THE CITY COUNCIL REGULAR MEETING MINUTES OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS WAS HELD ON MONDAY, SEPTEMBER 8, 2025 AT 6:30 PM

CALL TO ORDER AND ROLL CALL – At 6:29 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 Treasurer Tibbits, City Clerk Prisiajniouk
ABSENT – None
OTHER OFFICIALS PRESENT – City Administrator Falcone, Assistant to the City Administrator Austin, Director of Building and Development Peterson, Director of Public Works Roscoe, Police Chief Derman, Assistant Finance Director Tannehill, Attorney Jim Hess, Digital Communication Technician Colvin.

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

APPROVAL OF MINUTES – Alderman Ward 5 Dolick moved to approve August 25, 2025 City Council Regular Meeting Minutes and August 25, 2025 City Council Executive Meeting Minutes as presented; seconded by Alderman Ward 2 Anderson. 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. August 25, 2025 City Council Regular Meeting Minutes –

B. August 25, 2025 City Council Executive Meeting Minutes (*not for public release*) –

PRESENTATIONS – None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS –

A. Appointment of Matt Dolick as a Director of the Chicago Executive Airport Board –

Alderman Ward 3 Morgan-Adams moved to approve Appointment of Matt Dolick as a Director of the Chicago Executive Airport Board; seconded by Alderman Ward 2 Anderson. 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

B. Appointment of James Kiefer as a Commissioner of the Planning & Zoning Board of Appeals – **Alderman Ward 3 Morgan-Adams moved to approve Appointment of James Kiefer as a Commissioner of the Planning & Zoning Board of Appeals; 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

C. Appointment of Theresa Anderson as a Commissioner of the Tourism Board – **Alderman Ward 1 Cameron moved to approve Appointment of Theresa Anderson as a Commissioner of the Tourism Board ; seconded by Alderman Ward 3 Morgan-Adams. 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 COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT) – None

CONSENT AGENDA –

A. **R-25-57** Staff Memo and Resolution Authorizing an Agreement Establishing Vehicular Parking and Traffic Regulation Enforcement and Enforcement of City Codes and Ordinances with Old Willow Falls Condominiums – **Alderman Ward 5 Dolick moved to approve R-25-57 Staff Memo and Resolution Authorizing an Agreement Establishing Vehicular Parking and Traffic Regulation Enforcement and Enforcement of City Codes and Ordinances with Old Willow Falls Condominiums; seconded by Alderman Ward 3 Morgan-Adams. 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

OLD BUSINESS –

A. **O-25-14** Staff Memo and Ordinance Granting Certain Variations to allow an Accessory Structure, detached garage, to be constructed at 407 W. Dorset ***(2nd Reading)*** – **Alderman Ward 5 Dolick moved to approve O-25-14 Staff Memo and Ordinance Granting Certain Variations to allow an Accessory Structure, detached garage, to be constructed at 407 W. Dorset *(2nd Reading)*; seconded by Alderman Ward 3 Morgan-Adams. 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

NEW BUSINESS –

A. **O-25-16** Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 18 of the City Code Regarding Low-Speed Electric Bicycles and Low-Speed Electric Scooters ***(1st Reading)*** – Police Chief Derman presented Ordinance O-25-16, which will regulate low-speed electric bicycles and scooters. The proposal defines classes of e-bikes and scooters, sets age restrictions, and clarifies where each may be operated, aligning local rules with state law and enhancing local enforcement capabilities. Police Chief Derman emphasized public safety, parental responsibility, and outreach efforts to ensure residents and retailers understand the new regulations.

B. **O-25-17** Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 17 of the City Code Regarding Gas Powered Bicycles ***(1st Reading)*** – Police Chief Derman introduced Ordinance O-25-17, which addresses gas-powered bicycles. The measure clarifies prohibitions on minibikes in public rights-of-way, limiting their use to private property for safety and consistency. Police Chief Derman noted the ordinance will reduce confusion about where these vehicles may operate and help prevent dangerous street use.

