



**MINUTES OF THE HIGHWOOD CITY COUNCIL  
COMMITTEE OF THE WHOLE  
COUNCIL CHAMBERS, MAY 18, 2010**

**1. CALL TO ORDER**

Mayor Pecaro called the meeting of the Highwood City Council Committee of the Whole to order at 6:00 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; S. Hannon, Director of Finance

Not attending: J. Harding, Director of Community Development & Water Distribution and L. Rossi, Chief of Police, R. Pieri, Deputy Fire Chief

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)(2) Negotiations, 2(c)(11) - pending or probable litigation, and 2 (c)(21) – review of executive session minutes.

Motion: Alderman Fiore      Second: Alderman Murphy-Pieri      Vote:

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

No: --

Absent: --

The motion passed by a vote of 8 Yes, 0 No, 0 Absent, and 0 Abstain; the COW went into executive session at 6:02 p.m.

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

The meeting reconvened at 7:02 p.m.  
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**4. ANY ACTION NECESSARY COMING OUT OF EXECUTIVE SESSION**

None

Mayor Pecaro asked if there were any objections to taking two items out of order to accommodate the speakers. There were no objections. Mayor Pecaro said that Employee Health Insurance (Agenda Item 10.5) would be up next to be followed by CPAC (Agenda Item 9.2); he removed the moratorium on parking shortfall fees (Action Item 10.1.3) from the Agenda.

**Agenda Item 10.5 Discussion and review of Employee Health Care Options**

Speaker: Lou Pasquesi, Viti Financial.

Mr. Pasquesi said that based on input from the Council and the Committee they were now looking at staying with the current plan. The premium would be about \$50,000 less than originally projected due to fewer personnel. He reminded the Council that they had previously been looking at a high deductible plan with an HRA or HSA. Viti Financial only needs to know which plan is selected and not how premium is shared between the City and the employee. A special meeting to decide on a course of action was suggested

**Agenda Item 9.2 CPAC request for funding for signage**

Speaker: Chuck Wixom, Chair

Mr. Wixom said that Houseal/Lavigne is doing a superb job. He reminded the Council that the community meetings had been well attended. Since then Houseal/Lavigne has had a meeting with business community that was very well attended and has conducted interviews with 22 people from the community selected by CPAC. Mr. Wixom noted that Houseal/Lavigne did 22 interviews at no extra charge even though they had only committed to do ten.

Next they will do interviews or surveys with all departments, boards, and commissions. In July they will hold envisioning workshops.

For its part, Mr. Wixom told the Council that the Committee will try to communicate with Council more effectively. He said that the tab on the City's web-site for this project needs to be updated so that it is more prominent and useful for broad input.

Mr. Wixom is going to ask Oak Terrace to donate a room for the community meetings again; he will try to get volunteer translators; and he will ask local bakeries to sponsor refreshments for the open house. He asked if Highwood's PR firm could write and place a couple of press releases. Ms. Laurie Marston of CPAC outlined possible upcoming expenses – the committee may need financial support for is signage and flyers, although CPAC will try to get external support for those as well. Signs will be needed by June 1. Ms. Hannon said that the City cannot commit anything at tonight's meeting. The next council meeting is June 1.

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Mayor Pecaro then requested a motion to recess the COW until the conclusion of the regular City Council meeting. Alderman Fiore so moved; seconded b Alderman Cahnmann; approved by voice vote with no objections. The COW was recessed at 7:28 p.m.

Upon on motion by Alderman Harpster, seconded by Alderman Sepulveda and passed by voice vote with no objections, Mayor Pecaro reconvened the COW at 9:50 p.m.

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**5. REVIEW OF MINUTES -- COMPLETED AT REGULAR COUNCIL MEETING**

- 5.1. Committee of the Whole minutes: May 4, 2010
- 5.2. Regular meeting of the City Council: May 4., 2010
- 5.3. Special Meeting of the City Council: April 28, 2010
- 5.4. Executive Session Minutes: February 16; April 26; April 28; May 4

**6. APPOINTMENTS -- COMPLETED AT REGULAR COUNCIL MEETING**

Chief Rossi and Deputy Chief Pieri to the ETSB.



**CITY OF HIGHWOOD**  
**MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL**  
**CITY COUNCIL CHAMBERS - TUESDAY, MAY 18, 2010**

**1. Call to order**

Mayor Pecaro called the regular meeting of the Highwood City Council to order at 7:35 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; S. Hannon, Finance Director

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

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. Minutes**

4.1 Committee of the Whole minutes: May 4, 2010

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

4.3 Special Meeting of the City Council: April 28, 2010

Motion to accept the May 4 COW, May 4 regular meeting, and the April 28 special meeting minutes by Alderman Murphy-Pieri; seconded by Alderman Sepulveda. Vote:

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

No: 0

Absent —

Abstain —

The motion passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain. The May 4 COW and regular Council meeting and the April 28 Special Meeting were all accepted as presented.

