

**City of Highwood**  
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Highwood, Illinois  
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www.cityofhighwood.org

**Committee of the Whole Meeting  
June 16, 2009**

**1. Call to Order**

Mayor called the meeting to Meeting of the Whole to order at 5:30 P.M.

**2. Roll Call**

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

Absent: Harpster, Note: Alderman Harpster arrived during the Executive Session.

Also Present: T. Lenzini, Treasurer; J Harding, Director of Community Development & Water Distribution; G. Jackson, City Manager; A. Marrin, Assistant City Manager; D. Blondin and J. Stein, City Attorneys; C. Baruffi, Deputy City Clerk.

Absent: M. Burke, City Clerk

**3. Executive Session**

Attorney Blondin explained the reason for going into executive session would be for Section 2.11 personnel and Section 2(C ) 5 & 6 to discuss real property.

Moved by Alderman Linari, seconded by Alderman Fiore to adjourn for Executive Session, all present voting aye, motion carried. Adjourned to Executive Session at 5:35 p.m.

Moved by Alderman Falberg, seconded by Alderman Murphy-Pieri to return from Executive Session, all present voting aye, motion carried. Mayor Pecaro reconvened the Committee of the Whole at 6:00 p.m.

**4. Review of Council Minutes**

Moved by Alderman Murphy-Pieri, to send only 6.1, 6.3, 6.4, 6.5, and 6.6 minutes to the City Council Meeting for approval. There was no executive session for 6.2, May 12, 2009. 6.7, June 2, 2009, Executive Session Minutes had yet to be reviewed by several aldermen.

**5. Special Business**

Greg Jackson, City Manager introduced Branco Tupanjac, and the Management Team from European Crystal. James representing

marketing and promotion for European Crystal gave the presentation. James' presentation included a discussion of the builders' intentions for the property formerly the Moraine Hotel, located at 700 Sheridan Road in Highwood. Mayor Pecaro mentioned renditions and drawings are available for review in Mr. Jackson's office. It was stated that April 2010 is the planned date for opening.

Attorney Blondin pointed out it is zoned B1, Planned Development, therefore, a special use permit would be required.

Alderman Murphy-Pieri indicated based on that information, it should go to planning and zoning.

City Manager Jackson will set up the Business Response Team.

## **6. Committee Reports**

### **Finance - Alderman Linari, Chair**

Review of Landscape Ordinance – tabled until the July 7, 2009, meeting to be discussed.

Report on Water Sales Contract – tabled until the July 14, 2009 committee meeting for discussion.

### **Legislative – Alderman Murphy-Pieri, Chair**

Review of Weed Ordinance – will be brought to the City Council on July 7, 2009.

Needs to reconvene June 23, 2009 to continue the meeting to continue the discussion of Standards of Conduct and Council Rules and Procedures.

Codification with one amendment will be sent to Council.

### **Public Safety – Alderman Cahnmann, Chair**

Letters will be sent out this week regarding the possible overnight parking on De Roo Loop and the possible alternative plan of Rienzi having stop signs or an alternative plan being a one-way street north to south. Responses will be reviewed at the July 14, 2009, meeting.

### **Public Outreach – Alderman Murphy-Pieri, Chair**

Welcome to Highwood Signage – expected within 60 days to have design approved by Council and three bids.

Political Signs – Researching parameters for next election.

Vehicles of communication to residents – There will be an information booth at the Farmers' Market for the public to sign up for e mails, Comcast, and newsletters. Outreach to the Latino Community was discussed.

### **Long Term Planning – Alderman Harpster, Chair**

Overview of planning process – 30 year plan updated every 5 years. Funding for 30 year plan was discussed. DCEO Grant Money – Mayor Pecaro stated paperwork has been submitted. The Mayor and the Committee will be meeting with Houseal and Levine regarding proposals for long term planning.

Sales of Excess Water – Rick Turner water study pending including percentages and contract terms.

### **Parks and Recreation – Alderman Fiore, Chair**

Plans to review other communities mission statement and will get back to the Council at a later date.

