



**MINUTES OF THE HIGHWOOD CITY COUNCIL  
COMMITTEE OF THE WHOLE  
COUNCIL CHAMBERS, MARCH 2, 2010**

**1. CALL TO ORDER**

Mayor Pecaro called the meeting of the Highwood City Council Committee of the Whole to order at 6:07 p.m.

**2. ROLL CALL**

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

Absent: Alderman Cahnmann, Harpster, and Linari

Also present: M. Burke, City Clerk; T. Lenzi, City Treasurer, G. Jackson, City Manager; A. Marrin, Assistant City Manager; M. Zimmerman, City Attorney; J Ponsi, Superintendent of Public Works; J. Harding, Director of Community Development and Water Distribution; G. Gibson, Finance Director.

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**

none

**5. REVIEW OF MINUTES**

**5.1.** COW: February 16, 2010 -- to be accepted as submitted.

**5.2.** Regular meeting of the City Council: February 16, 2010  
to be deferred pending Clerk review of audio tape of Items 7 and 14.2

**5.3.** Executive Session of the COW: January 19, 2010 and February 16, 2010 -- to be deferred to provide Alderman with additional time to review them.

**6. APPOINTMENTS**

none

**7. REVIEW OF BILLS**

Will be done at the next meeting.

**8. SPECIAL BUSINESS**

**Presentation of General Obligation Bond Issue for Infrastructure Improvements.** Mr. Jackson will provide an overview and Mr. Stock from Mesirow will discuss the proposed bond offering.

Mr. Jackson: Discussed bond acquisition to totally repair Western Ave from Prairie to Washington at Long Term Planning meeting. The project would include repairs to underground water and sewer lines. The cost of the repairs is estimated to be \$1.9 million

The LTP committee also discussed the potential acquisition of property that touched on Western Ave. . When issue brought up, Manager's office was directed to bring it to LTP committee. Property would be for public use however the city felt was appropriate. Mr. Jackson developed package explaining a variety of funding options.

Mr. Stock: American Recovery and Investment Act provides a way for local governments to be able to borrow on a lower cost taxable basis with the federal government covering part of the

cost Should increase value of what city receives by 3% to 5% over the life of the bond. There are potentially ways that this can be paid for through the Water and Sewer Fund rather than raising property taxes. City's credit would be packaged as neatly as possible to get the lowest possible interest rate available. Will also need bond counsel and local counsel. If go forward, they would come back with a bond ordinance to allow the city to sell the bonds.

The idea would be to get this done as quickly as possible so city can get shovels in the ground come spring.

Mr. Stock anticipates that the city's credit rating will be securely in the A range. Overall pledge would be the general revenues of the city. But can build in flexibility with access to another fund.

Mr. Jackson: this is a \$3 million dollar project. Have already started to spend monies on property appraisal and televising that the council had approved almost a month ago.

Ms. Gibson: City had gotten a grant to do a water rate study. Study has shown that our rates are lower than other communities by about 24%. Staff is proposing an 8% increase on water rates from \$1.78 to \$1.98 (or is it from \$1.98). They are also looking at a couple of other revenue streams including an additional tax on gas, on food and beverage, and on dry cleaning. Another revenue stream would be generated by the reduction in operating expenses attributable to personnel and personnel expenses.

Ms. Gibson also discussed the capitalization of the first year's payment to guarantee immediate availability of first payment.

Mr. Jackson summarized the discussion pointing out the expected increase in surrounding property values if the city buys the piece of land in question. He requested direction on how to proceed. So far, this has been a fact finding mission at the request of the Long Term Planning Committee, the request of the Mayor and the request of staff. Things council has to decide include whether it would want to move forward with a water rate increase to repay part of debt service.

Mr. Jackson said that the acquisition of the property in question would change the entire dynamic of the neighborhood and pointed out that the city had to look at the development of areas, not just road repairs.

## **9. NEW BUSINESS**

**ALDERMAN FALBERG LEFT THE MEEING AS THIS CONCERNS HIS RESIDENCE.**

### **9.1. Discussion of an Amendment to the Fort Sheridan Planned Unit Development for 822 Lyster Road.**

Alderman Falberg has applied for approval to replace his current garage. He has already gotten all the underlying approvals required in the Town of Fort Sheridan.

Disposition: to the Council for consideration at the March 16, 2010 meeting.

