



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHWOOD CITY COUNCIL  
COUNCIL CHAMBERS, HIGHWOOD CITY HALL  
FEBRUARY 16, 2010**

**1 CALL TO ORDER**

Mayor Pecaro called the regular meeting of the Highwood City Council to order at 7:45 p.m.

**2 ROLL CALL**

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

Absent: Alderman Linari (joined meeting by telephone immediately after roll call)

Also present: M. Burke, City Clerk; T. Lenzini, City Treasurer, G. Jackson, City Manager; A. Marrin, Assistant City Manager; M. Zimmerman, City Attorney, J. Ponsi, Superintendent of Public Works.

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

**Motion to allow Alderman Linari to participate by phone as she had made a timely request and was home ill.**

Motion: Alderman Fiore Second: Alderman Sepulveda

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

No: --

The motion passed with a vote of 7 Yes, 0 No. Alderman Linari joined the meeting by phone.

**3 PLEDGE OF ALLEGIANCE**

Everyone present rose to say the pledge of allegiance

**4 REVIEW OF MINUTES**

4.1 Committee of the Whole minutes: February 4, 2010

4.2 Regular meeting of the City Council: February 4, 2010

4.3 Executive Session of the COW: January 19, 2010 – deferred at the request of Clerk Burke

**Omnibus motion to accept the minutes of the February 4 meetings of the COW as corrected (Judy Putlak should be Lucy Putlak) and the Regular Council as presented: Alderman Harpster; Second: Alderman Fiore.**

Vote:

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

No: --

Absent: --

Abstain: Cahnmann and Sepulveda

Accepted by a vote of 6 yes, 0 no, 0 absent, 2 abstain

**5 SPECIAL BUSINESS**

None

**6 APPOINTMENTS**

6.1 Mayor Pecaro requested that the Council approve the appointment of Mike Steffens, owner Cellar Gate, to the Parks and Recreation Board for the term May 1, 2009 through April 30, 2012. Mr. Steffens would be replacing Lucy Putlak who has moved out of the city.

**Motion: Alderman Fiore; Second: Alderman Bruni**  
**To approve the appointment of Mike Steffens to the Parks and Recreation Board for the term ending May 1, 2012.**

Vote:

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

No: --

The motion passed with a vote of 8 Yes, 0 No. Mr. Steffens' appointment to the Parks and Recreation Board for the term ending May 1, 2012 is confirmed.

## 7 PRESENTATION AND APPROVAL OF BILLS

Treasurer Lenzini presented \$455,241.11 in bills, noting that \$21,187.14 represented invoices that the council had not approved over the last several meetings. She also noted that the Finance Committee had pulled a \$200 payment to the Illinois Fire Chiefs' Association.

Alderman Harpster made a motion to approve paying the bills as presented. Alderman Murphy-Pieri seconded.

Discussion: Alderman Murphy-Pieri noted the our liability insurance has a \$5,000 per claim deductible and that there was one bill that dated back to the 08-09 fiscal year. Mr. Zimmerman said that the \$5,000 was referenced in several memos.

Mr. Jackson will report back to the council on whether there are any bills that can reasonably charged to TIF.

Alderman Bruni inquired about how the City was doing on salt this year and was told that Highwood is "in good shape."

Alderman Falberg updated the council on the status of several of the Pumpkin Fest bills and said that the council is still waiting to hear from Lauterbach and Amen. He said that the Burris bill for \$1,246 should have been paid last month. He asked that the rest of the outstanding bills assigned to the Pumpkin Fest be categorized as to what they were used for and sent to the Special Events Committee before its next meeting.

Alderman Murphy-Pieri asked about accounting for the retro checks which would have been for the year prior to 08-09 when the commitment was made.

Mr. Jackson reported that purchase orders are now required on all goods and services. He also said that he had completed a policy manual that was under review.