Attorney Stein guided by Manager Jackson are preparing an Ordinance regarding park use and public gathering.

Attorney Stein reviewing the criteria to change the recreation center to a park district.

### **Mayor’s Committee for Special Events – Alderman Falberg, Chair**

Goal was to make Highwood a destination. Recommendation to close down Sheridan Road from Webster to Walker for the next Buffo’s car show. Traffic flow and parking issues are being looked at. The closing down of the street for the Car Show is a test to see if it would be feasible to do the same for the Farmers’ Market, closing Highwood Avenue in front of City Hall.

Discussion of valet parkers and employees parking on the streets before any customers get to town. Discussed the possibility of having a trolley to alleviate the parking problems. The cost of a used trolley would be \$30-\$50,000.

There will be a Parisian Market the third week of the month.

There will be a food drive at the Farmers’ Market to help the families displaced from their apartments due to the fire at Ft Sheridan Place.

## **7. Review of Items for Consent Agenda in Regular Council Meeting**

Discussion of resolution appointing Alderman Harpster, member and Greg Jackson alternate, to SWALCO Board of Directors. Alderman Murphy-Pieri suggested Alderman Cahnmann for the alternate rather than Greg Jackson, stating that Mr. Jackson is very busy. All agreed,, resolution will reflect the change.

Mr, Jackson announced his appointment to the Board of Directors of the Municipal League of Lake County.

Discussion of an Ordinance Adopting the City Code. Alderman Murphy-Pieri stated added f, page 2 of the document. Attorney Blondin clarified.

08-0024 City Manager Ordinance, is amending the ordinance code, in the future, we will no longer have to amend the whole ordinance just amend a particular section of the Code.

The online code will be able to change almost immediately, but will take the written some time to update.

Discussion of a resolution related to the semi annual review of closed session minutes.

Attorney Blondin stated that the closed session minutes should be reviewed two times per year. Although nothing would be released tonight. Alderman Linari stated the Resolution should not be on the consent agenda for tonight and table it until July 2009.

**8. Unfinished Business**

The discussion of an Ordinance granting variation from the City of Highwood appearance code (Fort Sheridan Place Apartment Project), was tabled until July 2009.

**9. New Business**

Jeff Harding presented the proposed billboard signage for the Metra at the Highwood train station. City manager clarified this is for information only, as the signs are on railroad property,

Green Bay Road Project report is tabled until Jeff Ponsi can present the project.

**10. Executive Session**

Moved by Alderman Sepulveda, seconded by Alderman Murphy-Pieri, to go into executive session to discuss 2C1 of the Open Meetings Act for collective bargaining. All present voting aye, motion carried.

Moved by Alderman Linari, seconded by Alderman Bruni, to reconvene after the executive session. All present voting aye, motion carried.

**11. Adjournment**

Moved by Murphy-Pieri, seconded by Alderman Sepulveda, to adjourn the meeting. All present voting aye, motion carried.

Mayor Pecaro adjourned the meeting at 7:24 p.m.

Respectively Submitted,

Candy Baruffi, Deputy City Clerk

Meeting of the City of Highwood City Council  
17 Highwood Avenue  
Highwood, Illinois  
847/432-1234 phone  
847/432-0735 fax  
[www.cityofhighwood.org](http://www.cityofhighwood.org)

**City Council Meeting  
MINUTES  
June 16, 2009 Regular City Council Meeting  
7:30 p.m.**

**1. CALL TO ORDER**

Mayor Pecaro called the City Council Meeting to order at 7:30 p.m.

**2. ROLL CALL**

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

Also Present: G. Jackson, City Manager; P. Lenzini, Treasurer; A. Marrin, Assistant City Manager; J. Harding, Director of Community Development and Water Distribution; Attorneys D. Blondin and J Stein; C Baruffi, Deputy City Clerk

Absent: M. Burke, City Clerk.

**3. PLEDGE TO THE FLAG**

All in attendance recited the Pledge of Allegiance.

