



CITY OF HIGHWOOD
MINUTES OF THE COMMITTEE OF THE WHOLE OF THE CITY COUNCIL
REGULAR MEETING - MAY 19, 2009

Call to Order

Mayor Pecaro called the meeting to order at 6:00 p.m.

Roll Call (City Clerk Burke).

Present: Mayor Pecaro; Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg

Absent: Aldermen Bruni, Cahnmann

Also present: M. Burke, City Clerk; P. Lenzini, City Treasurer; G. Jackson, City Manager; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development & Water Distribution; D. Blondin, City Attorney

There being a quorum present, the Mayor announced the meeting to be in session

Executive Session

none

Any Action Necessary Coming Out of Executive Session.

n/a

Review of Council Minutes.

1. Committee of the Whole minutes: May 12, 2009 -- will be reviewed at June 2 meeting
2. Regular Council Meeting minutes: May 5, 2009 -- reviewed

Appointments.

Zoning Board of Appeals

Sonja Feddermann: Ms. Feddermann was present to introduce herself to the new aldermen. She currently serves on Appearance Review Committee but will resign if appointed to the ZBA. She confirmed that, while a business owner, she did not own or have any other interest in any business district properties. While she has started to become familiar with the Zoning Code, Ms. Feddermann had not seen the Comprehensive Plan. Mr. Harding will provide her with copies of the Comprehensive Plan and the ULI Report

New Business.

1. Discussion of Ordinance Establishing Policy and Rules for Issuance of Licenses, Certificates, and/or Permits Regarding Payment of Unpaid Charges and Assessments.

Mr. Jackson noted that this was discussed in the Finance Committee and explained that this ordinance is needed because it would allow more effective revenue collection. There was some discussion about what the ordinance really said. Every time someone comes in for a license or permit, staff would have to research whether that person had any unpaid bills. It was requested that Mr. Jackson's authority to waive an amount owed be limited to \$10,000 and that any amount that was waived be reported to the Council. It is anticipated that waiving an amount owed will be extremely rare. All amounts waived are to be specifically noted in the next Treasurer's Report.

2. Discussion of Prohibition of Political Signs in Business District

Attorney Blondin pointed out that a municipality generally cannot forbid some type of non-commercial speech where commercial speech is allowed; while it cannot prohibit political signs, it can impose restrictions. The question was raised as to what other municipalities do. The general preference was for limitations on size and length of time such signs could be displayed. For next meeting: Attorney Blondin will assemble information about political sign ordinances in other municipalities.

3. Discussion of Parking Shortfall

Miramar (301 Sheridan Road) was to pay for its parking shortfall in five installments. \$10,350 was paid in 2004 but there were no subsequent payments in 2005, 2006, 2007, or 2008 leaving an unpaid balance of \$41,400. This was adjusted to \$39,025 to reflect the additional spaces added in 2008. Mr. Jackson said that he would move forward to collect the monies owed by Miramar. He noted that the previously discussed ordinance on licenses would have been a useful tool. Alderman Sepulveda noted that this is part of the larger issue of valet parking and asked that the Council review the affect of valet parking at some future time.

Items scheduled for Consent Agenda

Signage for 254 Waukegan Avenue, Jen Z.'s Beauty Services

There were no questions for the business owner; the ordinance will be voted on as presented

Signage for 311 Waukegan Avenue, Isaac and Moishie's

There were no questions for the business owner; the ordinance will be voted on as presented

Signage for 720 Sheridan Road, Animal Medical Center at Fort Sheridan

Mr. Jackson noted that the Council would only be considering the ARC recommendation to approve the design. The location of the sign would not be addressed at this time. There were no questions about the design.

Approve Recreation Center Science Camp Contract for Highwood Recreation Center

Alderman Fiore asked how much the Rec Center expected to realize from this contract. No estimate was available at this time because the amount realized would be a function of net reve-

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nue per child. If this is ratified it will be with the condition that the City of Highwood is listed as an insured.