There was an extended discussion about the rates of pay of various elected officials. Mr. Zimmerman said that the most recent salary ordinance governs pay rates and since that ordinance shows the Clerk's salary at \$1,800 that's what it is that there was not adequate proof that the wrong amount was used. Alderman Murphy-Pieri said that the Clerk's salary was raised at the April 17, 2007\* meeting and was not discussed after that. For the alderman, their pay is \$600/year but they have been getting \$1,080. Some recollect that the \$480 was an expense allowance. It was noted that no one had been able to find an ordinance providing for the expense allowance. While Mr. Zimmerman felt that these could be continued, several of the aldermen objected. ~~Six~~ Some aldermen have already been paid \$810 for the year. Mayor Pecaro said that those alderman would continue to be paid \$50/month this year, bringing their annual pay to \$1,100.\*\* The other ~~two~~ alderman will be paid \$600 for the year.

\*Alderman Murphy-Pieri asked that this be corrected to be the April 7 meeting. A check of the audio showed that she had said April 17. The correct date is, however, April 7.

The Treasurer asked the council to approve payroll and Warrant A as presented (less the \$200) and Warrant B as modified/corrected.

Alderman Falberg made a motion to approve the bills as corrected. Seconded by Alderman Fiore.

Vote:

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

No: –

The motion directing the Treasurer to pay the bills as corrected passed with a vote of 8 Yes, 0 No.

**8 PUBLIC INPUT REGARDING ITEMS NOT ON AGENDA**

Patty Stone, 241 Prairie. Ms. Stone asked that the City's diminishing revenues be focused on keeping current staff in their jobs. She also questioned do the Comprehensive Plan at this time because of the costs. Both the City Manager and the Mayor who both explained that the comprehensive plan is needed if we are going to be able to take advantage

**9 MAYOR'S REPORT**

none

**10 CITY MANAGER'S REPORT**

Mr. Jackson praised Mr. Ponsi and his team on the excellent and timely snow removal job they did last week. It was noticed and commented on by people from neighboring communities.

He reminded the Council that this is Ms. Zborowski's last week with Highwood. He assured the Council that she was being interviewed to thoroughly document all actions she took regarding payroll. He also said that her new manager had assured him that she would be available by phone to answer any questions.

Mr. Jackson noted that he owed Alderman Bruni a response on a question related to the Public Works Director position and the reorganization and that he had prepared a cost/benefit analysis on the creation of the new position and the overall reorganization. He stated that no decision was needed on this today. Mr. Jackson said that this position could also be responsible for distribution of our excess water. He said that once the infrastructure was in place, he estimated that Highwood could earn \$900,000/year from water sales. In response to a question, he said that the cost of the infrastructure would be charged to the buyer as part of the water contract.

Mr. Jackson reported on the new AP clerk and the new part-time Finance Director.

Alderman Falberg requested that Mr. Jackson provide a written schedule of grants that showed grants applied for; grants awarded; and grant monies received before the next COW.

**11 COMMITTEE REPORTS.**

**11.1 Finance Committee – Alderman Linari, Chair; Treasurer Lenzini reporting**

The committee met last Tuesday in spite of the snow. Treasurer Lenzini reported that the Finance Committee found the thought of putting 1% of revenues into reserve in the current economic climate to be frightening. She said that bids from several group insurance brokers would be available for the council's review shortly.

**11.2 Long Term Planning Committee - Alderman Harpster**

The LTP committee met last Thursday. The CPAC is up and functioning with Chuck Wixom as Chair. The alderman plans to request a project time-line from Houseal, Lavigne. He said that in regards to the Western Avenue bond allocation we should look into a more detailed study of the Western Avenue ballpark.

The alderman reported getting a lot of community input on sprinklers for multi-family dwellings and that he wants a more detailed study of infrastructure support for such systems and more information on the types of sprinkler systems available. The next meeting of the LTP committee will be on February 23<sup>rd</sup> in the Community Development Room.

**11.3 Mayor's Committee on Special Events and Public Outreach (Alderman Falberg and Alderman Murphy-Pieri)**

Alderman Falberg reported that the committee met last Thursday and that there are many upcoming events. The Gourmet Farmer's Market will start on the 2<sup>nd</sup> Wednesday in June. This year he hopes to add a Gourmet Chef's corner and is seeking Chamber of Commerce sponsorship for it. The city is waiting for the contract from the Randolph Market people for the Parisian Market. That should run monthly starting on the third weekend of June.

Alderman Falberg reminded residents that Highwood's businesses need these events to bring more people into town.

