40** Staff Memo and Resolution Approving Bid and Contract for Sanitary Sewer CIP lining with Insituform Technologies USA, LLC., Through the Municipal Partnering Initiative (MPI) Program for an amount not to exceed \$100,000

**B.R-22-41** Staff Memo and Resolution Accepting Bid and Contract Award with Crowne Industries, Ltd. for the Public Works Fuel Tank Replacement at an estimated total cost of \$270,400 (\$245,808.00 plus 10% contingency for unforeseen underground conditions)

**C.**Natural Resources Commission Memo and Request for Council Approval to Conduct Several Prescribed Burns in the Fall of 2022 and Spring of 2023 in Prospect Heights –

**Alderman Dash moved for omnibus approval of the Consent Agenda; seconded by Alderman Cameron to include R-22-40 Staff Memo and Resolution Approving Bid and Contract for Sanitary Sewer CIP lining with Insituform Technologies USA, LLC., Through the Municipal Partnering Initiative (MPI) Program for an amount not to exceed \$100,000; R-22-41 Staff Memo and Resolution Accepting Bid and Contract Award with Crowne Industries, Ltd. for the Public Works Fuel Tank Replacement at an estimated total cost of \$270,400 (\$245,808.00 plus 10% contingency for unforeseen underground conditions), Natural Resources Commission Memo and Request for Council Approval to Conduct Several Prescribed Burns in the Fall of 2022 and Spring of 2023 in Prospect Heights. There was unanimous approval.**

|                        |          |                                                |
|------------------------|----------|------------------------------------------------|
| <b>ROLL CALL VOTE:</b> | Ayes -   | Dolick, Cameron, Ludvigsen, Morgan-Adams, Dash |
|                        | Nays -   | None                                           |
|                        | Absent - | None                                           |

Motion carried 5 - 0

**OLD BUSINESS - None**

**NEW BUSINESS**

**A.R-22-42** Staff Memo and Resolution Authorizing the City of Prospect Heights to Purchase the Parcel (03-27-216-018-0000) at 214 S. Wheeling, Prospect Heights, IL 60070 for a Purchase Price of \$365,000 in Conjunction with the Metropolitan Water Reclamation District's Flood Prone Property Acquisition Program – City Administrator Wade said that the property has flooded five times. It qualifies for the MWRD Flood Prone Property Acquisition Program. It is next to Tully Park, and will receive improvements. He said that the MWRD was reimbursing 96% of the cost. He noted that the MWRD, the homeowner and the Prospect Heights Park District have been cooperative and helpful in the process.

**Alderman Morgan-Adams moved to approve R-22-42 Staff Memo and Resolution Authorizing the City of Prospect Heights to Purchase the Parcel (03-27-216-018-0000) at 214 S. Wheeling, Prospect Heights, IL 60070 for a Purchase Price of \$365,000 in Conjunction with the Metropolitan Water Reclamation District's Flood Prone Property Acquisition Program; seconded by Alderman Ludvigsen.**

Discussion followed. Alderman Ludvigsen wanted to know how this would affect the neighbors, who will have a non-conforming lot. Director Peterson said that the house to the north would not lose its interior, because 214 is not a published roadway. Alderman Ludvigsen said that he had seen other situations like this work against the remaining neighbor property, so he wanted to make sure that approving this would not negatively affect other properties.

**There was unanimous approval.**

|                        |          |                                                |
|------------------------|----------|------------------------------------------------|
| <b>ROLL CALL VOTE:</b> | Ayes -   | Cameron, Ludvigsen, Morgan-Adams, Dash, Dolick |
|                        | Nays -   | None                                           |
|                        | Absent - | None                                           |

Motion carried 5 - 0

**B. R-22-43** Staff Memo and Resolution Authorizing the Initiation of Police Social Worker Position and Approving Associated Recruitment and Selection Process – **Alderman Ludvigsen moved to approve R-22-43 Staff Memo and Resolution Authorizing the Initiation of Police Social Worker Position and Approving Associated Recruitment and Selection Process; seconded by Alderman Morgan-Adams. There was unanimous approval.**

|                        |          |                                                |
|------------------------|----------|------------------------------------------------|
| <b>ROLL CALL VOTE:</b> | Ayes -   | Ludvigsen, Morgan-Adams, Dash, Dolick, Cameron |
|                        | Nays-    | None                                           |
|                        | Absent - | None                                           |

Motion carried 5 - 0

**C.R-22-44** Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement Between the City of Prospect Heights and Prospect Heights Park District for the Construction, Operation and Maintenance of a Compensatory Storage Area in Prospect Heights, Illinois – City Administrator Wade said that the compensatory storage was needed for the MWRD to accept the conceptual approval. This project will raise the grade of Willow Road without changing the hydrology of the lake.

