



**THE CITY COUNCIL REGULAR MEETING MINUTES
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS
WAS HELD ON MONDAY, NOVEMBER 24, 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 2 Anderson, Alderman Ward 3 Morgan-Adams, Alderman Ward 5 Dolick, Mayor Ludvigsen, City Treasurer Tibbits

ABSENT – Alderman Ward 1 Cameron excused with prior notice, Alderman Ward 4 Dash excused with prior notice, City Clerk Prisiajniouk excused 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.** November 10, 2025 City Council Regular Meeting Minutes – **Alderman Ward 5 Dolick moved to approve the November 10, 2025, City Council Regular Meeting Minutes as presented; seconded by Alderman Ward 2 Anderson.**

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

Motion carried 3-0, 2 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. O-25-25 Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Vehicles (2nd Reading), item B. O-25-26 Staff Memo and Ordinance Approving of Sale, Donation, and Destruction of Surplus Equipment (2nd Reading), and item 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); seconded by Alderman Ward 5 Dolick.

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

Motion carried 3-0, 2 absent

- 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**) –

OLD BUSINESS – None

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**) – Items A through G (O-25-28, O-25-29, O-25-30, O-25-31, O-25-32, O-25-33, O-25-34) relating to the tax levies had a first reading and will be passed with a second reading at the December 8, 2025, City Council Meeting.
- 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**) –
- 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**) –
- 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**) –
- 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)** –

- 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)** –
- 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)** –
- H. O-25-35** Staff Memo and Ordinance Amending Chapter 1, Title 7, Section 4: Deputy Clerk Responsibilities **(1st Reading)** – Item H (O-25-35) had a first reading and will be passed with a second reading at the December 8, 2025, City Council Meeting.
- I. R-25-76** Staff Memo and Resolution Approving an Amendment to the Employee Personnel Manual of the City of Prospect Heights – **Alderman Ward 5 Dolick moved to approve R-25-76 Staff Memo and Resolution Approving an Amendment to the Employee Personnel Manual of the City of Prospect Heights; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.**

Administrator Falcone covered a proposed update to the city code regarding employee vacation accrual, emphasizing the importance of employees using their earned time off for mental health and work-life balance. The change maintains the city's generous carryover policy but adds incentives—and a 50% penalty for excess accrual—to encourage employees to use their vacation within the year it is earned.

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

Motion carried 3-0, 2 absent

- J. R-25-77** Staff Memo and Resolution Relating to the Semi-Annual Review of Closed Session Minutes for the City of Prospect Heights – **Alderman Ward 3 Morgan-Adams moved to approve R-25-77 Staff Memo and Resolution Relating to the Semi-Annual Review of Closed Session Minutes for the City of Prospect Heights; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

This resolution concerns the periodic review of closed session minutes to determine whether past confidential matters should remain confidential. After review by staff and legal counsel, the recommendation is that all existing confidentiality remains appropriate, and no additional information should be released.

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

Motion carried 3-0, 2 absent

- 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 – Alderman Ward 2 Anderson moved to approve 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; seconded by Alderman Ward 5 Dolick. There was unanimous approval.**

Discussion focused on installing a monument sign with an LED message board in front of the police department to display public information, event announcements, and safety campaigns more professionally. The project, budgeted at \$50,000, came in under budget and will replace the fire district's removed sign.

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

Motion carried 3-0, 2 absent

- L. Approval of the 2026 City Council Regular Meeting Calendar – Alderman Ward 3 Morgan-Adams moved to approve the 2026 City Council Regular Meeting Calendar; seconded by Alderman Ward 2 Anderson. There was unanimous approval.**

VOICE VOTE:	All AYES	No NAYS
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Motion carried 3-0, 2 absent

STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –

Public Works Director Roscoe- Highlighted the upcoming annual tree lighting event on Saturday, November 29th at 5:00 PM at the Gary Morava Center, featuring Santa, hot chocolate, sweets from the garden club, and a 45-minute program including a countdown and tree lighting. Additional updates included recent road patching throughout the city, progress on the Levy 37 wall replacement and Wolf Road sewer rehabilitation projects, and reminders about winter preparations, including snow plowing and proper placement of garbage cans.

Police Chief Derman- Addressed ongoing police department staffing shortages, noting a recent part-time officer's transition to full-time, two officers currently in the academy, and three remaining openings. Additionally, the report highlighted successful community programs, including the Thanksgiving food drive, which provided meals and gift cards to over 21 families with more than \$3,500 in combined donations, and the new anonymous Christmas gift-giving program, which will deliver presents to approximately 80 children.

Administrator Falcone- Informed residents that the city is sending an informational flyer regarding the proposed 2027–2030 road bond program, which would continue to fund road repairs as the current bond expires at the end of 2026. The flyer includes details about the

program, a survey for resident feedback, and a QR code for access, emphasizing that the city will remain neutral and provide factual information to help residents make an informed decision.

