



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON THURSDAY, SEPTEMBER 25, 2025 AT 6:30 PM**

CALL TO ORDER AND ROLL CALL – At 6:29 PM, Mayor Ludvigsen called to order the Special 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 Public Works Roscoe, Police Chief Derman, Assistant Finance Director Tannehill, Management Analyst Jungo, Attorney Jim Hess, Digital Communication Technician Colvin.

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

APPROVAL OF MINUTES – Alderman Ward 1 Cameron moved to approve the September 8, 2025 City Council Regular Meeting Minutes and the September 17, 2025 Chicago Executive Airport Joint Meeting Minutes as presented; seconded by Alderman Ward 5 Dolick.

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

Motion carried 3-0, Two abstained

A. September 8, 2025 City Council Regular Meeting Minutes –

B. September 17, 2025 Chicago Executive Airport Joint Meeting Minutes –

PRESENTATIONS – None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

PUBLIC COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT) – None

CONSENT AGENDA –

- A. R-25-65** Staff Memo and Resolution Authorizing an Agreement Establishing Vehicular Parking and Traffic Regulation Enforcement and Enforcement of City Codes and Ordinances with Willow Heights Condominiums and Country Pines Estates & Apartments – **Alderman Ward 3 Morgan-Adams moved to approve R-25-65 Staff Memo and Resolution Authorizing an Agreement Establishing Vehicular Parking and Traffic Regulation Enforcement and Enforcement of City Codes and Ordinances with Willow Heights Condominiums and Country Pines Estates & Apartments ; seconded by Alderman Ward 5 Dolick. 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-25-16** 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 **(2nd Reading) – Alderman Ward 2 Anderson moved to approve 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 (2nd Reading); seconded by Alderman Ward 1 Cameron. There was unanimous approval.**

Chief Derman proposed an amendment that would add language specifying that operators of Class 3 electric bicycles must be at least 16 years of age.

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

Motion carried 5-0

- B. O-25-17** Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 17 of the City Code Regarding Gas Powered Bicycles **(2nd Reading) – Alderman Ward 5 Dolick moved to approve O-25-17 Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 17 of the City Code Regarding Gas Powered Bicycles (2nd Reading); seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.**

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

Motion carried 5-0

- 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) **(2nd Reading) – Alderman Ward 2 Anderson moved to approve O-25-18 Staff Memo and Ordinance Amending the City Code, Title 10 Chapter 8 of the City Code Regarding Parking Regulations (Fire Lanes) (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-25-19** Staff Memo and Ordinance Amending the City Code, Title 1 Chapter 18 of the City Code - Freedom of Information Act and Open Meetings Act Training **(1st Reading)** – City Administrator Falcone gave the first reading of an ordinance designating the City Administrator and additional city staff as Freedom of Information Act (FOIA) officers. The intent is to ensure adequate coverage and timely responses to FOIA requests by expanding beyond a single officer. This was a first reading only; no action was taken.
- B. O-25-20** Staff Memo and Ordinance Amending the City Code, Title 1 Chapter 7 of the City Code - City Officers and Employees **(1st Reading)** – City administrator Falcone gave the first reading of an ordinance amending the deputy clerk role. The ordinance redefines the position as a set of responsibilities rather than a single position and authorizes the City Administrator to appoint staff to perform these duties. For redundancy and flexibility, the responsibilities will be assigned to both the Assistant to the City Administrator and the Management Analyst. This was a first reading only; no action was taken.
- C. R-25-66** Staff Memo and Resolution Vacating a Drainage Easement Through the Palwaukee Plaza Property and the Dedication of a New Drainage Easement Along the Eastern Property Line Adjacent to Milwaukee Avenue for the Willow Trails Flood Control Project – **Alderman Ward 3 Morgan-Adams moved to approve R-25-66 Staff Memo and Resolution Vacating a Drainage Easement Through the Palwaukee Plaza Property and the Dedication of a New Drainage Easement Along the Eastern Property Line Adjacent to Milwaukee Avenue for the Willow Trails Flood Control Project; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

Director of Public Works Roscoe presented this resolution vacating an existing

drainage easement through Palwaukee Plaza and dedicating a new easement along the eastern property line adjacent to Milwaukee Avenue. The change accommodates the Willow Trails flood control project and provides greater flexibility for future redevelopment of the former Denny's property. The revised easement relocates the planned stormwater pipe approximately 20 feet east without added cost or hardship to the city. Motion to approve by Commissioner Adams, seconded by Commissioner Anderson.

