



**MINUTES OF THE CITY OF HIGHWOOD  
COMMITTEE OF THE WHOLE OF THE HIGHWOOD CITY COUNCIL  
COUNCIL CHAMBERS - JULY 21, 2009**

**1. CALL TO ORDER**

In the absence of Mayor Pecaro, as the longest serving alderman, Alderman Linari called the meeting of the Highwood City Council Committee of the Whole to order at 6:03 p.m.

Upon a motion made by Alderman Bruni and seconded by Alderman Falberg, Alderman Linari was asked to chair the meeting until the arrival of Mayor Pecaro. The motion passed by a vote of 6 Ayes, 0 Nay, 1 absent, and 1 abstention.

**2. Roll Call**

Present: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri, and Sepulveda. Mayor Pecaro arrived at 6:09 p.m.

Absent: Alderman Harpster

Also present: M. Burke, City Clerk; P. Lenzini, City Treasurer; G. Jackson, City Manager; T. Lovejoy, Fire Chief; J. Ponsi, Public Works Director; J. Harding, Director of Community Development & Water Distribution; A. Marrin, Assistant City Manager; M. Mansfield, Superintendent of Water Department and Property Maintenance & Housing Inspector; A. Zborowski, Finance Manager; D. Blondin and J. Stein, City Attorneys. There being a quorum present, Alderman Linari announced the meeting to be in session.

**3. Executive Session**

none

**4. Any Action Necessary Coming Out of Executive Session**

n/a

**5. Review of Minutes**

- 5.1. Committee of the Whole minutes: July 7, 2009 (Parts I and II)  
Reviewed and corrected (Treasurer Lenzini did not attend meeting)
- 5.2. Regular meeting of the City Council: July 7, 2009  
Reviewed, to be accepted as submitted
- 5.3. Executive Session of the Committee of the Whole: June 16 Parts I and II  
Reviewed, to be accepted as submitted

**6. Appointments.**

Will be making in two weeks. Working with attorneys to deal with inadequate documentation of terms of appointment over past four years.

**7. Presentation of Bills**

The following questions were raised:

- What was attorney bill for – satisfaction of subpoena and FOIA request, litigation to which Highwood is not a party
- Tahoe repairs – Brand new vehicle. Why repairs needed? – pulled for further research
- Late fees – why were late fees allocated to departments that had no control over when bill was paid? – late fees to be paid from administration budget only

- Travel – It was noted that Mark Mansfield seemed to be driving a lot of miles per day for a city our size. Mr. Mansfield came forward to explain. He had been asked to go to a mileage log rather than fill up his personal car at the city pump. It turned out to be a significant cost increase. He pointed out that it was one mile from the water plant to City Hall and that he made that 2 mile round-trip several times a day. He also did a significant amount of driving for building inspections. Mayor Pecaro thanked Mr. Mansfield for coming to the meeting to respond to the question. Mr. Mansfield was asked to continue to use the log for now. The finance committee will discuss this at their next meeting. One possibility being explored is fleet cars.
- “Claims in Vacation” – Alderman Falberg stated that he would like this practice to be eliminated. He requested that bills be paid up to the cut-off date to go to the Finance Committee for review and suggested that all vendors be informed of our cycle. Alderman Linari said that she would notify the vendors. She will also meet with the Finance Director to come up with a plan. Treasurer Lenzini stated that this all should be going through the Finance Committee.

Mr. Jackson was recognized to introduce three gentlemen who work for the Chinese Government who are in Highwood for a four week internship. This internship is the final part of a year-long internship at IIT.

## 8. New Business

### 8.1. Discussion of Fort Sheridan Real Estate Transfer Fee

Alderman Falberg noted that this was a big issue in the Town of Fort Sheridan. It was also a separation between old and new Highwood that seemed to be harming more than helping because of the anger it generates. He requested that the council repeal the fee.

Mr. Blondin said that to do that we would have to amend the annexation agreement and that we may or may not have the right to enforce it. Alderman Falberg stated that the annexation agreement needs to be reviewed because there were other things in the agreement that have been changed in subsequent documents.

