

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday March 21, 2023 at 6:00 P.M.

**AGENDA**

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**CALL TO ORDER**

**1. Roll Call**

**2. Public Hearing**

**3. Review of Minutes to be Approved**

3.1. City Council: March 07, 2023

3.2. Committee of the Whole: March 07, 2023

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 03/21/2023 AP Warrant List

**6. Unfinished Business**

**7. New Business**

- 7.1 Consideration of a Motion Authorizing the City Manager to Accept Two Proposals to Complete the Engineering for Sheridan Road, Waukegan Avenue and Prairie Avenue with the Intention of Applying for FAU Funding.
- 7.2 A Discussion on Lead Service Lines and Changing Regulations in the City of Highwood.
- 7.3 A Discussion on Crosswalk Selection and Beautification.
- 7.4 Consideration of a Motion Authorizing the City Manager to Approve a Change Order to the FYE 2024 Capital Projects in the Amount of \$57,200 To Replace Additional Sidewalk and Replace the Fire Hydrant at the Corner of South Central and Oak Ridge.
- 7.5 A Discussion on Extending the License for the Train Station Office with Sandy Pope.

**8. Executive Session (If Necessary)**

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

**10. Adjournment**

CITY OF HIGHWOOD  
**REGULAR MEETING OF THE CITY COUNCIL**  
CITY COUNCIL CHAMBERS  
**Tuesday March 07, 2023 at 7:30 P.M.**  
**AGENDA MINUTES**

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**CALL TO ORDER** by Mayor Pecaro at 7:30 P.M.

**1. Roll Call**

Present: Aldermen Levi, Slavin, Falberg, Peterson and Hospodarsky

Absent: Alderman Fiore

Also Present: City Manager Coren, City Attorney Jablecki and Administrative Assistant Litjens

**2. Pledge of Allegiance**

All present recited the Pledge of Allegiance.

**3. Review of Minutes to be Approved**

3.1. Moved by Alderman Peterson and seconded by Alderman Levi to approve the minutes for City Council: February 07, 2023. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Hospodarsky and seconded by Alderman Levi to approve the minutes for Committee of the Whole: February 07, 2023. All present voting aye, by voice vote, motion carried.

**4. Appointments**

**5. Approval of Warrant List:**

5.1. Moved by Alderman Levi and seconded by Alderman Hospodarsky to approve the 02/21/2023 AP Warrant List for payment. All present voting aye by roll call vote, motion carried.

5.2. Moved by Alderman Levi and seconded by Alderman Peterson to approve the 03/07/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

**6. Public Input Items Not on Agenda**

Ken Endress of the Naval Station Great Lakes shared updates on solutions they are working on with the flooding in areas further north. Ken also shared news of his retirement and introduced new liaison Mike Quinlan.

**7. Mayor's Report**

**8. Committee Reports**

**9. Treasurer's Report**

**10. Clerk's Report**

**ACTION ITEMS**

**11. Unfinished Business**

## 12. New Business

- 12.1. Moved by Alderman Falberg and seconded by Alderman Peterson to approve a Resolution Approving an ARC Application for Façade Renovation at 336-338 Green Bay Road per the Photos and Color Detail Submitted. All present voting aye, by voice vote, motion carried.
- 12.2. Moved by Alderman Hospodarsky and seconded by Alderman Peterson to approve a Motion Authorizing the City Manager to Spend up to \$29,995 on Regular Landscape Mowing, Edging, Landscape Bed Weeding and Basic Trimming through Guy Scopelliti Landscaping. All present voting aye, by roll call vote, motion carried.
- 12.3. Moved by Alderman Levi and seconded by Alderman Peterson to waive competitive bidding and approve a Motion Authorizing the City Manager to Complete Improvements to the Western Avenue Ballpark in an Amount not to Exceed \$40,000. All present voting aye, by roll call vote, motion carried.

## 13. Executive Session (If Necessary)

### 14. Any Action Necessary Coming Out of Executive Session

15. **Adjournment** moved by Alderman Levi and seconded by Alderman Falberg to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:41 P.M.