**4. APPROVAL OF MINUTES**

Moved by Alderman Murphy-Pieri, seconded by Alderman Falberg, to approve the minutes from Committee of the Whole Meeting May 12, 2009, Committee of the Whole Meeting May 19, 2009, Regular Council Meeting May 19, 2009, Committee of the Whole Meeting June 2, 2009, Regular Council Meeting June 2, 2009.

Aldermen Bruni and Fiore abstained on the June 12, 2009 meetings and Alderman Cahnmann abstained on the June 19, 2009 meetings.

All Aldermen voting aye, except the above exceptions, **motion carried.**

**5. APPOINTMENTS**

Mayor announced there were no appointments.

**6. PRESENTATION OF BILLS AND APPROVAL**

Moved by Alderman Linari, seconded by Alderman Fiore to pay the bills as presented by Treasurer Lenzini. All present voting aye, motion carried. Murphy-Pieri recused herself from the Murphy-Pieri vs. Highwood for the \$126.00 on the claims and would also like for the corporate matter at \$6,215.00 in more detail, but asked that the treasurer had seen it and was okay with the fact that the treasurer had seen the bills.

**7. TREASURERS' REPORT**

Moved by Alderman Linari, seconded by Alderman Harpster, to approve the treasurers' Report as presented by Treasurer Lenzini. All present voting aye, **motion carried.**

**8. SPECIAL BUSINESS**

None.

**9. PUBLIC INPUT**

No one from the Public spoke.

**10. MAYOR'S REPORT**

Mayor Pecaro announced that at the Committee of the Whole, there was a presentation given regarding 700 Sheridan Rd, the Hotel Moraine. Plans are to update the building and modernize the banquet facility. The presentation is available at City Hall.

Mayor acknowledged the fire at Ft Sheridan Place, formerly North Shore Estates.

He acknowledged structural changes in personnel. The Mayor also encouraged all to attend with their families the Farmers' Market in front of Highwood City Hall on Wednesday's from 3:00 – 8:00 p.m.

The Mayor deferred the above to the City Manager.

City Manager Jackson explained the fine workings of the Emergency Management Response Team as related to the provisions for the fire victims. There were approximately 20 persons affected by the fire. All necessary needs were provided through the help of the Highwood Response Team, State Representative Karen May, Alicia Del La Cruz, (Interfaith Housing) and Mari Barnes (Moraine Township Supervisor). Continuing to evaluate financial trends and making appropriate staff changes.

ICMA (International City Management Association) has recognized the position of the City Manager and the City of Highwood form of government.

## **11. COMMITTEE REPORTS**

### **Finance – Alderman Linari**

Review of Landscape Ordinance – tabled until the July 7, 2009

Report on Water Sales Contract – tabled until the July 14, 2009 committee meeting for discussion, or earlier if deemed necessary. Once completed, will go to the long range planning.

### **Legislative – Alderman Murphy-Pieri**

Review of Weed Ordinance – will be brought to the City Council on July 7, 2009.

Needs to reconvene June 23, 2009, to continue the meeting to continue the discussion of Standards of Conduct and Council Rules and Procedures.

Codification with one amendment will be sent to Council.

### **Public Safety – Alderman Cahnmann**

Letters will be sent out this week regarding the possible overnight parking on De Roo Loop and the possible alternative plan of Reinzi having stop signs or an alternative plan being a one-way street, north to south. Responses will be reviewed at a public meeting on July 14, 2009.

### **Public Outreach – Alderman Murphy-Pieri**

Welcome to Highwood signage – expected within 60 days to have design approved by Council and three bids.

Political signs – Researching parameters for next election.

Vehicles of communication to residents – There will be an information booth at the Farmer’s Market for the public to sign up for e mails, newsletters, library, and Comcast channel 10. Outreach to the Latino Community was discussed.

### **Long Term Planning – Alderman Harpster**

The mission statement and goals will be addressed.

