



THE CITY COUNCIL MEETING Minutes
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WILL BE HELD ON MONDAY, MAY 13, 2024 AT 6:30 PM

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

Deputy Clerk Austin called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Mayor Ludvigsen, Aldermen – Cameron, Anderson, Morgan-Adams, Dolick, Treasurer Tibbits

ABSENT – City Clerk Prisiajniouk – out with previous notification; Alderman Dash – out with previous notification

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

PLEDGE OF ALLEGIANCE – Mayor Ludvigsen led the Pledge of Allegiance

APPROVAL OF MINUTES –

- A.** April 24, 2024 City Council Budget Hearing Minutes – **Alderman Anderson moved to approve the April 24, 2024 City Council Budget Hearing Minutes as presented; seconded by Alderman Cameron.**

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

Motion carried 4 – 0, one absent.

- B.** April 24, 2024 City Council Regular Meeting Minutes – **Alderman Dolick moved to approve the April 24, 2024 City Council Meeting Minutes as presented; seconded by Alderman Morgan-Adams.**

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

Motion carried 4 – 0, one absent.

PRESENTATIONS

- A.** City of Prospect Heights Water Quality and Compliance with National Pollution Discharge Elimination Standards Report by Karolina Cho of Gewalt Hamilton Associates, Inc. – Karolina

gave a little background of MS4 sewer system program and its requirements with the city and state. The city does a lot of field inspections on their own to make sure things are up to code. The inspections look for a long list of items that could pose potential problems. Odor and color change among the water are other indicators there might be issues. Karolina then talked about the permit associated with MS4 and how there are usually not many changes made. She also stated that we are currently operating under the 2016 permit and are behind. She also mentioned that the website has a message saying it was supposed to be updated back in March, but never was. The presentation tonight was given to provide information and compile an annual report to send to the EPA. She then talked about some new items that could be added into the new permit when it is released. Alderman asked how long the process takes to hear back after sending in all the information.

- B.** Presentation by Hersey High School Engineering Club: Proposal for Sidewalk Connection Across Waterman Avenue Right-of-Way, to Provide Improved Pedestrian Access to Hersey High School, Area Neighbors, and Commercial District – Hersey students started the presentation off by describing the problem that they believe is affecting the Hersey High and Prospect Heights community. There are numerous neighborhoods that use this passage and it becomes almost in passable when the area muds up. A cross country runner stated the trouble they have running through this area when it rains and points out there is already a sidewalk and crosswalk on one side of this area, but nothing on the other side. A Hersey student then goes into detail about the plot of land in this area. She talks about the proposed change and highlights the elevation as one of the major changes. She then also talks about the storm drains involved and how adding a connecting one would solve one of the issues with this area. Another student introduces the next few slides which are 3D renderings of the plot of land and then goes into detail on them. Another student talks about if additional budget were available adding trees, bushes and other amenities to liven up this area. Cracks are expected with this sidewalk but the students estimate a 25-year life span. The estimate for building this 175-foot sidewalk was in total \$30,000. Mayor Ludvigsen gives his thoughts on the presentation and thanks the students. City Administrator Wade invites the teacher from Hersey up to talk about the club in general and how this specific project came together.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

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

CONSENT AGENDA – None

OLD BUSINESS

- A. O-24-10** Staff Memo and Ordinance Amending the City Code, Title 9 Chapter 4 of the City Code Regarding Administrative Adjudication (***2nd Reading***) – **Alderman Dolick moved to approve O-24-10 (2nd Reading) as presented; seconded by Alderman Morgan-Adams**

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

Motion carried 4 – 0, one absent.

NEW BUSINESS

- A. Requested Waiver of 1st Reading O-24-11** Staff Memo and Ordinance Approving a Special Use for a Day Care Facility at 11-15 S Wolf Road, ABC Kid's Academy (***1st Reading***) – **Alderman Morgan-Adams moved to approve the Waiver of First Reading O-24-11 Staff Memo and**

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Ordinance Approving a Special Use for a Day Care Facility at 11-15 S Wolf Road, ABC Kid's Academy (1st Reading); seconded by Alderman Cameron. There was unanimous approval.

Discussion followed. Director Peterson goes into detail of how the special use permit expired for ABC Kid's Academy daycare and how the owner is renting another space which is why another special use application had to be used. The request for the permit passed 6 – 0. Mayor Ludvigsen asked a question that he thought this was only for the special use and not any additions. The owner of the daycare goes into detail how the supported documents are just preliminary designs to give the council an idea of what will happen. The owner also goes into detail of how the process of going through with the permit will be. The owner talks about having any other location and having gone through the process and knowing what must be done. Alderman Cameron asks if the state has a special permit that must be used. Alderman Morgan-Adams asks if there is an outdoor space for the children to play.

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

Motion carried 4 – 0, one absent.

- B. O-24-11 Staff Memo and Ordinance Approving a Special Use for a Day Care Facility at 11-15 S Wolf Road, ABC Kid's Academy (2nd Reading) – Alderman Morgan-Adams moved to approve O-24-11 Staff Memo and Ordinance Approving a Special Use for a Day Care Facility at 11-15 S Wolf Road, ABC Kid's Academy (2nd Reading); seconded by Alderman Anderson. There was unanimous approval.**

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

Motion carried 4 – 0, one absent.

- C. R-24-19 Staff Memo and Resolution Approving Bid Submission from J&K Painting for Police Department Station Remodeling and Painting Not to Exceed \$30,500 – Alderman Dolick moved to table R-24-19 Staff Memo and Resolution Approving Bid Submission from J&K Painting for Police Department Station Remodeling and Painting Not to Exceed \$30,500; seconded by Morgan-Adams.**

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

Motion carried 4 – 0, one absent.

