



THE CITY COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, AUGUST 28, 2023 AT 6:30PM

CALL TO ORDER AND ROLL CALL – At 6:31 PM, Mayor Ludvigsen called to order the Regular Meeting of the City Council at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

Deputy Clerk Schultheis read the preamble to the meeting.

City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT: Mayor Ludvigsen, Treasurer Tibbits, City Clerk Prisiajniouk Aldermen – Dolick, Dash, Morgan-Adams, Anderson, Cameron.

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Deputy Clerk Schultheis, Police Chief Caponigro, Digital Communications Technician Colvin, and Attorney O’Driscoll.

PLEDGE OF ALLEGIANCE – Pledge of Allegiance led by Mayor Ludvigsen

APPROVAL OF MINUTES

A.July 24, 2023 City Council Regular Meeting Minutes – **Alderman Dash moved to approve the July 24, 2023 City Council Regular Meeting Minutes as presented; seconded by Alderman Dolick. There was unanimous approval.**

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

Motion carried 5 - 0

PRESENTATIONS

A.Chicago Executive Airport Board of Directors Monthly Report by Director Kiefer –

-reminded the Council that September 20th is the Joint CEA-Prospect Heights-Wheeling meeting held at the Hilton this year. Meeting is at 7 PM, and dinner is at 5 PM

- RSIP (Residential Sound Improvement Program) has 30 homes fitted to be soundproofed. The intention is to fit 40 per year. There are 619 homes total.

-a jet ran off the runway the previous week due to failed landing gear. No one was hurt, and there was minor damage.

-Pavement improvements were completed.

- Improvements to the eastside ramp were approved. Construction will begin in Spring, 2024.

- There were 26 total noise complaints last month; ten from Prospect Heights.

- The Noise Exposure Map was submitted to the FAA.

- The Airport will be celebrating its 100th birthday in 2026. The Airport opened on June 1, 1926. A book will be coming out on the subject.
- The airport is under budget in expenses and over-budget in revenue. There were 10,471 operations, Customs is at 59, and 8 million gallons of fuel have been used.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS - None

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

EXECUTIVE SESSION – At 6:37 PM, Alderman Dolick moved to go into Executive Session to discuss litigation and personnel; seconded by Alderman Anderson. There was unanimous approval.

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

Motion carried 5 – 0

At 7:00 PM, Open Session resumed. A quorum was present with all five aldermen.

CONSENT AGENDA -

A.R-23-17 Staff Memo and Resolution Approving Forrest Avenue Culvert Replacement Recommendation for Additional Work with Contract Award to Bolder Contractors, Inc. in the amount of \$20,000.00

B.R-23-18 Staff Memo and Resolution of the City Council Approving an Administrative Sergeant Position and Authorizing a Memorandum of Understanding Between the City of Prospect Heights and the Prospect Heights Police Sergeant’s Chapter #253

Alderman Dolick moved for omnibus approval of R-23-17 Staff Memo and Resolution Approving Forrest Avenue Culvert Replacement

Recommendation for Additional Work with Contract Award to Bolder Contractors, Inc. in the amount of \$20,000.00 and R-23-18 Staff Memo and Resolution of the City Council Approving an Administrative Sergeant Position and Authorizing a Memorandum of Understanding Between the City of Prospect Heights and the Prospect Heights Police Sergeant’s Chapter #253; seconded by Alderman Morgan-Adams. There was unanimous approval.

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

Motion carried 5 – 0

OLD BUSINESS - None

NEW BUSINESS

A.Request for 1st Read Waiver O-23-22 Staff Memo and Ordinance Granting a Variation for a Side Yard Setback for 307 Viola (*1st Reading*) – there was no motion for a waiver of first read, as the City Administrator noted that there were some objections. **First Read only. No Vote.**

B.Request for 1st Read Waiver O-23-23 Staff Memo and Ordinance Granting a Variation for a Side Yard Setback for 203 Elm (*1st Reading*) – Alderman Dolick moved to approve waiver of first read for O-23-23 Staff

Memo and Ordinance Granting a Variation for a Side Yard Setback for 203 Elm; seconded by Alderman Cameron. There was unanimous approval.

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

Motion carried 5 – 0

C.O-23-23 Staff Memo and Ordinance Granting a Variation for a Side Yard Setback for 203 Elm (2nd Reading) – Alderman Dash moved to approve O-23-23 Staff Memo and Ordinance Granting a Variation for a Side Yard Setback for 203 Elm (2nd Reading); seconded by Alderman Dolick. There was unanimous approval.

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

Motion carried 5 – 0

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

A.July Financial Report Presented by Finance Director Cheri Graefen –

Director Graefen stated that the budget is in line with the revenues and expenditures. The City is 25% into the budget year and revenues are 28% and expenses are 22%. She noted that interest income on three funds, in particular, is yielding higher than budgeted revenue for the City.

It was noted by Alderman Anderson that while the City might usually expect property tax revenue is due December 1 this year, not September 1. Director Graefen said that the City might have to enact an interfund loan to cover costs because of the continuation of the delay in the due date.

Alderman Cameron – Ward 1 – wished everyone a happy Labor Day and hoped that they enjoyed their summer.

Treasurer Tibbits – discussed the continuation of ZOOM for the meetings. After a survey of other municipalities, he found that Zoom can still be useful for remote attendance especially for illness or physical absence due to employment obligations. He noted that there was a bill HB1408, if approved, would allow remote attendance if the “chief” elected official deemed it in the best interest of the public body. He also noted that places like Lake County and St. Charles still allow remote attendance. He said that Comcast/RCN/ATT have limited access and are not convenient for the residents.

Police Chief Caponigro – noted that the Prospect Heights Police Department Facebook page is up to the minute with information and alerts. It also lists jobs and has a lost and found.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$33,190.81
Motor Fuel Tax Fund	\$0.00

Palatine/Milwaukee Tax Increment Financing District	\$0.00
Tourism District	\$52.10
Solid Waste Fund	\$31,105.00
Drug Enforcement Agency Fund	\$0.00
Palatine Road Tax Increment Financing	\$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	\$0.00
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$0.00
Capital Improvements	\$29,770.80
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$33,644.63
Parking Fund	\$478.10
Sanitary Sewer Fund	\$1,055.35
Road/Building Bond Escrow	\$2,000.00
Police Pension	\$0.00
TOTAL	\$131,296.79
<u>Wire Payments</u>	
08/11/2023 Payroll	\$170,650.34
TOTAL WARRANT	\$301,947.13

City Clerk Prisiajniouk read the warrants.

Alderman Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Anderson to include a TOTAL of \$131,296.79; 08/11/2023 Payroll of \$170, 650.34 and a TOTAL WARRANT of \$301,947.13. There was unanimous approval.

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

Motion carried 5 – 0

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

ADJOURNMENT – At 7:18 PM, Alderman Anderson moved to Adjourn; seconded by Alderman Cameron. There was unanimous approval.

VOICE VOTE: All Ayes, No Nays

Motion carried 5 – 0

Approved by the Prospect Heights City Council on this the 11th day of September, 2023.



Deputy Clerk Schultheis



Mayor Patrick Ludvigsen

