

City Council Meeting Minutes of the Mayor and City Council of the City of Prospect Heights

Held on Monday, March 25, at 6:00pm

Call to Order and Roll Call-At 6pm, Mayor Patrick Ludvigsen called to order the Regular Meeting of the City Council of the City of Prospect Heights, at City Hall, 8 N. Elmhurst Road, Prospect Heights, IL 60070

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

Elected Officials Present: Mayor Ludvigsen, City Clerk Prisiajniouk, Council Members-Cameron, Dolick, Anderson, Morgan-Adams

Absent: Treasurer Tibbits and Council Member Dash, with prior notification

Other Officials Present: City administrator Wade, Assistant City Administrator Falcone, City Attorneys O'Driscoll and Hess, Director of Building and Community Development Peterson, Public Works Director Roscoe, Digital Communications Technician Colvin, Finance Director Grieco, Assistant Finance Director Tannehill.

Pledge of Allegiance- The pledge was recited.

Approval of Minutes

- A. March 11, 2024 City Council Regular Meeting Minutes-Alderman Dolick move, second by Alderman Anderson to approve the March 11, 2024 City Council Regular Meeting Minutes.

Roll Call Vote: Ayes-Anderson, Cameron, Dolick, Morgan-Adams

Nays-None

Absent-Dash

Presentations

- A. FY 2024/25 City of Prospect Heights Annual Budget

Administrator Wade introduced the presentation which includes the City's Capital Budget, and other Funds-Tourism, Motor Fuel Tax, Water, Sewer, Special Service Area, Solid Waste, Road Construction Debt Service and Police Pension Fund.

Finance Director Cheri Greico advised tonight's presentation would cover all funds other than the City's General fund, which had been discussed at the last meeting.

She presented a slide presentation noting the fund balance projections for all of the City's funds. Of note is the General Fund, which is projected to have a net revenue surplus of \$245,000 for the coming year. The City will maintain its Emergency Reserve of \$3.3 million, or 30 per cent of FY 2025 expenses.

Director Greico noted that after evaluation of the City's fund balance status, City staff is recommending inter-fund transfers of \$5.5 million and \$2 million from the General Fund to the Capital and Police Pension funds, to address needs in both funds. She noted the Capital Budget development process had identified future projects of \$12.1 million.

Ms. Greico addressed FY24-25 Proposed Budget highlights, including: software improvements in finance and administration to improve the accounts payable workflow; Community Development digitization and records management; Public Works full-time administrative assistant position. The City's Drug Enforcement Agency fund is presently providing \$105,000 for police department facility redesign and will offer \$20,000 for State mandated body-worn cameras.

The proposed budget provides \$1 million for capital improvement projects, a \$110,000 solid waste fund contribution to the capital budget (primary damage to City streets is from solid waste trucks), and \$115,000 General Fund subsidy to the Metra Lot Parking fund, which operates at a loss annually. Ms. Greico noted a \$1 per month solid waste fee increase is proposed to provide the targeted annual Solid Waste Fund contribution to the Capital Fund. This contribution is intended to assist the City's street patching responsibilities.

As it was noted the Commuter Parking Fund operates annually at a loss, with fund expenses paid by the General Fund, discussion ensued how to best expense this item, as the running debt is unlikely to be repaid to the General Fund.

Assistant Finance Director Tannehill presented water and police pension fund information. He noted a water rate increase of 4 per cent, or \$2.34 cents per thousand gallons is requested, which is primarily attributed to a pass through cost from the City's supplier, Illinois American Water. He noted the rate increase has been authorized by the Illinois Commerce Commission for Illinois American Water, which is the City's water supplier. The City's water contract with Illinois American Water provides for these authorized by Commerce Commission increases.

Mr. Tannehill discussed the Police Pension Fund status. He reviewed how recent market losses and funding shortfalls had reduced the funding level of liability from 66 per cent to 54 per cent. This budget will attempt to address this slide by providing an FY24 contribution to the fund of \$1.625 million. Additionally, this meeting's agenda proposes a resolution to authorize the transfer of \$2 million of general fund monies to the Police Pension Fund. The combination of additional funding, via the transfer, and recent market gains, is intended to help restore the previous funding level.

Public Works Director mark roscoe and City Engineer Dan Strahan presented proposed Capital fund projects.

Mr. Strahan stated a roadway evaluation will be undertaken which will assist the City in identifying streets to be resurfaced for the upcoming planned street resurfacing referendum.

Mr. Strahan provided the status of the Willow Flood Control Project, in partnership with the Metropolitan Water Reclamation District and Cook County Department of Transportation. The project will be built in two phases, beginning in the Fall, 2024, and continued, Spring/Summer, 2025. Bidding is scheduled, mid-summer, 2024.

Mr. Roscoe referenced a capital improvement project to address flooding in the rear yards and general area of Owen Street. A possible overflow pipe might alleviate some flooding the area experiences. Other planned projects are in the Elm Street area and Elmhurst Road at Walton Woods. Replacement and increased size of culvert pipes may provide relief.

Mr. Strahan noted the Willow Trails area improvement will provide a detention basin and associated storm sewer improvements to provide neighborhood relief.

Mr. Roscoe stated future planned storm water relief projects included addressing identified needs in the Dorset, and Willow/Elm neighborhoods.

