



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON TUESDAY, APRIL 15, 2025 AT 6:00 PM**

CALL TO ORDER AND ROLL CALL – At 6:05 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 4 Dash, Alderman Ward 5 Dolick, Mayor Ludvigsen, City Clerk Prisiajniouk

ABSENT – City Treasurer Tibbits absent 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 John O'Driscoll, Digital Communication Technician Colvin.

PLEDGE OF ALLEGIANCE – Mayor Ludvigsen led the pledge of Allegiance.

APPROVAL OF MINUTES –

- A.** March 24, 2025, City Council Regular Meeting Minutes – **Alderman Ward 5 Dolick moved to approve March 24, 2025, City Council Regular Meeting Minutes as presented; seconded by Alderman Ward 1 Cameron.**

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

Motion carried 5-0

PRESENTATIONS –

- A.** FY2025-26 Chicago Executive Airport Budget Presentation by Jason G. Griffith – Executive Director Jeff Miller gives an introduction and highlights some of the things to look out for at the airport this coming year. Jason Griffith goes over the FY26 budget presentation in detail. He starts by outlining the FY26 budget goals which will drive certain areas for the airport to target. Mr. Griffith gives an explanation of what the Chicago Executive Airport is and what it is made up of. The net income for the

FY26 budget is estimated -\$701,603. The total budgeted revenue is \$8,853,827, which represents an ~18% increase mainly due to fuel flowage fees, long-term leases, and US customs service fees. Operating expenses total is \$5,919,714, which represents a 7.88% increase and some factors contributing here are marketing increases, engineering services, lease development, legal services, and a few other factors. Mr. Griffith touches on unrestricted net assets available and debt covenant requirements.

The sewer reserve fund has a projected starting balance of \$692,928 with an estimated ending balance of \$675,987. The vehicle and equipment reserve fund has a projected starting balance of \$805,418 with an estimated ending balance of \$528,418. The building and land reserve fund has a projected starting balance of \$2,460,262 with an estimated ending balance of \$3,460,262. The capital repair/demo fund has a projected starting balance of \$700,167 with an estimated ending balance of \$840,466. Mr. Griffith gives some details about the capital projects that the airport has in their FY26 budget overview. He also discusses some capital "A" projects that come from the Airport's Transportation Improvement Program.

Alderman Cameron has three questions about the airport. First is where the new aviation center will be built, which Director Miller says will be off Tower Road where the old restaurant will be. The second is about the price of the snow machine and clarification on what piece of machinery was bought last year. The third question is with regard to the \$30,000 for office equipment which the airport said will be used for computer improvements along with replacing old servers.

- B.** Garfield's Beverage Request to Discuss the Prohibition of Delta-8 and Delta-9 THC Products – Adam Silverstein of Garfield's Beverage is here to discuss the recent ban on Delta-8 and Delta-9 THC products. He gives an overview of his business and the THC drink landscape as a whole. He believes this is a fast-growing part of the industry and described it as the wild west right now as government bodies try to figure out what to do in terms of regulation. He mentions there is a discussion in Springfield currently on how to handle different issues like age requirements and classification of the different types of THC products. He talks about the financial impact that could be felt by many within the industry that will limit competition, leading many individuals to purchase these products from dispensaries. His final point is that, instead of an outright ban, that regulation could be a better way to limit some of the more harmful products and allow individuals to safely sell these THC products.

Alderman Morgan-Adams asks what ways the city could regulate these products. Mr. Silverstein replies with the idea of adding a license to a liquor license, which would benefit the municipality by having more control and getting a good representation of how much tax should be collected. There is discussion back and forth about the regulations and efforts that would need to take place by the city and whether it is a benefit to the community or not. Mr. Silverstein discusses some of the demand he has for these products in his numerous stores. Mayor Ludvigsen brings up the decision that was made to ban these products and explains the discussion points that have already been had. Mr. Silverstein and Chief Derman give some insight into how these products are currently regulated. There was clarification on how these THC products are regulated within dispensaries and when sold at vape or tobacco shops.