**11.4 Parks and Recreation Committee (Alderman Fiore).**

Alderman Fiore reported that the newly renovated basketball floor was dedicated to Ozzie Mazzetta between games this past Sunday.

**11.5 Legislative Committee (Alderman Murphy-Pieri).**

The Legislative Committee is referring the amended ARC to the LTP committee so that it can be dealt with in conjunction with Zoning now that the immediate problem -- not dependably affording the council an opportunity to review decisions that can have a significant effect on the community -- is being addressed.

A draft employee handbook has been submitted to the Mayor for his review. The committee has not had an opportunity to review it yet. At their next meeting, the committee plans to discuss a nuisance ordinance. Business licenses to be issued at no additional cost to liquor license holders. Need to enforce snowplowing ordinances. It is very expensive for the city to have to go out and clean up the areas they had plowed that were later blocked by piles of snow.

Alderman Murphy-Pieri reported that the committee had spent a lot of time on the salary ordinance and still had many questions that they had hoped to take up after tonight's council meeting.

**11.6 Public Safety Committee (Alderman Cahnmann).**

No report

**12 TREASURER'S REPORT**

The Treasurer reviewed the changes to the various fund balances for January. She noted that revenue and department expense items in the budget for the current fiscal year had been revised. Alderman Murphy-Pieri stated that the appropriation that was sent to Lake County was by line item and that she did not think monies could be moved around without council approval. Treasurer Lenzini said that the budget adjustments came as a surprise to her. Mr. Zimmerman said that his recommendation was to adopt the Budget Officer provisions in the Municipal Code. He said that Raysa & Zimmerman had recommended that

for the past several years and even had an ordinance drafted at one time. It was also noted that court and police fines have been dropping over the last several years without any explanation of why this was happening.

### 13 CLERK'S REPORT

The City Clerk again described the review she had started of executive session minutes. She had done an item by item review of the executive session minutes for years 2003, 2004, 2005, and 2006, relying on the IML and Ancel, Glink explanations of the revised Sunshine Laws and with the intent to honor Mayor Pecaro's request to release as much of this material as possible under current law. She again asked that an alderman be assigned to review this recommendation for any areas of disagreement or areas where disclosure guidelines should be set by the entire council as it is the council that bears the responsibility of Open Meeting Act compliance. Alderman Cahnmann, who is also an attorney, will assist with this project. Clerk Burke also noted that she is still trying to be allowed the opportunity to interview the payroll processor and to document how Highwood may take better advantage of their services. Mr. Jackson assured her he would take care of this the next day. She also noted that since she was apparently not going to have the opportunity to document the Finance Director's payroll procedures before Ms. Zborowski leaves Highwood, she certainly hoped that someone had taken on that responsibility.

### 14 Action Items

Mayor Pecaro requested that several of the action items be grouped into one omnibus motion.

**Motion by: Alderman Fiore      Second: Alderman Harpster**  
**Omnibus motion to adopt the Ordinances listed below:**

#### 14.1 Motion to approve    **Ordinance 10-O-03 An Ordinance Amending the Fee Schedule and Title 4 with Respect to Landscapers.** *Listed as Second Reading but is first time council has seen ordinance. Previously discussed at COW only.*

A \$100 landscape licensing fee was called for in Ordinance 09-O-27. The ordinance as presented to and passed by the council updated Title 4 – Business and License Regulations of the Highwood City Code by adding a new Chapter 16 entitled "Regulations Relating to Professional Landscaping Services" without adding the corresponding line to the fee schedule in Title 3 Chapter 2 Article 1A. This amendment cures that omission. It also restates Title 4 Chapter 16 Sections 16.2 and 16.3 for clarification.

#### 14.3 Motion to approve    **Ordinance 10-O-04 An Ordinance Abating the Tax Heretofore Levied for the Year 2009 to pay the Principal and Interest on a General Obligation Bond Not to Exceed \$4,000,000 (TIF Alternate Revenue Sources) Series 2002, of the City of Highwood, Lake County Illinois.** *Listed as Second Reading but is first time council has seen ordinance.*

The city did not need to levy a tax sufficient to pay principal and interest on the named bond as there were adequate monies in the TIF fund to make these payments. Therefore, the tax levied should be abated.

