



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, MARCH 24, 2025 AT 6:00 PM**

CALL TO ORDER AND ROLL CALL – At 6:03 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.

City Clerk Prisiajniouk called roll. A quorum was present.

ELECTED OFFICIALS PRESENT – Alderman Ward 1 Cameron, Alderman Ward 2 Anderson, Alderman Ward 3 Morgan-Adams, Alderman Ward 5 Dolick, Mayor Ludvigsen, City Clerk Prisiajniouk

ABSENT – Alderman Ward 4 Dash with prior notice, City Treasurer Tibbits with prior notice

OTHER OFFICIALS PRESENT – City Administrator Wade, Assistant City Administrator Falcone, Director of Building and Development Peterson, Director of Public Works Roscoe, Police Chief Derman, Finance Director Grieco, 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.** March 10, 2025 City Council Regular Meeting Minutes – **Alderman Ward 5 Dolick moved to approve March 10, 2025 City Council Regular Meeting Minutes as presented; seconded by Alderman Ward 1 Cameron. There was unanimous approval.**

ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
	NAYS:	None
	ABSENT:	Danielle Dash

Motion carried 4-0, one absent.

PRESENTATIONS –

- A.** FY2025-2026 City of Prospect Heights Budget Presentation: 5-Year Capital Improvement Plan, Tourism, Motor Fuel Tax, Water, Sewer, Special Service Areas, Solid Waste, Road Construction Debt Service, and Police Pension Fund – Finance Director Grieco starts by going over the budget topics that will be discussed

this evening. She starts by giving an explanation for every item that has a projected negative net revenue amount for the projected budget. Director Grieco explains that for line items MFT, TIF and Tourism, the city is spending down fund balance on capital improvements (Owen St Flood Control Project), professional fees related to the Muir Tif, and capital improvements (Winkleman Phase 2). DEA is based on a sharing agreement. SSA's are accruing funds and are able to be spent if needed. Line items G-K are related to the general fund, fund balance projection, which has a contributing table breaking out each item individually.

Motor Fuel Tax Fund

Revenue is projected to be \$710k, which is a 2% decrease based on IML estimates. Expenditures of \$1.6mm include Owen Street Project and \$400k street resurfacing.

Muir-Pointe TIF

The owner is actively trying to sell and a cost of \$75k has been set aside to cover any professional services that may come up with potential offers.

Tourism Fund

Hotel tax revenue is projected at \$550k, which represents a 21% decrease due to one hotel currently for sale and another filing for bankruptcy.

DEA Fund

It is hard to budget for as no money comes in until certain cases are completed. Current expenditures are projected at \$366k.

Solid Waste Fund

No changes to the FY26 rate. SWANCC charges are projected to increase by 6%. An interfund transfer for \$50k is the same projection as FY25.

SSA Funds

There are no significant revenue streams for SSA 1-4; tax levies totaling \$209k are filed with the county for funds 5 & 8. No significant expenditures are planned.

Parking Fund

Revenue is budgeted flat at \$14.5k. Expenditures, including the stairway repair of \$52k and any shortfall, will be made up by the general fund.

Water Fund

There is a water rate increase of \$1.06 from FY25 to FY26 due to a \$0.96/month increase in fixed costs and a \$0.10/1000 gas for rising water costs.

Debt Service Funds

Per the 2024 tax levy request, the tax revenue is budgeted at \$1.5mm to cover the debt service requirement for FY26, which is the lone expenditure.

Sewer Fund

Sewer fees are flat at \$810k with no increase; expenditures are at \$796k, which includes ongoing system improvements and increases in overall cost due to inflation.

Police Pension Fund

Per pension actuary there is a FY26 required contribution amount of \$1.585mm (State minimum is only \$627k). The proposed FY26 budget includes 100% of the requirement between the tax levy amount of \$496,750 and the general fund of \$1.088mm. This puts the city at 71.04% funding status, which is in the top tier of neighboring communities.

2026-2030 Capital Improvement Plan

Finance Director Grieco shows that the five-year total for the capital improvement plan is \$42,931,504 with \$11,614,000 worth of future projects already targeted. She also shows the projected funding sources for these projects. The projected ending fund balance as of 4/30/30 is \$3,516,339.

Street Resurfacing Projects

Director of Public Works Roscoe shows that the five-year projected amount for street resurfacing is \$16.250mm. A pavement assessment is currently underway to determine which roads are the highest priority and the next step will be design engineering, which will take place in FY26.

Storm Water Projects

Director Roscoe starts by giving an update on where the current stormwater projects are at. One of the major projects is the Willow and Owen Flood control project, which has been split into two projects based on readiness and funding deadlines. Storage construction for Owen will start in April/May 2025. Another project is the Hillcrest relief project, which the five-year capital plan anticipates design engineering to be completed in 2026-27. The next project discussed is the Elmhurst Road culvert replacement, which aims to reduce flooding over the top of Elmhurst Road; currently budgeted for 2027-28. Elm Street culvert replacement is currently underway and will include adding a pipe that will divert water flow so it does not flow onto Elmhurst Road and does not flood the ball fields. The next project is the Levee Wall Repair Project to repair damage from a single-vehicle accident; this is currently out to bid with an April 1, 2025, bid opening. The construction schedule will be dependent upon IDOT permitting. The Levee Sluice Gate project has been a long project and, after one bid in January, the project was reshaped slightly and will be rebid after an IGA Amendment update which was requested by IDOT. The Willow Trails project is moving along and construction in the summer of 2025 is the expectation.