4.4 Executive Session Minutes: February 16; April 26; April 28; May 4  
Tabled to allow more time to review.

**5. Special Business -- Plans for U.S. Post Office in Highwood.**

A representative of the U.S. Post Office explained that the postal service no longer needs as much space as it used to. The Highwood Post Office was identified as having excess space. It has 3,500 sq. ft. and what's required is 1,200 to 1,500 square feet. The postal service plans to relocate the post office to another building in Highwood and to put the current building up for sale. The mail carriers will be relocated to the Highland Park facility but will still do their same routes. The Council was assured that no jobs would be lost. The postal service is currently doing real estate due diligence. They will take no action on the facility until they have a buyer. Zoning issues will be discussed with Mayor Pecaro on a proactive basis.

**6. Appointments**

***Emergency Telecommunications Services Board (ETSB, previously 911)***

Mayor Pecaro asked the council to approve the appointments of Deputy Fire Chief Pieri and Police Chief Rossi to this Board with the terms to be set by the Council .

Motion to approve appointments with terms to be set by the Council: Alderman Bruni      Second: Alderman Linari.      Vote:

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

No: 0

Absent –

Abstain –

The motion passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain. Deputy Chief Pieri and Chief Rossi have joined Alderman Bruni on this Board.

**7. Review and approval of bills.**

The list of bills for April and the list for May were distributed at the meeting because they had not been included in the meeting packet. Treasurer Lenzini and Ms. Hannon reported that the Finance Committee had reviewed the bills and recommended that they be paid as funds become available with the exception of the following invoices which should be held for payment pending further review: Lauterbach & Amen - \$3950.00, Raysa & Zimmerman - \$7,703.37 and \$749.00, Mendino Excavating - \$8279.74 due to overtime billing and inconsistent rate billing, Bleck - \$31,074.06, NSSRA - \$14, 623.00 which is the January 1 – June 30 statement. Note: approved NSSRA payments will be paid out of the Nordstrom account if possible.

Motion to approve the bills as presented to be paid as funds become available with the exceptions recommended made by Alderman Fiore; seconded by Alderman Falberg. Vote:

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

No: 0

Absent –

Abstain –

The motion to pay the bills as presented as funds become available with the exception of the following invoices which will be held for payment pending further review: Lauterbach & Amen - \$3950.00, Raysa & Zimmerman - \$7,703.37 and \$749.00, Mendino Excavating - \$8279.74 due to overtime billing and inconsistent rate billing, Bleck - \$31,074.06, NSSRA - \$14, 623.00 which is the January 1 – June 30 statement (note: if possible, approved NSSRA payments will be paid out of the Nordstrom account) passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain.

**8. Public Input – items not on agenda**

**Mike Silverstein -- new homeowner on Western.** Mr. Silverstein reported that his basement has flooded from the sanitary sewer twice. He said that Ms. Marrin had been very helpful in getting the immediate problem addressed but that he can't do anything more than he has done until Western is fixed. He said that he and several others on Western can't use water anytime there is significant rain because of the sewage back-up.

Mayor Pecaro told Mr. Silverstein that Western was supposed to have been done this year in conjunction with Highland Park and that Highland Park seems to have eliminated the project from this year's schedule. Mayor Pecaro said that Highland Park's fiscal year starts on January 1 and that he hoped work could resume at that time.

Mr. Silverstein noted that he has already had two five figure damages.

It was pointed out that the problem is coming from the North Shore Sanitary District because even when Highwood increases the sanitary sewer pipe diameter it will still have to feed into inadequate pipes further down. It was suggested that NSSD might be a source of help.

**Lisa Cervac, President Highwood Library Board** – Ms. Cervac reported that she had transformative news to share. The library will be closed for remodeling from June 1 to July 1. The Board will try to keep the young adults' room and the bookstore open during remodeling. She went on to say that the library has been without a director since Ms. Retanauer's termination. For now she reported that

the Board is intentionally saving that salary. Cookbook sales kicked off at an event held Sunday. The Highlife Cookbook Volume II is available for \$25. Volume I is still available.

**Judy Johnston, Highwood's League of Women Voters Complete Census Count Committee.** Ms. Johnson reported that 74% of Highwood households have returned their census forms. Census enumerators are going out now to try to reach the other 26%. Each person who is counted is estimated to be worth \$1,500 in additional funding.

**Bill Lolli, 91 Leonard Wood North, Highland Park** – Mr. Lolli said that he was speaking for the Highwood Historical Society. He invited everyone to come to the Historical Society's Sports Night on Saturday, June 26. The Historical Society will be installing a 3.5' x15' picture in the Rec Center. Mr. Lolli also reported that the Historical Society will be taking the Highwood Sports Hall of Fame over from the Chamber of Commerce and that they will be installing new members at the event on the 26<sup>th</sup> of June. There will be a light dinner and dancing to the music of a live orchestra. In response to a question, Mr. Lolli said that tickets were \$13 each or \$25 for a couple.