Director of Linked Together Colation Kris Zerfass gave her thoughts on the topic and

how she sees if it affects the youth within the community. She also gives her background on how regulations have been going since these are new products. She says the testing levels that are required between vape shops and dispensaries are not even close at the moment.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

PUBLIC COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT) – Jim Loerzel, a Prospect Heights resident, is here to ask to amend the CEA budget and not raise the rent for the FBOs at the airport. He asks why the CEA budget has a surplus every year. Mr. Loerzel gives his thoughts on what the CEA budget would like even if they did not raise the rent amounts this year. Mr. Loerzel also questions the aviation center and if it is the best use for the airport and their limited land.

CONSENT AGENDA – Alderman Ward 5 Dolick moved for an omnibus approval of the consent agenda to include A. Arbor Day Proclamation – Arbor Day – Friday, April 25, 2025, B. O-25-05 Staff Memo and Ordinance Establishing Water Rates for FY2025-26 (2nd Reading), C. R-25-21 Memo and Resolution Approving the FY2025-26 Budget for Chicago Executive Airport, D. R-25-22 Memo and Resolution Approving an Agreement Between the City of Prospect Heights and Metropolitan Alliance of Police, Chapter #252, E. R-25-23 Memo and Resolution Authorizing the Acceptance of the Donation of Real Property Located on Plaza Drive and Approving a Plat of Dedication Plaza Drive; seconded by Alderman Ward 4 Dash. There was unanimous approval.

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

Motion carried 5-0

- A.** Arbor Day Proclamation – Arbor Day – Friday, April 25, 2025 –
- B.** **O-25-05** Staff Memo and Ordinance Establishing Water Rates for FY2025-26 (**2nd Reading**) –
- C.** **R-25-21** Memo and Resolution Approving the FY2025-26 Budget for Chicago Executive Airport –
- D.** **R-25-22** Memo and Resolution Approving an Agreement Between the City of Prospect Heights and Metropolitan Alliance of Police, Chapter #252 –
- E.** **R-25-23** Memo and Resolution Authorizing the Acceptance of the Donation of Real Property Located on Plaza Drive and Approving a Plat of Dedication Plaza Drive –

OLD BUSINESS – None

NEW BUSINESS –

- A.** **O-25-06** Staff Memo and Ordinance Amending Title 1 of City Code and Adopting the

Pay Plan (Compensation of Officers, Employee Salaries and Pay Plan) (**1st Reading**) – First reading, to be approved at the April 28th, 2025 meeting.

- B. O-25-07** Staff Memo and Ordinance Adopting the FY2025-26 Budget for the City of Prospect Heights (**1st Reading**) – First reading, to be approved at the April 28th, 2025 meeting.
- C. O-25-08** Business Liquor License Request and Ordinance Increasing the Number of “B” Liquor Licenses from 7 to 8 (Full Liquor – Monday through Sunday from 8:00 am to 12 Midnight) for Deli 4 You Market, 9 E Camp McDonald Road (**1st Reading**) – First reading, to be approved at the April 28th, 2025 meeting.
- D. O-25-09** Staff Memo and Ordinance Implementing a Municipal Grocery Retailers’ Occupation Tax and a Municipal Grocery Service Occupation Tax for the City of Prospect Heights (**1st Reading**) – First reading, to be approved at the April 28th, 2025 meeting.
- E. R-25-24** Staff Memo and Resolution Authorizing and Awarding Bid Recommendation for the Levee 37 Wall Repair Project with Alliance Contractors, Inc. for a Cost of \$1,148,765.00 with a Recommended 10% Contingency for Unforeseen Underground Conditions – **Alderman Ward 5 Dolick moved to approve R-25-24 Staff Memo and Resolution Authorizing and Awarding Bid Recommendation for the Levee 37 Wall Repair Project with Alliance Contractors, Inc. for a Cost of \$1,148,765.00 with a Recommended 10% Contingency for Unforeseen Underground Conditions; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

Alderman Morgan-Adams wanted clarification on how much of the total amount the city was putting in. Administrator Wade states that, thanks to State Senator Morrison, grants cover \$750,000 of the total cost, with the city then responsible for the excess amount.