Sidewalk Projects

The Camp McDonald sidewalk is in the design engineering phase. There have been some discussions with Mount Prospect about possibly expanding the current project. The next project is the Elmhurst Road North sidewalk project, which has an anticipated schedule of phase one engineering in progress, followed by phase two engineering in FY25-26. This will be a big boost to the high school community as it will connect more students getting safely to school. The Waterman sidewalk project is a project that was presented by Hersey High School engineering students and has designed engineering planned for April/May 2025. Buring Bush is the next project which will connect Piper Lane with Apple Drive; funding still has to be secured.

Sewer System Maintenance/ Water System Improvements

Director Roscoe is happy with the system maintenance that has gone on and even if it is work that is not seen by many, it's good work that helps a good number of people.

Wheeling reached out for a water interconnect which would be very important for both sides. This would give the city a backup plan if other water systems go down. Another water improvement is the coldren water main loop, which would give the city a circle of water connectivity. Director Roscoe also goes over some of the future water improvement plans.

Other Improvement, Vehicles, Equipment

One project is the public works property improvement, which would create expansion opportunities as space is always tight at the moment. The purchase of a mini-excator is currently on the schedule, which will benefit the public works department. It will have many different uses. Another city sign is ready to be put in place within the next few months. On the vehicle side of things, the building department will be getting a new vehicle as the current hand-me-downs are hitting the end of the road. With the fire district's expansion, there have been some proposed plans to add parking to the fire and police departments, which will also allow the police department to get some gated parking for their officers.

The first read of the proposed FY26 budget will be Tuesday, April 15, 2025, and then final approval will come Monday, April 28, 2025.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

PUBLIC COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT) – Isa

Abdelijaber gives a presentation speaking in opposition to O-25-04. As a prospective Prospect Heights business owner, he believes a ban on Delta THC products would cost the city a revenue stream from different tobacco shops around town. He talks about his experience of owning vape shops, and talks about how seriously they take packaging these products. Another part they take seriously in their stores is age verification. Alderman Morgan-Adams asks where he is looking to open a shop and Director of Building and Development Peterson clarifies he is looking at 4 N Elmhurst Road. After some questioning about his experiences, Isa gives some background on the other stores that he currently has and sells Delta products in. There is some back and forth about what the Delta products are made of and also the differences between a vape shop and a dispensary. Alderman Cameron asks if they are getting any pushback about Delta products in their Wisconsin locations. Isa and the two guys accompanying him explain that they are trying to expand out near the city because it is an untapped location away from family that has many locations in northern Illinois. Mayor Ludvigsen thinks that for \$10,000-\$12,000 the extra regulations that will fall on the city, along with the opportunity this could grow quickly, are big enough deterrents to passing this ordinance banning Delta products. Chief Derman gives his thoughts on what he feels allowing these products would not benefit the community and that it would also create more work for the city with nothing to show for it. Alderman Morgan-Adams voices that she would like to table this ordinance to gather more information about Delta products.

CONSENT AGENDA –

- A. R-25-14 Staff Memo and Resolution Establishing an Ad Hoc 50th Anniversary Celebration Committee for the City of Prospect Heights – Alderman Ward 3 Morgan-Adams moved to approve R-25-14 Staff Memo and Resolution Establishing an Ad Hoc 50th Anniversary Celebration Committee for the City of Prospect Heights;**

seconded by Alderman Ward 5 Dolick. There was unanimous approval.

ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
	NAYS:	None
	ABSENT:	Danielle Dash

Motion carried 4-0, one absent.

OLD BUSINESS -

- A. O-25-04** Staff Memo and Ordinance Amending Title 2, Chapter 6 of the Prospect Heights City Code Regarding Products Containing Tetrahydrocannabinol (THC) (**2nd Reading**) – **Alderman Ward 1 Cameron moved to approve O-25-04 Staff Memo and Ordinance Amending Title 2, Chapter 6 of the Prospect Heights City Code Regarding Products Containing Tetrahydrocannabinol (THC) (2nd Reading); seconded by Alderman Ward 2 Anderson.**

Alderman Morgan-Adams asks for a motion to table, as she is looking for more information related to ordinance O-25-04 before making her decision. Alderman Anderson asks if delta is THC, and then Chief Derman gives a breakdown of what these delta products are.

ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Matt Dolick
	NAYS:	Wendy Morgan-Adams
	ABSENT:	Danielle Dash

Motion carried 3-1, one absent.