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday March 07, 2023 at 6:00 P.M.

**AGENDA MINUTES**

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**CALL TO ORDER** by Mayor Pecaro at 6:09 P.M.

**1. Roll Call**

Present: Aldermen Levi, Slavin, Falberg, Peterson and Hospodarsky

Absent: Alderman Fiore

Also Present: City manager Coren, City Attorney Jablecki and Administrative Assistant Litjens

**2. Public Hearing**

**3. Review of Minutes to be Approved**

3.1. City Council: February 07, 2023  
Minutes will be approved as presented at the regular City Council meeting.

3.2. Committee of the Whole: February 07, 2023  
Minutes will be approved as presented at the regular City Council meeting.

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 02/21/2023 AP Warrant List  
The Warrant List will be approved for payment at the regular City Council meeting.

5.2. 03/07/2023 AP Warrant List  
The Warrant List will be approved for payment at the regular City Council meeting.

**6. Unfinished Business**

**7. New Business**

7.1 Consideration of a Resolution Approving an ARC Application for Façade Renovation at 336-338 Green Bay Road per the Photos and Color Detail Submitted.  
This will be approved as presented at the regular City Council meeting.

7.2 Consideration of a Motion Authorizing the City Manager to Spend up to \$29,995 on Regular Landscape Mowing, Edging, Landscape Bed Weeding and Basic Trimming through Guy Scopelliti Landscaping.  
This will be approved at the regular City Council meeting.

- 7.3 Consideration of a Motion Authorizing the City Manager to Complete Improvements to the Western Avenue Ballpark in an Amount not to Exceed \$40,000.  
This will be approved at the regular City Council meeting.
- 7.4 A Discussion on Modifying Parking Restrictions in Front of 246 Green Bay Road. Noon O Kabab requested a '15 minute' parking space due to their volume of take out/pick up business. The request was discussed and granted by Council.
- 7.5 A Discussion on Modifying the FYE 2025 Capital Improvement Plan to Reconstruct Bank Lane.  
Staff and Council discussed the reconstruction of Bank Lane.

**8. Executive Session (If Necessary)**

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

- 10. Adjournment** moved by Alderman Peterson and seconded by Alderman Levi. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:22 P.M.

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>AMAZON CAPITAL SERVICES</b>					
	Invoice: 16DR-Q19N-C4RX	ADMIN 01-11-652 OPERATING SUPPLIE	03/14/23 \$287.19	03/14/23	\$287.19
	Invoice: 1FFR-XY6X-DH9V	REC CENTER 01-51-511 REP & MAINT - BUI	03/04/23 \$81.50	03/04/23	\$81.50
	Invoice: 1HMY-QJFC-13YM	ADMIN 01-11-652 OPERATING SUPPLIE	03/14/23 \$29.98	03/14/23	\$29.98
	Invoice: 1KK9-LDKQ-9WPH	REC CENTER 01-51-652 OPERATING SUPPLIE	03/15/23 \$20.99	03/15/23	\$20.99
Vendor Total for: AMAZON CAPITAL SERVICES			(Fiscal YTD Payments: \$1,320.15)		\$419.66
<b>ART QUEST, LTD</b>					
	Invoice: 03022023	ADMIN 01-11-573 MISC. CONTRACT SE	03/02/23 \$75.00	03/02/23	\$75.00
Vendor Total for: ART QUEST, LTD			(Fiscal YTD Payments: \$.00)		\$75.00
<b>AZAVAR AUDIT</b>					
	Invoice: 156158	ELECTRIC GUT-28 & 30 OF 36 01-11-573 MISC. CONTRACT SE	08/30/22 \$2,041.29	08/30/22	\$2,041.29
Vendor Total for: AZAVAR AUDIT			(Fiscal YTD Payments: \$9,356.70)		\$2,041.29
<b>CHRISTOPHER B. BURKE ENGINEERING, LTD.</b>					
	Invoice: 181433	SANITARY SEWER STUDY 01-41-535 ENGINEERING FEES	03/03/23 \$1,723.75	03/03/23	\$1,723.75
Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD.			(Fiscal YTD Payments: \$77,902.50)		\$1,723.75
<b>CITY OF HIGHLAND PARK</b>					
	Invoice: 16491	GIS SERVICES 01-41-548 OTHER PROFESSIONA	03/01/23 \$1,918.63	03/01/23	\$1,918.63
	Invoice: 16492	FIRE/EMS APRIL, MAY, JUNE 2023 01-22-573 MISC CONTRACT SVC	03/01/23 \$172,490.63	03/01/23	\$172,490.63
Vendor Total for: CITY OF HIGHLAND PARK			(Fiscal YTD Payments: \$539,093.75)		\$174,409.26
<b>COMCAST BUSINESS</b>					
	Invoice: 02252023-8569	102 HIGHWOOD AVENUE 01-11-571 UTILITIES	02/25/23 \$129.90	02/25/23	\$129.90

