



THE CITY COUNCIL MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
HELD ON MONDAY, NOVEMBER 27, 2023 AT 6:30PM

CALL TO ORDER AND ROLL CALL – At 6:30 PM, Mayor Ludvigsen called to order the November 27, 2023 Prospect Heights City Council Regular Meeting at City Hall, 8 North Elmhurst Road, Prospect Heights, IL 60070.

Deputy Clerk Schultheis read the preamble to the Meeting.

City Clerk Prisiajniouk took roll call. A quorum was present.

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

ABSENT – Alderman Dolick (with previous notification)

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

PLEDGE OF ALLEGIANCE – Led by Mayor Ludvigsen

APPROVAL OF MINUTES

November 13, 2023 City Council Regular Meeting Minutes – **Alderman Morgan Adams moved to Approve the November 13, 2023 City Council Regular Meeting Minutes, as presented; seconded by Alderman Anderson.**

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

Motion carried 4 – 0; one absent

PRESENTATIONS - None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS - None

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

CONSENT AGENDA -

A.O-23-27 Staff Memo and Ordinance Approval a Variation for Reduced Corner Side Yard and Reduced Reverse Corner Side Yard for 408 Nawata Place, Prospect Heights (**2nd Reading**)

B.O-23-28 Staff Memo and Ordinance Approving the Addition of a Municipal Tree Ordinance to the Prospect Heights City Code **(2nd Reading)**

C.R-23-31 Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2023 through November 30, 2024

Alderman Morgan-Adams moved for omnibus approval of O-23-27 Staff Memo and Ordinance Approval a Variation for Reduced Corner Side Yard and Reduced Reverse Corner Side Yard for 408 Nawata Place, Prospect Heights (2nd Reading); O-23-28 Staff Memo and Ordinance Approving the Addition of a Municipal Tree Ordinance to the Prospect Heights City Code (2nd Reading)R-23-31 Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2023 through November 30, 2024; seconded by Alderman Dash.

ROLL CALL VOTE:

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

Motion carried 4 – 0; one absent

D. Approval of the 2024 City Council Regular Meeting Calendar – TABLED. Alderman Morgan-Adams moved to TABLE the Approval of the 2024 City Council Regular Meeting Calendar until the December 11, 2023 Regular City Council Meeting; seconded by Alderman Cameron.

No Roll Call necessary.

OLD BUSINESS

NEW BUSINESS

A.O-23-29 Staff Memo and Ordinance Police Pension Levy **(1st Reading)**

B.O-23-30 Staff Memo and Ordinance SSA 1 Levy **(1st Reading)**

C.O-23-31 Staff Memo and Ordinance SSA 2 Levy **(1st Reading)**

D.O-23-32 Staff Memo and Ordinance SSA 3 Levy **(1st Reading)**

E.O-23-33 Staff Memo and Ordinance SSA 4 Levy **(1st Reading)**

F.O-23-34 Staff Memo and Ordinance SSA 5 Levy **(1st Reading)**

G.O-23-35 Staff Memo and Ordinance SSA 8 Levy **(1st Reading)**

H.O-23-36 Ordinance Regarding the Illinois Paid Leave for All Workers Act for the City of Prospect Heights **(1st Reading)**

I. O-23-37 Staff Memo and Ordinance Amending the City Code, Title 1 Chapter 8 of the City Code Regarding Personnel Regulations **(1st Reading)**

Mayor Ludvigsen read off the Ordinances for the levies and for the Illinois Paid Leave for All Workers Act. All are First Reads. – **No action was taken.**

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

A.October Financial Report Presented by Assistant Finance Director Tannehill – said that the October Financial Report takes the City halfway through the fiscal year with revenues at 41% and expenditures at 29%.

Assistant Finance Director Tannehill said that in the 1.5 months that the late vehicle stickers have been collected \$95,000. In December, the adjudication hearings will begin. Mayor Ludvigsen said that many residents do not realize that their license plates are still registered to the City even after they have moved or sold the vehicle.

Assistant City Administrator Falcone said that list is bought from the Illinois Secretary of State, and is their official list.

- Assistant Finance Director Tannehill noted that the second installment of the property taxes is due December 1

Director of Building and Development Peterson – said that the PZBA had changed the night of their meetings to Wednesday, and the first meeting will be Wednesday, January 4th.

- he said that there will be a follow up to the meeting regarding the chickens, as the first meeting will be information only. There will be a public meeting, but not a public hearing because chickens are not in the zoning code.

Public Works Director Roscoe – noted that with the winter weather, residents should take their time negotiating roads and be aware of ditch lines.

- last yard waste pick up by Flood Brothers is Friday, December 15.

- told residents not to blow their snow into the roadway.

- noted the success of the Holiday Tree Lighting event and thanked the Lions Club, the Garden Club, the Police Department, the Park District and the Prospect Heights Fire District. Thanks to Peter Falcone for playing Santa, and all of those who assisted in the creation of the new Santa sleigh.

City Clerk Prisiainiuk – said that she met with a senior citizen whose furnace had failed. She is on a fixed income, and she has been quoted exorbitant amounts for a new furnace. She has been using her oven to keep warm. She had a person inspect the furnace and noticed that the issue was a recall. She wanted to know what programs the City had for these types of issues. She wanted to know what options are available.

Director Peterson said that residents need to check references because service fraud is an issue. The Building Department has lists of registered contractors in all disciplines.

There is also the Senior Services Department at Wheeling Township – they have senior friendly contractors.

Mayor Ludvigsen – thanked the Public Works Director for building the Santa's sleigh, along with Assistant City Administrator Falcone and Kaitlyn Roscoe.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$243,442.00
Motor Fuel Tax Fund	\$0.00
Tourism District	\$55.22
Solid Waste Fund	\$0.00
Drug Enforcement Agency Fund	\$0.00
Palatine Road Tax Increment Financing	\$0.00
Special Service Area #1	\$0.00

	\$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	\$430.78
Capital Improvements	\$49,859.18
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$5,746.73
Parking Fund	\$47.96
Sanitary Sewer Fund	\$36,905.56
Road/Building Bond Escrow	\$0.00
TOTAL	\$336,487.43
<u>Wire Payments</u>	
11/17/2023 PAYROLL	\$177,648.77
OCTOBER ILLINOIS MUNICIPAL RETIREMENT FUND PAYMENT	\$15,255.82
TOTAL WARRANT	\$529,392.02

City Clerk Prisiajniouk read the warrants.

Alderman Anderson moved to approve the warrants as read; seconded by Alderman Cameron to include a TOTAL of \$336,487.43; 11/17/2023 Payroll of \$177,648.77; October Illinois Municipal Retirement Fund Payment of \$15,255.82; and a TOTAL WARRANT of \$529,392.02.

ROLL CALL VOTE:

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

Motion carried 4 – 0; one absent

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

EXECUTIVE SESSION – None

ADJOURNMENT – At 6:51 PM, Alderman Anderson moved to Adjourn; seconded by Alderman Dash.

VOICE VOTE: All Ayes, No Nays

Motion carried 4 – 0, Alderman Dolick absent.

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



City Clerk Prisiajnikouk



Mayor Patrick Ludvigsen