NEW BUSINESS -

- A. R-25-16** Staff Memo and Resolution Approving Local Funding Commitment of Motor Fuel Tax Funds for Various Street Resurfacing Projects not to exceed \$326,334.38 – **Alderman Ward 5 Dolick moved to approve R-25-16 Staff Memo and Resolution Approving Local Funding Commitment of Motor Fuel Tax Funds for Various Street Resurfacing Projects not to exceed \$326,334.38; seconded by Alderman Ward 1 Cameron. There was unanimous approval.**

Mayor Ludvigsen wanted to clarify what motor fuel tax money this was, and to make sure it is spent before it expires. Assistant City Administrator Falcone explains why this amount was chosen.

ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
	NAYS:	None
	ABSENT:	Danielle Dash

Motion carried 4-0, one absent.

- B. R-25-19** Staff Memo and Resolution Approving Amendment Number Four to the Intergovernmental Agreement Between the State of Illinois/Department of Natural Resources and the State of Illinois/Department of Transportation and the City of Prospect Heights and the Village of Mount Prospect for the Upper Des Plaines River Flood Damage Reduction Project Element, Levee 37A – **Alderman Ward 2 Anderson moved to approve R-25-19 Staff Memo and Resolution Approving Amendment Number Four to the Intergovernmental Agreement Between the State of Illinois/Department of Natural Resources and the State of Illinois/Department of Transportation and the City of Prospect Heights and the Village of Mount Prospect for the Upper Des Plaines River Flood Damage Reduction Project Element, Levee 37A; seconded by Alderman Ward 5 Dolick. There was unanimous approval.**

ROLL CALL VOTE: AYES: Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
 NAYS: None
 ABSENT: Danielle Dash

Motion carried 4-0, one absent.

- C. R-25-20** Staff Memo and Resolution Approving an Amendment to the License for use, Temporary Construction Easement and Perpetual Access and Maintenance Agreement with our Redeemer Lutheran Church – **Alderman Ward 3 Morgan-Adams moved to approve R-25-20 Staff Memo and Resolution Approving an Amendment to the License for use, Temporary Construction Easement and Perpetual Access and Maintenance Agreement with Our Redeemer Lutheran Church; seconded by Alderman Ward 5 Dolick. There was unanimous approval.**

ROLL CALL VOTE: AYES: Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
 NAYS: None
 ABSENT: Danielle Dash

Motion carried 4-0, one absent.

- D. O-25-05** Staff Memo and Ordinance Establishing Water Rates for FY2025-26 (**1st Reading**) – The second reading will on the Tuesday April 15th meeting.

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Assistant City Administrator Falcone- Gives one last update to come in and get your city sticker before the April 1st deadline.

Public Work Director Roscoe- Yard waste pickup started last week, so make sure to follow the correct rules when it comes to packaging them up.

Building and Development Director Peterson- Get your permit plans in and allow for time to get approved; Also, gives his warning again about scam work to be done quickly and for cash.

Chief Derman- Ryan Harth will be sworn in as a full-time police officer on Friday, March 28th; Gives a shutout to a few volunteers for their work in Cert program which finished this past weekend.

Alderman Dolick- Appreciates all the work being done to get people to come in and buy their city stickers

Mayor Ludvigsen- Gives a quick story about a sales tax dispute between Arlington Heights and Rolling Meadows, and who was determined to be at fault.

- A.** February Financial Report Presented by Assistant Finance Director Tannehill – Assistant Finance Director Tannehill states we are 83% of the way through the fiscal year with total revenues totaling 72% of the budget and expenses representing 59% of the budget. He covers some of the high and low lights that are contributing to those numbers, including tourism district revenue and vehicle sticker revenue. Places and eating tax is at 98% of the budget with two months to go, which is a very solid number.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$203,112.39
Motor Fuel Tax Fund	\$0.00
Tourism District	\$67,147.86
Solid Waste Fund	\$0.00
Drug Enforcement Agenda Fund	\$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	\$30.51
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$1,818.00
Capital Improvements	\$358,517.14
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00

Water Fund	\$37,162.28
Parking Fund	\$0.00
Sanitary Sewer Fund	\$2,225.90
Road/Building Bond Escrow	\$3,447.00
TOTAL	\$673,461.08
Wire Payments	
03.07.25 Payroll	\$182,311.73
February IMRF Payment	\$17,246.54
TOTAL WARRANT	\$873,019.35

– Alderman Ward 5 Dolick moved to approve the warrants as presented; seconded by Alderman Ward 2 Anderson to include a TOTAL amount of \$673,461.08, a wire payment for 03/07/25 payroll of \$182,311.73, a February IMRF payment of \$17,246.54, and a TOTAL WARRANT of \$873,019.35. There was unanimous approval.

ROLL CALL VOTE:

AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Matt Dolick
NAYS:	None
ABSENT:	Danielle Dash

Motion carried 4-0, one absent.

PUBLIC COMMENT ON NON-AGENDA MATTERS (FIVE MINUTE TIME LIMIT) – None

EXECUTIVE SESSION – None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

ADJOURNMENT – Alderman Ward 2 Anderson moved to Adjourn; seconded by Alderman Ward 5 Dolick. 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 15th day of April, 2025.

Jeanna Prisiajnik
City Clerk Prisiajnik



Patrick Ludvigsen
Mayor Patrick Ludvigsen