



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, OCTOBER 27, 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 5 Dolick, Mayor Ludvigsen, City Treasurer Tibbits, City Clerk Prisiajniouk

ABSENT – Alderman Ward 3 Dash with prior notice.

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, Management Analyst Jungo, Attorney Jim Hess, Digital Communication Technician Colvin.

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

APPROVAL OF MINUTES –

- A.** October 13, 2025 City Council Regular Meeting Minutes – **Alderman Ward 1 Cameron moved to approve October 13, 2025 City Council Regular Meeting Minutes; seconded by Alderman Ward 2 Anderson.**

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 – None

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS – None

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

CONSENT AGENDA – Alderman Ward 3 Morgan-Adams moved to approve the Consent

Agenda to include item A. R-25-70 Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2025 through November 30, 2026 and item B. Proclamation for National First Responders Day on October 28th; seconded by Alderman Ward 5 Dolick.

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

Motion carried 4-0, one absent

- A. R-25-70** Staff Memo and Resolution Approving a Renewal Contract with Alliant/Mesirow Financial for Property, Casualty, Worker Compensation, and Cyber Liability Insurance for the Year Beginning December 1, 2025 through November 30, 2026 –
- B.** Proclamation for National First Responders Day on October 28th –

OLD BUSINESS – None

NEW BUSINESS –

- A. O-25-21** Staff Memo and Ordinance Amending the Building Code, Adopting Certain International Code Council Model Codes, the NFPA, National Electrical Code, the State Plumbing Code, and Making Certain Local Amendments to the Adopted Model Codes (**1st Reading**) – Building & Development Director Peterson reported that the City is updating its building codes from the 2012 edition to the 2024 International Code Council standards, as recommended by ISO/Vera Risk during the recent Building Code Effectiveness evaluation. The update will enhance safety, improve the City's community rating, and help maintain a 20% flood insurance discount for residents. Prospect Heights will now be among the first northwest suburbs to adopt the newest codes.
- B. O-25-22** Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 Fines and Fees Schedule (**1st Reading**) – Building and Development Director Peterson explained that the proposed code updates include moving all dollar amounts from the building codes into the City's fine and fee schedule, allowing future fee changes without amending the codes. The revisions also ensure consistency across all penalty sections, aligning minimum and maximum fines with state law.
- C. O-25-23** Staff Memo and Ordinance Amending Title 7 Flood Control Regulations, Chapter 10 Permitting Requirements Applicable to All Flood Plain Areas (**1st Reading**) – Building & Development Director Peterson stated that during the Building Code Effectiveness review, the Engineering Department underwent an evaluation under the Flood Insurance Program , and it was found that a code section referencing mobile home parks lowered the City's score. Since no such parks exist in Prospect Heights, the evaluator recommended removing the section to improve the City's rating.

- D. O-25-24** Staff Memo and Ordinance Amending Title 9 (Police Regulations) Chapter 1 (Animal Control), Section 18 (Keeping Backyard Chickens) of the City Code Regarding Backyard Chicken Keeping in the R-1 Single Family District (**1st Reading**) – City Administrator Falcone gave the first reading to an amendment to Ordinance 25-12, which originally authorized backyard chicken keeping in Prospect Heights with a limit of 75 licenses. Following the two-month application period ending October 17, the City received 38 applications, with one later withdrawn, leaving 37 active licenses. Given the lower-than-expected interest, the proposed amendment reduces the maximum number of available licenses from 75 to 50 while keeping all other regulations unchanged.
- E. R-25-71** Staff Memo and Resolution Approving an Agreement Between the City of Prospect Heights and SB Friedman to Provide Development Advisory Services at a Cost Not-to-Exceed \$19,500 – **Alderman Ward 5 Dolick moved to approve R-25-71 Staff Memo and Resolution Approving an Agreement Between the City of Prospect Heights and SB Friedman to Provide Development Advisory Services at a Cost Not-to-Exceed \$19,500; seconded by Alderman Ward 3 Morgan-Adams.**

City Administrator Falcone stated that SB Friedman will assist with forecasting property, hotel, and other revenues; evaluating potential TIF districts; and exploring economic incentive and redevelopment opportunities. This marks the City's first step toward pursuing broader redevelopment initiatives.

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

Motion carried 4-0, one absent

- F. R-25-72** Staff Memo and Resolution Authorizing Approval of the Purchase of a Building & Zoning Vehicle, 2026 Dodge Durango, from Sunnyside Jeep in McHenry County Through the State of Illinois Bidding Process, at an Estimated Cost of \$38,861.00 and not to Exceed \$41,500.00 – **Alderman Ward 2 Anderson moved to approve R-25-72 Staff Memo and Resolution Authorizing Approval of the Purchase of a Building & Zoning Vehicle, 2026 Dodge Durango, from Sunnyside Jeep in McHenry County Through the State of Illinois Bidding Process, at an Estimated Cost of \$38,861.00 and not to Exceed \$41,500.00; seconded by Alderman Ward 1 Cameron.**

Building & Development Director Peterson discussed replacement of a Building Department vehicle that reached the end of its service life. The purchase was previously budgeted at \$45,000, and the new 2026 Dodge Durango will come in under budget at approximately \$39,000. Public Works will complete necessary outfitting, including signage and lighting. Staff noted that delaying the purchase saved the City additional funds and that the vehicle is expected to arrive within six weeks.

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

ABSENT: Danielle Dash

Motion carried 4-0, one absent

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS -

Chief Derman - Chief Derman reported that the Citizens Police Academy has been canceled for this year due to low enrollment, noting that the program requires a minimum number of participants to proceed. The department plans to resume the program next year.

