



**THE CITY COUNCIL MEETING**  
**OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS**  
**HELD ON MONDAY, OCTOBER 9, 2023 AT 6:30PM**

**CALL TO ORDER AND ROLL CALL** – At 6:34 PM, Mayor Patrick Ludvigsen called to order the October 9, 2023 City Council Regular Meeting 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, Clerk Prisiajniouk, Treasurer Tibbits Alderman – Cameron, Dash, Morgan-Adams, Dolick, Anderson

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

**PLEDGE OF ALLEGIANCE** – Mayor Ludvigsen led the pledge.

**APPROVAL OF MINUTES**

**A.**September 27, 2023 City Council Regular Meeting Minutes – **Alderman Dash moved to approve the September 27, 2023 City Council Regular Meeting Minutes as presented; seconded by Alderman Anderson. There was unanimous approval.**

|                        |          |                                               |
|------------------------|----------|-----------------------------------------------|
| <b>ROLL CALL VOTE:</b> | AYES -   | Dash, Morgan-Adams, Dolick, Anderson, Cameron |
|                        | NAYS -   | None                                          |
|                        | ABSENT - | None                                          |

Motion carried 5 – 0

**PRESENTATIONS** – None

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

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

**CONSENT AGENDA** - None

**OLD BUSINESS** - None

**NEW BUSINESS**

**A.O-23-25** Staff Memo and Ordinance Granting Variations to Reduce Lot Width and Required Side Yard Setbacks for a New Single Family Residence on a Legal Non-Conforming Lot, 1418 Olive Street (**1st Reading**) – Director Peterson said that this area will become a subdivision. He said that there was one big lot, and that the new single family housing would have 10 foot setbacks instead of 15'. He noted that the PZBA had voted in favor unanimously.

**B.R-23-28** Staff Memo and Resolution Authorizing Approval of a Revised Intergovernmental Agreement with the Metropolitan Water Reclamation District and Cook County Regarding Willow Road Flood Control Project – **Alderman Dolick moved to approve R-23-28 Staff Memo and Resolution Authorizing Approval of a Revised Intergovernmental Agreement with the Metropolitan Water Reclamation District and Cook County Regarding Willow Road Flood Control Project; seconded by Morgan-Adams.**

City Administrator Wade explained that this is an update since the initial authorization was signed last year. The initial agreement had left open for compensatory storage, as well as other updates. This project will be bid in Winter, and begin in the Spring. **There was unanimous approval.**

**ROLL CALL VOTE:**

|          |                                               |
|----------|-----------------------------------------------|
| AYES -   | Morgan-Adams, Dolick, Anderson, Cameron, Dash |
| NAYS -   | None                                          |
| ABSENT - | None                                          |

Motion carried 5 – 0

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

Treasurer Tibbits – said that with the new live technology, any delays in broadcasting would be disrupted. He said that it was important that the meetings stayed on schedule, because the recording and broadcasting was being done simultaneously.

- He said that the PEG channel sometimes needed to budget time when there was not regular programming. He said that the City was now ready to publish a program schedule but warned that the schedule could have updates or new versions.

He said that the new software would know when a program ended early, and will fill in the dead air with pre-selected programs until the next program was scheduled.

Mayor Ludvigsen asked if there could be a program schedule on the PEG channel – like a GUIDE feature.

Alderman Dolick asked if the meeting started later than scheduled, were the microphones recording. Treasurer Tibbits said that the microphones would be live but they could be muted. Alderman Dolick asked if the Mayor’s microphone was always on. Treasurer Tibbits said “yes.”

Assistant Finance Director Tannehill – said that residents who had been delinquent with their vehicle sticker payments would be receiving a letter from the City, giving them 15 days to respond before being sent citations. 3000 letters were being mailed.

Assistant City Administrator Falcone – gave kudos to the Finance Department for winnowing down the number of letters sent since 2022, when 5000 letters were sent. He said that the front desk personnel, Administrative Assistants Falconer and Myzia, had done a great job handling the large volume of residents that were delinquent. He stressed the importance of the revenue from the vehicle stickers.

Alderman Cameron asked if residents were made aware that they needed to inform the City if they sold their cars. Assistant Finance Director Tannehill noted that the letters specified that the residents needed to alert the State of Illinois that their cars had been sold and the City. He added that even if the plates expired the State of Illinois assumed that you still had the car and plates if you did not notify them. He said that any resident that said that they had sold the car would need to show proof.

### **APPROVAL OF WARRANTS**

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

|                     |             |
|---------------------|-------------|
| General Fund        | \$55,650.59 |
| Motor Fuel Tax Fund | \$0.00      |

|                                               |                     |
|-----------------------------------------------|---------------------|
| Tourism District                              | \$26,200.00         |
| Solid Waste Fund                              | \$31,105.00         |
| Drug Enforcement Agency Fund                  | \$13,869.81         |
| 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                       | \$176.60            |
| Special Service Area - Constr #6 (Water Main) | \$0.00              |
| Special Service Area - #8 Levee Wall #37      | \$0.00              |
| Capital Improvements                          | \$10,996.00         |
| Special Service Area - Debt #6                | \$0.00              |
| Road Construction Debt                        | \$0.00              |
| Water Fund                                    | \$40,056.30         |
| Parking Fund                                  | \$179.22            |
| Sanitary Sewer Fund                           | \$2,558.00          |
| Road/Building Bond Escrow                     | \$8,940.00          |
| <b>TOTAL</b>                                  | <b>\$189,731.52</b> |
| <b>Wire Payments</b>                          |                     |
| <b>09/22/2023 PAYROLL</b>                     | <b>\$187,668.47</b> |
| <b>TOTAL WARRANT</b>                          | <b>\$377,399.99</b> |

City Clerk Prisiajniuok read the warrants.

**Alderman Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Anderson to include a TOTAL of \$189,731.52, 09/22/2023 Payroll of \$187,668.47, and a TOTAL WARRANT of \$377,399.99. There was unanimous approval.**

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

Motion carried 5 – 0

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

**EXECUTIVE SESSION** – (No Items)

**ADJOURNMENT** – At 6:57 PM, Alderman Anderson moved to Adjourn; seconded by Alderman Cameron. There was unanimous approval.

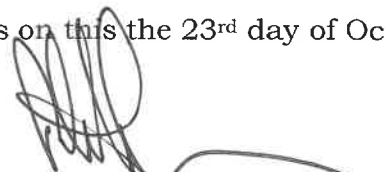
**VOICE VOTE:** ALL AYES, NO NAYS

Motion carried 5 – 0.

Approved by the City Council of the City of Prospect Heights on this the 23<sup>rd</sup> day of October, 2023.

  
City Clerk Prisiajniuok



  
Mayor Patrick Ludvigsen