



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, NOVEMBER 10, 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.

Assistant to the City Administrator Austin 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

ABSENT – City Clerk Prisiajniouk 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 John M. O'Driscoll, Digital Communication Technician Colvin.

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

APPROVAL OF MINUTES –

- A.** October 27, 2025 City Council Regular Meeting Minutes – **Alderman Ward 5 Dolick moved to approve October 27, 2025 City Council Regular Meeting Minutes; 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

PRESENTATIONS –

- A.** Prospect Heights Police Pension Board Presentation by Todd Schroeder – **Lauterbach & Amen Consulting Actuary Todd Schroeder** - Presented the annual actuarial valuation for the Police Pension Fund. The recommended contribution for the upcoming year is approximately \$1.62 million, a 2% increase from last year due to favorable investment performance and higher-than-expected contributions. The fund is roughly 75% funded with an unfunded liability of about \$9 million. The actuarial

review shows strong long-term trends, including a 9.3% investment return and continued growth in Tier 2 membership. Annual benefit payments currently total about \$1.7 million and are projected to rise to over \$2.5 million within ten years. The City has consistently met or exceeded recommended contribution levels, supporting long-term solvency. The actuary also confirmed that the City's prior \$2 million supplemental payment immediately improved funded status.

APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS –

- A. Re-Appointment of William Kearns as Board Member of the Police Pension Board – Alderman Ward 2 Anderson moved to approve the Re-Appointment of William Kearns as Board Member of the Police Pension Board; seconded by Alderman Ward 3 Morgan-Adams.**

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 – Alderman Ward 3 Morgan-Adams moved to approve the Consent Agenda to include items 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), B. O-25-22 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 Fines and Fees Schedule, C. O-25-23 Staff Memo and Ordinance Amending Title 7 Flood Control Regulations, Chapter 10 Permitting Requirements Applicable to All Flood Plain Areas, and D. R-25-74 Natural Resources Commission Memo and Request for Council Approval to Conduct Prescribed Burns in the Fall of 2025 and Spring of 2026 in Prospect Heights; 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

- 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) (2nd Reading) –**
- B. O-25-22 Staff Memo and Ordinance Amending Chapter 1, Section 1 of Title 12 Fines and Fees Schedule (2nd Reading) –**

- C. **O-25-23** Staff Memo and Ordinance Amending Title 7 Flood Control Regulations, Chapter 10 Permitting Requirements Applicable to All Flood Plain Areas **(2nd Reading)** –
- D. **R-25-74** Natural Resources Commission Memo and Request for Council Approval to Conduct Prescribed Burns in the Fall of 2025 and Spring of 2026 in Prospect Heights –

OLD BUSINESS –

- A. **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 **(2nd Reading)** –
Alderman Ward 5 Dolick moved to approve 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 (2nd Reading) ; seconded by Alderman Ward 3 Morgan-Adams.

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-25-25** Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Vehicles **(1st Reading)** – Public Works Director Roscoe presented an ordinance regarding the disposal of a 2013 Ford Explorer used by the Building Department. With over 100,000 miles and repair costs exceeding its value, the vehicle is considered beyond economical repair. The vehicle, which has over 100,000 miles, has been deemed beyond economical repair, requiring several thousand dollars in maintenance that is not considered cost-effective.
- B. **O-25-26** Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Equipment **(1st Reading)** – Public Works Director Roscoe presented the first reading of an ordinance authorizing the sale, donation, or disposal of three surplus equipment items: a 20-year-old Dixie Chopper ride-on mower no longer in use, a worn large-deck push mower that has already been replaced, and a heavily used snowblower attachment previously replaced in past budgets.
- 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 **(1st Reading)** – Building & Development Director Peterson presented the first reading of an ordinance amending City Code provisions related to various inspection and enforcement positions. After reviewing the code, staff determined that several positions established in 1995 are outdated and no longer applicable, as these

functions are now performed by third-party vendors. The ordinance removes these obsolete positions, with all related responsibilities to fall under the Director of Community and Economic Development and the Department of Code Enforcement.

- D. R-25-73 Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement between the City of Prospect Heights and Prospect Heights Park District Regarding Policing of Park Property, Subject to City Attorney Approval – Alderman Ward 3 Morgan-Adams moved to approve R-25-73 Staff Memo and Resolution Authorizing the Execution of an Intergovernmental Agreement between the City of Prospect Heights and Prospect Heights Park District Regarding Policing of Park Property, Subject to City Attorney Approval; seconded by Alderman Ward 5 Dolick.**

City Administrator Falcone presented a resolution authorizing an intergovernmental agreement between the City of Prospect Heights and the Prospect Heights Park District regarding police authority on park property. The agreement reinstates a prior arrangement—discontinued approximately ten years ago—allowing the Police Department to enforce both City and Park District ordinances when responding to incidents on park district property. While the new agreement does not include routine patrols or premise checks, it clarifies enforcement authority, particularly important given the Park District’s more restrictive e-bike regulations. The item is subject to attorney approval.