Aldermen and Mayor- All Aldermen and the Mayor wish everyone a Happy Thanksgiving. The Mayor also added that if anyone is able to give this holiday season to reach out to the Police Department to see how you can help.

- A.** October Financial Report by Assistant Finance Director Bob Tannehill – Assistant Finance Director Tannehill presented the financial report for October 2025. It showed that 50% of the fiscal year has passed and that most city funds are performing at or above expectations, with revenues generally tracking ahead of budget and expenditures remaining under department heads' control. Key revenue highlights include strong performance in sales tax, video gaming tax, investment income, and the tourism fund, all exceeding 60% of their annual budgets. The city is actively pursuing delinquent payments, including sewer accounts and vehicle stickers, which has generated over \$104,000 in collections so far, including late fees. Additionally, property tax revenues are expected in the coming months, and monitoring of places-for-eating and hotel taxes continues, with follow-up actions taken as needed for late payments.

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 Payment	\$26,750.21
2nd Quarter Police Pension Wire	\$272,132.50
Manual Checks	\$600.00
Law Offices of John Fiotti (October Adjudication Attorney)	
TOTAL WARRANT	\$817,651.09

– Alderman Ward 3 Morgan-Adams moved to approve the warrants as presented; seconded by Alderman Ward 2 Anderson to include a Total Amount of \$317,254.33, a wire payment of \$200,914.05 for the 11/14/2025 Payroll, a wire payment of \$26,750.21 for the October IMRF Payment, a wire payment of \$272,132.50 for the 2nd Quarter Police Pension Wire, a manual check of \$600 for the Law Offices of John Fiotti (October Adjudication Attorney), and a Total Warrant of \$817,651.09. There was unanimous approval.

ROLL CALL VOTE:

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

Motion carried 3-0, 2 absent

PUBLIC COMMENT ON NON-AGENDA MATTERS (FIVE MINUTE TIME LIMIT) –

Maryam Shoeva- Maryam Shoeva, a senior at Prospect High School and member of the Suburban Youth Council, spoke about her personal experiences and concerns regarding increased ICE activity in the suburbs, particularly at Palwaukee Plaza and Hana Center. She emphasized the moral, legal, and community impacts of ICE operations, including fear among families and students, warrantless arrests, and excessive use of force, and urged the council to pass a resolution restricting ICE from operating on city property.

Seth Marcus- Seth Marcus spoke briefly to support the call for restricting ICE activity on

city property. He noted that other municipalities, including Chicago, Evanston, Oak Park, Wilmette, Carpentersville, Elgin, and Arlington Heights, have already implemented similar protections and encouraged Prospect Heights to follow their example.

Benjamin Marcus- Benjamin Marcus, a Prospect Heights native and civil rights attorney, spoke in favor of a resolution banning ICE activity on municipal property. He emphasized that such a resolution is both morally right and important for the city to be seen as a safe and trusted place for all residents, independent of federal immigration enforcement actions.

Dana Sievertson- Dana Sievertson addressed the council as a private citizen, urging the approval of a resolution prohibiting ICE from using city property for raids. He highlighted the cruel and illegal nature of recent ICE operations, the disproportionate targeting of non-criminal residents, and cited other municipalities that have enacted similar protections.

Andrew De Las Alas- Andrew De Las Alas, youth program coordinator at the HANA Center, encouraged the council to restrict ICE operations on city property. He discussed the impact of ICE activity on immigrant students and families in Prospect Heights, emphasizing the trauma it causes and the importance of creating a safe community environment, while citing studies and examples of other jurisdictions that have established ICE-free zones.

Terri Murphy- Terri Murphy, a first-generation American citizen, shared personal family history to draw parallels between historical state terror and ICE enforcement. She condemned ICE actions as unconstitutional and targeting immigrant communities, urging the council to draft an ordinance barring civil immigration enforcement officials from using city-owned property.

EXECUTIVE SESSION – None

ACTION ON EXECUTIVE SESSION ITEMS, IF REQUIRED – None

ADJOURNMENT – Alderman Ward 2 Anderson moved to Adjourn; seconded by Alderman Ward 3 Morgan-Adams. There was unanimous approval.

VOICE VOTE: All AYES No NAYS

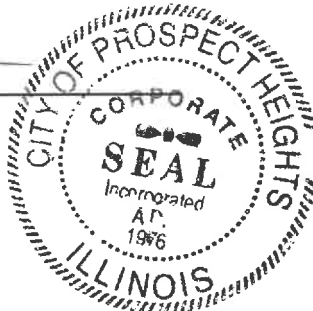
Motion carried 3-0, absent

Approved by the Prospect Heights City Council on this the 8th day of December, 2025.



City Clerk Prisiajnick

Deputy Clerk Austin


Mayor Patrick Ludvigsen