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 –

City Administrator Falcone- Reminded residents that anyone interested in keeping chickens must submit a completed application by October 17th, as part of the new regulations. Currently, there are 11 applications on file, unchanged from the last meeting. He also welcomed two new members to City Hall administration. Freddy has joined as the new Management Analyst, bringing prior municipal experience from Schaumburg and contributing new ideas for potential revenue improvements. Sheila is shadowing Eileen in the Administrative Assistant role in preparation for Eileen's retirement on October 3rd. Sheila has been learning the responsibilities and performing well, ensuring continuity in front-desk operations.

Public Works Director Roscoe- Provided an update on six major construction projects across the city. IDOT is resurfacing the Palatine Road bridge over Milwaukee Avenue, with one-lane traffic in each direction, expected to continue for approximately three to four more weeks. On Wolf Road, MWRD's sewer pipe relining continues, and westbound Old Willow Road will be closed Tuesday through Thursday of next week, with detours posted for motorists. Cook County will begin reconstruction of Wheeling Road from Camp McDonald Road to Palatine Road on Monday, including asphalt grinding, clearing culverts, and resurfacing; this project has been delayed two years. The Willow Trails stormwater project is progressing, with Illinois American crews relocating water mains and the major contractor expected to begin work shortly. The Levy 37 wall repair is scheduled to start in October and will be completed by the end of the year, while the sluice gate project will go out to bid in October with construction expected to take approximately 120 days in spring or early summer next year. Certification of these projects is critical to update FEMA flood maps and reduce flood insurance costs for residents. Finally, the Waterman sidewalk project, which will connect the Waterman cul-de-sac to Hershey High School, is out to bid, with a bid opening scheduled for October 7th and a notice to award anticipated at the city's second October meeting. He noted that all projects are advancing in parallel, with support from state and federal officials, and emphasized that although many improvements are behind the scenes, they will provide long-term safety, redevelopment opportunities, and cost relief for residents.

Chief Derman- Updated on staffing and community programs. A new part-time officer is in field training, while two full-time hires include one certified officer starting field training

soon and a new recruit attending the Illinois State Police Academy in November. Public education on electric and gas-powered bicycles and scooters runs from October 1–31, with enforcement beginning November 1. Upcoming events include Spookfest on October 25 and the Citizens Police Academy from November 4–December 30, offering residents an inside look at the department and ride-along opportunities. Updates are available on the City of Prospect Heights Facebook page.

- A.** August Financial Report by Assistant Finance Director Bob Tannehill – Reported that four months of the fiscal year have passed, representing 34% of the year. Total revenues are at 26.74% of the budget, and expenses are at 23.49%, with water and sewer revenues in line with expectations. Third-quarter sewer billing will be issued on October 15th, contributing additional revenue. Regarding vehicle sticker enforcement, approximately 3,200 letters will be sent to residents whose vehicles are registered in Prospect Heights but have not purchased a current sticker. Recipients will have 15 days to respond before ordinance violation tickets are issued, expected in mid- to late October.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$289,089.11
Motor Fuel Tax Fund	\$285,667.58
Tourism District	\$20,391.08
Solid Waste Fund	\$34,050.00
Drug Enforcement Agenda Fund	\$27,383.50
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	\$2,440.90
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$2,404.00

Capital Improvements	\$0.00
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$62,931.42
Parking Fund	\$55.24
Sanitary Sewer Fund	\$41,495.96
Road/Building Bond Escrow	\$0.00
TOTAL	\$765,908.79
Wire Payments	
09.05.22 Payroll	\$192,977.77
09.19.25 Payroll	\$205,188.00
August IMRF	\$15,716.51
Manual Checks	
Law Offices of John Fioti (August Adjudication Attorney)	\$750.00
Tuscany Builders Chicago (Bond Refund)	\$11,786.80
TOTAL WARRANT	\$1,192,327.87

– Alderman Ward 2 Anderson moved to approve the warrants as presented; seconded by Alderman Ward 3 Morgan-Adams to include a **TOTAL** amount of \$765,908.79, a wire payment for a 9/6/25 payroll in the amount of \$192,977.77, a wire payment for a 9/19/25 payroll in the amount of \$205,188.00, a wire payment for a August IMRF payment in the amount of \$15,716.51, a manual check to Law Offices of John Fioti (August Adjudication Attorney) in the amount of \$750.00, and a manual check to Tuscany Builders Chicago (Bond Refund) in the amount of \$11,786.80, and a **TOTAL WARRANT** of \$1,192,327.87. 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 2 Anderson.

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

Motion carried 5-0

Approved by the Prospect Heights City Council on this the 13th day of October, 2025.


City Clerk Prisiajnik


Mayor Patrick Ludvigsen

