

CITY OF HIGHWOOD COUNCIL MEETING

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



**MINUTES from the
January 20, 2009 Regular City Council Meeting
7:30 p.m.**

1. CALL TO ORDER

Mayor Donofrio called the City Council Meeting to order at 7:34 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; R. Stefani, City Treasurer; G. Jackson, City Manager; Anne Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution and D. Blondin and J. Stein, City Attorneys.

3. PLEDGE TO THE FLAG

All in attendance recited the Pledge of Allegiance.

4. APPROVAL OF MINUTES

Alderman Linari moved for an approval of the minutes from the January 6, 2009 City Council Meeting and the January 6, 2009 Committee of the Whole Meeting. Alderman Pieri seconded the motion.

Alderman Linari moved to modify her motion to include the correction to the January 6, 2009 Committee of the Whole Minutes noted during this evening's Committee of the Whole Meeting (typo the Fire Chief's title). Alderman Fiore seconded the motion. Upon a call of the roll the following voted:

Ayes:	Pieri, Pecaro, Bruni, Fiore, Hospodarsky, Linari, Cahnmann, Murphy
Abstain:	None
Nays:	None
Absent:	None

The motion carried.

5. PUBLIC INPUT

- Joe Passini, 216 Burchell, provided an update on the "Bocce for the Rec" fundraiser, which generated more than \$10,000 for the Recreation Center. Mr. Passini also noted the success of the Highwood for the Holidays event and

indicated that he received a suggestion that since this event was so successful, the City should consider hosting an Italian Festival. Mr. Passini noted the used furniture that was obtained from the Lake Forest Library for use in Highwood's Library. He noted the wine store and thanked the Council members who supported the store. Mayor Donofrio thanked Mr. Passini for his involvement and for volunteering at the various events.

6. **CITY MANAGER'S REPORT** - City Manager Jackson highlighted items from his written report. Alderman Cahnmann requested that the report be provided earlier (along with their packets). The updates included the Business Development Team, a possible new retail store, meeting with Solid Waste Management Agency of Lake County (SWALCO), transfer of website hosting to Gamma, Vehicle Sticker Design contest, Latino Initiative Core Planning Group meeting, Legislative Program that will be presented on January 23, a list of Grants that are in process, and a Lake County Forest Preserve meeting on January 30th regarding the Fort Sheridan Golf Course (Alderman Hospodarsky asked that a copy of the report that will be presented at the meeting be obtained and posted on the City's website).

7. **CONSENT AGENDA**

- Alderman Linari, seconded by Alderman Hospodarsky moved to approve all items on the consent agenda except for item numbers 2 and 4. The following items were considered under the consent agenda:
 1. **2009-O-1** – An Ordinance Amending the City of Highwood Building Permit and Inspection Fees Ordinance (Text Amendment to Ordinance 2007-O-28)
 2. **2009-O-2** - An Ordinance Amending the Traffic and Motor Vehicle Code of 1975 to Amend Parking Restrictions on Lockard Lane.
 3. **2009-O-4** – An Ordinance Authorizing a Supplemental Appropriation of Previously Inappropriate Funds and Amending the Annual Appropriations Ordinance For the City of Highwood, Lake County, Illinois for the Fiscal Year Beginning the 1st Day of May 2008 and Ending the 30th Day of April 20-09 (Special Appropriation to Accept and Expend Red Center Grant Funds and Increase Appropriation for E-911 Fund).
 4. Appointment of Jeff Stein as City Prosecutor (Law Firm Raysa & Zimmermann).
 5. Signage Recommendation at 126 Washington Avenue-Family Dentistry of Highwood.
 6. City of Highwood Legislative Program as Outlined by the City Manager.

Upon a call of the roll the following voted:

Ayes:	Pieri, Pecaro, Bruni, Fiore, Hospodarsky, Linari, Cahnmann, Murphy
Abstain:	None
Nays:	None
Absent:	None

The motion carried.

- b. **2009-O-3** – An Ordinance Granting Variations for the Property Located at 106 South Central Avenue. Alderman Bruni, seconded by Alderman Linari, moved to approve the Variation Ordinance for 106 South Central with changes as requested by Alderman Cahnmann. The suggested revisions are as follows: 1) the property be identified by the PIN number, 2) 2nd whereas should read "0.47 acres", 3) 3rd whereas, add "subject property is zoned R2", 4) 4th whereas, take out "but", 5)

section 2 with no section 1 – correct and renumber sections, and 6) change “City Administrator” to “City Manager”. There was some additional discussion on whether or not this document prohibits the property owner from subdividing the property in the future with the County. It was explained that this document is recorded against the property and the buyer will be made aware of the Ordinance.

Upon a call of the roll the following voted:

Ayes: Pieri, Pecaro, Bruni, Fiore, Hospodarsky, Linari, Cahnmann, Murphy
Abstain: None
Nays: None
Absent: None

The motion carried.