Mayor Pecaro said that the council should look at the consequences before making a decision. Alderman Cahnmann said that the council had been promising parity in all of Highwood and asked that the issue be sent to the Legislative Committee to look at the 2H agreement and send it to the Finance for financial input. Mayor Pecaro created a steering committee to which he appointed Aldermen Falberg and Fiore to consider this issue.

### 8.2. Discussion of as Ordinance to make Rienzi Lane one way going south.

The formal ordinance will be sent to the council in two weeks. Alderman Cahnmann asked if there was a study done to see which would work better. The Fire and Police Chiefs had done such a study (including parking pattern) and recommended that the traffic go southbound. Alderman Cahnmann asked that a stop sign be placed at the intersection where Rienzi traffic would flow onto Lyster.

### 8.3. Discussion of Transparency in Government Pledge.

Alderman Murphy-Pieri showed the Council the transparency pledge that local elected officials in Illinois are asked to sign and said that the Legislative Committee felt that this was the only supplement to our oaths of office that might be needed. Alderman Fiore asked about attaching the Code of Ethics. Alderman Sepulveda said that he thought that the oath of office covered the material in the Code of Ethics.

Mayor Pecaro said that he would look at this issue. Alderman Linari will assist him.

### 8.4. Discussion of Ordinance Amending City Code re: council rules

There was an extended discussion of what the best meeting schedule would be. Mayor Pecaro noted that when the COW and formal council meetings alternated on Tuesdays, topics were not dropped very often. On the other hand, he felt that committee night empowered the aldermen. He recommended going back to having staff prepare the tabbed binders and keeping the committee night schedule for one year to see how it worked. The Mayor will review the books with the Legislative Committee showing the separation of COW and council meeting documents. Alderman Linari stated that the aldermen should be held responsible for maintaining their own binders and always having them at meetings.

Also: the holiday list was generally agreed to; the agenda draft was to be ready the Wednesday before the meeting; there would be no consent agenda; public forum comments would be limited to 5 minutes, 3 minutes on agenda items; the executive session would be at the end for council meetings and at the beginning for COW.

The Mayor requested that the changes discussed be made and that this come up again at the COW on August 4<sup>th</sup>.

*Mayor Pecaro requested the approval of the aldermen to move to the items on the consent agenda and then come back to new business. The alderman granted the request. The next item was discussed was item 10.1. After discussing item 10.5 the Mayor returned to this point in the agenda.*

**8.5. Discussion of ARC recommendation regarding landscaping, lighting, fencing, and signage at Ft. Sheridan apartments.**

The original request that went to the ARC was for windows, landscaping, and refuse. Then Morning side came back and wanted to change from stucco to siding. The most recent request was for landscaping, fencing, outdoor lighting, and signage. Mayor Pecaro pointed out that they already have some new units done. Alderman Sepulveda said that he was concerned about safety issues. Alderman Falberg agreed with Alderman Sepulveda and added that he was particularly concerned about electric. Mr. Jackson said that there were no issues with the building about electric, that that was not what caused the fire. It may have been an overloaded power strip.

Mayor Pecaro said that city officials should be able to see new units the 2<sup>nd</sup> week in August.

**9. Old Business**

None

**10. Items for consideration on Consent Agenda for regular city council meeting**

**10.1. Approval of Supplementary Agreement Between the City of Highwood and Highwood Firefighters**

Tabled until the next meeting.

**10.2. Approval of a Resolution for Comcast Franchise Agreement**

Alderman Falberg requested a change that he wanted to have discussed at the formal council meeting regarding wording referring to "the last draft".

**10.3. Approval of an ordinance establishing licensing agreement for professional landscapers services.**

Alderman Linari noted that the council needed to set the effective date. She suggested calendar year licenses and that the next six months be used to contact landscapers and let them know about this new requirement. It was felt that the Highland Park and Lake Forest lists would be an effective place to start.