**ALDERMAN FALBERG RETURNED TO THE MEEING**

### **9.2. Discussion of a Re-Subdivision for the Properties located at 327 and 331 Ashland Avenue.**

The owner wants to re-subdivide this property to create two conforming lots instead of one conforming and one non-conforming. As a condition of approval the Plan

Commission specified that all that could be built on the to-be-conforming lot was a single family home substantially the same as in the plans provided with this application.  
Disposition: to the Council for resolution at the March 16, 2010 meeting.

**9.3. Discussion to Execute a Lease with CIA/Wireless Sprint for Telecommunications Equipment on the Municipal Water Tower.**

There are currently 9 antennas that generate \$24,000 in revenue. Sprint has requested adding a piece of equipment that would result in an additional \$2,748 in income to Highwood.

Disposition: to the Council for consideration at the March 16, 2010 meeting.

**9.4. Discussion of Ordinance Amending Fees Charged Under the Freedom of Information Act.**

Copy fees for FOIA'd documents were set at \$.15/page for each page over 50 as is allowed by statute. However, in previous litigation the court ruled that \$.10 /page was adequate. Mr. Jackson said he assumed Highwood would be litigated against again if the fee were set at \$.15/page and suggested that the council set the fee at \$.10/page for each page over 50.

Disposition: to the Council for consideration at the March 16, 2010 meeting.

**Mayor Pecaro said that unless there were any objections, he would skip to item 10.3 to accommodate a representative from Baxter & Woodman.**

**10.3 Discussion of Engineering Agreement for Green Bay Road Phase III, Baxter & Woodman.**

This is the last phase of the work on Green Bay Road. This is the phase that includes storm sewer replacement. It includes Green Bay Road from Highwood Ave. to Washington. The engineering is being done now so that this will be shovel ready and able to qualify for any federal monies that may become available. There was a CDBG allocation of \$119,000 for this year that will be spent on the required engineering.

In response to a question from Alderman Murphy-Pieri, Mr. Jackson said that on-line on the American Recovery Act web-site it shows that Highwood got the money it was awarded. The state actually receives the funds and pays the contractor on completion of the project.

Alderman Falberg asked what % of Green Bay Road could be paid out of TIF.

Mr. Jackson said that the chart Alderman Falberg requested showing the status of all grants is done and would be provided to the Alderman.

Disposition: to the Council for consideration at the March 16, 2010 meeting

**Mayor Pecaro said that unless there were any objections, he would now go to item 9.8 since the item was also on the regular meeting agenda to be acted on this evening.**

**9.8. Discussion of a Purchase for a Kubota Tractor for the Recreation Center.**

Mr. Trapani explained that the tractor currently being used by the Rec Center is no longer operable. He said it would cost \$6,000 to repair it. In exploring his options he found a used one with all the features he wants that is two years old and has only been used for 34 hours. This is available for \$10,765. He would expect to use it 170 hours/year. Mr. Trapani told the council that he was requesting authorizing using monies from the "Special Recreation Fund" that was established for things such as this. There would be about \$6,000 remaining in the fund after this purchase.

Disposition: to the Council for consideration at this evening's meeting

**Mayor Pecaro requested a motion to adjourn the COW meeting and reconvene it after the regular council meeting.**

Motion: Alderman Fiore      Second: Alderman Falberg

Passed by voice vote without objection at 7:31 p.m. and meeting adjourned until after the regular meeting of the city council.

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**Mayor Pecaro reconvened the COW meeting at 8:43 p.m. and returned to the regular order of the agenda.**

**9.5. Discussion of an Ordinance Amending the Traffic and Motor Vehicle Code of 1975 to Amend Parking Restrictions on Green Bay Road Regarding Signage.**

This is being considered in response to a request from a restaurateur on Green Bay Road. He is concerned about loss of business due to not having any parking spot(s) reserved strictly for pick-ups. After some discussion the council generally agreed on considering making the two spots in front of Washington Gardens 15 minute parking for pick-ups only all day everyday. This will be reviewed with all immediately surrounding businesses before a final decision is made.

Disposition: Mr. Jackson was asked to prepare a letter to nearby businesses describing what is under consideration concerning parking on Green Bay and inviting them to the next COW meeting to discuss this proposal and to try to determine how best to meet the needs of all the businesses.

