

1. CALL TO ORDER

Mayor Pecaro called the meeting of the Highwood City Council Committee of the Whole to order at 6:03 p.m.

2. ROLL CALL

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

Absent: Aldermen Cahnmann, Linari, and Sepulveda

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.

3. EXECUTIVE SESSION

None

4. ANY ACTION NECESSARY COMING OUT OF EXECUTIVE SESSION

n/a

5. REVIEW OF MINUTES

There were no questions or comments on either the COW or the regular council meeting minutes for January, 19, 2010. Clerk Burke asked that review and acceptance of the minutes for the January 19, 2010 Executive Session be deferred to the next meeting so that she can correct an omission.

6. APPOINTMENTS

Mayor Pecaro plans to appoint Mike Steffens, owner, Cellar Gate, to the Parks and Recreation Board. He would be replacing Lucy Putlak whose term expired May of 2009. Ms. Putlak has moved out of Highwood. Mr. Steffens' term, if his appointment is confirmed, would be the remainder of the May, 2009 through April, 2012 term.

7. REVIEW OF BILLS

None

8. SPECIAL BUSINESS

None

9. NEW BUSINESS

9.1. DISCUSSION OF AN AMENDMENT TO THE CITY OF HIGHWOOD MUNICIPAL CODE FOR LANDSCAPE LICENSE FEE.

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.

Disposition: to this evening's regular session for first reading.

AN ORDINANCE CREATING A RESERVE FUND.

Municipalities are supposed to have reserve funds of 20% to 40% of annual revenues. He proposes putting 1% of all future revenues into such a reserve fund. After some discussion, the aldermen and the Mayor decided that it should take six affirmative votes to make any expenditures from this fund. They also directed that no monies from the fund could be used during the remainder of the Mayor's current term in office. Alderman Murphy-Pieri will do a quick search to see if there is a sample of such an ordinance to use as a base to conserve attorney fees.

Disposition: Alderman Murphy-Pieri is to let Mr. Zimmerman know promptly if she can find such a sample ordinance. Attorney Zimmerman was directed to have such an ordinance ready a first reading at the council's regular meeting on February 16, 2010.

9.3 DISCUSSION AND REVIEW OF THE CITY OF HIGHWOOD SALARY AND COMPENSATION ORDINANCE.

Salary Ranges vs. Rates of Pay

Alderman Murphy-Pieri said that some of the salary ranges were really wide and that she felt that it was not appropriate to give the City Manager so much flexibility. Alderman Harpster said that he felt the ranges were okay for hiring, but the City Manager should justify to the council where in the range he wanted to bring someone in. After some discussion, there was general agreement that any salary ranges needed to be much tighter and that the next budget should include single numbers, not ranges, for salaries. Most other municipalities were said to use the actual salary in the salary ordinance.

Exempt/Non-exempt

Alderman Murphy-Pieri questioned the exempt/non-exempt designations. Mr. Jackson explained the criteria he used to make these designations. After some discussion, he said that he would have all exempt/non-exempt designations documented for the February 16 meeting.

Disposition: Mr. Jackson will propose tighter hiring ranges for the council's consideration. The temporary salary ordinance will be redrafted to include actual salaries only for the council's consideration at its next regular meeting. Documented exempt/non-exempt position classifications will be available prior to the February 16 meeting as the basis for further discussion.

9.4 DISCUSSION AND REVIEW OF PROPOSAL FOR SEWER TELEVISIONING ON WESTERN AVENUE FROM THE CITY OF HP

The city manager requested the council's approval to have preparatory flushing and televising of the sewers under Western Avenue done by Highland Park at a cost of \$6,690. Mr. Jackson said that he was first notified on January 29 of Highland Park's intent to start preparatory work on the rebuilding of Western Avenue work on February 17. Mr. Ponsi explained that it is mandatory to have this work done to maintain Highwood's infrastructure. It is being proposed to occur at this time by Highland Park to fit their schedule for rebuilding Western Avenue. This rebuilding is also envisioned as a joint project with Highland Park, with the work for Highwood to be done by Highland Park at a cost to Highwood of \$1.9 million dollars. Highwood would require bond financing to do this work. Alderman Harpster requested that Mr. Ponsi and Mr. Jackson confirm that all project related costs are included in Highland Park's cost estimate.

Disposition: To be ready to go to the regular city council meeting on February 16 for council consideration and action on spending the \$6,690. Prior to that, Mr. Ponsi is to inform the council of the north and south boundaries of the project.

9.5 REVIEW AND DISCUSSION OF THE LIQUOR ORDINANCE PERTAINING TO CARRY OUT BUSINESS AND HOURS OF OPERATION.

In reaction to the ordinance passed at the January 19th meeting establishing a trial period of extended hours for establishment serving alcoholic beverages on premises, a packaged

estimated that establishments that sell packaged goods also

Disposition: Referred to the Liquor Commission for consideration and a recommendation.