C. **O-25-18** Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 8 of the City Code Regarding Parking Regulations (Fire Lanes) ***(1st Reading)*** – Police Chief Derman presented Ordinance O-25-18, which updates parking regulations to prohibit stopping or standing in fire lanes. Police Chief Derman explained that the change codifies an existing practice and will strengthen the department's ability to enforce violations. Aldermen agreed the ordinance would help keep emergency routes unobstructed.

D. **R-25-58** Staff Memo and Ordinance Approving the Final Plat for the Wrzesinski Subdivision at 100 W. Camp McDonald Road – **Alderman Ward 2 Anderson moved**

to table R-25-58 Staff Memo and Ordinance Approving the Final Plat for the Wrzesinski Subdivision at 100 W. Camp McDonald Road; seconded by Alderman Ward 5 Dolick. There was unanimous approval.

Mayor Ludvigsen presented R-25-58, the Wrzesinski Subdivision at 100 W. Camp McDonald Road. Building and Development Director Peterson explained that while the proposal was generally consistent with zoning standards, the reconfigured lots measured just under the required 20,000 sq. ft. due to right-of-way adjustments. Mayor Ludvigsen and the aldermen tabled the resolution, requesting staff to explore adjustments that would bring the subdivision fully into compliance.

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

Motion carried 5-0

E. **R-25-59** Staff Memo and Ordinance Approving the Final Plat for the Wrzesinski 2 Subdivision at 10 N. Elmhurst Road – **Alderman Ward 5 Dolick moved to approve R-25-59 Staff Memo and Ordinance Approving the Final Plat for the Wrzesinski 2 Subdivision at 10 N. Elmhurst Road; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.**

Building and Development Director Peterson presented R-25-59, for the Wrzesinski Subdivision at 100 W. Camp McDonald Road. He explained that the 1.31-acre parcel could be cleanly divided into two lots, each meeting the minimum 20,000 sq. ft. requirement. He noted that the proposal was straightforward, fully compliant with zoning regulations, and required no variances or special conditions. Aldermen approved the resolution unanimously, recognizing it as a clear example of orderly and appropriate residential development.

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-25-60** Staff Memo and Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Regarding the Shared Cost for Annual Membership in the Northwest Central Joint Emergency Management System (JEMS) – **Alderman Ward 3 Morgan-Adams moved to approve R-25-60 Staff Memo and Resolution Authorizing an Intergovernmental Agreement Between the City of Prospect Heights and the Prospect Heights Fire Protection District Regarding the Shared Cost for Annual Membership in the Northwest Central Joint Emergency Management System (JEMS); seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

City Administrator Falcone reviewed Resolution R-25-60, an intergovernmental agreement with the Prospect Heights Fire Protection District to participate in the Northwest Central Joint Emergency Management System (JEMS). He explained the City would pay 75% of the cost while the Fire District would cover 25%. Mayor Ludvigsen and aldermen supported the partnership, citing improved coordination and preparedness.

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-25-61** Staff Memo and Resolution Approving an Electrical Supply Contract with Dynegy Energy Services for the City's Electrical Accounts, Subject to City Attorney Approval – **Alderman Ward 5 Dolick moved to approve R-25-61 Staff Memo and Resolution Approving an Electrical Supply Contract with Dynegy Energy Services for the City's Electrical Accounts, Subject to City Attorney Approval; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

City Administrator Falcone presented Resolution R-25-61, requesting approval of a three-year contract with Dynegy Energy Services for the City's electrical supply. He reported the agreement secures lower rates than ComEd and will reduce operating costs. Aldermen authorized the contract, subject to attorney review, to improve long-term budget stability.

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

Motion carried 5-0

H. **R-25-62** Staff Memo and Resolution Approving a Contract with Community Solar for Alternative Electricity Sourcing, Subject to City Attorney Approval – **Alderman Ward 5 Dolick moved to approve R-25-62 Staff Memo and Resolution Approving a Contract with Community Solar for Alternative Electricity Sourcing, Subject to City Attorney Approval; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.**

City Administrator Falcone presented Resolution R-25-62, a Community Solar program contract. He explained the program will save the City approximately $1,000 per year and includes a flexible 180-day cancellation clause. Aldermen supported the agreement as both cost-effective and environmentally responsible.

