

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
December 16, 2008 Committee of the Whole Meeting
6:00 p.m.

1. CALL TO ORDER

Mayor Donofrio called the City Council Meeting to order at 6:05 p.m.

2. ROLL CALL

Present: Mayor Donofrio, Aldermen Pieri, Murphy, Bruni, and Fiore

Absent: Alderman Cahnmann and Linari.

Also present: S. Druktenis, City Clerk; R. Stefani, City Treasurer; G. Jackson, City Administrator; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution and D. Blondin and J. Stein, City Attorneys.

Aldermen Pecaro and Hospodarsky joined the meeting after roll call, 6:14 p.m. and 7:07 p.m., respectively.

3. REVIEW AND RELEASE OF EXECUTIVE SESSION MINUTES – This Resolution is in the Council's packets for review. It indicates that, although the executive session minutes can be released at any time, they must be released twice a year, as required by law.

4. REVIEW OF COUNCIL MINUTES -

- a. December 2, 2008, Committee of the Whole Meeting Minutes – Aldermen Murphy requested that the sentence in paragraph 8.c on page 3 that reads, "The budget was prepared and then the Levy was based upon the budget." be deleted.
- b. December 2, 2008, Regular Council Meeting. – Okay as is.

5. SPECIAL BUSINESS

- a. Recognition of Al Pierantoni for Service to the Highwood Library. The award will be presented at the Regular City Council Meeting this evening.
- b. Fire Department Pictures IML/Gong Recognition – The photographer scheduled to be take pictures this evening was not present due to the weather.

6. NEW BUSINESS

- a. Discussion of Traffic Committee Recommendation to Approve Stop Signs at North Avenue and Green Bay Road. – The Traffic Committee recommends stop (creating a three-way stop) signs at this location in order to slow the traffic. There have been eight accidents at this site since 2002. The next step would be to have the stop sign engineered. A suggestion was also made to consider making North Avenue (east to west) a one-way street between Greenbay Road and Palmer Avenue.

- b. Discussion of Traffic Committee Recommendation to Reject Stop Sign on Lockard Lane and Burchell. – The Traffic Committee does not agree with the recommendation of a stop sign on Lockard Lane based upon Police Chief Rossi's recommendation and the fact that there has only been one accident at this site. Alderman Murphy's concern is that the street was changed from a two-way street to a one-way street and people may not be aware of this.
- c. Discussion of Traffic Committee Recommendation to Allow for "No Parking" on Lockard Lane Between North Avenue and Burchell Adjacent to Park. The Traffic Committee recommends no parking on Lockard Lane between North Avenue and Burchell based upon pictures provided by a resident.

Aldermen Murphy questioned the Traffic Committee's criteria for basing their decisions. Aldermen Fiore indicated that no residents were present at the meeting and the committee considered feedback from Police Chief Rossi. City Attorney Blondin added that larger communities might have City Engineers who conduct studies; however, smaller communities often simply use local considerations.

- d. Discussion of City of Highwood Purchasing Ordinance. – Currently under review with Legal.
 - e. Discussion of Property Maintenance Code (Graffiti). A question was raised whether or not the City can assist property owners with graffiti removal. It was noted that some communities seek restoration from the parents of the juveniles responsible for the graffiti. City Manager Jackson indicated that he has asked Police Chief Rossi to ask the State's Attorney for restoration. A suggestion was made to develop guidelines for graffiti removal. City Attorney Blondin indicated that he would review some ordinances to determine ways to approach this issue.
 - f. Discussion of Text Amendment to Ordinance 2007-0-28 Developer's Fees. – There is a text amendment to the fee structure. 1% or \$5,000 (whichever greater).
 - g. Discussion of the City of Highwood Personnel Policy and Benefits Ordinance. – City Manager Jackson has completed the Highwood Personnel Manual and has asked the City Attorney to determine what needs to be adopted into Ordinance. This item will be brought to the Council for review in January. Job descriptions and disciplinary procedures will be addressed next.
- 7. UNFINISHED BUSINESS**
- a. Discussion of Ordinance-Request for Variation for a Subdivision and Expansion/Renovation of Existing Single Family Dwelling Located at 106 South Central. – To recap, the ZBA recommended allowing the addition but not the subdivision. Some Aldermen wanted to visit the property and have done so. City Attorney Blondin drafted an Ordinance that included three contingencies as discussed at the last meeting. The property owner was present and indicated that he does not agree with converting the front duplex to a single family home. The Council indicated that the problem lies with the fact that there are two structures on a single lot and if the variance is granted, other nonconforming lots will want to make changes as well. Therefore, the Mayor cautioned the Council when considering this matter since it will set precedence. The property owner was asked how quickly he would start construction and the time frame. He indicated that the construction would start as soon as he obtained approval and the

time frame would be a couple of months. The City will research alternatives and revisit this matter on the second meeting in January. The property owner was agreeable to this.

- b. Discussion of Ordinance Granting a Variation from the City of Highwood Appearance Code (105 Washington Avenue). The ARC approved this sign.
- c. Discussion of Ordinance Granting Variation from the City of Highwood Appearance Code (848 Sheridan). The ARC approved this sign.

As discussed at the last meeting, the ARC will review the Appearance Review Code, using the number of variations granted for justification for the changes to the code.