9.6 APPROVAL OF A PROPOSAL FROM EJ EQUIPMENT TO REPAIR VACCON.

A 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. The piece of equipment is 18 years old.

Disposition: After some discussion, the city manager was directed to prepare a report comparing the ROI of purchasing a new piece of equipment, leasing a new piece of equipment, purchasing a piece of used equipment, and repairing the current piece of equipment and then bring it back to the council for consideration.

9.7 DISCUSSION OF APPROVING A PUBLIC WORKS DIRECTOR POSITION.

Item deferred to this evening's regular meeting of the city council as a presentation is planned for that time.

9.8 REVIEW AND DISCUSSION OF THE TAX ABATEMENT ORDINANCES (2).

Highwood has two outstanding bonds: Water and TIF. There are sufficient funds in each of these accounts to make currently required payments. In response to a question, it was estimated that there are 7 – 8 years left on the water bond and 12 years on the TIF.

Disposition: to this evening's regular session for a first reading.

9.9 REVIEW AND DISCUSSION OF A RESOLUTION HONORING OZZIE MAZZETTA.

Alderman Fiore announced that the planned ceremony at the Rec Center would be on February 14th at 4 p.m. and would like to present the resolution to the family at that time.

Disposition: to this evening's regular session for approval.

10. OLD BUSINESS

10.1. DISCUSSION OF AN ORDINANCE AMENDING THE APPEARANCE REVIEW CODE TO ALLOW FOR SANDWICH (A-FRAME) SIGNAGE FOR RESTAURANTS

Disposition: Referred to Legislative Committee.

10.2. UPDATE OF COMCAST COMMUNICATIONS CHANNEL.

Highland Park has done their build out and are currently broadcasting our meetings at no charge to Highwood as a service to the residents of Highwood. They have not yet provided Highwood with a draft of the intergovernmental agreement regarding Highwood's participation in Highland Park's cable TV broadcasting. Two other municipalities that were also considering participating in this have dropped out. Ms. Marrin expressed concern that this may change the costs from those originally presented. Ms. Marrin expects to have proposals in from Highland Park for the use of their facilities on an on-going basis and from Dan Whitford to set up to provide stream video over the internet in time to present at the next meeting.

Disposition: Staff report to be presented at next COW meeting comparing the two options if the proposals/draft agreements are submitted on a timely basis.

10.3 DISCUSSION OF AN ORDINANCE ESTABLISHING BOARDS, COMMITTEES AND COMMISSIONS.

move forward because of the confusion that developed
ft.

Disposition: referred to the Legislative Committee to be discussed at its February 11th meeting.

10.4 DISCUSSION OF AN AMENDMENT TO THE APPEARANCE REVIEW CODE REGARDING APPEARANCE REVIEW COMMITTEE (ARC) JURISDICTION.

Mr. Zimmerman asked if every decision of the Committee was to come to the council or just some. Alderman Falberg said that he would move at tonight's meeting to have every decision come before the council for ratification. Mr. Zimmerman said that the council would need to be ready to deal with a consent agenda to keep this from getting bogged down. Alderman Murphy-Pieri noted that the ARC dealt primarily with the business district and that she didn't expect a lot of such decisions to come before the council.

Disposition: Mr. Zimmerman was asked to draft an ordinance that called for all ARC decisions to be ratified by the Council.

10.5 DISCUSSION OF A MOTION APPROVING THE CREATION OF A CITIZEN PLANNING ACTION COMMITTEE (CPAC) FOR THE COMPREHENSIVE LAND USE PLAN.

Chuck Wixom, CPAC Chair, rose to explain how CPAC was created as part of the Houseal, Lavigne planning process and that it was charged with getting the public involved with and contributing to the planning process. At the suggestion of the city's attorneys, an ordinance to make this committee an official public body was being considered. Mr. Wixom said that he was told by Houseal, Lavigne that they have no other client who has taken such an approach since the committee is only to exist as part of the planning project.

Mr. Wixom reported that the committee has been posting advance notices of their meetings and Mr. Wixom has been issuing regular reports that meet the statutory requirements for minutes.

Judy Johnston, CPAC member, said that she thought a resolution might be better.

Paul Diambri, CPAC member and attorney, confirmed that the meetings were being posted and that the reports served as excellent minutes. He said that it was operating in compliance with the Open Meetings Act and will continue to do so.

Disposition: will be discussed further at the regular city council meeting this evening so that the discussion is televised.

11. ADJOURNMENT

Upon a motion made by Alderman Bruni, seconded by Alderman Falberg, and passed by voice vote with no objections, the meeting was adjourned at 7:30 p.m.

RESPECTFULLY SUBMITTED,

/s/ _____ MBURKE
MARCIA BURKE, CITY CLERK

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