**10.4. Approval of the Appropriations Ordinance for FY 09-10**

Alderman Murphy-Pieri brought the shortfall in appropriated funds for the fire department to the council's attention. Mr. Blondin advised the council that they could not discuss the union agreement. Alderman Murphy-Pieri said that the issue was about the "retro" checks written in FY 09-10 that were committed to in FY 08-09 to be paid for prior services rendered. A firefighter did not still have to be in the employ of the Highwood Fire Department to receive his or her check. She said that the payments should be charged to FY 08-09. Mr. Jackson said that he and Lauterbach and Amen agreed that they should be charged to FY 09-10. It was agreed that \$150,000 would be added to the salary line (with appropriate changes to all line-items that were based on salary) and that \$150,000 would be added to the total appropriation.

**10.5. Approval of ordinance making technical amendments to the City Code**

It was agreed that the on-line version of the code would be updated regularly but that Sterling would

be told not to print unless directed to do so. A link to the Highwood City Code is to be put on the city's web site.

Mayor Pecaro explained that appointments to boards and commissions could not be made because the terms of the appointments made in the last four years were not adequately documented.

**11. Adjournment**

There being no further business, upon a motion made by Alderman Fiore, seconded by Alderman Cahnmann, and passed unanimously the meeting was adjourned at 6:28 p.m.

RESPECTFULLY SUBMITTED,

---

MARCIA BURKE, CITY CLERK

REVIEWED AND ACCEPTED BY THE HIGHWOOD CITY COUNCIL ON: \_\_\_\_\_, 2009



**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**CITY COUNCIL CHAMBERS - TUESDAY, JULY 21, 2009**

**1. Call to Order**

Mayor Pecaro called the meeting to order at 7:35 p.m.

**2. Roll Call**

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

Absent: Alderman Harpster

Also present: M. Burke, City Clerk; P. Lenzini, City Treasurer; G. Jackson, City Manager; T. Lovejoy, Fire Chief; J. Ponsi, Public Works Director; J. Harding, Director of Community Development & Water Distribution; A. Marrin, Assistant City Manager; M. Mansfield, Superintendent of Water Department and Property Maintenance & Housing Inspector; A. Zborowski, Finance Manager; D. Blondin and J. Stein, City Attorneys

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

**3. Pledge of Allegiance**

Everyone present rose to say the Pledge of Allegiance

**4. Executive Session**

none

**5. Any Action Necessary Coming Out of Executive Session**

n/a

**6. Approval of Minutes**

6.1. Committee of the Whole minutes: July 7, 2009 (Parts I and II)

Motion: Alderman Falberg; Second: Alderman Sepulveda

Accepted as corrected: 6-0 with 1 abstention

6.2. Regular meeting of the City Council: July 7, 2006

Motion: Alderman Falberg; Second: Alderman Sepulveda

Accepted 6-0 with 1 abstention

6.3. Executive Session of the Committee of the Whole: June 16 Parts I and II

Motion: Alderman Falberg; Second: Alderman Sepulveda; Accepted 7-0

**7. Appointments.**

Mayor Pecaro said that he anticipates that he will be able to start to make appointments at the August 4 meeting. He is working with the attorneys to deal with inadequate documentation of terms of appointment over past four years.

**8. Presentation and Approval of Bills**

\$660,230.56 in bills submitted for approval. Detailed list posted at City Hall. There was extensive discussion of the bills presented during the COW meeting. The motion to approve the bills must reflect the bills put on hold for further research at that meeting.

Motion to approve the bills as submitted except for the ones needing additional research as determined during the COW meeting: Alderman Linari. Second: Alderman Falberg.

Ayes: Aldermen Cahnmann, Fiore, Linari, Sepulveda

**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**TUESDAY, JULY 21, 2009**  
**PAGE 2**

Ayes with abstention on any bills for self or for family member: Aldermen Bruni, Falberg, Murphy-Pieri  
Nays: None  
Absent: Alderman Harpster  
Motion carried by a vote of 7 Ayes with three partial abstentions, 0 Nays, 1 Absent

**9. Treasurer's Report**

Treasurer Lenzini briefly reviewed her submitted report.

Motion to accept the Treasurer's Report by Alderman Linari; second by Alderman Falberg

Discussion: It was requested that, for purposes of reporting to the Council, the YTD numbers reflect our fiscal year of May 1 through April 30. Mr. Jackson pointed out that the payroll report already showed both fiscal year data for the Council and calendar year data for tax reporting for individuals. He will see if the payroll processor can label these more clearly.