- D. Requested Waiver of 1st Reading O-24-12 Staff Memo and Ordinance Deeming Certain Funds in the Palatine Road Redevelopment TIF Project Area, as "Surplus" Funds, and Directing the Payment and Distribution Thereof by the City of Prospect Heights (1st Reading) – Alderman Dolick moved to approve the Waiver of First Reading O-24-12 Staff Memo and Ordinance**

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Deeming Certain Funds in the Palatine Road Redevelopment TIF Project Area, as “Surplus” Funds, and Directing the Payment and Distribution Thereof by the City of Prospect Heights; seconded by Cameron.

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

Motion carried 4 – 0, one absent.

- E. O-24-12** Staff Memo and Ordinance Deeming Certain Funds in the Palatine Road Redevelopment TIF Project Area, as “Surplus” Funds, and Directing the Payment and Distribution Thereof by the City of Prospect Heights (*2nd Reading*) – **Alderman Morgan-Adams moved to approve O-24-12 Staff Memo and Ordinance Deeming Certain Funds in the Palatine Road Redevelopment TIF Project Area, as “Surplus” Funds, and Directing the Payment and Distribution Thereof by the City of Prospect Heights; seconded by Anderson.**

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

Motion carried 4 – 0, one absent.

- F. R-24-20** Staff Memo and Resolution Approving Purchase of Cameras and One Year Maintenance Contract with Flock Cameras to be Paid for Through the Tourism District Fund at a Cost of \$23,200 – **Alderman Dolick moved to approve R-24-20 Staff Memo and Resolution Approving Purchase of Cameras and One Year Maintenance Contract with Flock Cameras to be Paid for Through the Tourism District Fund at a Cost of \$23,000; seconded by Alderman Anderson**

Discussion followed. Alderman Cameron asked where these cameras will be placed. Chief Caponigro explains the different locations that the cameras will be placed. Chief says there will be 3-7 depending on which ones will be license plate reader. Alderman Morgan-Adams if the Police Department will be maintaining these cameras. Mayor Ludvigsen asks if there is an obligation to keep these cameras beyond year two since the price in year two is very similar to year one. Chief Caponigro explains that Flock is having an exception and allowing them to go year to year with their contract. Mayor Ludvigsen also asked if we currently have any other cameras with Flock. Director Roscoe offers that the current system area didn't have sufficient enough cameras so this will allow the city to have better surveillance in this area.

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

Motion carried 4 – 0, one absent.

- G. R-24-21** Staff Memo and Resolution Authorizing Joint Funding Agreement between the State of Illinois Department of Natural Resources and the City of Prospect Heights, for the Supplemental Funding of the Upper Des Plaines River Flood Damage Reduction Project Element, Levee 37 City Administrator Wade stressed the importance of keeping this project moving and went into details about the history of this and how the approval will look.

Alderman Anderson moved to approve pending attorney review R-24-21 Staff Memo and Resolution Authorizing Joint Funding Agreement between the State of Illinois Department of Natural Resources and the City of Prospect Heights, for the Supplemental Funding of the Upper Des Plaines River Flood Damage Reduction Project Element, Levee 37; seconded by Alderman Cameron

Discussion followed. Alderman Morgan-Adams wanted to clarify where the funding for the project would be coming from. City Administrator Wade went into detail about how the funding breakdown is for this project. Mayor Ludvigsen also went into detail about the timeline of the funding.

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

Motion carried 4 – 0, one absent.

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

Director of Building and Development Peterson – Chicken Ordinance will be on the June 24th PZBA board agenda.

Director of Public Works Roscoe – IDOT sidewalk project along Wolf Rd is getting underway. Everyone should see the construction starting out there soon. Shouted out all upcoming summer events that will be happening in the city.

APPROVAL OF WARRANTS

A. Approval of Expenditures

General Fund	\$248,733.41
Motor Fuel Tax Fund	\$0.00
Tourism District	\$5,760.34
Solid Waste Fund	\$36,963.00
Drug Enforcement Agency Fund	\$2,362.31
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	\$11,267.50

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Capital Improvements	\$37,503.34
Special Service Area - Debt #6	\$550.00
Road Construction Debt	\$0.00
Water Fund	\$53,895.08
Parking Fund	\$95.95
Sanitary Sewer Fund	\$16,514.88
Road/Building Bond Escrow	\$0.00
TOTAL	\$413,645.81
<u>Wire Payments</u>	
04/19/2024 Payroll	\$168,421.41
05/03/2024 Payroll	\$171,424.73
TOTAL WARRANT	\$753,491.95

Deputy Clerk Austin read the warrants.

Alderman Anderson moved to approve the warrants as presented; seconded by Alderman Cameron to include a TOTAL of \$413,645.81, 04/19/2024 Payroll of \$168,421.41, 05/03/2024 Payroll of \$171,424.73 and a TOTAL WARRANT of \$753,491.95. There was unanimous approval.

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

Motion carried 4 – 0, one absent.

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

EXECUTIVE SESSION Personnel Matters – **Alderman Anderson moves to go into Executive Session; seconded by Alderman Cameron.**

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

Motion carried, 4 – 0, one absent.

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – No council actions taken in executive session

ADJOURNMENT – At 7:50 PM, Alderman Anderson moved to Adjourn; seconded by Alderman Morgan-Adams. There was unanimous approval.

VOICE VOTE: ALL AYES, NO NAYS

Motion carried 4 – 0, one absent.

Approved by the Prospect Heights City Council on this the 10th day of June, 2024.


City Clerk Prisiajnikouk


Mayor Patrick Ludvigsen



Posted by 5:00 PM, May 9, 2024

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