Public Works Director Roscoe - Public Works Director Roscoe reported that repairs to the levee wall damaged in a past auto accident have begun, with northbound traffic on Milwaukee Avenue reduced to one lane as crews prepare the site. This project is an important step toward levee certification. He noted a recent vehicle accident near Palatine Road that caused minor damage to a floodgate but resulted in no injuries. The Waterman Avenue sidewalk project near Hersey High School is moving forward, with a preconstruction meeting scheduled and work expected to begin soon. Mark also explained that ongoing work along Wolf Road is an MWRD sewer relining project involving temporary bypass pipes, ramps, and driveway plates to maintain access and safety. The project will continue for several months, with temporary structures expected to be removed before winter.

Building and Development Director Peterson - Building and Development Director Peterson reminded residents to keep ditches and manholes clear during fall cleanup, contact the Building Department before starting any late-season projects to confirm permit requirements, and replace smoke detector batteries to ensure safety during the holiday season.

- A.** September Financial Report by Assistant Finance Director Bob Tannehill – Assistant Finance Director Bob Tanehill reported that as of September 30, 2025, revenues are at 35% and expenditures at 33% of the FY26 budget, with revenues exceeding projections by about \$484,000 due to a \$750,000 Sky Harbor payment and strong sales, utility, and gaming tax performance. Property tax receipts are delayed by Cook County billing issues. Overall, finances remain positive. The first phase of the vehicle sticker compliance effort generated about 300 new stickers and \$72,000 in revenue; phase two will issue 1,500–1,600 citations with fines managed through DACRA. Most tax accounts are current, with minor delinquencies in the eating tax and one hotel in bankruptcy. Sewer collections continue, with \$50,000 in delinquent accounts and \$6,000 recovered so far. Tanahill concluded that revenues and expenditures are on track and the City’s financial position remains stable.

APPROVAL OF WARRANTS -

A. Approval of Expenditures

General Fund	\$97,579.73
Motor Fuel Tax Fund	\$0.00
Tourism District	\$1,521.07
Solid Waste Fund	\$0.00

rug 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	\$0.00
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$0.00
Capital Improvements	\$83,030.40
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$39,762.39
Parking Fund	\$0.00
Sanitary Sewer Fund	\$2,660.56
Road/Building Bond Escrow	\$6,686.00
TOTAL	\$231,240.15
Wire Payments	
10.17.25 Payroll	\$223,749.04
September IMRF Payment	\$16,393.69
Manual Checks	\$1,983.03
-USPS Postage for Fall Newsletter	\$6,261.00
-IL State Police Academy	\$895.84
Basic Police Academy	\$987.00
-Local 150 IUOE	\$6.72
-Metropolitan Alliance of Police	
-United States Treasury IRS FEE	
TOTAL WARRANT	\$481,516.47

– Alderman Ward 2 Anderson moved to approve the warrants as presented; seconded by Alderman Ward 3 Morgan-Adams to include a Total Amount of \$231,240.15, a wire payment of \$223,749.04 for the 10/17/2025 payroll, a wire payment of \$16,393.69 for the September IMRF Payment, a manual check of \$1,983.03 for the USPS Postage for the Fall Newsletter, a manual check of \$6,261.00 for the IL State Police Academy Basic Police Academy, a manual check of \$895.84 for the Local 150 IUOE, a manual check of \$987.00 for the Metropolitan Alliance of Police, a manual check of \$6.72 for the United States Treasury IRS Fee, and a Total Warrant of \$481,516.47. 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) –

Resident 1 - Resident 1 addressed the City Council regarding recurring damage in the neighborhood between Wildwood and Wildwood East caused by leaking garbage trucks operated by Flood Brothers Disposal. The resident presented photos showing oil and fluid leaks and expressed concern about poor vehicle maintenance, inadequate cleanup efforts, and lack of accountability by the company. He requested that Flood Brothers' management be invited to a future meeting to address the issue. City Administrator Falcone responded that Flood Brothers has been responsive in past cases and advised the resident to email him the details and photos, so the City can work directly with the company to resolve the problem.

Resident 2 - Resident 2 confirmed contacting Flood Brothers about the leaking truck issue and noted that a third-party vendor was sent to clean the affected streets but was unsuccessful. The resident emphasized that the damage extends throughout the entire neighborhood and likely stems from a single malfunctioning truck. City Administrator Falcone reiterated that residents should notify the City if issues with vendors are not resolved promptly, stressing the importance of maintaining safe and well-kept roads that reflect community pride.

Shawn Clisham - Shawn Clisham of the Country Gardens neighborhood spoke in support of his neighbor's concerns, confirming that oil or fluid leaks from Flood Brothers trucks appear throughout the subdivision at 15–20 different locations. Drawing on his experience as a research chemist, he noted that such spills could pose environmental risks if hydrocarbons enter nearby waterways and recommended that Flood Brothers address the issue promptly to prevent potential contamination.

EXECUTIVE SESSION – None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

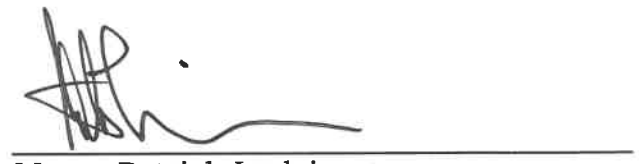
ADJOURNMENT – Alderman Ward 2 Anderson moved to adjourn; seconded by Alderman Ward 1 Cameron.

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

Motion carried 4-0, one absent

Approved by the Prospect Heights City Council on this the 10th day of November, 2025.


Deputy Clerk Jungo


Mayor Patrick Ludvigsen

