

**Meeting of the City of Highwood City Council**

17 Highwood Avenue  
Highwood, Lake County, Illinois  
(847) 432-1924 phone  
(847) 432-0735 fax



**MINUTES from the  
January 6, 2009 Committee of the Whole Meeting  
6:00 p.m.**

**1. CALL TO ORDER**

Mayor Donofrio called the City Council Meeting to order, at 6:00 p.m.

**2. ROLL CALL**

Present: Mayor Donofrio, Aldermen Pieri, Linari, Cahnmann, Pecaro, Murphy, Bruni, Hospodarsky and Fiore

Absent: None.

Also present: S. Druktenis, City Clerk; G. Jackson, City Manager; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution; T. Lovejoy, Fire Chief and J. Stein, City Attorney.

**3. EXECUTIVE SESSION**

Alderman Hospodarsky, seconded by Alderman Fiore, moved to go into executive session to discuss an employment contract – 2(c)1. All Aldermen voted aye. The motion carried.

{Executive session}

Alderman Hospodarsky, seconded by Alderman Fiore, moved to close the executive session, seal the minutes until they are no longer sensitive and adjourn the meeting. All Aldermen voted aye. The motion carried.

**4. REVIEW OF COUNCIL MINUTES** – The Council reviewed the following minutes:

- a. December 16, 2008, Committee of the Whole Meeting Minutes.
- b. December 16, 2008, Regular Council Meeting.

**5. APPOINTMENTS.**

Greg Jackson and Anne Marrin to Deputy City Clerks – The Council does not need to vote on this item. The City Clerk decides the appointment of the Deputy City Clerks. This is for the Council's information only.

**6. NEW BUSINESS**

- a. Discussion of Overcrowding Ordinance – This is a non-issue since it was determined that appropriate ordinances are in place.
- b. Discussion of Vehicle Sticker Contest – The Contest rules are being drafted. City Manager Jackson requested that the Aldermen provide recommendations for the judges and also requested input on the theme. The Council was asked to submit their recommendations to City Manager Jackson by Friday. City Manager Jackson also indicated that he would be bringing a proposal to the Council to change the period of

time for the vehicle stickers from one to two years and reduce the cost (i.e., \$100 for 2 years).

- c. Discussion of Liquor License Ordinance – City Manager Jackson indicated that although the Ordinance is in the Council's packets, it is not ready for discussion since it needs to be reviewed by the Liquor Commission first.
- d. Discussion of Employee Benefits Ordinance – This discussion item was tabled.  
Discussion of Starbucks Peak Hour Parking – The final decision is up to Metra; however, the City will reach out to Metra on behalf of Starbucks regarding this request.
- e. Discussion of Special Appropriation to Accept and Expend Red Center Grant Funds – The City hosted a grant on behalf of the Red Center (the City is the conduit) Highwood will received the grant money and then expend the funds. This item will be on the January 20, 2009 meeting agenda for consideration/approval.
- f. Discussion to Increase Appropriation for E-911 Fund – City Manager Jackson stated that the appropriation should match the funds that are brought in and we did not do that last year. This amendment will be on the January 20, 2009 agenda for consideration/approval.

**7. UNFINISHED BUSINESS.**

- a. Discussion-Safe Building Ordinance – Legal suggested community input. A public meeting will be held on January 28, 2009 at 7:00 p.m. in the Council Chambers.
- b. Discussion of City of Highwood Personnel Policy – tabled - City Manager Jackson indicated he is still reviewing carry over of sick time and comp time.
- c. Discussion of Text Amendment to Ordinance 2007-0-28, Developer's Fees – The recommended change is 1% of the cost of construction or \$5,000 (whichever is greater) since it has been determined that 1% has not always recovered the associated costs. City Manager Jackson indicated that he would like to implement this new fee structure on February 1, 2009.
- d. Discussion of Ordinance to Allow for No Parking on Lockard Lane Between North Avenue and Burchell Adjacent to Park – this item was discussed at the last Committee of the Whole Meeting. An Ordinance will be drafted.
- e. Discussion of Variation Ordinance for 106 South Central – City Manager Jackson indicated that in talking with the property owner, Legal, the Aldermen, Jeff Harding, and noting that the Zoning Board recommended approval of the addition, he recommends approving the request with following two stipulations:
  - 1) Upon completion of the addition, if the property is sold within 5 years, the front residential structure shall be converted to a single-family residence.
  - 2) For the life of the property, the occupancy rates must meet code and/or not to exceed 2 for each unit and 7 for the single family home.