**Patty Stone 241 Prairie**—Ms. Stone said that she had seen on Facebook that the police were paid over \$3,400 in overtime and asked if that were true. She asked whether the Fabbri property was off the table; where Greg Jackson was; and why we don't have legal counsel at meetings. Mayor Pecaro said that not having the City Attorney at meetings was a new trend among municipalities due to budget constraints.

**9. Mayor's Report**

The Mayor reported that last week was his "week in the wards". He said that he met with about 15-20 people at each session. He told the Council that he was able to address some rumors. He said that the two consistent issues that emerged were the City's inability to communicate and the City's finances and where they stood. He told the Council that there needed to be a push on addressing those issues in the next two weeks. The Mayor thanked Buffo's, Bertucci's, The Alley, and the Library for their support and for providing meeting space at no charge.

**11. Committee Reports**

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

Treasurer Lenzini reported that the Finance Committee continues to work on bills and the budget.

**11.2 Long Term Planning - Alderman Harpster, Chair**

no report

**11.3 Legislative - Alderman Murphy-Pieri, Chair**

no report

**11.4 Public Safety - Alderman Cahnmann, Chair**

Alderman Cahnmann reported that the Committee met Tuesday night last week. They had received a request to discuss her concerns about Rienzi being a one-way street going south, but the person who made the request was not at the meeting so nothing was decided. Other issues discussed were parking at Oak Terrace School and the still missing street sign on Stables Way.

**11.5 Special Events - Alderman Falberg, Chair**

The farmers' market starts on June 9<sup>th</sup>. This year there will be over 30 vendors – there were generally 15 to 20 last year. Bands are signed up for June and July. Sage Grill and Pastificio will be first up on celebrity chefs.

**11.6 Parks and Rec - Alderman Fiore, Chair**

no report

**12. Treasurer's Report (Given by Ms. Hannon at Treasurer Lenzini's request)**

Ms. Hannon reported on Highwood's cash balances as of 4-30-2010. She pointed out that these

numbers do not reflect the last bills paid or Highwood's Line of Credit. Ms. Hannon said that she is going to clean up all of the due to's and due from's to provide an accurate picture. She also noted that she is still trying to get last month clean.

Treasurer Lenzini said that Highwood is approximately \$400,000 in debt and that we have already pulled \$300,000 from the Line of Credit. Mayor Pecaro said that he will call State Sen. Garrett and/or State Rep. May to ask for assistance in getting the monies owed to Highwood by the State.

It was pointed out that we still need to trim \$240,000 from the budget and that now there are only eleven months over which to spread the cuts instead of twelve.

Alderman Sepulveda said that our financial difficulties were not just due to the State owing us money. He said that we need to make a strong effort to collect on delinquent accounts.

Alderman Falberg made a motion to accept the Treasurer's report seconded by Alderman Harpster.  
Vote:

Yes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Harpster, Linari, Murphy-Pieri, and Sepulveda  
No: 0  
Absent --  
Abstain --

The motion to accept the Treasurer's report passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain.

### 13. Clerk's Report

nothing to report

### 14. Action Items

The action items were briefly summarized by Mayor Pecaro:

#### 14.1 Ordinance 10-O-17: An Ordinance Granting A Variation From the City of Highwood Appearance Code (Maria's Bakery, 410 Sheridan Road)

Summary: Approval of signage that included the word "Authentic" in spite of exceeding the allowed word count.

#### 14.2 Ordinance 10-O-18: An Ordinance Granting A Variation From the City of Highwood Appearance Code (Bill Rutherford's Hair Salon, 400 Sheridan Road)

Summary: Approval of signage that had multi-colored lettering.

#### 14.3 Ordinance \_\_\_\_\_ : An Ordinance Placing a Moratorium on the Accrual and Collection of Parking Shortfall

Referred back to the COW

#### 14.4 Ordinance 10-O-16: An Ordinance Amending the City of Highwood Ambulance Fee Schedule

Summary: Brings ambulance fees up to market levels,

#### 14.5 Application of Indirect Rates by Department

To be handled separately to allow for additional discussion. Discussion: This is to provide for the allocation of labor related costs so getting the true cost to allocate to projects/other departments; it will also let Highwood cover all of its expenses on grants. Ms. Hannon noted that Mr. Ponsi has done a great job on having the Public Works Department's timesheets support this effort.