8. **APPROVAL OF BILLS** – Alderman Pecaro, seconded by Alderman Pieri, moved to approve the bills as presented by City Treasurer Stefani.

Upon a call of the roll the following voted:

Ayes: Pieri, Pecaro, Bruni, Fiore, Cahnmann, Linari, Hospodarsky, Murphy (with the exception of the Raysa Zimmermann expenses and Ron Pieri’s bonus).
Abstain: Murphy (Raysa Zimmermann expenses and Ron Pieri’s bonus)
Nays: None
Absent: None

The motion carried.

9. **TREASURER’S REPORT** – Alderman Pecaro, seconded by Alderman Bruni, moved to approve the Treasurer’s report for the month of December 2008 as presented by City Treasurer Stefani.

Following a question as to why the monthly report does not reflect the prior month’s report minus the bills approved last month (approximately \$90,000 difference), Alderman Pecaro, seconded by Alderman Hospodarsky, moved to table the approval of the Treasurer’s Report until the February 3, 2009 meeting so that the City Manager can look into the matter. Upon a call of the roll the following voted:

Ayes: Pieri, Cahnmann, Pecaro, Hospodarsky, Murphy
Abstain: None
Nays: Linari, Bruni, Fiore
Absent: None

The motion carried.

10. **COMMUNICATIONS** – City Manager Jackson reported that Morningside Group has bought North Shore Estates. They plan to meet with the Fire Chief tomorrow and staff will also be meeting with them to discuss rental inspections and their plans for the property.

11. ALDERMAN/COMMITTEE REPORTS.

- a. Ethics Committee- An Ethics Ordinance is in place and no further action is required. The Council Code of Conduct and Council Rules of Procedure have been drafted, reviewed and tweaked by the committee. There will be a workshop to determine if there is any public input on February 10, 2009 at 7:00 p.m.
- b. Police Committee-There was, unfortunately, a poor showing at the first Neighborhood Watch Meeting. Alderman Fiore indicated that he would like to challenge the community to get involved. Also on February 10, the Police Chief will give a brief presentation.
- c. Finance Committee-Alderman Pecaro indicated that the committee met last week and he noted that 1) in the first week of February, Mr. Bill Balling will make a proposal for Highwood to sell water to surrounding communities and 2) there has been a slight decline in sales tax.
- d. Judicial Committee-A meeting is scheduled for January 28 on the Safe Building Ordinance Community. A copy of the Ordinance will be posted on the website as well as hard copies made available at City Hall.
- e. Oak Terrace Parking Proposal Community Meeting- District 112 has indicated that they will start building a new parking lot within the next couple of months. The plan is to demolish the buildings and build the parking lot within 5 weeks. The new parking lot will create 30 parking spaces.
- f. Summer Camp – Mayor Donofrio indicated that the owners of Cellar Gate have approached him regarding sponsoring 7 to 10 children to attend a summer camp that they run in Lake Forest. He asked that the Special Events Committee work out the details.
- g. Police Walk & Talk initiative - Alderman Linari indicated that she has received 8 to 10 phone calls complimenting our Police Officers.
- h. Public Works - Alderman Linari also gave kudos to the Public Works Department for maintenance of the streets while keeping the cost of the salt within budget.

12. **ADJOURN** - Alderman Fiore, seconded by Alderman Hospodarsky, motioned to adjourn the meeting. All Aldermen voted aye. The meeting adjourned at approximately 8:30 p.m.

Respectfully Submitted,

Susan Druktenis - City Clerk

Meeting of the City of Highwood City Council

17 Highwood Avenue
Highwood, Lake County, Illinois
(847) 432-1924 phone
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**MINUTES from the
January 20, 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; R. Stefani, City Treasurer; G. Jackson, City Manager; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution; T. Lovejoy, Fire Chief and D. Blondin and J. Stein, City Attorneys.

3. EXECUTIVE SESSION

Alderman Pecaro, seconded by Alderman Linari, moved to go into executive session to discuss probable litigation. All Aldermen voted aye. The motion carried.

{Executive session}

Alderman Bruni, seconded by Alderman Pecaro, 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.

Alderman Fiore, seconded by Alderman Pecaro, moved to resume the Committee of the Whole Meeting following the Executive Session. All Aldermen voted aye. The approximate time was 6:15 p.m.

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

- a. January 6, 2009, Committee of the Whole Meeting Minutes. A correction was noted for the Fire Chief's title in the Roll Call section (part of J. Harding's title was inadvertently added to the Fire Chief's title).
- b. January 6, 2009, Regular Council Meeting.
- c. January 6, 2009, Executive Session Meeting (copies were not available at the meeting for review)

5. SPECIAL BUSINESS

Photography Session for IML was held prior to the start of the meeting.