- d. Discussion of Street Renaming in Honor of Mayor Fidel Ghini. It was clarified that the section of North Avenue to include the honorary sign is from Palmer Avenue to Waukegan Avenue.
8. **PRESENTATION OF BILLS** – The bills were reviewed and there were a number of questions. It was agreed that the Greco Electric bills would be held in order to obtain more detail. There were two bills from Raysa & Zimmermann that will be held since the City Treasurer could not locate them when asked for further clarification. The expense for the generator for Highwood for the Holidays spurred a request for the total cost of this event as well as for all special events.
9. **ADJOURN** - Alderman Fiore, seconded by Alderman Hospodarsky, motioned to adjourn the meeting. All Aldermen present voted aye. The meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Susan Druktenis - City Clerk

CITY OF HIGHWOOD COUNCIL MEETING

17 Highwood Avenue
Highwood, Lake County, Illinois
(847) 432-1924 phone
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MINUTES from the
December 16, 2008 Regular City Council Meeting
7:30 p.m.

1. The choral group from St. James School sang holiday songs prior to the start of the meeting.
2. **CALL TO ORDER** - Mayor Donofrio called the City Council Meeting to order at 7:51 p.m.
3. **ROLL CALL**
Present: Mayor Donofrio, Aldermen Pieri, Pecaro, Murphy, Bruni, Fiore and Hospodarsky.
Absent: Alderman Cahnmann and Linari.

Also present: S. Druktenis, City Clerk; R. Stefani, City Treasurer; G. Jackson, City Administrator; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution and D. Blondin and J. Stein, City Attorneys.
4. **PLEDGE TO THE FLAG**
All in attendance recited the Pledge of Allegiance.
5. **APPROVAL OF MINUTES**
Alderman Fiore moved for an approval of the minutes from the December 2, 2008 City Council Meeting, and the December 2, 2008 Committee of the Whole Meeting pending the correction noted in the Committee of the Whole Meeting (deletion of a sentence under 8.c on page 3). Alderman Pecaro seconded the motion. Upon a call of the roll the following voted:

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

The motion carried.
6. **SPECIAL BUSINESS**
Mayor Donofrio presented Al Pierantoni with an award in recognition of his Service to the Highwood Library.
7. **PUBLIC INPUT** - No one addressed the Council this evening.
8. **CITY MANAGER'S REPORT** - City Manager Jackson provided a summary of his report which included an update on 1) a meeting with Openlands, 2) a Livable Communities Stakeholders' meeting scheduled for January 15, 2009, 3) a Latino Outreach Program, 4) RFP for Waste management, 4) Purchasing Ordinance, and 5) his acceptance of positions

on the Highland Park Hospital Advisory Board, Highwood Chamber of Commerce and Latino Initiative 2009. There was a request of the status of the Liquor Ordinance and it was noted that it is still in the process of being drafted and should be available for review in January. Also, updates on the Codification and the proposal for IT services were requested and it was noted that the Codification will be completed by March 1st and a quote has just been received for IT services and the proposal needs to be reviewed.

CONSENT AGENDA

8. CONSENT AGENDA

- a. Alderman Pieri, seconded by Alderman Pecaro, moved to remove the following item from the Consent agenda and to table it until the second City Council Meeting in January:

1. Motion to Approve Ordinance – Request for Variation for a Subdivision and Expansion/Renovation of Existing Single Family Dwelling located at 106 South Central.

Upon a call of the roll the following voted:

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

The motion carried.

- b. Alderman Bruni, seconded by Alderman Hospodarsky, moved to approve the remaining items on the consent agenda as follows:

1. **2008-O-46** - Ordinance Granting a Variation From the City of Highwood Appearance Code (105 Washington Avenue).
2. **2008-O-47** - Ordinance Granting Variation From the City of Highwood Appearance Code (848 Sheridan).
3. **2008-R-31** - Resolution Related to Semi-Annual Review of Closed Session Minutes.

Upon a call of the roll the following voted:

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

The motion carried.

9. **APPROVAL OF BILLS** – Alderman Pecaro, seconded by Alderman Fiore, moved to approve the bills except for the bills where more explanation was needed 1) the Raysa Zimmerman and 2) Greco Electric. A concern was expressed that this month's bills represented approximately 1.1. Million (which can be partially explained by the payment of bonds and De Meo Brothers payment). This discussion prompted a request for City Manager Jackson to provide a project management report, which he agreed to provide.

Upon a call of the roll the following voted:

Ayes: Pieri (with the exception of his reimbursement), Pecaro,
Bruni, Fiore, Hospodarsky, Murphy (with the exception of the
Raysa Zimmermann expenses).
Abstain: None
Nays: None
Absent: Linari, Cahnmann

The motion carried.

10. **TREASURER'S REPORT** – Alderman Pecaro, seconded by Alderman Pieri, moved to approve the Treasurer's report for the month of November 2008 as presented by City Treasurer Stefani. Upon a call of the roll the following voted:

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

The motion carried.

11. **COMMUNICATIONS** - City Manager Jackson noted that City Hall has received calls regarding the recent water notice that was mailed out to residents. He will provide talking points for the Aldermen when talking to concerned citizens; however, it was agreed that the notice should not be diminished on the City's website.

12. **ALDERMAN/COMMITTEE REPORTS**

- The Traffic Committee will be asked to consider 1) a request for one-way traffic on North Avenue between Greenbay Road and Palmer Avenue, 2) overnight parking in Town of Fort Sheridan, 3) parking restrictions with snow.
- Neighborhood Watch – it was requested that the information be posted on the website and additional suggestions were made (i.e., free newsletters or papers). It was also noted that there should be materials still available (pamphlets, buttons, etc.) from when the Neighborhood Watch program was implemented a number of years ago.

13. **ADJOURN** - Alderman Fiore, seconded by Alderman Bruni, motioned to adjourn the meeting. All Aldermen present voted aye. The meeting adjourned at approximately 8:45 p.m.

Respectfully Submitted,

Susan Druktenis - City Clerk