#### 14.6 Fiscal Year 2010-2011 Annual Budget

Tabled – not completed yet

In response to Mayor Pecaro's request, Alderman Harpster made a motion to approve agenda items 14.1 – variance-Maria's Bakery, 14.2 – variance-Rutherford, and 14.4 – ambulance fees. Seconded by Alderman Falberg. Vote:

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

No: 0  
Absent –  
Abstain –

The motion to approve agenda items 14.1, 14.2, and 14.4 passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain. The following Ordinances have been adopted:

- Ordinance 10-O-16: An Ordinance Amending the City of Highwood Ambulance Fee Schedule
- Ordinance 10-O-17: An Ordinance Granting A Variation From the City of Highwood Appearance Code (Maria's Bakery, 410 Sheridan Road)
- Ordinance 10-O-18: An Ordinance Granting A Variation From the City of Highwood Appearance Code (Bill Rutherford's Hair Salon, 400 Sheridan Road)

After further discussion of agenda item 14.5 – application of indirect rates, Alderman Falberg made a motion, seconded by Alderman Linari, to require that labor costs be fully allocated. Vote:

Yes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Harpster, Linari, Murphy-Pieri, and Sepulveda  
No: 0  
Absent –  
Abstain --

The motion to approve agenda item 14.5, requiring that labor costs be fully allocated, passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain.

#### **15. Old Business**

**15.1 Health Insurance Proposal with Viti Insurance For Period: June 1, 2010 - April 30, 2010**  
Sent back to the COW for further discussion.

**15.2 Ordinance \_\_\_\_\_: An Ordinance Adopting Revised Water and Sewer Rates**  
Sent back to the COW for further discussion

#### **16. New Business**

##### **16.1 Approve Execution of Contract for Energy Efficient Lighting**

Summary: The Fire Department was awarded a grant and also qualified for incentive cash from DCEO. These funds will cover the almost the entire cost of installing energy efficient lighting in the Fire and Police Stations.

Deputy Chief Pieri applied for and was awarded a clean energy grant and a related DCEO incentive award. The terms of the grant are that the grant and incentive award may cover up to 90% of the cost of installing efficient lighting in the fire house and the Police station. The City is to pay the rest. The award is for \$13,710. Highwood pays \$1,371 which would be charged over 3 departments. If this is approved now Highwood may be able to get additional funds from DCEO. Approval should be on a not to exceed \$1,400 basis..

Alderman Harpster made a motion that was seconded by Alderman Fiore to authorize Deputy Chief Pieri to spend up to \$1,400 to install energy efficient lighting, with \$13,710 being paid by grants.

Vote:

Yes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Harpster, Linari, Murphy-Pieri, and Sepulveda  
No: 0  
Absent –  
Abstain –

The motion to approve agenda item 16.1 authorizing the execution of the contract for energy efficient lighting passed by a vote of: 8 Yes; 0 No; 0 Absent; 0 Abstain.

**16.2 Agreement with Lindy Fox for Web-Site Maintenance**  
Referred to COW for further discussion.

#### **17. Executive Session**

Motion to go into Executive Session under exception 2(c)(2) pertaining to collective bargaining was made by Alderman Falberg, seconded by Alderman Harpster, and passed by voice vote.

Council recessed for Executive Session at 9:30 p.m.

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A motion to reconvene the City Council meeting after the Executive Session was made by Alderman Harpster, seconded by Alderman Sepulveda, and passed by voice vote. The regular meeting of the Highwood City Council reconvened at 9:50 p.m.

Alderman Sepulveda reminded all Highwood residents about the need to purchase their city stickers on a timely basis.

Mr. Ponsi announced that Sheridan Road should be completed next week and that the prime coat would be applied tomorrow.

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

Mayor Pecaro announced that effective May 13, 2010, Mr. Jackson is no longer Highwood's city manager. The decision was mutual, but still needs to be ratified by the council. Alderman Falberg made a motion to ratify Mr. Jackson's separation from service as of May 15, 2010 under the terms agreed to; Alderman Linari seconded. Vote:

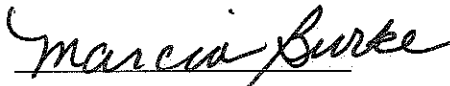
Yes: Aldermen Bruni, Cahnmann, Falberg, Fiore, Harpster, Linari, and Murphy-Pieri  
No: —  
Absent —  
Abstain Alderman Sepulveda

The motion to approve Mr. Jackson's separation from service under the agreed to terms passed by a vote of: 7 Yes; 0 No; 0 Absent; 1 Abstain.

**19. Adjournment**

There being no further business, Alderman Sepulveda made a motion to adjourn and to reconvene the recessed COW; seconded by Alderman Bruni; approved by voice vote with no objections. The meeting was adjourned at 9:50 p.m.

RESPECTFULLY SUBMITTED,



MARCIA BURKE, CITY CLERK

Reviewed and accepted by the Highwood City Council on: June 1, 2010