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-25-75 Staff Memo and Resolution Approving a Professional Services Agreement with B & F Construction Code Services, Inc. to Provide Plumbing Inspection and Fire Protection Review and Inspection Services, Subject to City Attorney Approval – Alderman Ward 2 Anderson moved to approve R-25-75 Staff Memo and Resolution Approving a Professional Services Agreement with B & F Construction Code Services, Inc. to Provide Plumbing Inspection and Fire Protection Review and Inspection Services, Subject to City Attorney Approval; seconded by Alderman Ward 1 Cameron.**

Building & Development Director Peterson presented a resolution to approve a professional services agreement with BNF Construction Code Services, Inc. for plumbing and fire protection inspections, subject to attorney approval. The City is terminating its contract with SafeBuilt due to pricing and performance issues, and the Fire Protection District no longer has staff trained to conduct required inspections. As the authority having jurisdiction, the City must provide these services. BNF has assisted the City previously and will perform the work on a cost-recovery basis through permits.

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

Motion carried 5-0

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Building and Development Director Peterson - Reminded residents to check their smoke detectors and replace batteries as needed. Ensuring detectors are functioning properly is one of the simplest and most effective ways to protect life and provide early warning in an emergency.

APPROVAL OF WARRANTS –

A. Approval of Expenditures

General Fund	\$59,364.14
Motor Fuel Tax Fund	\$0.00
Tourism District	\$795.36
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	\$82.54
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$154.59
Capital Improvements	\$616.97
Special Service Area - Debt #6	\$605.00
Road Construction Debt	\$0.00
Water Fund	\$7,651.81
Parking Fund	\$611.50
Sanitary Sewer Fund	\$2,392.56
Road/Building Bond Escrow	\$0.00

TOTAL	\$72,274.47
Wire Payments	
10.31.25 Payroll	\$209,222.34
TOTAL WARRANT	\$281,496.81

– **Alderman Ward 2 Anderson moved to approve the warrants as presented; seconded by Alderman Ward 1 Cameron to include a Total Amount of \$72,274.47, a wire payment of \$209,222.34 for the 10/31/2025 payroll, and a Total Warrant of \$281,496.81. 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) –

Anna Kang - Kang, a representative from the HANA Center, addressed the Council regarding concerns from merchants and residents in the Palwaukee Plaza area related to recent ICE activity. She reported that many business owners—approximately 95% of those contacted—express fear due to past enforcement actions and declining customer traffic. The HANA Center has been providing “Know Your Rights” materials and helping establish communication channels for merchants. She urged the City to provide greater support to affected residents and businesses and requested consideration of policies restricting civil immigration enforcement without a judicial warrant, prohibiting federal agents from wearing masks, and requiring them to identify themselves and use body cameras.

Daniela Hernandez - Hernandez, a resident of Prospect Heights, spoke to the Council expressing concerns about recent ICE activity in the community. She described growing fear among residents, including families and workers, due to encounters with immigration agents who allegedly do not identify themselves and operate near homes, schools, and local businesses. She shared personal experiences illustrating how these actions have created anxiety even for lawful residents and citizens. She urged the City to take steps to ensure the safety and well-being of all residents and to address what she described as intimidating enforcement practices occurring within the community.

Francisco Ruiz - Ruiz, a local business owner and pastor, addressed the Council to request consideration of a resolution similar to one recently adopted in Wheeling, which prohibits federal immigration agents from using municipal property for enforcement activities. He cited the Daily Herald article outlining Wheeling’s action and urged Prospect Heights to adopt comparable measures to protect residents and affirm the City’s commitment to civil liberties. He emphasized that many local families live in fear of immigration operations and argued that such a resolution would signal that all residents and business owners—regardless of race, accent, or immigration status—are welcome. He concluded by referencing scripture to highlight the moral responsibility of governments to treat foreigners with dignity and justice, and asked the Council to consider, vote on, and

adopt such protections.

Karina Marin - Marin, who has worked in Prospect Heights for two years assisting residents with citizenship applications, addressed the Council to urge stronger protections against recent immigration enforcement activity. She described increasing fear among her clients and recounted a recent incident at Palwaukee Plaza, where ICE vehicles surrounded the area, causing significant distress to business owners, patrons, and residents. Although no apprehensions were witnessed, she emphasized the emotional and community-wide impact. She asked the City to take proactive steps similar to those adopted in neighboring communities, suggesting measures such as banning unmarked or unlabeled federal vehicles, prohibiting civil immigration enforcement without a judicial warrant, and establishing a relief fund for residents unable to work due to fear of detention. She urged the Board to provide leadership and adopt ordinances that protect vulnerable residents.

EXECUTIVE SESSION – None

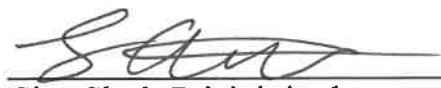
ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

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

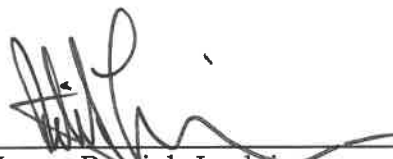
ROLL CALL VOTE:	AYES:	Michelle Cameron, Terry Anderson, Wendy Morgan-Adams, Danielle Dash, Matt Dolick
	NAYS:	None
	ABSENT:	None

Motion carried 5-0

Approved by the Prospect Heights City Council on this the 24th day of November, 2025.



~~City Clerk Prisiajnikouk~~
Deputy Clerk Austin



Mayor Patrick Ludvigsen