Overview of planning process – 30 year plan updated every 5 years. Funding for 30 year plan was discussed, and will be brought up at the July 14, 2009, meeting. DCEO Grant Money – Mayor Pecaro stated paperwork has been submitted. The Mayor and the committee will be meeting with Houseal and Levine regarding proposals for long term planning.

Sales of Excess Water – Waiting for report from Alderman Linari and the finance committee.

### **Parks and Recreation – Alderman Fiore**

Plan to review other communities mission statement is currently under review.

The attorney is reviewing the Park Rental agreement ordinance and creation of a Park District.

### **Mayor’s Committee for Special Events – Alderman Falberg**

The mission statement is to make Highwood a destination.

A recommendation was made to close down Sheridan Road from Webster to Walker Avenues for the next Buffo’s Car Show. The traffic flow and parking issues are being reviewed. The closing down of the street for the Car Show is a test to see if it would be feasible to do the same for the Farmers’ Market, closing Highwood Avenue in front of City Hall the fourth week of the month to include an auto show.

There will be a Parisian Market the third week of the month to include antiques and a flea market. The initial Parisian Market will start the weekend of July 17, 2009.

There will be a food drive at the Farmers' Market to help the families displaced from their apartments due to the fires at Ft Sheridan Place for the next two weeks.

Parking Issues – A concept called the Business Shuttle Service would take over the valet parking, be able to consolidate the valet service, and take additional funds to buy a shuttle that would look like a trolley. This trolley would be used for the purpose of service for the employees and valet workers, which would empty 250-300 parking spots taken up by the valet workers and employees of the establishments. It was noted that the general public would be able to use the trolley and it would be a free service.

12. **Review of Items for Consent Agenda in regular Council Meeting**

Mayor Pecaro asked that each item be taken individually.

13. Discussion of resolution appointing Alderman Harpster, member and amended Cahnmann alternate, to SWALCO Board of Directors. **2009-R-07 A Resolution Appointing A City of Highwood Director and Alternate Director to the SWALCO Board of Directors.**

Moved by Alderman Falberg, seconded by Alderman Cahnmann, to approve the above mentioned Resolution.

Upon a call of roll regarding the motion, the following voted:

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

Abstain: None

Nays: None

Absent: None

**The Motion Carried.**

- 14. 2009-O-25 An Ordinance Adopting the City Code of Highwood, Illinois.** Moved by Cahnmann, seconded by Harpster, to adopt the City Code Ordinance. Discussion followed and attorney Blondin clarified the ordinance.

Upon a call of roll regarding the motion, the following voted:

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

Abstain: None

Nays: None

Absent: None

**The motion carried.**

- 15. 2009-O-26 An Ordinance Amending Certain Sections of the International Property Maintenance Code 2006 as Previously Adopted by the City of Highwood Related to Weeds.** Moved by Harpster, seconded by Linari to adopt the ordinance related to weeds. Discussion ensued. Clarification of the ordinance presented by Attorney Stein.

Upon a call of the roll the following voted:

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

Abstain: None

Nays: None

Absent: None

**The motion carried.**

- 16. Unfinished Business**

Moved by Alderman Falberg, seconded by Alderman Sepulveda to table until the July 7, 2009, City Council meeting the discussion of an Ordinance granting variation from the City of Highwood Appearance Code (Fort Sheridan Place Apartment Project).

Upon a call of the roll the following voted:

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

Abstain: None

Nays: None

Absent: None

**The motion carried.**

City Manager Jackson presented the proposed advertising boards for the Highwood Metra train station. Mr. Jackson clarified this is for information only, as the signs are on the railroad property. Mr. Jackson stated the Green Bay Road Project report is tabled until it is first presented to the Long Term Planning Committee.

**17. Adjourn**

Moved by Alderman Linari, seconded by Bruni, to adjourn the meeting. All Aldermen present voted aye. **Motion Carried.** The meeting adjourned at 8:33 p.m.

Respectively Submitted,

Candy Baruffi – Deputy City Clerk