Mr. Strahan updated the Council on sidewalk projects. Wolf Road sidewalk construction has begun. Elmhurst Road, Hintz to Oak, is under Phase I Engineering. Phase II assistance has been applied for through a Cook county grant.

Mr. Roscoe noted a small project of approximately \$100,000 or less involves the Piper/Burning Bush area, which is a missing link between the neighborhood and Willow Trails Park.

Mr. Roscoe discussed the City's sanitary sewer rehabilitation process. He also advised the City's 1999 sewer truck will need replacement at some time.

Capital projects within the Tourism District and paid by the Tourism Fund, include plans for street lighting on Winkelman Road, new entrance signs on Milwaukee Avenue, near the Airport and Preiser animal Hospital, and police security cameras at various locations.

Capital improvements from the Water Fund include tank storage renovations, an interconnection with the Village of Wheeling water system to provide emergency backup water supply for both municipal systems, a Coldren Drive water main loop, and another looped system, north of Camp McDonald Road.

Mr. Roscoe further noted improvements are planned for the rear area of the Public works building for better Public Works and Police storage.

6. Public Comment on Agenda Matters-None

7. Consent Agenda-None

8. Old Business

A. O-24-03 Ordinance Approving of Sale, Donation, Destruction of Surplus Property

**Alderman Morgan-Adams moved, second by Alderman Cameron to approve O—24-03.
Motion approved, ordinance adopted.**

Roll Call Vote: Ayes: Dolick, Morgan-Adams, Cameron, Anderson

Nays: None

Absent: Dash

B. R-24-12 Resolution Authorizing the City of Prospect Heights Participation in the Central Management Services Rock Salt Contract Joint Participation Agreement for Purchase of Rock Salt

**Alderman Dolick moved, second by Alderman Morgan Adams to approve R-24-12.
Motion approved, resolution adopted.**

Roll Call Vote: Ayes: Morgan-Adams, Cameron, Dolick, Anderson

Nays: None

Absent: Dash

C. R-24-15 Resolution Authorizing Renewal Agreement for Contracted Financial Services with Lauterbach and Amen

Alderman Dolick moved, second by Alderman Anderson to approve R-24-15. Motion approved, resolution adopted.

Roll Call Vote: Ayes: Cameron, Anderson, Morgan-Adams, Dolick

Nays: None

Absent: Dash

D. R-24-16 Resolution Providing for City Council Direction and Authorization for Inter-Fund Transfer from General Fund to Capital Improvement, Police Pension, and SSA 1 Funds.

**Alderman Morgan-Adams moved, second by Alderman Cameron, to approve R-24-16.
Motion approved, resolution adopted.**

Roll Call Vote: Ayes: Dolick, Morgan-Adams, Cameron, Anderson

Nays: None

Absent: Dash

- E. O-24-05 Ordinance Amending Liquor License A-2 to 4am all Nights (1st Reading)
First Read Only. No action.

- F. O-24-06 Ordinance Establishing Water Rates for FY2024-25 (1st Reading)
First Read Only. No action.

10. Staff, Elected Officials and Commission Reports

Assistant Finance Director Tannehill provided the February Financial Report

City Clerk Prisiajniouk said the Greater Wheeling Area Chamber of Commerce is putting their Community Guide together. This would be a good time to place ads.

Building and Community Director Peterson said he received three reports of potential paving contractor fraud.

11. Approval of Warrants.

A. Approval of Expenditures

General Fund	\$106,370.96
Motor Fuel Tax Fund	\$0.00
Tourism District	\$26,200.00
Solid Waste Fund	\$0.00
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	\$5,965.94
Special Service Area - Debt #6	\$0.00

Road Construction Debt	\$0.00
Water Fund	\$40,353.99
Parking Fund	\$475.00
Sanitary Sewer Fund	\$1,230.00
Road/Building Bond Escrow	\$0.00
TOTAL	\$180,595.89
<u>Wire Payments</u>	
03/08/2024 Payroll	\$185,347.45
February Illinois Municipal Retirement Fund Payment	\$14,502.83
TOTAL WARRANT	\$380,446.17

City Clerk Prisiajniouk read the warrants.

Alderman Anderson moved to approve the warrants as presented; seconded by Alderman Cameron to include a TOTAL of \$180,595.89; 03/08/2024 Payroll of \$185,347.45; February IMRF \$14,502.83; TOTAL WARRANT \$380,446.17. There was unanimous approval.

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

Motion carried 4 – 0

12. Public Comment

There was an inquiry from a Journal and Topics representative regarding the Plan Commission Zoning Board's examination of the issue of maintaining chickens in the City. Director Peterson provided a status report of the Plan Commission Zoning Board's two meetings of the issue. The PCZB has requested staff to draft an ordinance for discussion. The date is uncertain, but it is likely to be reviewed in June.

13. Adjournment

Alderman Anderson moved, second by Alderman Cameron, to adjourn the meeting, motion approved.

Ayes: Anderson, Cameron, Dolick, Morgan-Adams

Nays: None

Absent: Dash

The meeting adjourned at approximately 7:15pm.

Respectfully Submitted: Joe Wade, City Administrator

Approved by the City Council of Prospect Heights on this the 8th day of April, 2024

Joanna Prizgick
City Clerk



Matthew Dozick
City Mayor Pro-Tem