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(COMCAST BUSINESS Cont'd)					
	Invoice: 03012023-4610	552 BANK LANE 01-41-571 UTILITIES	03/01/23 \$166.90	03/01/23	\$166.90
	Invoice: 03052023-3781	17 HIGHWOOD AVENUE 01-11-571 UTILITIES	03/05/23 \$504.12	03/05/23	\$504.12
Vendor Total for: COMCAST BUSINESS		(Fiscal YTD Payments: \$12,218.15)			\$800.92
COMCAST BUSINESS					
	Invoice: 167917842	MARCH 2023 01-51-552 TELEPHONE 01-41-552 TELEPHONE 51-00-552 TELEPHONE 01-11-552 TELEPHONE 01-21-552 TELEPHONE	03/01/23 \$89.75 \$49.85 \$89.75 \$321.35 \$321.34	03/01/23	\$872.04
Vendor Total for: COMCAST BUSINESS		(Fiscal YTD Payments: \$8,321.80)			\$872.04
COMED					
	Invoice: 03062023-8045	WAUKEGAN/SHERIDAN/WEBSTER 01-41-571 UTILITIES	03/06/23 \$235.57	03/06/23	\$235.57
	Invoice: 03102023-0058	MASTER ACCT. 90830-30058 51-00-571 UTILITIES 01-51-571 UTILITIES 01-41-571 UTILITIES	03/10/23 \$3,524.09 \$711.28 \$1,001.69	03/10/23	\$5,237.06
Vendor Total for: COMED		(Fiscal YTD Payments: \$64,194.47)			\$5,472.63
CORNWELL ENGINEERING GROUP, INC					
	Invoice: 12137	HIGHWOOD IL CCT 2022 01-41-535 ENGINEERING FEES	09/14/22 \$7,555.00	09/14/22	\$7,555.00
Vendor Total for: CORNWELL ENGINEERING GROUP, INC		(Fiscal YTD Payments: \$9,530.92)			\$7,555.00
DAVID WENTZ					
	Invoice: 03022023	MEETING REIMBURSEMENT 01-21-563 TRAINING	03/02/23 \$30.73	03/02/23	\$30.73
	Invoice: 03032023	MEETING REIMBURSEMENT 01-21-653 UNIFORMS	03/03/23 \$120.92	03/03/23	\$120.92
Vendor Total for: DAVID WENTZ		(Fiscal YTD Payments: \$446.52)			\$151.65

