



**THE CITY COUNCIL SPECIAL MEETING MINUTES  
OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PROSPECT HEIGHTS  
WAS HELD ON WEDNESDAY, MAY 27, 2026 AT 6:30 PM**

**CALL TO ORDER AND ROLL CALL** – At 6:30 PM, Mayor Ludvigsen called to order the Special Meeting of the Prospect Heights City Council at City Hall, 8 N Elmhurst Road, Prospect Heights, IL 60070.

Deputy City Clerk 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 5 Dolick, Mayor Ludvigsen.  
**ABSENT** – Alderman Ward 4 Dash with notice, City Treasurer Tibbits, City Clerk Prisiajniouk

**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 Coalter, Attorney Jim Hess, Digital Communication Technician Colvin.

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

**Ward 2 Alderman Anderson moved to APPOINT ASSISTANT TO THE CITY ADMINISTRATOR AUSTIN AS CLERK PRO TEMP; seconded by Ward 1 Alderman Cameron.**

<b>ROLL CALL VOTE:</b>	AYES:	Cameron, Anderson, Dolick, Morgan-Adams
	NAYS:	None
	ABSENT:	Dash

Motion carried 4-0, 1 Absent

**APPROVAL OF MINUTES –**

**A. May 11, 2026 City Council Regular Meeting Minutes – Ward 5 Alderman Dolick moved to APPROVE MAY 11, 2026, City Council Regular Meeting Minutes; seconded by Ward 3 Alderman Morgan-Adams.**

<b>ROLL CALL VOTE:</b>	AYES:	Cameron, Anderson, Dolick, Morgan-Adams
	NAYS:	None
	ABSENT:	Dash

Motion carried 4-0, 1 Absent

**PRESENTATIONS** – None.

**APPOINTMENTS, CONFIRMATIONS, AND PROCLAMATIONS** – None.

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

**CONSENT AGENDA** – None.

**OLD BUSINESS** –

- A. O-26-10** Staff Memo and Ordinance Amending City Code, Title 1, Chapter 6, Section 1-6-7 of the City Code Regarding the Powers and Duties of the City Administrator and Title 1, Chapter 11A, Section 1-11A-1 of the City Code Regarding the Budget Officer *(2nd Reading)*

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**Ward 3 Alderman Morgan-Adams moved to approve O-26-10 Staff Memo and Ordinance Amending City Code, Title 1, Chapter 6, Section 1-6-7 of the City Code Regarding the Powers and Duties of the City Administrator and Title 1, Chapter 11A, Section 1-11A-1 of the City Code Regarding the Budget Officer (2nd Reading); seconded by Ward 5 Alderman Dolick.**

City Administrator Falcone spoke briefly about the city code changes authorized by this ordinance. Which specifies the role of budget officer is also filled by the acting City Administrator. O-26-10 also allows the Mayor, with the approval of the council, to reassign this role to another individual if he finds they would be better suited to the role.

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

Motion carried 4-0, 1 Absent

**NEW BUSINESS** –

- A. R-26-18** Staff Memo and Resolution Approving the Purchase of an International HV607 Truck Chassis From Rush Truck Center-Springfield, through the Illinois State Purchase Contract #24-416CMS-BOSS4-B-41660 - Illinois Central Management Services at a Cost Not to Exceed \$108,857 and Funded by (MFT) Motor Fuel Tax Funds

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**Ward 5 Alderman Dolick moved to approve R-26-18 Staff Memo and Resolution Approving the Purchase of an International HV607 Truck Chassis From Rush Truck Center-Springfield, through the Illinois State Purchase Contract #24-416CMS-BOSS4-B-41660 - Illinois Central Management Services at a Cost Not to Exceed \$108,857 and Funded by (MFT) Motor Fuel Tax Funds; seconded by Ward 3 Alderman Morgan-Adams.**

Director of Public Works Roscoe spoke regarding the need for this purchase to ensure that they will be built in time for winter when they will be used for snow plowing. This outfitting process and the charges associated will be voted on at a future council meeting. This particular truck chassis will be funded by the motor fuel tax funds.

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

Motion carried 4-0, 1 Absent

- B. R-26-19** Staff Memo and Resolution Approving the Purchase of an International HV607 Truck Chassis From Rush Truck Center-Springfield, through the Illinois State Purchase Contract #24-416CMS-BOSS4-B-41660 - Illinois Central Management Services at a Cost Not to Exceed \$108,857 and Funded by Road Bond Funds

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**Ward 3 Alderman Morgan-Adams moved to approve R-26-19 Staff Memo and Resolution Approving the Purchase of an International HV607 Truck Chassis From Rush Truck Center-Springfield, through the Illinois State Purchase Contract #24-416CMS-BOSS4-B-41660 - Illinois Central Management Services at a Cost Not to Exceed \$108,857 and Funded by Road Bond Funds; seconded by Ward 2 Alderman Anderson.**

Director of Public Works Roscoe spoke regarding the need for this purchase to ensure that they will be built in time for winter, when they will be used for snow plowing. This outfitting process and the charges associated will be voted on at a future council meeting. This particular truck chassis will be funded by road bond funds.

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

Motion carried 4-0, 1 Absent

- C. R-26-20** Staff Memo and Resolution Approving an Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Design Engineering Services of the Coldren Drive Water Main Extension Project for a Total Estimated Fee of \$74,400.00, Subject to Attorney Review and Approval

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**Ward 2 Alderman Anderson moved to approve R-26-20 Staff Memo and Resolution Approving an Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Design Engineering Services of the Coldren Drive Water Main Extension Project for a Total Estimated Fee of \$74,400.00, Subject to Attorney Review and Approval; seconded by Ward 1 Alderman Cameron.**

Public Works Director Roscoe spoke briefly regarding the passage of this engineering agreement, allowing the goal of water looping to eventually occur. It allows the residents along the water line where these improvements will occur to eventually connect to city water.

