



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, OCTOBER 13, 2025 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.

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, Mayor Ludvigsen, City Clerk Prisiajniouk

ABSENT – Alderman Ward 5 Dolick with prior notice, City Treasurer Tibbets with prior notice

OTHER OFFICIALS PRESENT – City Administrator Falcone, Assistant to the City Administrator Austin, Director of Building and Development Peterson, Police Chief Derman, Assistant Finance Director Tannehill, Management Analyst Jungo, Attorney John O'Driscoll, Digital Communication Technician Colvin.

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

APPROVAL OF MINUTES –

- A.** September 25, 2025 City Council Regular Meeting Minutes – **Alderman Ward 2 Anderson moved to approve the September 25, 2025 City Council Regular Meeting Minutes; seconded by Alderman Ward 1 Cameron.**

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

Motion 4-0 (one absent)

PRESENTATIONS – Leah Cozad (Alliant Insurance Services) — Presented the City's 2025–2026 insurance renewal overview. The City continues coverage through the Illinois Counties Risk Management Trust and Illinois Public Risk Fund, which provide strong risk management support and annual safety grants. The total renewal premium is \$433,592, a 1.15% increase (\$4,763) from last year, though overall rates decreased. Last year's IPRF grant totaled \$18,000, which is expected to offset this year's premium increase. The exact

grant amount will be determined before the December 1 policy renewal date. Coverage includes property, liability, workers' compensation, crime, cyber, pollution, and volunteer accident insurance. Deductibles vary by policy, and the City's property coverage totals approximately \$35 million.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

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

CONSENT AGENDA – Alderman Ward 2 Anderson moved to approve R-25-67 Resolution Authorizing the Renewal of a Towing and Related Services Contract Between the City of Prospect Heights and Gene's Village Towing and R-25-68 Staff Memo and Resolution Approving Sky Harbour/Aviation Plaza Final Plat of Re-Subdivision for the Properties at 1090 & 1098 S. Milwaukee Avenue; seconded by Alderman Ward 4 Dash.

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

Motion carried 4-0 (one absent)

- A. R-25-67** Resolution Authorizing the Renewal of a Towing and Related Services Contract Between the City of Prospect Heights and Gene's Village Towing –
- B. R-25-68** Staff Memo and Resolution Approving Sky Harbour/Aviation Plaza Final Plat of Re-Subdivision for the Properties at 1090 & 1098 S. Milwaukee Avenue –

OLD 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 *(2nd Reading)* – **Alderman Ward 2 Anderson moved to approve 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 (2nd Reading); seconded by Alderman Ward 3 Morgan-Adams.**

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

Motion carried 4-0 (one absent)

- B. O-25-20** Staff Memo and Ordinance Amending the City Code, Title 1 Chapter 7 of the City Code - City Officers and Employees *(2nd Reading)* – **Alderman Ward 3 Morgan-Adams moved to approve O-25-20 Staff Memo and Ordinance Amending the City Code, Title 1 Chapter 7 of the City Code - City Officers and Employees (2nd**

Reading); seconded by Alderman Ward 1 Cameron.

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

Motion carried 4-0 (one absent)

NEW BUSINESS –

- A. R-25-69** Staff Memo and Resolution Authorizing and Awarding Bid Recommendations for the Waterman Sidewalk Improvement Project with A Lamp Concrete Contractors for a Cost of \$59,984 – **Alderman Ward 4 Dash moved to approve R-25-69 Staff Memo and Resolution Authorizing and Awarding Bid Recommendations for the Waterman Sidewalk Improvement Project with A Lamp Concrete Contractors for a Cost of \$59,984; seconded by Alderman Ward 2 Anderson.**

City Administrator Peter Falcone explained that this project originated from a proposal by Hersey High School engineering students to improve pedestrian safety near the school. The plan adds a sidewalk at the end of the Waterman cul-de-sac, just south of Willow Road, where students currently walk through grass to reach the school. The new sidewalk will provide a safe, maintained path for pedestrians and improve access from the nearby subdivision to Hersey High School, connecting to an existing crossing on Willow Road.

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

Motion carried 4-0 (one absent)

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Building & Development Director Peterson — Provided an update on the chicken keeping license process, which closes October 17. Despite extensive outreach through mailings, e-news, social media, and message boards, only 20 applications were received. Twelve licenses have been issued, with several pending inspections or coop construction. Staff completed training on inspections, and police will receive enforcement training. After the deadline, enforcement will focus on bringing properties into compliance rather than issuing fines. New residents may still apply as long as the city remains under the 75-license limit.

Assistant Finance Director Tannehill — Provided an update on the vehicle sticker campaign. Out of 3,200 notices sent, about a third have responded, with roughly 220 new stickers purchased. Over 300 residents reported moved, sold, or totaled vehicles, while some failed to update plates with the Secretary of State or dealerships. About 150 mailings were returned, indicating residents may have moved. Approximately \$35,000 has been collected, including late fees. Notices of violation will be sent next week, but residents can

still purchase stickers to avoid citations. The city is working with residents to correct plate discrepancies and ensure proper registration.

Chief Derman — Announced that, in support of cancer awareness, all uniformed officers will wear pink patches throughout October, the department's only specialty patch of the year. Staff also provided updates on new ordinances for electric bicycles, scooters, and gas-powered bicycles, noting that the public education and warning period ends October 31, with enforcement starting November 1. The department is hiring part-time weekend desk officers and is seeking applicants for the Citizens Police Academy, which runs Tuesday nights from November 4 through December 30.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$179,580.35
Motor Fuel Tax Fund	\$0.00
Tourism District	\$4,733.80
Solid Waste Fund	\$0.00
Drug Enforcement Agenda Fund	\$12,500.00
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	\$2,012.60
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$2,180.45
Capital Improvements	\$70,160.40
Special Service Area - Debt #6	\$0.00

Road Construction Debt	\$0.00
Water Fund	\$9,470.10
Parking Fund	\$686.19
Sanitary Sewer Fund	\$17,409.72
Road/Building Bond Escrow	\$4,000.00
TOTAL	\$302,733.61
Wire Payments	
10.03.25 Payroll	\$207,801.05
Manual Checks	
Northwestern	\$4,600.00
University Center	\$6,261.00
Public Safety (Staff & Command Class)	
State Police Services Fund (Police Academy Basic Training)	
TOTAL WARRANT	\$521,395.66

– Alderman Ward 3 Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Ward 1 Cameron to include a TOTAL amount of \$302,733.61, a wire payment for a 10/3/25 payroll in the amount of \$207,801.05, a manual check for the Northwestern University Center Public Safety (Staff & Command Class) in the amount of \$4,600.00, and a manual check to the State Police Services Fund (Police Academy Basic Training) in the amount of \$6,261.00, 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
NAYS:	None
ABSENT:	Matt Dolick

Motion carried 4-0 (one absent)

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

EXECUTIVE SESSION – None

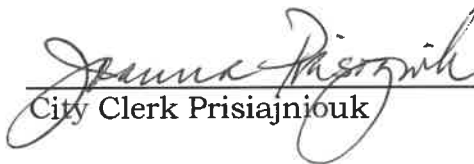
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

ADJOURNMENT – Alderman Ward 2 Anderson moved to Adjourn; seconded by Alderman Ward 1 Cameron.

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

Motion carried 4-0 (one absent)

Approved by the Prospect Heights City Council on this the 27th day of October, 2025.



City Clerk Prisiajnikouk



Mayor Patrick Ludvigsen