Vote:

Ayes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri, Sepulveda

Nays: none

Absent: Alderman Harpster

The Treasurer's Report was accepted by a vote of 7 Ayes, 0 Nays, 1 Absent.

**10. Special Business**

Scheduled: Presentation of Services by Raysa and Zimmerman

Presented: Highwood Elected Officials Orientation, including a Conflict of Interest Overview. The primary focus of this presentation was on Open Meetings Act and Freedom of Information Act compliance requirements. Also noted were the following:

- Highwood is a municipal corporation and a home rule municipality. As a home rule municipality virtually anything can be changed by ordinance except the form of government, which is aldermen-mayor.
- The aldermen can exercise power only as a group
- The Clerk is responsible for general oversight of the activities of all committees of the council (primarily Open Meetings Act and Freedom of Information Act compliance).
- All official business should be conducted through City of Highwood email accounts.
- The zoning ordinance should articulate Highwood's goals and how the council plans to achieve them
  - Highwood has a mature existing housing stock that is largely out of compliance with current building codes. The key question for the Council is where they ultimately want the housing stock to end up. The zoning ordinance is the document that provides the guide on how to get there.

**11. Public Input**

Kimberly Laughlin, Artistic Director, Attic Playhouse addressed the council. She said that Attic Playhouse is about to embark on its 12<sup>th</sup> season. They bring about 200-300 patrons into the city each weekend when they are in season. They provide very low cost ads to local businesses. However, when they started they were denied permission to put posters up in the Library. The theater plans its seasons at least a full year in advance. They would like one year's notice of any major event the city is planning because they have to shut down due to some events, either because of parking or noise issues. Their season runs from the end of August to the beginning of June. She also said that, as a not-for-profit, the Attic Playhouse would like to work more closely with the City.

Mayor Pecaro told her that the plan is to have a calendar of events. Alderman Falberg invited her to join the Special Events Committee and to come to the July 28<sup>th</sup> meeting.

**12. Public Hearing-Public Comment on 2009-2010 Appropriations Ordinance**

Mayor Pecaro declared the public hearing open at 8:20 p.m.

**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**TUESDAY, JULY 21, 2009**  
**PAGE 3**

It was explained that the appropriation was taken to budget levels and that \$130,000 was added to the salary line for the fire department, increasing the total amount appropriated because of accounting issues. The appropriation ordinance allows the City of Highwood to spend the money they get from all sources. By law, the appropriation ordinance must be adopted by the end of the first quarter of the fiscal year.

There being no further comments, Mayor Pecaro declare the public hearing closed at 8:24 p.m.

**13. Mayor's Report**

Highwood Days are this week on Thursday from 6 p.m. to 10 p.m., Friday from 6 p.m. to 11 p.m., Saturday from 1 p.m. to 11 p.m., and Sunday from 1 p.m. to 9 p.m.

**14. Committee Reports.**

Finance - Alderman Linari, Chair

Invited all aldermen to come to next meeting at which will probably address water sales.

Long Term Planning – Alderman Falberg reported that the next meeting of the LTP Committee will be on July 28<sup>th</sup>. The Committee wants to move the comprehensive plan ahead and will also continue to address lift station issues.

Public Safety – Alderman Linari reported that there will be an ordinance on the agenda in 2 weeks on Rienzi Lane being made one-way from north to south.

She also discussed a pilot-parking program for a specific building on DeRoo Loop. There would be permit parking for the unit owners in that building that will be two spaces south of Carriage Lane on DeRoo Loop. Mr. Jackson will have a photo display available at the next council meeting.

The Mayor asked the committee about making North one-way and installing a 3-way stop at North and Green Bay to safely accommodate the children who will be attending school at St. James.

Mr. Jackson said that he expects to be able to present responses to his RFP for proposals on resource allocation, performance, and performance measurement regarding police and fire to the committee on August 11.

Public Outreach - Alderman Murphy-Pieri, Chair

They are working on the welcome to Highwood sign and on plans for a quarterly newsletter to be paid for by soliciting ads. Alderman Sepulveda is working to involve the Latino community in Highwood affairs. He has had a number of people express interest in being on such a sub-committee.

