



**City of Prospect Heights
CITY COUNCIL REGULAR MEETING**

Monday, November 24, 2025 at 6:30 PM

**Prospect Heights City Hall
8 North Elmhurst Road**

IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS AND ORDINANCES OF THE CITY OF PROSPECT HEIGHTS, NOTICE IS HEREBY GIVEN THAT:

The City Council Meeting of the Mayor and City Council of the City of Prospect Heights will be held on MONDAY, NOVEMBER 24, 2025 AT 6:30 PM.

In Person in the Council Chambers, Prospect Heights City Hall, 8 North Elmhurst Road, Prospect Heights, Illinois, Mayor Patrick Ludvigsen presiding.

This meeting will be broadcast live on cable channels: COMCAST CHANNEL 17, ASTOUND CHANNEL 1176 and AT&T U-VERSE CHANNEL 99. It will also be recorded and rebroadcast on COMCAST CHANNEL 17, ASTOUND CHANNEL 1176 and AT&T U-VERSE CHANNEL 99.

Attendees who wish to speak on Agenda or non-agenda items will be provided an opportunity during the meeting. There is a FIVE-MINUTE TIME LIMIT for speakers.

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
 - A. November 10, 2025 City Council Regular Meeting Minutes**
Action Requested: (Motion, Second, Roll Call Vote)
- 4. PRESENTATIONS**
- 5. APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS**
- 6. PUBLIC COMMENTS ON AGENDA MATTERS (FIVE MINUTES TIME LIMIT)**
(Citizens are asked to identify the agenda item they would like to address and will be provided the opportunity to speak to the issue after its presentation and before City Council action)
- 7. CONSENT AGENDA**
(All items listed on the Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a City Council Member so requests, in which event the item will be removed from the general order of business and considered as a separate Agenda)

This meeting will be recorded and made available on your local Cable Channel, Prospect Heights Television, and our PHTV YouTube Channel via a link on the City website.

item.)

Action Requested: (Motion, Second, Voice Vote)

- A. O-25-25** Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Vehicles (**2nd Reading**)
- B. O-25-26** Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Equipment (**2nd Reading**)
- C. O-25-27** Staff Memo and Ordinance Amending the City Code, Title 1, Chapter 7, Sections 12: Health Inspector, 17: Code Enforcement Officer, 18: Plumbing Official, Assistant Plumbing Official, and 19: Electrical Inspector; Assistant Electrical Inspector of the City Code (**2nd Reading**)

8. OLD BUSINESS

9. NEW BUSINESS

- A. O-25-28** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Police Pension Fund (**1st Reading**)
Action Requested: (Discussion/Informational)
- B. O-25-29** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Special Service Area One (**1st Reading**)
Action Requested: (Discussion/Informational)
- C. O-25-30** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Special Service Area Two (**1st Reading**)
Action Requested: (Discussion/Informational)
- D. O-25-31** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Special Service Area Three (**1st Reading**)
Action Requested: (Discussion/Informational)
- E. O-25-32** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Special Service Area Four (**1st Reading**)
Action Requested: (Discussion/Informational)
- F. O-25-33** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and for the City of Prospect Heights Special Service Area Five (**1st Reading**)
Action Requested: (Discussion/Informational)
- G. O-25-34** Staff Memo and Ordinance for the Levy and Assessment of 2025 Taxes for the Fiscal Year Beginning May 1, 2025, and Ending April 30, 2026, in and

for the City of Prospect Heights Special Service Area Eight (**1st Reading**)

Action Requested: (Discussion/Informational)

- H. O-25-35** Staff Memo and Ordinance Amending Chapter 1, Title 7, Section 4: Deputy Clerk Responsibilities (**1st Reading**)
Action Requested: (Discussion/Informational)
- I. R-25-76** Staff Memo and Resolution Approving an Amendment to the Employee Personnel Manual of the City of Prospect Heights
Action Requested: (Motion, Second, Roll Call Vote)
- J. R-25-77** Staff Memo and Resolution Relating to the Semi-Annual Review of Closed Session Minutes for the City of Prospect Heights
Action Requested: (Motion, Second, Roll Call Vote)
- K. R-25-78** Staff Memo and Resolution Approving the Bid Results and Awarding the Contract to Signs3, Inc. for the Construction of an Electric Sign at the City's Police Department with a bid of \$43,500
Action Requested: (Motion, Second, Roll Call Vote)
- L.** Approval of the 2026 City Council Regular Meeting Calendar
Action Requested: (Motion, Second, Roll Call Vote)

10. STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS

- A.** October Financial Report by Assistant Finance Director Bob Tannehill

11. APPROVAL OF WARRANTS

- A.** Approval of Expenditures

General Fund	\$261,683.65
Motor Fuel Tax Fund	\$0.00
Tourism District	\$5,928.48
Solid Waste Fund	\$0.00
Drug 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	\$0.00
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$36,642.20
Parking Fund	\$0.00
Sanitary Sewer Fund	\$8,000.00
Road/Building Bond Escrow	\$5,000.00
TOTAL	\$317,254.33
Wire Payments	
11.14.2025 Payroll	\$200,914.05
October IMRF	\$26,750.21
Payment	\$272,132.50
2nd Quarter Police Pension Wire	
	\$600.00
Manual Checks	
Law Offices of John Fioti (October Adjudication Attorney)	
TOTAL WARRANT	\$817,651.09

12. **PUBLIC COMMENT ON NON-AGENDA MATTERS (FIVE MINUTE TIME LIMIT)**
13. **EXECUTIVE SESSION**
14. **ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED**
15. **ADJOURNMENT**

This meeting will be recorded and made available on your local Cable Channel, Prospect Heights Television, and our PHTV YouTube Channel via a link on the City website.

Action Requested: (Motion, Second, Voice Vote)

Posted by 5:00 PM, November 21, 2025