Approve Verizon Wireless Water Tower Lease Agreement

One page of the Lease Agreement with Verizon Wireless has been modified to provide updated insurance information. Mr. Jackson informed the Council that he had an Alta survey showing power lines to the Water Tower and 720 Sheridan; also there is currently a utility pole on the property. The City has not had objections from the DOI about either easements or utility poles. Mr. Jackson said that he did not believe anything being considered tonight would interfere with the use of the land as a park. He told the Council that he was reaching out to the DOI to get all issues concerning the donated land straightened out. Mr. Harding indicated that if this is approved by the Council at tonight's Regular Meeting he anticipated issuing permits next Tuesday. (A large packet of correspondence and other related material concerning the DOI property is available for review in the City Manager's office.)

Approve One Way Traffic (North to South) on Rienzi Lane

Will be removed from consent agenda

Approve Designated Parking Spaces for Overnight Parking on DeRoo Loop

Will be removed from consent agenda

Unfinished Business

1. Discussion of Highwood Water Sales Agreement
Contract being reviewed by counsel.
2. Discussion of One Way Traffic (North to South) on Rienzi Lane
Mr. Jackson reported that Chief Rossi has determined that north to south traffic, as requested by the residents, would be the most viable because of parking on the street. Alderman Fiore requested that this be referred back to the Public Safety Committee for review. It was noted that this will not be sent to the JPC, rather they will be informed about any action after it is taken. Public Safety was requested to consider this at their June 9 meeting so it can be taken up again by the Council at the Committee of the Whole meeting on June 16.
3. Discussion of Designated Parking Spaces for Overnight Parking on DeRoo Loop
Mayor Pecaro told the Council that he drove over to DeRoo Loop and agrees that it would be difficult to back out of the driveways across the street without hitting any car that is parked there. He informed the Council that he really didn't like any of the solutions discussed at the previous Committee of the Whole meeting. Alderman Fiore suggested that the lot that the city owns on DeRoo be used. It was pointed out, however, that the lot is grass. Alderman Falberg requested that this be sent to Public Safety because there are a lot of issues concerning this request. Public Safety was requested to consider this at their June 9 meeting.
4. Presentation of Welcome to Highwood Signs/ Costs and Delivery
The Highland Park sign was provided to the Council as an example of what such signs might look like. Following some discussion this was referred to the Public Outreach Committee to be considered at their June 9 meeting with the instruction that the cost of the three signs, including installation, should not exceed \$6,000.

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5. Review of ARC Recommendation for 610-638 Sheridan Road, Fort Sheridan Place Apartments, Revised Plans of Exterior and Signage

Mr. Harding described two variances requested by Morningside. They want a 48 square foot sign placed in the City's right-of-way (16 square feet allowed). Because of the right-of-way location the City would have to be indemnified. Alderman Harpster questioned whether proposed sign location 2 (south exit from property) would block lines of sight for people exiting the complex. Mr. Jackson will ask the Police Chief to make a recommendation on sign placement.

Morningside has also proposed covering the stucco with vinyl siding instead of painting it. Melissa Pittman, from Morningside, told the Council that this was because of on-going maintenance issues. Concerns were raised about the use of vinyl siding.

Alderman Falberg expressed concern about considering granting these variances prior to knowing what the plans for the interior were. Alderman Harpster wanted confirmation that these changes were in addition to those requested in April. Variances and licenses needed for this phase of the project will be considered at both the Committee of the Whole and the Regular Council Meetings on June 2.