Alderman Ludvigsen and Alderman Morgan-Adams stated that this was a good “outside of the box” solution to a problem.

City Administrator Wade said that the credit for its design was thanks to Engineer Strahan and Public Works Director Roscoe

**Alderman Ludvigsen moved to approve R-22-44 Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement Between the City of Prospect Heights and Prospect Heights Park District for the Construction, Operation and Maintenance of a**

**Compensatory Storage Area in Prospect Heights, Illinois; seconded by Alderman Dash. There was unanimous approval.**

**ROLL CALL VOTE:**       Ayes -           Morgan-Adams, Dash, Dolick, Cameron, Ludvigsen  
                              Nays -           None  
                              Absent -       None

Motion carried 5 - 0

**D.R-22-45 Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement Between the City of Prospect Heights and Our Redeemer Lutheran Church for a License and Easement Agreement – Alderman Morgan-Adams moved to approve R-22-45 Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement Between the City of Prospect Heights and Our Redeemer Lutheran Church for a License and Easement Agreement; seconded by Alderman Cameron. There was unanimous approval.**

**ROLL CALL VOTE:**       Ayes -           Dash, Dolick, Cameron, Ludvigsen, Morgan-Adams  
                              Nays -           None  
                              Absent -       None

Motion carried 5 - 0

### **STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS**

Staff and Elected Officials wished everyone a Happy Thanksgiving.

Alderman Morgan-Adams – Ward 3 – said that the Holiday Tree Lighting Event is Saturday, November 26 at 5 PM at the Gary Morava Center.

Acting Mayor/Alderman Dolick – Ward 5 – thanked the Police Department and Property Managers for the joint meeting regarding safety issues on the east side of the City.

Treasurer Tibbits – reminded residents about the Holiday Tree Lighting event.

City Clerk Prisiajniouk – Talked about the Taco Maya Ribbon Cutting.

- She noted that many cities in the area are showing their support for the Ukraine by flying Ukrainian flags.

Finance Director Giacalone – said that the tax levies will be presented at the November 28, 2022 Meeting and voted on December 12, 2022.

Director of Building and Development Peterson – said that this is the time of the year to change batteries in emergency detectors. He said if there was anyone that wanted information and tips regarding Fall Maintenance, they could call the Department.

- T-Mobile had been approved for a new antenna at the cell tower. However, when it was being Installed, it was discovered that there were structural issues due to wind. The tower will be coming down temporarily.

Public Works Director Roscoe – said that Public Works is prepared for the colder weather.

- He noted the contracts for the sewer lining.
- He noted the Holiday Tree Lighting service.

Police Chief Caponigro – Thanked the Council for approving the social worker initiative. He said that it would enhance the Police Department connection to the residents.

### **DISCUSSION TOPIC IDEAS FOR THIS WORKSHOP MEETING:**

**A.**Review of City Liquor Code – Acting Mayor Dolick noted that this would be the last Workshop Meeting. In the future, there will be separate goal-setting meetings.

Alderman Ludvigsen said that he had spoken with the City Administrator and the Assistant City Administrator, and said that there needed to fine tune some of what he is proposing. He said that essentially he feels as though the liquor codes are a “quilt and not a comforter.” He said that the classifications are chaotic in their set up, and often arbitrary. He would like to see codes and classification that are more uniform.

## **APPROVAL OF WARRANTS**

### **A.Approval of Expenditures**

|                                                     |                |
|-----------------------------------------------------|----------------|
| General Fund                                        | \$422,210.93   |
| Motor Fuel Tax Fund                                 | \$0.00         |
| Palatine/Milwaukee Tax Increment Financing District | \$0.00         |
| Tourism District                                    | \$8,550.80     |
| Development Fund                                    | \$0.00         |
| Drug Enforcement Agency Fund                        | \$37,598.39    |
| 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                             | \$0.00         |
| Special Service Area #8 – Levee Wall #37            | \$250.50       |
| Special Service Area-Constr #6 (Water Main)         | \$0.00         |
| Special Service Area- Debt #6                       | \$197,552.50   |
| Capital Improvements                                | \$100,110.55   |
| Palatine Road Tax Increment Financing District      | \$0.00         |
| Road Construction                                   | \$0.00         |
| Road Construction Debt                              | \$1,142,241.25 |
| Water Fund                                          | \$115,715.55   |
| Parking Fund                                        | \$270.74       |