**9.6. Discussion of Healthcare Brokers to provide Health Care Quote FY 2010/11 Discussion of Healthcare quotes and review of insurance Brokers.**

Staff has received renewal numbers from BC/BS and is in getting proposals from five brokers for the BC/BS group insurance. It was explained that there are often additional services provided by brokers. Staff will be considering the value of these add-ons.

Disposition: Staff will present quotes received to the council.

**9.7. Discussion of an Ordinance Amending the Appearance Code to Allow Sandwich Board Signs.**

Mr. Zimmerman explained that he needs further direction from the council about provisions to include in this ordinance. There was general agreement that signs could

not be placed on the streets; that they had to be wood, metal, or heavy plastic, that there had to be a 60" clearance on sidewalks; that there should be an initial fee of \$100, with \$15-\$20 annual fees after that; in order to qualify for a permit, a business had to be paid in full on all monies owed to the city.

Disposition: Mr. Zimmerman will revise the ordinance as specified by the council.

**9.9. Discussion of RFQ's for Professional Services.**

This is to explore the options available to the city concerning the provision of legal services.

**9.10. Discussion of a Mandatory Furlough for FY 2009-2010**

Mayor Pecaro said that he does not want to push all cost savings initiatives into the following fiscal year and was trying to avoid the city ending the current fiscal year in the red. Any discussion about furloughs should be tabled because a lot of employees had been here earlier to hear this discussion and have left.

Alderman Falberg said that when cuts are considered, the council needed to be sure to cut the right things – things that had the biggest impact on the budget and the least impact on services.

Alderman Murphy-Pieri pointed out that there was a lot of information on the internet about creative things other municipalities are doing.

Disposition: Issues concerning employee pay will be discussed in Executive Session and presented once agreement is reached.

**9.11. Discussion of an Ordinance Amending the Highwood City Code Related to Committees of the City Council**

Removed from agenda by Mayor Pecaro

**9.12. Discussion of an Amendment to the Appearance Review Code regarding Appearance Review Committee (ARC) Jurisdiction**

Item handled at regular meeting

**10. OLD BUSINESS**

**10.1. Discussion of an Ordinance Placing a Moratorium on the Accrual and Collection of Parking Shortfall Fees**

Alderman Falberg explained that the intent was to bring businesses into the city. Other aldermen and the Treasurer stated that trying to increase revenues and at the same time eliminating certain fee payments did not make sense. If a business is up-to-date on parking shortfall payments, it would be given a one year waiver on shortfall fees (would effect businesses that were paying their fees over a five year period). New businesses would have one year's payment of their parking fees waived.

Alderman Murphy-Pieri raised the issue of the formula to determine the parking shortfall amount not being applied consistently in the past. Mayor Pecaro said that the formula and its application should be reviewed as part of this.

Mr. Jackson suggested to the council that they may want to consider using a collection agency after bills have been outstanding for some period of time. He also

suggested not renewing the licenses of businesses that owed the city money until they paid in full.

Alderman Falberg said that when assess fees should specify what money is for and put it in its own fund.

Disposition: Mr. Zimmerman will make the changes in the draft ordinance that were agreed to for consideration at the next COW meeting. Setting the formula is a policy decision.

**10.2. Review and Discussion of City Snowplow Ordinance Fee Schedule.**

Several questions were raised in conjunction with this:

- Does Highwood require snowplow providers to be licensed?
- Who is responsible for doing it right? Is it homeowner or service provider?
- Was an ordinance adopted several years ago?
- Is there an effective enforcement mechanism?

Disposition: Going to move forward with ordinance

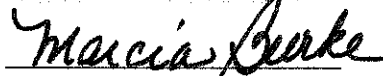
**10.4. Discussion of Repair of the VacCon by EJ Equipment or other alternative**

Approved at regular meeting.

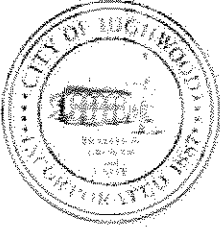
**11. ADJOURNMENT**

Upon a motion made by Alderman Falberg, seconded by Alderman Bruni, and passed by voice vote with no objections. The meeting was adjourned at 9:40 p.m.