**14.4 Motion to approve Ordinance 10-O-05 An Ordinance Abating the Tax Heretofore Levied for the Year 2009 to pay the Principal and Interest on \$1,860,000 General Obligation Bonds (Waterworks and Sewerage Alternate Revenue Source), Series 2004, of the City of Highwood, Lake County, Illinois.** *Listed as Second Reading but is first time council has seen ordinance.*

The city did not need to levy a tax sufficient to pay principal and interest on the named bond as there were adequate monies in the TIF fund to make these payments. Therefore, the tax levied should be abated.

Mr. Zimmerman explained that with each bond, the city has the right to levy the amount needed to cover the payment due on the bond each fiscal year. If this is not abated it automatically goes into the Property Tax levy.

**14.5 Motion to approve Ordinance 10-O-06 An Ordinance Establishing an ad hoc Comprehensive Planning Advisory Committee (CPAC) and Directing the Completion of a Comprehensive Land Use Plan**

Discussion: Committee Chair Chuck Wixom repeated the request he made at the prior meeting that this group should be treated as a temporary advisory group to a consultant and not be designated as a formal committee of the city council. He requested that this motion be tabled again. ~~Mayor Pecore~~ Mr. Zimmerman said that the ordinance should be changed to show that there are 11 committee members, not 9.

**14.6. Motion to approve Ordinance 10-O-07 An Ordinance Temporarily Suspending Demolition Permit Fees.**

SUMMARY: Suspends permit fee for a limited time to see if that will spur economic development or the upgrade of the housing stock. ." *Listed as Second Reading but is first time council has seen ordinance.*

Vote:

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

No: --

The omnibus motion passed with a vote of 8 Yes, 0 No. Each of the ordinances listed above are adopted and the above motion is passed by a vote of 8 yes, 0 no.

The remaining items of new business were the considered separately.

**14.2 Motion to approve "An Ordinance Amending the 2007 Salary Ordinance."**

Motion: Mike Fiore Second: Louise Linari

Discussion: Requested changes (much narrower ranges for hiring; salary of incumbents rather than ranges for filled positions) have not been made. Alderman Murphy-Pieri pointed out that the ordinance called for Mr. Jackson to make all appointments, including for appointed officials. She said that we were an Article 3.1 form of government and that shifting appointment power to an Article 3.1 City manager was a change in form of government, which would have to go to referendum. Mr. Jackson said that having the Mayor make those appointments would violate the ordinance creating his job. He said that it would also cost Highwood its ICMA recognition. Mr.

Jackson further said that it was important to pass this ordinance at this meeting because it creates the new Public Works position and others.

Vote:

Yes: Alderman Falberg

No: Aldermen Bruni, Cahnmann, Linari, Murphy-Pieri, and Sepulveda

Abstain: Aldermen Fiore and Harpster. Alderman Harpster abstained to avoid the appearance of impropriety.

Motion Fails by a vote of 1 yes, 5 no, and 2 abstain.

**14.7 Motion to Approve Proposal from EJ Equipment to Repair the VacCon.**

*SUMMARY:* An 18 year old piece of equipment that is used to maintain sewer lines has broken. The cost to repair it is \$22,000. The last major expenditure on this piece of equipment was \$37,000 to rebuild the pump eight years ago.

Mr. Ponsi presented the information requested at the February 4, 2010 meeting. He also stated that he and the other employees in his department took furlough days to provide the funds for repairing this piece of equipment.

Disposition: Tabled so that material presented could be digested.

**15 UNFINISHED BUSINESS**

none

**16 NEW BUSINESS**

**16.1** Amending the Appearance Review Code. (First Reading).

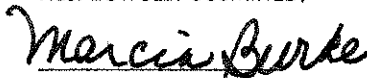
Disposition: Item skipped.

**17 EXECUTIVE SESSION**

**18 ADJOURNMENT**

There being no further business, a motion to adjourn was made by Alderman Sepulveda, seconded by Alderman Fiore, and passed unanimously by voice vote. The meeting was adjourned at 10:40 p.m.

RESPECTFULLY SUBMITTED,

  
MARCIA BURKE, CITY CLERK

REVIEWED AND ACCEPTED BY THE HIGHWOOD CITY COUNCIL ON: MARCH 16, 2010

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