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
DEMUTH, INC.					
	Invoice: V-2939	DRAIN CLEANER/HYDRANT MAINTENANCE 51-00-516 REPAIR & MAINT HY	02/08/23 \$4,000.00	02/08/23	\$4,000.00
	Invoice: V-2940	EVERTS PLACE SANI SEWER 51-00-516 REPAIR & MAINT HY	02/09/23 \$1,800.00	02/09/23	\$1,800.00
Vendor Total for: DEMUTH, INC.			(Fiscal YTD Payments: \$143,249.00)		\$5,800.00
DIAMBRI & CARAVELLO					
	Invoice: 33771	HWD DUI 01-14-533.5 CITY PROSECUTOR -	03/14/23 \$495.00	03/14/23	\$495.00
	Invoice: 33772	MONTHLY PROSECUTIONS 01-14-533.5 CITY PROSECUTOR -	03/14/23 \$800.00	03/14/23	\$800.00
	Invoice: 33773	222 NORTH AVENUE 01-14-533.5 CITY PROSECUTOR -	03/14/23 \$605.00	03/14/23	\$605.00
Vendor Total for: DIAMBRI & CARAVELLO			(Fiscal YTD Payments: \$14,422.50)		\$1,900.00
ECS ILLINOIS, LLC					
	Invoice: 1049111	WAUKEGAN & WALKER AVENUE 37-00-555 PROJECT MANAGEMEN	03/03/23 \$9,334.00	03/03/23	\$9,334.00
Vendor Total for: ECS ILLINOIS, LLC			(Fiscal YTD Payments: \$69,277.21)		\$9,334.00
EXTREME TOWING & RECOVERY					
	Invoice: 03062023	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	03/06/23 \$225.00	03/06/23	\$225.00
Vendor Total for: EXTREME TOWING & RECOVERY			(Fiscal YTD Payments: \$445.00)		\$225.00
FERGUSON WATERWORKS #2516					
	Invoice: 0451030	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/01/23 \$242.52	03/01/23	\$242.52
	Invoice: 045154	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/01/23 \$204.52	03/01/23	\$204.52
Vendor Total for: FERGUSON WATERWORKS #2516			(Fiscal YTD Payments: \$25,733.35)		\$447.04
FERNANDO'S CONSTRUCTION & REMODELING INC					
	Invoice: 31	237 EVERTS STORM SEWER MH REPAIR 01-41-517 REP&MAINT - STORM	01/30/23 \$1,220.00	01/30/23	\$1,220.00



# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: FERNANDO'S CONSTRUCTION & REMODELING INC (Fiscal YTD Payments: \$12,620.00)					\$1,220.00
FIRST COMMUNICATIONS, LLC					
	Invoice: 125102649	MARCH 2023 01-21-552 TELEPHONE	03/06/23 \$672.65	03/06/23	\$672.65
Vendor Total for: FIRST COMMUNICATIONS, LLC (Fiscal YTD Payments: \$6,773.71)					\$672.65
FORVIS					
	Invoice: BK01739136	FINAL BILL FYE22-CITY PORTION 01-11-531.2 AUDITING	02/27/23 \$4,500.00	02/27/23	\$4,500.00
Vendor Total for: FORVIS (Fiscal YTD Payments: \$44,700.00)					\$4,500.00
GW & ASSOCIATES, PC					
	Invoice: 2303160	FEBRUARY 2023 01-11-531.1 ACCOUNTING 51-00-531.1 ACCOUNTING 53-00-531.1 ACCOUNTING SERVIC	03/15/23 \$5,525.00 \$2,550.00 \$425.00	03/15/23	\$8,500.00
Vendor Total for: GW & ASSOCIATES, PC (Fiscal YTD Payments: \$93,500.00)					\$8,500.00
HAWKINS INC.					
	Invoice: 6415533	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/03/23 \$3,446.75	03/03/23	\$3,446.75
	Invoice: 6424116	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/15/23 \$20.00	03/15/23	\$20.00
Vendor Total for: HAWKINS INC. (Fiscal YTD Payments: \$5,172.50)					\$3,466.75
HITCHCOCK DESIGN, INC.					
	Invoice: 29774	EVERTS PARK FINAL DESIGN 33-00-864 PARKS & REC CAPIT	02/28/23 \$348.75	02/28/23	\$348.75
Vendor Total for: HITCHCOCK DESIGN, INC. (Fiscal YTD Payments: \$8,347.40)					\$348.75
IC SIGNS AND GRAPHICS					
	Invoice: 6236	ADMIN 01-11-652 OPERATING SUPPLIE	01/31/23 \$390.00	01/31/23	\$390.00
Vendor Total for: IC SIGNS AND GRAPHICS (Fiscal YTD Payments: \$2,092.40)					\$390.00