RESPECTFULLY SUBMITTED

  
MARCIA BURKE, CITY CLERK

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



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHWOOD CITY COUNCIL  
COUNCIL CHAMBERS, HIGHWOOD CITY HALL  
MARCH 2, 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, Fiore, Falberg, Murphy-Pieri, and Sepulveda

Absent: Aldermen Cahnmann, Harpster, and Linari (joined meeting by telephone immediately after roll call )

Also present: M. Burke, City Clerk; T. Lenzini, City Treasurer, G. Jackson, City Manager; A. Marin, Assistant City Manager; M. Zimmerman, City Attorney, J. Ponsi, Superintendent of Public Works; Jeff Harding, Director of Community Development and Water Distribution; M. Trapani, Recreation Director.

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 Falberg

The motion passed by voice vote with no dissensions. 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 16, 2010

**Motion to accept the minutes of the Committee of the Whole meeting on February 16 as presented: Alderman Murphy-Pieri; Second: Alderman Falberg.**

Vote:

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

No: --

Absent: Cahnmann and Harpster

Abstain: --

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

4.2. Regular meeting of the City Council: February 16, 2010  
to be corrected as discussed in the COW

4.3. Executive Session of the COW: January 19, 2010 and February 16, 2010 deferred to  
allow the aldermen more time to review

**5. SPECIAL BUSINESS**

None

**6. APPOINTMENTS**

None

**7. PRESENTATION AND APPROVAL OF BILLS**

At the second meeting of the month.

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

Patty Stone, 241 Prairie Ave: Ms. Stone questioned both the reported cost of special events and their value to the city.

Alderman Murphy-Pieri and Alderman Falberg both told Ms. Stone that the numbers she presented did not match the numbers given to the council.

Lisa Cervac, 239 Burchell Ave: Ms. Cervac said that any thriving city thrives in part because of their strong special events programs; that special events help determine how the city is perceived.

Mr. Jackson told Ms. Stone that he would email her the correct information about the cost/revenues of special events to replaced the report she obtained while still a city employee.

**9. MAYOR'S REPORT**

Commonwealth Edison has a program through which people who are in need may be able to get help with their electric bills. There is a link to it on the city's web-site.

**10. CITY MANAGER'S REPORT**

Report scheduled for second meeting of the month. He will be asking firefighters' union representative to provide a report analyzing the results they've achieved to date on the expense reductions they committed to in the supplemental agreement signed earlier this year.

**11. COMMITTEE REPORTS.**

**11.1. Long Term Planning Committee - Alderman Harpster**

**11.2. Not reporting**

- **Finance Committee – Alderman Linari, Chair; Treasurer Lenzini reporting**
- **Mayor's Committee on Special Events and Public Outreach (Alderman Falberg and Alderman Murphy-Pieri)**
- **Parks and Recreation Committee (Alderman Fiore).**
- **Legislative Committee (Alderman Murphy-Pieri).**
- **Public Safety Committee (Alderman Cahnmann).**

**12. TREASURER'S REPORT**

. The Treasurer will report at the March 16 meeting.

**13. CLERK'S REPORT**

The Clerk reported that there had been a problem concerning the security of the audio tapes of the executive sessions and that she and Alderman Fiore would jointly present a revised procedure for handling these audio recordings.

All materials for the review of the unreleased Executive Session minutes for years 2003, 2004, 2005, and 2006 have been given to Alderman Cahnmann. He will conduct his review when he returns from vacation.

The payroll processor still had not been given permission to talk to the Clerk about the services that they routinely provide to other clients that are available to Highwood.

#### 14. Action Items

Mayor Pecaro said that if there were no objections he would be taking the action items out of order. No objections were voiced.

##### **Agenda item 14.4 Consideration of a proposal to purchase a used Kubota tractor.**

Summary: tractor would be for the Highwood Recreation Center to use for the baseball field.

Mike Trapani, Recreation Director, explained that he had found a used Kubota tractor for \$10,765 that had all the features he was looking for. He said that the funds for this had already been generated and were in the Special Rec Account.

**Motion: Alderman Falberg      Second: Alderman Sepulveda      To authorize the purchase of a used Kubota tractor by the Recreation Center with up to \$11,000 from the Special Recreation Fund.**

Discussion: Mr. Trapani explained that the Special Rec Fund holds monies raised by the Rec Center as a "rainy day" fund to cover needed expenses that were not included in the budget.