Parks and Recreation – Alderman Fiore, Chair

No quorum. Meeting not held

Special Events – Alderman Falberg, Chair

A lot of Farmers' Market posters have been put up. The market is going very well. There has also been some spillover into the restaurants. After six weeks of operation, the market is drawing people from outside of Highwood.

The first Parisian Market was held. This will take place the 3<sup>rd</sup> weekend of every month. Alderman Falberg hopes to have up to 100 antique dealers. This market opens up a whole new area of the city (Bank Lane).

He also reported that work will start on the Pumpkin Fest.

**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**TUESDAY, JULY 21, 2009**  
**PAGE 4**

Legislative – Alderman Pieri, Chair

Code of Conduct – sent Transparency Pledge to council for consideration/adoption.  
Rules – Will be presented at this the July 21 council meeting..

The Mayor asked that the committee look at additional life-safety and property maintenance issues.

**15. Consent Agenda**

All items were removed from the Consent Agenda for separate consideration

**16. Action Items**

16.1. **Approval of Supplementary Agreement Between the City of Highwood and Highwood Firefighters**  
Tabled

16.2. **Approval of 2009-R-11, a Resolution for Comcast Franchise Agreement**  
The council requested one change, disallowing any changes to the draft adopted at the meeting. 5% of the fees received by Comcast in Highwood will go to the City. The agreement is for 15 years.

Motion to approve 2009-R-011 as amended by Alderman Bruni, seconded by Alderman Falberg.  
Ayes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri, Sepulveda  
Nays: --  
Absent: Alderman Harpster  
Abstain: --  
By a vote of 7-0, Resolution 2009-R-08 is approved.

16.3. **Approval of 2009-O-27, an ordinance establishing licensing agreement for professional landscapers services.**

Section 2 is to be amended to say in full force and effect January 1, 2010:

Purpose is so that the City knows who is doing business in Highwood. Alderman Murphy-Pieri requested that the City Manager report back on enforcement. Mr. Jackson said that he will report back on who is violating.

Alderman Linari pointed out that the primary goal is to control chemical applications.

Motion to adopt 2009-O-27 as amended by Alderman Linari, seconded by Alderman Sepulveda.

Ayes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri, Sepulveda  
Nays: --  
Absent: Alderman Harpster  
Abstain: --  
By a vote of 7-0, Ordinance 2009-O-27 is adopted.

16.4. **Approval of 2009-O-28, the Appropriations Ordinance for FY 09-10**

Alderman Sepulveda reminded everyone that he had requested a workshop prior to this vote and that since none was presented and since he still had questions about the appropriation, he would be voting no. The Mayor said that there would be a Financing for Non-Financial Managers in the Public Sector on 9-11 and 9-12 presented by two professors from IIT. Attendance at this seminar was announced as mandatory.

Motion to adopt 2009-O-28 as amended by Alderman Linari, seconded by Alderman Falberg.  
Ayes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri  
Nays: Alderman Sepulveda  
Absent: Alderman Harpster  
Abstain: --

**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**TUESDAY, JULY 21, 2009**  
**PAGE 5**

By a vote of 6-1, Ordinance 2009-O-28 is adopted.

- 16.5. Approval of 2009-O-29, an ordinance making technical amendments to the City Code  
Mr. Blondin explained that this attempts to pick up all ordinances adopted after the cut-off date for submitting material to the codifier.

A link to the city code will be placed on the city web site.

Motion to adopt 2009-O-29 by Alderman Cahnmann, seconded by Alderman Sepulveda.

Ayes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Linari, Murphy-Pieri, Sepulveda

Nays: --

Absent: Alderman Harpster

Abstain: --

By a vote of 7-0, Ordinance 2009-O-29 is adopted.

**17. Unfinished Business.**

none

**18. New Business**

Alderman Sepulveda requested that for any future fire an explanation of what happened and why be presented to the community so that we can learn from past mistakes.

**19. Adjournment.**

There being no further business, a motion to adjourn was made by Alderman Murphy-Pieri, seconded by Alderman Sepulveda, and passed unanimously. The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

---

Marcia Burke, City Clerk

Accepted by the City Council on \_\_\_\_\_, 2009