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>IML RISK MANAGEMENT ASSOCIATION</b>					
	Invoice: 03012023	INSTALL 4 OF 10 3/17/23 01-51-592 LIABILITY INSURAN 01-44-592 LIABILITY INSURAN 01-11-592 LIABILITY INSURAN 01-21-592 LIABILITY INSURAN 51-00-454 WORKER'S COMP INS 01-41-592 LIABILITY INSURAN	03/01/23 \$882.14 \$640.92 \$1,407.57 \$8,619.27 \$1,331.84 \$2,938.70	03/01/23	\$15,820.44
Vendor Total for: IML RISK MANAGEMENT ASSOCIATION		(Fiscal YTD Payments: \$55,493.32)			\$15,820.44
<b>J &amp; R LOCK &amp; SAFE, INC</b>					
	Invoice: 0000458373	POLICE DEPARTMENT 01-21-511 REP & MAINT - BUI	02/27/23 \$515.00	02/27/23	\$515.00
Vendor Total for: J & R LOCK & SAFE, INC		(Fiscal YTD Payments: \$1,097.00)			\$515.00
<b>J.G. UNIFORMS, INC.</b>					
	Invoice: 111487	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/07/23 \$190.00	03/07/23	\$190.00
	Invoice: 111488	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/07/23 \$222.00	03/07/23	\$222.00
Vendor Total for: J.G. UNIFORMS, INC.		(Fiscal YTD Payments: \$5,858.10)			\$412.00
<b>JACIE KUCHAN</b>					
	Invoice: 03162023	WATER REFUND 51-00-257 CUSTOMER DEPOSITS	03/16/23 \$727.58	03/16/23	\$727.58
Vendor Total for: JACIE KUCHAN		(Fiscal YTD Payments: \$.00)			\$727.58
<b>JANI-KING OF IL</b>					
	Invoice: CHC03231119	MARCH 2023 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	03/01/23 \$489.60 \$489.61	03/01/23	\$979.21
Vendor Total for: JANI-KING OF IL		(Fiscal YTD Payments: \$9,346.84)			\$979.21
<b>LAKE COUNTY DIVISION OF TRANSPORTATION</b>					
	Invoice: 430033537	1ST QTS. FY2023 FEES 01-41-654 TRAFFIC CONTROL S	02/28/23 \$858.06	02/28/23	\$858.06

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: LAKE COUNTY DIVISION OF TRANSPORTATION		(Fiscal YTD Payments: \$2,179.35)			\$858.06
LAKESHORE RECYCLING SYSTEMS					
	Invoice: 0005235538	FEBRUARY 2023 53-00-578 REFUSE BILLING EX	02/25/23 \$25,562.01	02/25/23	\$25,562.01
Vendor Total for: LAKESHORE RECYCLING SYSTEMS		(Fiscal YTD Payments: \$299,344.74)			\$25,562.01
MACQUARIE EQUIPMENT CAPITAL, INC.					
	Invoice: 73632	PD/ADMIN COPIER LEASE 2 MONTHS 01-21-573 MISC. SERVICE CON 01-11-573 MISC. CONTRACT SE	02/28/23 \$353.77 \$353.76	02/28/23	\$707.53
Vendor Total for: MACQUARIE EQUIPMENT CAPITAL, INC.		(Fiscal YTD Payments: \$2,808.05)			\$707.53
MID STATES ORGANIZED CRIME					
	Invoice: 2024371-IN	POLICE DEPARTMENT 01-21-561 DUES	01/24/23 \$150.00	01/24/23	\$150.00
Vendor Total for: MID STATES ORGANIZED CRIME		(Fiscal YTD Payments: \$0.00)			\$150.00
MISSIONSQUARE					
	Invoice: 12292022-304561	MEMBER CONTRIBUTION-12/29/2022 01-11-531.3 PAYROLL SERVICE	03/09/23 \$1,433.12	03/09/23	\$1,433.12
Vendor Total for: MISSIONSQUARE		(Fiscal YTD Payments: \$6,852.57)			\$1,433.12
MORTON SALT, INC					
	Invoice: 5402782325	SALT 01-41-573 MISC SERVICE CONT	03/14/23 \$8,909.22	03/14/23	\$8,909.22
Vendor Total for: MORTON SALT, INC		(Fiscal YTD Payments: \$50,992.24)			\$8,909.22
MOTOROLA					
	Invoice: 7251820230201	MARCH 2023 01-21-552 TELEPHONE	03/01/23 \$51.00	03/01/23	\$51.00
Vendor Total for: MOTOROLA		(Fiscal YTD Payments: \$402.00)			\$51.00
MUNOZ PAVING CO.					
	Invoice: 2301	HIGH STREET MANHOLE REPAIR	02/23/23	02/23/23	\$2,100.00