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

Motion carried 5-0

I. **R-25-63** Staff Memo and Resolution Authorizing an Agreement with Chicagoland Paving, Inc. for Approximately 950 Square Yards of Hot Mix Asphalt Patching in the Amount of $43,500 – **Alderman Ward 5 Dolick moved to approve R-25-63 Staff Memo and Resolution Authorizing an Agreement with Chicagoland Paving, Inc. for Approximately 950 Square Yards of Hot Mix Asphalt Patching in the Amount of $43,500; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

Public Works Director Roscoe requested approval of a contract with Chicagoland Paving for $43,500 to complete asphalt patching at 12 roadway locations. He stated the 950 square yards of repairs would be completed before winter to address deteriorating pavement. Aldermen agreed the project will improve safety and extend road life.

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

Motion carried 5-0

J. **R-25-64** Staff Memo and Resolution Approving a Bid and Contract with DK Contractors for the Public Works Yard Site Grading Project at a Cost of $ 152,085.00 and 10% Contingency for Unforeseen Underground Conditions – **Alderman Ward 5 Dolick moved to approve R-25-64 Staff Memo and Resolution Approving a Bid and Contract with DK Contractors for the Public Works Yard Site Grading Project at a Cost of $ 152,085.00 and 10% Contingency for Unforeseen Underground Conditions; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.**

Public Works Director Roscoe also recommended awarding a $152,850 contract, plus contingency, to DK Contractors for grading work at the Public Works yard. He explained the project will improve truck access, drainage, and prepare the site for potential future police storage facilities. Mayor Helmer and aldermen approved the resolution, recognizing the long-term operational benefits.

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 –

Building and Development Director Peterson - Director Peterson announced a new fusion restaurant will open at Prospect Crossing in the former Jin 28 location, requiring only interior cleaning and no zoning or liquor approvals. He also provided an update on the chicken-keeping permit process, noting nine applications received to date—seven from current owners and two from new applicants—with inspections beginning immediately. The application deadline is October 17, after which enforcement will begin for those with chickens who have not applied. Council briefly discussed whether to wait until the deadline or process applications as they are received, with consensus to proceed as applications come in.

Chief Derman - Chief Derman reviewed staffing updates in the Police Department. He reported the hiring of a new part-time officer, Don Vasquez, who brings over 25 years of experience and will assist with weekend night patrols. Chief Derman also noted there were 57 applicants for entry-level police officer interviews scheduled that weekend, with the goal of filling a position in time for the next police academy.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	$99,873.89
Motor Fuel Tax Fund	$0.00
Tourism District	$46,127.99
Solid Waste Fund	$0.00
Drug Enforcement Agenda Fund	$16,773.10
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	$92.20
Special Service Area - Constr #6 (Water Main)	$0.00
Special Service Area - #8 Levee Wall #37	$555.80
Capital Improvements	$74,300.45

Special Service Area - Debt #6	$0.00
Road Construction Debt	$0.00
Water Fund	$4,281.22
Parking Fund	$329.42
Sanitary Sewer Fund	$4,460.40
Road/Building Bond Escrow	$0.00
TOTAL	**$246,794.47**
Wire Payments **08.22.25 Payroll** **Manual Checks - IL Secretary of State**	 **$294,225.23** **$151.00**
TOTAL WARRANT	**$541,170.70**

– **Alderman Ward 3 Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Ward 2 Anderson to include a TOTAL amount of $246,794.47, a wire payment of 8/22/2025 payroll amount of $294,225.23, a wire payment for a Manual Check for the IL Secretary of State amount of $151.00, and a TOTAL WARRANT amount of $541,170.70. 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 – None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

ADJOURNMENT – Alderman Ward 5 Dolick moved to Adjourn; seconded by Alderman Ward 1 Cameron. There was unanimous approval.

VOICE VOTE: All AYES No NAYS

Motion carried 5-0

Approved by the Prospect Heights City Council on this the 25th day of Septemeber, 2025.

City Clerk Prisiajniouk

Mayor Patrick Ludvigsen

CITY OF PROSPECT HEIGHTS
CORPORATE
SEAL
Incorporated
A.D.
1976
ILLINOIS