Additional Business

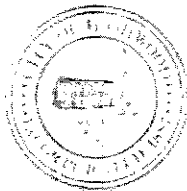
The proprietor of Cellar Gate (254 Sheridan Road) has applied for a modification of their liquor license to be allowed to remain open until 11 p.m. (currently 9 p.m.) Alderman Murphy-Pieri said that she had a lot of concerns about this because of the irregular way the City dealt with the business's opening. She requested that the members of the Council be provided with copies of minutes of the Council meetings at which permits and/or licenses for this establishment were discussed so that everyone on the Council could evaluate the current request in light of the questions concerning the Cellar Gate asked prior to it's opening. This item will be on the June 2 Committee of the Whole and City Council agendas.

Committee Reports

Reports to be given at the regular City Council meeting by the chairs of the Finance and Special Events Committees. In addition, the Assistant City Manager will give a status report on the work being done by the Livable Communities Forum.

Adjournment

There being no additional business, Mayor Pecaro requested a motion that the meeting be adjourned. Motion - Alderman Falberg. Second - Alderman Fiore. Vote: 6 aye; 0 no; 2 absent. Mayor Pecaro declared that the meeting was adjourned at 7:29 p.m.



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Call to Order

Mayor Pecaro called the meeting to order at 7:37 p.m.

Pledge of Allegiance

Everyone present rose to say the Pledge of Allegiance

Roll Call (City Clerk Burke)

Present: Mayor Pecaro; Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg
Absent: Aldermen Bruni, Cahnmann

Also present: M. Burke, City Clerk; P. Lenzini, City Treasurer; G. Jackson, City Manager; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development & Water Distribution; D. Blondin, City Attorney

There being a quorum present, the Mayor announced the meeting to be in session

Executive Session

none

Any Action Necessary Coming Out of Executive Session

n/a

Approval of Minutes

1. Committee of the Whole minutes: May 12, 2009 -- deferred to June 2
2. Regular Council Meeting minutes: May 5, 2009

Alderman Harpster moved that the Minutes of the May 5, 2009 Regular City Council be accepted. Alderman Sepulveda second. Vote: 5 Aye; 0 No; 2 Absent. Alderman Murphy-Pieri abstained because she did not attend the May 5 meeting. Motion carried.

The minutes of the May 5, 2009 Regular Council Meeting were approved.

Appointments.

Zoning Board of Appeals -- Sonja Feddermann

Motion to confirm the appointment of Sonja Feddermann to the Zoning Board of Appeals by Alderman Murphy-Pieri. Second by Alderman Falberg.

Vote:

Aye: Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg

No: --

Abstain: --

Absent: Aldermen Bruni, Cahnmann

The motion carried.

Public Input

None

City Manager's Report

Mr. Jackson said that he would report monthly starting June 2, 2009

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CONSENT AGENDA

Attorney Blondin requested that the following items be removed from the consent agenda:

1. Variance granted for fencing in relation to the Oak Terrace parking lot addition.
2. Recreation Center Science Camp Contract.
3. Ordinance approving one-way traffic on Rienzi Lane
4. Ordinance designating parking spaces for overnight parking on DeRoo Loop

He asked that the Recreation Center contract be considered separately and that the other items be removed from the agenda.

CONSENT AGENDA AS MODIFIED

1. **09-O-19: An Ordinance granting a variation from the City of Highwood Appearance Code (254 Waukegan Avenue)**
Approval of signage for 254 Waukegan Avenue, Jen Z.'s Beauty Services.
2. **09-O-20: An Ordinance granting a variation from the City of Highwood Appearance Code (311 Waukegan Avenue)**
Approval of signage for 311 Waukegan Avenue, Isaac and Moishie's.
3. Motion to approve appearance of signage for 720 Sheridan Road, Animal Medical Center at Fort Sheridan.
4. Motion to approve Verizon Wireless Water Tower Lease Agreement.

Mr. Blondin then asked for a motion to approve the consent agenda as modified
Alderman Falberg so moved; Alderman Murphy-Pieri seconded.

Vote:

Aye: Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg

No: --

Abstain: --

Absent: Aldermen Bruni, Cahnmann

The consent agenda as modified by Mr. Blondin was approved.