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

Motion carried 5-0

- F. R-25-25** Staff Memo and Resolution Approving an Amendment to the Employee Manual of the City of Prospect Heights – **Alderman Ward 3 Morgan-Adams moved to approve R-25-25 Staff Memo and Resolution Approving an Amendment to the Employee Manual of the City of Prospect Heights; seconded by Alderman Ward 5 Dolick. There was unanimous approval.**

This resolution is amending the city code to add a bilingual stipend for any staff member that it applies too.

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

ABSENT: None

Motion carried 5-0

- G. R-25-26** Resolution Approving a Legal Services Agreement Between the City of Prospect Heights and Tressler LLP – **Alderman Ward 2 Anderson moved to approve R-25-26 Resolution Approving a Legal Services Agreement Between the City of Prospect Heights and Tressler LLP; seconded by Alderman Ward 1 Cameron. There was unanimous approval.**

ROLL CALL VOTE:

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

Motion carried 5-0

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Director of Public Works Roscoe- Gives an update on the Wolf Road sidewalk project, specifically the area where the train tracks are.

Building and Development Director Peterson- Gives a heads-up to plan ahead when it comes to permits, as the city has received an influx of applications as the weather is warming up.

Deputy Clerk Austin- Shares that the new website re-design is finished, and the final product has launched, so make sure to check out the new features.

Chief Derman- Shares an update that some of the specialty positions within the department have been filled. Chief Derman shares some useful information about e-bikes and motorized scooters.

City Clerk Prisiajniouk- Asks everyone to keep Treasurer Tibbits in their thoughts as he is recovering from a health scare.

Alderman Cameron- Wanted to shout out and congratulate Alderman Anderson on her election victory.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$168,268.60
Motor Fuel Tax Fund	\$0.00
Tourism District	\$2,564.45
Solid Waste Fund	\$34,050.00
Drug Enforcement Agenda Fund	\$4,750.00

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	\$138.48
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$212.38
Capital Improvements	\$59,264.13
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$10,854.20
Parking Fund	\$954.08
Sanitary Sewer Fund	\$14,757.10
Road/Building Bond Escrow	\$0.00
TOTAL	\$295,813.42
Wire Payments	
03.21.25 Payroll	\$180,679.19
04.04.25 Payroll	\$176,537.71
TOTAL WARRANT	\$653,030.32

– Alderman Ward 5 Dolick moved to approve the warrants as presented; seconded by Alderman Ward 3 Morgan-Adams to include a TOTAL amount of \$295,813.42, a wire payment for 03/21/2025 payroll of \$180,679.19, a wire payment for 04/04/2025 payroll of \$176,537.71, and a TOTAL WARRANT of \$653,030.32. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 5-0

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

EXECUTIVE SESSION – Subject to exception numbers 1 and 2. Alderman Ward 2 Anderson moved to go into executive session; seconded by Alderman Ward 1

Cameron.

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

Motion carried 5-0

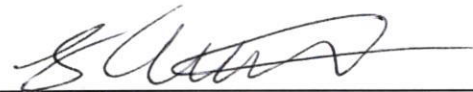
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – No council action taken in executive session

ADJOURNMENT – Alderman Ward 2 Anderson moved to Adjourn; seconded by Alderman Ward 1 Cameron. There was unanimous approval.

VOICE VOTE:	All AYES	No NAYS
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Motion carried 5-0

Approved by the Prospect Heights City Council on this the 28th day of April, 2025.



Deputy Clerk Austin



Mayor Patrick Ludvigsen

