

**MINUTES OF THE HIGHWOOD CITY COUNCIL  
COMMITTEE OF THE WHOLE  
COUNCIL CHAMBERS, JUNE 1, 2010**

**1. CALL TO ORDER**

Mayor Pecaro called the meeting of the Highwood City Council Committee of the Whole to order at 6:02 p.m.

**2. ROLL CALL**

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

Absent: –

Also present: M. Burke, City Clerk; T. Lenzini, City Treasurer; R. Pieri, Deputy Fire Chief; A. Marrin, Assistant City Manager; J Ponsi, Superintendent of Public Works

Not attending: J. Harding, Director of Community Development & Water Distribution; and L. Rossi, Chief of Police, and S. Hannon, Director of Finance

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

**3. EXECUTIVE SESSION**

Mayor Pecaro requested a motion to go into Executive Session under exceptions 2(c)(1) – personnel, 2(c)(5) Purchase or lease of real property.

Motion: Alderman Harpster Second: Alderman Cahnmann:

Yes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Harpster, Linari, and Murphy-Pieri

No: Alderman Sepulveda

Absent: –

The motion passed by a vote of 7 Yes, 1 No, 0 Absent, and 0 Abstain; the COW went into executive session at 6:04 p.m.

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The Mayor requested a motion to reconvene the COW. Motion: Alderman Falberg Second: Alderman Harpster. The motion to reconvene passed by voice vote with no objections.

The meeting reconvened at 7:05 p.m.

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**4. ANY ACTION NECESSARY COMING OUT OF EXECUTIVE SESSION**

None

**5. REVIEW OF MINUTES**

**5.1.** Committee of the Whole minutes: May 18, 2010

**5.2.** Regular meeting of the City Council: May 18, 2010

**5.3.** Executive Session Minutes: February 16; April 26; April 28; May 4; May 18

The COW, regular meeting, and executive session minutes of April 26 and 28 and of May 4 will be voted on. May 18 executive session: more review time needed; February 16 executive session: Alderman Falberg wants to discuss.

**6. APPOINTMENTS -- NONE**

**7. REVIEW OF BILLS – 2<sup>ND</sup> MEETING OF MONTH**

**8. SPECIAL BUSINESS -- NONE**

Mayor Pecaro said that if there were no objections, he wanted to go to Old Business first. There were no objections. After the completion of Old Business, the meeting will return to New Business. There were no objections.

**Agenda Item 10. Old Business**

**10.1 Discussion of items listed on council agenda for action at the regular meeting**

**10.1.1 Approval of an Ordinance Correcting Telecommunication Fees Under Ordinance 2002-O-48 Effective January 1, 2011**

2002 Ordinance not filed with State leaving the telecommunications tax rate at 4.5% rather than the intended 6%.

**10.1.2 Approval of an Ordinance Repealing the City Manager Ordinance**

Deferred to allow for additional research.

**10.1.3 Ordinance Revising Water and Sewer Fees**

Anne reviewed a proposed ordinance which was modeled on one that had been written by Long Grove counsel. Alderman Falberg said that the ordinance matched what he been discussed at the previous COW meeting. Ms. Marrin did not know what the agreement with the Army was. This will not be acted on at tonight's regular council meeting.

**10.1.4 Approval of an agreement with M.E. Simpson Co. Inc, for leak detection for the City of Highwood**

Alderman Harpster explained that, since Highwood was experiencing a 20% loss of water, the Council had only two options on leak detection. Do everything but Fort Sheridan or doing everything. He recommended that the entire city be done at a cost of \$2,400 as funds become available. Alderman Falberg said that doing the leak detection could ultimately result in significant savings since the results will help the Council prioritize how it handles the system.

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As it was after 7:30, Alderman Falberg made a motion that the COW recess until after the regular Council meeting; Alderman Fiore seconded. The motion was approved by voice vote. The meeting recessed at 7:40 p.m.

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**10.1.5 Approval of an Agreement with Melinda Fox for web-site maintenance service.**

Handled at regular meeting.