END OF CONSENT AGENDA

Unfinished Business

Recreation Center Science Camp Contract

Alderman Linari noted that the Certificate of Insurance must be modified to include the City of Highwood before this can be ratified.

New Business

Alderman Fiore questioned whether the cones to reserve parking spaces for the car show were being put out too early. He also asked if the Appearance Review Committee had approved the sign for the car show. City Manager Jackson said that he will meet with the organizer of the event on both concerns. It was suggested that a calendar of events that shows any street closings, traffic pattern changes, etc. might be helpful.

Presentation and Approval of Bills

Treasurer Lenzini started by noting that some of the bills presented for payment had not been reviewed by the Finance Committee. She pointed out that the bills included a semi-annual

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insurance payment, artificially inflating the total bills for the month. A bill from the Illinois Municipal League will be investigated by Mr. Jackson as all of the newly elected officials had paid their own conference fees in advance.

The Police Department had a higher charge for fuel than all other departments combined. Alderman Falberg suggested that mileage data be collected whenever a car was refueled.

Two very similar bills from Greco were confirmed to be for different months. A bill for a Halogen lamp was moved from Administration to Recreation (was for light bulbs for Rec Center)

Mr. Harding was asked to prepare a report at the beginning of each fiscal year that showed the schedule of tests that were to be performed that year and their costs. Mr. Harding assured the Council that the total annual cost would never exceed the contracted amount. This will be discussed by the Finance Committee at its June 9 meeting.

Alderman Linari moved that the bills be accepted as presented with the exception of the IML bill previously noted. Alderman Murphy-Pieri seconded.

Vote:

Aye: Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg
No: --
Abstain: --
Absent: Aldermen Bruni, Cahnmann

The motion carried.

Treasurer's Report - City Treasurer Lenzini

Treasurer Lenzini reported that she is revising the current format of this report. She then presented the report in its current format.

Alderman Harpster moved that the Treasurer's Report be accepted. Alderman Murphy-Pieri seconded.

Vote:

Aye: Aldermen Sepulveda, Harpster, Fiore, Murphy-Pieri, Linari, Falberg
No: --
Abstain: --
Absent: Aldermen Bruni, Cahnmann

The report was accepted.

Alderman/Committee Reports

Mayor Pecaro announced that the Committees of the City Council will meet on the 2nd Tuesday of the month with meetings starting at 5 p.m. A detailed schedule showing the time and place for each committee meeting will be posted.

1. Finance Committee - Alderman Linari

- The fee schedule in the landscape ordinance has been reviewed. It was kept in Committee pending further action.
- The Committee will take up the issue of bills that come in late at its next meeting.

Mr. Jackson stated that he would have a recommendation for this year's appropriation at the next meeting.

2. Mayor's Committee for Special Events - Alderman Falberg

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Celebrate Highwood's first event will be a Gourmet Farmers' Market on Wednesdays from 3 to 8 p.m. starting June 3. Produce, flowers, and some prepared foods will be available. The committee is working on being able to have wine tastings and live music. Banners should be going up soon. Postcards announcing the Gourmet Farmers' Market will also be sent out.

Alderman Falberg said that this committee will serve as an umbrella for all future events in Highwood.

3. Livable Communities Forum - Anne Marrin, Assistant City Manager

Ms. Marrin reported on the meeting of the Livable Communities Forum hosted by Highwood on May 8. She noted that Highwood has the highest density of seniors in the area with 19% of our residents being over age 60. She anticipates that a report on how to effectively support that population will be published at the end of June.

Adjournment.

There being no further business, Mayor Pecaro asked for a motion to adjourn. Alderman Harpster so moved. Alderman Sepulveda seconded. Vote: 6 Aye; 0 No; 2 absent. The motion carried and the meeting was adjourned at 8:22 p. m.

Respectfully submitted,

Marcia Burke, City Clerk

Accepted:

_____, 2009