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Sanitary Sewer Fund                                 | \$4,651.50            |
| Road/Building Bond Escrow                           | \$1,052.00            |
| Police Pension                                      | \$0.00                |
| <b>TOTAL</b>                                        | <b>\$2,079,992.71</b> |
| <b><u>Wire Payments</u></b>                         |                       |
| <b>10/21/2022 PAYROLL</b>                           | <b>\$181,195.99</b>   |
| <b>11/01/2022 PAYROLL – LONGEVITY</b>               | <b>\$19,346.00</b>    |
| <b>11/04/2022 PAYROLL</b>                           | <b>\$209,783.80</b>   |
| <b>ILLINOIS MUNICIPAL RETIREMENT FUND - OCTOBER</b> | <b>\$20,306.07</b>    |
| <b>TOTAL WARRANT</b>                                | <b>\$2,510,624.57</b> |

City Clerk Prisiainiuk read the warrants.

**Alderman Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Ludvigsen to include a Total of \$2,079,992.71, 10/21/2022 Payroll of \$181,195.99, 11/01/2022 Payroll Longevity of \$19,346.00, 11/04/2022 Payroll of \$209,783.80, Illinois Municipal Retirement Fund – October of \$20,306.07, and a TOTAL WARRANT of \$2,510,624.57. There was unanimous approval.**

**ROLL CALL VOTE:** Ayes - Dolick, Cameron, Ludvigsen, Morgan-Adams, Dash  
Nays - None  
Absent - None

Motion carried 5 – 0

Alderman Morgan-Adams asked what longevity pay is. City Administrator Wade said that it is additional pay given for the amount of time an employee has stayed with the City. The greater the length of time, the greater the once a year longevity check.

**PUBLIC COMMENT ON NON-AGENDA MATTERS (*Five Minute Time Limit*)** – Sandra Charriez – 828 E Willow Road, Prospect Heights said that she is concerned about the security in her subdivision. She has lived in the area six years, and this is the worst it has ever been. She has been hearing shots fired.

Chief Caponigro noted that there had been a meeting in the clubhouse the previous week to discuss the shots fired and the intensifying security issues. He noted that the trouble was actually in the complex adjacent to hers.

Chief Caponigro said that the trouble is emanating mostly from a few teens from Wheeling High School. In response, the City has had 7-8 officers in the area the last two weekends. There are usually 3-4.

He urged residents to call 9-1-1, and said that they would remain anonymous. The Police want to get the neighborhood involved. He said that arrests have been made, and there were some guns taken off the streets.

Chief Caponigro said that the property managers were told that there needs to be better lighting, more cameras, and wrought iron fences. He said that the City is willing to increase the fencing code height, if that will help alleviate some of the security issues in the area.

Ms. Charriez asked if the City Council would help set up a Community Watch in the area. Chief Caponigro said that the residents in the area would need to set up the Community Watch, but that the Police would help them put it together.

Acting Mayor Dolick told Ms. Charriez that it was important to call 9-1-1 as soon as any issues were spotted. It would be kept anonymous. He said that the Police Chief and Deputy Chief are going on patrols in the area – the City and the Police are very serious about curtailing the gang issues. There is another meeting on Thursday, November 17 at River Trails.

Alderman Ludvigsen said that the Police, Staff and City Council are taking the matter seriously. City Administrator Wade said that in the last few weeks, the Police have taken guns off the street, but the City cannot arrest its way out of this. It will require positive change with the young people in the area that are joining the gangs.

Chief Caponigro said that it will take educating the parents, a social worker, and getting assistance from the local schools.

**EXECUTIVE SESSION** (No Items) - None

**ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**

**ADJOURNMENT** – At 7:42 PM, Alderman Morgan-Adams moved to Adjourn; seconded by Alderman Cameron. There was unanimous approval.

**VOICE VOTE:** All ayes, no nays.

Motion carried 5 - 0

Approved on this the 28<sup>th</sup> day of November, 2022 by the Prospect Heights City Council.



Deputy Clerk Schultheis



Acting Mayor Dolick