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 2302	01-41-515 REP & MAINT - ST POTHOLE PATCHING 01-41-515 REP & MAINT - ST	\$2,100.00 02/23/23 \$3,250.00	02/23/23	\$3,250.00
Vendor Total for: MUNOZ PAVING CO.		(Fiscal YTD Payments: \$64,230.00)			\$5,350.00
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 628513	REC CENTER 01-51-511 REP & MAINT - BUI	03/15/23 \$24.39	03/15/23	\$24.39
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK		(Fiscal YTD Payments: \$3,775.43)			\$24.39
NAPA AUTO PARTS					
	Invoice: 129775	REC CENTER 01-51-512 REP & MAINT - EQU	03/01/23 \$12.99	03/01/23	\$12.99
Vendor Total for: NAPA AUTO PARTS		(Fiscal YTD Payments: \$1,390.01)			\$12.99
NORTH SHORE AUTO SPA & DETAIL CENTER					
	Invoice: 822	POLICE DEPARTMENT 01-21-513 REP & MAINT - VEH	01/31/23 \$50.00	01/31/23	\$50.00
Vendor Total for: NORTH SHORE AUTO SPA & DETAIL CENTER		(Fiscal YTD Payments: \$.00)			\$50.00
NORTHSHORE OMEGA					
	Invoice: 02212023-2039	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	02/21/23 \$78.00	02/21/23	\$78.00
Vendor Total for: NORTHSHORE OMEGA		(Fiscal YTD Payments: \$4,347.00)			\$78.00
PACE ANALYTICAL SERVICES, LLC					
	Invoice: I9548756	WATER ANALYSIS 51-00-518 WATER ANALYSIS	03/09/23 \$32.40	03/09/23	\$32.40
	Invoice: I9549230	WATER ANALYSIS 51-00-518 WATER ANALYSIS	03/14/23 \$25.50	03/14/23	\$25.50
Vendor Total for: PACE ANALYTICAL SERVICES, LLC		(Fiscal YTD Payments: \$3,638.47)			\$57.90
PELLEGRINO TOSI					
	Invoice: 1881	MARCH 2023 ADA GAS ALLOWANCE 01-41-472 AUTOMOBILE ALLOWA	03/01/23 \$50.00	03/01/23	\$50.00