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

Motion carried 4-0, Absent 1

- D. R-26-21** Staff Memo and Resolution Approving an Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Design Engineering Services of the Elmhurst Road Culvert Project for a Total Estimated Fee of \$36,930, Subject to Attorney Review and Approval

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**Ward 3 Alderman Morgan-Adams moved to approve R-26-21 Staff Memo and Resolution Approving an Engineering Services Agreement with Gewalt Hamilton Associates, Inc. for Design Engineering Services of the Elmhurst Road Culvert Project for a Total Estimated Fee of \$36,930, Subject to Attorney Review and Approval; seconded by Ward 5 Alderman Dolick.**

Public Works Director Roscoe spoke about the flooding issues experienced on Elmhurst Rd. This project would facilitate replacement of a water drainage pipe that will help stormwater drainage and prevent flooding.

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

Motion carried 4-0, Absent 1

- E. R-26-22** Staff Memo and Resolution Appointing Alternate Directors to the Solid Waste Agency of Northern Cook County for the City of Prospect Heights

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**Ward 2 Alderman Anderson moved to approve R-26-22 Staff Memo and Resolution Appointing Alternate Directors to the Solid Waste Agency of Northern Cook County for the City of Prospect Heights; seconded by Ward 1 Alderman Cameron.**

The City Administrator spoke about the resolution, stating that this allowed the city to name the management analyst and the assistant to the city administrator as alternate directors to the SWANCC allowing them to attend meetings in place of the City Administrator if there was a scheduling conflict. The passage of this resolution would be in the best interest of the city to ensure that someone from the city is able to attend all the meetings regardless of scheduling.

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

Motion carried 4-0, Absent 1

**STAFF, ELECTED OFFICIALS, AND COMMISSION REPORTS –**

**Building Director Peterson**- Spoke regarding a new Polish restaurant coming to the location that was formerly Pizza Pavia.

**Public Works Director Roscoe** - promoted the upcoming community day event which will be held Saturday, June 6th at 401 Piper Lane.

**Chief Derman**- highlighted PHPD and their partnership with local animal hospitals, encouraging residents to donate gently used towels and blankets for the animal hospitals to help out with operations.  
 Promoted their upcoming Charity Golf outing to benefit the PHPD and PHFD.

**Alderman Ward 2 Terry Anderson** - Spoke regarding the upcoming SAF dollars for scholars charity golf event. She thanked the community for their involvement in supporting the selected students in their pursuit of education and advancement.

- A. April Financial Report by Assistant Finance Director Tannehill
  - **Assistant Finance Director Bob Tannehill** - General Fund revenue is at 116% of the budget while the General Fund expenses are 95% of the budget. Combined city revenues is 94% of the budget while expenses are 100% of the budget. Key revenue highlights include: non-home rule sales tax, sales tax, income tax, natural gas utility tax, and interest income exceeding 100% of our budgeted expectations for those accounts. Sewer and water accounts are over 100% on revenue on both accounts, water expenditures are at 86% and sewer 54%. Collections for water and sewer we have only received \$850 for two closed accounts over the last month. A total of \$42,000 in outstanding accounts. The city has recently met about how to encourage residents with outstanding balances to settle the amounts due. Places for eating tax currently has six businesses unpaid for the month of April. They have been contacted and will remit payment at the end of the month. Hotel taxes are all paid through April 30th.

**APPROVAL OF WARRANTS –**

**A. Approval of Expenditures**

General Fund	\$244,114.82
Motor Fuel Tax Fund	\$0.00
Tourism District	\$209.22
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	\$2,835.22
Special Service Area - Constr #6 (Water Main)	\$0.00
Special Service Area - #8 Levee Wall #37	\$9,447.22
Capital Improvements	\$194,187.44
Special Service Area - Debt #6	\$0.00
Road Construction Debt	\$0.00
Water Fund	\$23,841.89
Parking Fund	\$0.00
Sanitary Sewer Fund	\$36,237.68
Road/Building Bond Escrow	\$11,321.20
<b>TOTAL</b>	<b>\$522,194.69</b>
<b>Wire Payments</b>	
<b>05.15.26 Payroll</b>	<b>\$200,966.95</b>
<b>April 2026 IMRF</b>	<b>\$21,816.69</b>
<b>Manual Checks</b>	
<b>-Elgin Toyota PD Police Vehicle</b>	<b>\$42,584.63</b>
<b>TOTAL WARRANT</b>	<b>\$787,562.96</b>

– Alderman Ward 2 Anderson motioned to approve the warrants; seconded by Alderman Ward 1 Cameron to include a total amount of \$522,194.69, wire payments for 05.15.26 payroll in the amount of \$200,966.95, an April IMRF amount of \$21,816.69, a manual check to Elgin Toyota PD Police Vehicle in the amount of \$42,584.63, and to include a total warrant amount of \$787,562.96.

**ROLL CALL VOTE:**

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

Motion carried 4-0, 1 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.**

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

Motion carried 4-0, 1 Absent

**Approved by the Prospect Heights City Council on this the 8<sup>th</sup> day of June, 2026.**

  
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City Clerk Prisiajoniuk

  
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Mayor Patrick Ludvigsen