The Council generally agreed to this approach and the City Attorney was instructed to modify the Ordinance accordingly. This item will then be on the January 20, 2009 City Council Meeting for consideration/approval.

- 8. ADJOURN** - Alderman Bruni, seconded by Alderman Fiore, motioned to adjourn the meeting. All Aldermen voted aye. The meeting adjourned at 7:14 p.m.

Respectfully Submitted,



Susan Druktenis - City Clerk

**CITY OF HIGHWOOD COUNCIL MEETING**

17 Highwood Avenue  
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(847) 432-1924 phone  
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MINUTES from the  
**January 6, 2009 Regular City Council Meeting**  
7:30 p.m.

**1. CALL TO ORDER**

Mayor Donofrio called the City Council Meeting to order at 7:30 p.m.

**2. ROLL CALL**

Present: Mayor Donofrio, Aldermen Pieri, Linari, Pecaro, Cahnmann, Murphy, Bruni,  
Fiore and Hospodarsky.

Absent: None

Also present: S. Druktenis, City Clerk; G. Jackson, City Manager; Anne Marrin, Assistant  
City Manager; J. Harding, Director of Community Development and Water  
Distribution and J. Stein, City Attorney.

**3. PLEDGE TO THE FLAG**

All in attendance recited the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

Alderman Fiore moved for an approval of the minutes from the December 16, 2008 City  
Council Meeting and the December 16, 2008 Committee of the Whole Meeting. Alderman  
Pieri seconded the motion. Upon a call of the roll the following voted:

Ayes: Pieri, Pecaro, Bruni, Fiore, Hospodarsky (Regular City  
Council Meeting only)

Abstain: Linari, Cahnmann, Hospodarsky (COW Meeting only)

Nays: None

Absent: None

The motion carried.

**5. APPOINTMENTS**

For informational purposes only, it was noted that City Clerk Druktenis appointed Greg  
Jackson and Anne Marrin as Deputy City Clerks.

**6. PUBLIC INPUT – No one addressed the Council this evening.**

**7. CITY MANAGER'S REPORT -** City Manager Jackson summarized highlights from his  
written report which included: the refuse and recycling disposal RFP, the 1/7/09 community  
meeting regarding Oak Terrace School parking, the vehicle sticker design contest, a  
1/23/09 meeting with our federal, state and local delegations, a 2/26/09 livable communities  
stakeholder meeting (senior citizens), a draft or a renaissance plan (the vision for the City),  
a Latino outreach program meeting scheduled for mid-January, an upcoming trip to  
Springfield, an upcoming meeting regarding the Fort Sheridan Golf Course on January 30,

2009, the Army will attend a Council meeting in February to present their construction plan for the southwest corner of their property.

**8. UNFINISHED BUSINESS.**

- a. Safe Building Ordinance – The public meeting to discuss this Ordinance is scheduled for January 28, 2009 at 7:00 p.m. in the Council Chambers.
- b. Variation Ordinance for 106 South Central – This item will be tabled until the January 20, 2009 meeting pending changes to the Ordinance as discussed during this evening's Committee of the Whole meeting.

**9. ALDERMAN/COMMITTEE REPORTS.**

- a. Ethics Committee – the committee met and discussed the need to draft 1) an ethics ordinance (to be introduced at the next meeting), 2) a set of Council rules and 3) a Code of Conduct. The next meeting is scheduled for January 13, 2009.

10. **ADJOURN** - Alderman Bruni, seconded by Alderman Pecaro, motioned to adjourn the meeting. All Aldermen voted aye. The meeting adjourned at approximately 7:58 p.m.

Respectfully Submitted,

Susan Druktenis - City Clerk