**10.1.6 Approval of Window signage for Nueva Hair Salon, 548 Sheridan Road**

Inadvertently left off regular meeting agenda

**10.1.7 Approval of Fiscal Year 2010-2011 Annual Budget**

Work not completed yet

**10.2 Discussion and review of employee health care options (Fiore)**  
Handled at regular meeting.

**10.3 Discussion of vehicle sticker late fees (Murphy-Pieri)**  
Handled at regular meeting.

**9. NEW BUSINESS**

**9.1. Review and discussion of proposal from M.E. Simpson Co., Inc, for leak detection for the City of Highwood. (Harpster)**

Handled at regular meeting

**9.2 Review and discussion of Ordinance 2000-O-48 Telecommunications Revenue (Hannon)**

Summary: Need to readopt because didn't get properly filed with state

Handled at regular meeting.

**9.3 Discussion of Revenue Sources and Review of Utility Ordinances (Lenzini)**

The Office of the Treasurer has determined that Highwood is at the maximum tax rate of natural gas but not on electricity. Treasurer Lenzini is proposing that the taxes on electric power be increased to the maximum allowable. The any rates would go into effect is January 1, 2011.

**Disposition: to be voted on at June 15 Council meeting.**

**9.4 Review and discussion of Amendment to the SWALCO Intergovernmental Agreement (Harpster)**

Summary: Highwood was asked to put this on the agenda in November. All members were asked to readopt the ordinance stating the qualifications for the SWALCO Board of Directors. After adopting this ordinance members would be allowed more flexibility on who could represent the municipality at SWALCO board meetings. We have been missing out on a lot of fees because this has not been adopted.

**Disposition: to be voted on at June 15 Council meeting.**

**9.5 Review and discussion of City Manager Ordinance (Pecaro)**

Mayor Pecaro said that he wants to reopen this. He is concerned that without a manager in place, no one has the authority to step in when necessary. He said that Highwood needs a well-structured position in order to get the best person for the job.

Alderman Falberg said that the Council has to have good procedures in place to hire someone. Alderman Linari said that the council has to be sure to not undermine the administrator. Alderman Sepulveda said that if the council wants a Manager form of government, it has to go to the people (referendum).

Mayor Pecaro said that he and Assistant City Manager Marrin want to be sure that they have the authority to make decisions. He said that he feels that this is an emergency and has to be voted on.

**Disposition:** Deferred pending further study

**9.6 Discussion of responsibilities of elected officials (Murphy-Pieri, Cahnmann, Sepulveda)**

Alderman Murphy-Pieri distributed a copy of the IML explanation of what each elected

officials responsibilities are under the Aldermanic form of government.

There followed a discussion regarding the Treasurers responsibilities, what the status of Highwood's financial statements for FY 09-10, and what the Treasurer needs to be able to produce required reports. Alderman Falberg pointed out that for Treasurer Lenzini to access Locis, she needs an ID. But first the Council would need to know if the information was on the city's server or Locis' server.

Treasurer Lenzini spoke again about the need to know what money is expected to be coming in. It was noted that the City Collector had been charged with compiling a full list of receivables.

It was noted that a prioritized list of what needs to be addressed is needed. The list would include: wrapping up the year; vehicle sticker, water rates, and utility tax ordinances as needing to be completed immediately.

The Council decided to have Committee of the Whole meetings at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month to better manage its workload.

**9.7 Discussion of outstanding bills (Murphy-Pieri, Cahnmann, Sepulveda)**

Deferred.

**9.8 Discussion of RFQs for legal services**

Reviewed in Executive Session under 2(c)(1) Personnel.

**9.9 Approval to obtain remaining line of credit to pay bills (\$200,000)**

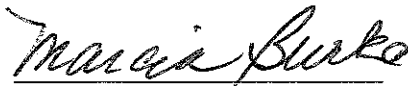
Discussed in regular Council meeting.

**10 OLD BUSINESS – COMPLETED EARLIER.**

**11. ADJOURNMENT**

Since there was no further business before the COW, upon a motion made by Alderman Fiore, seconded by Alderman Falberg, and passed by voice vote with no objections, the meeting was adjourned at 10:20 p.m.

Respectfully submitted,



MARCIA BURKE, CITY CLERK

REVIEWED AND ACCEPTED AS PRESENTED BY THE CITY COUNCIL ON         JUNE 15        , 2010