6. NEW BUSINESS.

- a. Discussion of Temporary Accountant for Annette Zborowski Leave. City Manager Jackson indicated that a temporary accountant is needed for approximately 10 hours

per week during Annette's leave. Annette supports the hiring of IT Associates. City Manager Jackson disclosed that he has had a prior association with them but does not have any financial involvement. A suggestion was made to counter the proposed hourly wage (i.e., to \$24.00 an hour). City Manager Jackson indicated that he would go back and negotiate the proposal.

- b. Discussion of Text Amendment to International and Other Adopted Codes Section 903.2.14.3. – There were two changes; 1) remove reference to Fort Sheridan and 2) a change recommended by the Fire Department (the way it was written before would affect an entire strip mall for one new business). The wording now reads that the building is required to have sprinklers only if the change in use presents a greater hazard. Alderman Murphy requested a written recommendation from Mr. Piccolo. Fire Chief Lovejoy indicated that he would obtain Mr. Piccolo's written recommendation.
- c. Discussion-Permit Parking for Chamber Members – City Manager Jackson met with the Chamber and a suggestion was made to have a 30% discount on an annual parking permit for Chamber members. This would represent a new revenue stream. There would be no refunds or replacements for the parking permits. Mr. Jackson will check with Metra to insure that there are no issues and then suggested a trial period of one year.
- d. Discussion of Signage Recommendation from ARC at 532 Sheridan Road-The Mean Weiner – Some Council members indicated that they do not agree with the ARC's recommendation and find the sign (and the temporary signage) offensive. It was suggested that the business owner attend the next City Council Meeting.
- e. Discussion of Signage Recommendation from ARC at 548 Sheridan Road-CIA Wireless/T-Mobile. It was noted the sign was up prior to it coming to the Council for approval; however, it was brought down. This item will be on the February 2, 2009 meeting agenda for consideration/approval.
- f. Discussion of Special Use Request from ZBA at 802 Sheridan Road. This is a catering business and was approved by the ZBA. It was asked that the ZBA's #4 recommendation (applicable only to the catering facility operated by the Applicant and is non-transferable) be included in the Ordinance.
- g. Discussion of Ordinance for Tax Abatement Levied for the Year 2008, To Pay Principal and Interest on \$1,860,000 General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source) Series 2004 and Ordinance for Tax Abatement Levied for the Year 2008, To Pay the Principal and Interest On A General Obligation Bond Not to Exceed \$4,000,000, Series 2002. This is done every year to pay off debt service.
- h. Discussion of Council Representation at 1st Annual Legislative Program. City Manager Jackson had emailed a spreadsheet to the Council members that included the items he would be presenting at a meeting on Friday. Only the Mayor and the City Manager will make the presentation and no other Council members may attend. He is looking into the possibility of taping the meeting.

7. UNFINISHED BUSINESS.

- a. Discussion of Ethics Ordinance, Code of Conduct and Council Rules of Procedure. City Manager Jackson asked the City Attorney to review the Ordinance that is in place and it was determined that no changes are required. Drafts of the Code of Conduct and Council Rules of Procedure have been prepared.
- b. Discussion of Animal Medical Center Located at 720 Sheridan Road. This is no longer an issue.
- c. Discussion of Signage Recommendation from ARC at 126 Washington Avenue-Family Dentistry. The ARC approved the sign.

- d. Discussion of Proposed Safe Building Ordinance – There will be a public forum on January 28 at 7:00 p.m. A copy of the draft Ordinance will be made available.
8. **PRESENTATION OF BILLS AND TREASURER’S REPORT** – Alderman Murphy had a number of questions regarding the bills. They include AT&T’s amount seems high, clarification regarding the Greco bill, why is the Prodata bill late (from 08/08), is this the final Baxter Woodman bill, is there a final report regarding the Highwood for the Holidays event, clarification of the Holiday bonuses (\$50 for part-time and \$100 for full-time employees), and what was the Recorder of Deeds fee for (\$35 for a lean)? Two items were requested to be excluded from consideration/approval this evening. They are: 1) Aftermath Inc-~~\$245~~ (what is this for) and 2) Fire Department fuel is too high and may have been inappropriately charged to wrong account (line adjustments are needed). It was also noted that Fire Chief Lovejoy would no longer take a car allowance. Grand Electric is still being used on a time and materials basis since a contract was determined to be cost prohibitive (City Manager Jackson will need to do a formal RFP).
9. **MISCELLANEOUS** – North Shore Estates changed hands from Inland to Morningside Group. City Manager Jackson indicated that he and staff would meet with the new owner to discuss maintenance issues.
10. **ADJOURN** - Alderman Pecaro, seconded by Alderman Fiore, motioned to adjourn the meeting. All Aldermen voted aye. The meeting adjourned at 7:24 p.m.

Respectfully Submitted,

Susan Druktenis - City Clerk