Vote:

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

No: --

Absent: Cahnmann and Harpster

Abstain: --

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

##### **14.1. Motion to approve an Ordinance Amending the 2007-O-22 Salary Ordinance.**

**Motion: Alderman Falberg      Second: Alderman Fiore**

Alderman Fiore said that his support for this amendment was conditional on the elimination of the position of the Public Works Director.

Alderman Murphy-Pieri asked that the city attorney provide a written opinion on the scope of appointment powers that it was permissible to transfer to the city manager in light of AG 97-028.

Mr. Jackson said that in light of Alderman Murphy-Pieri's request he was asking that the motion be tabled so that the attorneys could provide the requested opinion and so that he could consult with the ICMA attorneys about any potential affect on our ICMA recognition status.

Mr. Jackson also noted that the transfer of appointment powers to the City Manager was to take the politics out of hiring.

**Motion to table: Alderman Falberg      Second: Alderman Fiore**

Vote:

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

No: --

Absent: Cahnmann and Harpster

Abstain: --

Motion to table passed by a vote of 6 yes, 0 no, 2 absent, 0 abstain

**14.2. Motion to approve an Ordinance Regarding Mandatory Furlough Days**

Summary: Mayor Pecaro requested a motion to adopt an ordinance requiring five furlough days from each non-bargaining unit employee.

No motion was offered.

**14.3. Motion to approve a proposal from EJ Equipment to Repair the Vac Con.**

Summary: The Vac Con has not been operable since November. EJ Equipment, one of two providers of parts for this machine in Illinois, has agreed to a payment schedule to assist the city in paying for this repair.

**Motion: Alderman Falberg**

**Second: Alderman Fiore**

Mr. Ponsi recommended the alternative with the lowest immediate outlay of cash (expected to be \$13,000-\$14,000). He said that if additional funds were available to Public Works, he'd rather use it to replace other out of service equipment. Mr. Ponsi also pointed out that the sewers still had to be televised. Mr. Jackson said that was being handled through the budgetary process.

Alderman Falberg asked Mr. Ponsi to submit an ROI analysis covering all equipment in need of repair plus any additional equipment needed to properly maintain the city's infrastructure. The analysis should compare the costs of equipment purchase and/or repair vs. not having the equipment required to perform the necessary work. Alderman Falberg asked Mr. Ponsi to have the report completed for the next COW meeting.

In response to questions from several aldermen, Mr. Ponsi said that he would work to secure a monthly payment schedule at an amount not to exceed \$2,000/month.

Vote:

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

No: –

Absent: Cahnmann and Harpster

Abstain: –

Motion to approve the repair passed by a vote of 6 yes, 0 no, 2 absent, 0 abstain

**15. UNFINISHED BUSINESS**

none

**16. NEW BUSINESS**

**Not on agenda -- Council procedures**

Alderman Sepulveda requested that the name(s) of the person who had requested its inclusion be shown for each agenda item.

Alderman Falberg noted that the Council rules require that the agenda be distributed in draft form by the close of business on the Wednesday before the meeting for review by the aldermen so that they could request changes or additions. Mr. Jackson said that draft agendas will be provided as requested and that changes would be due by the close of business on Thursday. Final agenda(s) will be published on the Friday before the meeting.

Alderman Falberg also requested that the meeting packet be distributed electronically and that it contain a Table of Contents.

Mayor Pecaro said that no materials should be distributed at the council meeting rather than in the packet. If any new material was provided at the meeting, he said that the item under discussion should be tabled and discussed at the next meeting.

**16.1. Consideration of an ordinance amending the Appearance Review Code (first reading)**

Summary: The City Attorney had been requested to prepare an ordinance making the Appearance Review Committee entirely a recommendatory body pending a full review of the Committee's charter and function by the Council.

Disposition: Action agenda item at March 16 meeting of the City Council.

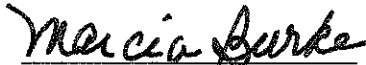
**17. EXECUTIVE SESSION**

none

**18. ADJOURNMENT**

There being no further business, a motion to adjourn was made by Alderman Fiore, seconded by Alderman Bruni, and passed unanimously by voice vote. The meeting was adjourned at 8:43 p.m.

RESPECTFULLY SUBMITTED,

  
MARCIA BURKE, CITY CLERK

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