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: PELLEGRINO TOSI		(Fiscal YTD Payments: \$499.00)			\$50.00
PLATINUM SYSTEMS					
	Invoice: K-155686	ADMIN REMOTE SUPPORT 01-11-537 COMPUTER SUPPORT	02/28/23 \$172.29	02/28/23	\$172.29
	Invoice: K-155716	POLICE DEPARTMENT 01-11-537 COMPUTER SUPPORT	02/28/23 \$90.00	02/28/23	\$90.00
Vendor Total for: PLATINUM SYSTEMS		(Fiscal YTD Payments: \$12,585.10)			\$262.29
RAY O'HERRON CO., INC.					
	Invoice: 2257990	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/15/23 \$703.93	03/15/23	\$703.93
Vendor Total for: RAY O'HERRON CO., INC.		(Fiscal YTD Payments: \$4,026.86)			\$703.93
SE-INC.					
	Invoice: 23-32163	PRE STORM SALTING 02/15/2022 01-41-573 MISC SERVICE CONT	02/16/23 \$75.00	02/16/23	\$75.00
	Invoice: 23-32164	SHOVELING/SALTING 2/16-2/17/2022 01-41-573 MISC SERVICE CONT	02/17/23 \$150.00	02/17/23	\$150.00
	Invoice: 23-32186	SIGN POST & LABOR 01-41-573 MISC SERVICE CONT	02/16/23 \$83.25	02/16/23	\$83.25
	Invoice: 23-32193	SHOVELING/SALTING 2/21-2/22/2023 01-41-573 MISC SERVICE CONT	02/24/23 \$150.00	02/24/23	\$150.00
	Invoice: 23-32260	LABOR-DEBRIS PICKUP/SIGN POSTS 01-41-573 MISC SERVICE CONT	03/01/23 \$868.66	03/01/23	\$868.66
Vendor Total for: SE-INC.		(Fiscal YTD Payments: \$148,237.45)			\$1,326.91
SOUTHWESTERN ILLINOIS COLLEGE					
	Invoice: 26092643-022223	POLICE DEPARTMENT 01-21-563 TRAINING	02/22/23 \$1,500.00	02/22/23	\$1,500.00
Vendor Total for: SOUTHWESTERN ILLINOIS COLLEGE		(Fiscal YTD Payments: \$.00)			\$1,500.00
T2 SYSTEMS					
	Invoice: IRIS0000118432	MARCH 2023 01-11-573 MISC. CONTRACT SE	02/28/23 \$150.00	02/28/23	\$150.00
Vendor Total for: T2 SYSTEMS		(Fiscal YTD Payments: \$1,500.00)			\$150.00

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>TECHNOLOGY MANAGEMENT REVOLVING FUND</b>					
	Invoice: T2319011	JANUARY 2023 01-21-555 COMMUNICATIONS/OT	02/21/23 \$491.49	02/21/23	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND (Fiscal YTD Payments: \$4,914.90)					\$491.49
<b>THOMPSON ELEVATOR INSPECTION</b>					
	Invoice: 23-0661	ELEVATOR CODE INSPECTIONS 01-44-926 REIMBURSABLE EXPE	03/06/23 \$1,358.00	03/06/23	\$1,358.00
	Invoice: 23-0710	ELEVATOR INSP-507 SHERIDAN ROAD 01-44-926 REIMBURSABLE EXPE	03/09/23 \$43.00	03/09/23	\$43.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION (Fiscal YTD Payments: \$1,207.00)					\$1,401.00
<b>THOMSON WEST</b>					
	Invoice: 847917584	FEBRUARY 2023 01-21-561 DUES	03/01/23 \$298.00	03/01/23	\$298.00
Vendor Total for: THOMSON WEST (Fiscal YTD Payments: \$2,632.33)					\$298.00
<b>VERIZON WIRELESS</b>					
	Invoice: 9929048001	2/2 - 3/1/2023 01-41-552 TELEPHONE 01-44-552 TELEPHONE 01-51-552 TELEPHONE 01-11-552 TELEPHONE 51-00-552 TELEPHONE 01-21-552 TELEPHONE	03/01/23 \$58.68 \$66.64 \$73.23 \$111.98 \$78.70 \$786.28	03/01/23	\$1,175.51
Vendor Total for: VERIZON WIRELESS (Fiscal YTD Payments: \$13,197.33)					\$1,175.51
<b>WAREHOUSE DIRECT OFFICE PRODUCTS</b>					
	Invoice: 5444273-0	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	02/28/23 \$92.72	02/28/23	\$92.72
	Invoice: 5445606-0	REC CENTER 01-51-652 OPERATING SUPPLIE	03/01/23 \$101.64	03/01/23	\$101.64
	Invoice: 5445606-1	REC CENTER 01-51-652 OPERATING SUPPLIE	03/03/23 \$22.98	03/03/23	\$22.98
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS (Fiscal YTD Payments: \$2,267.51)					\$217.34
<b>WEX BANK</b>					
	Invoice: 87713218	FEBRUARY 2023	02/28/23	02/28/23	\$2,205.99

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-655 AUTOMOTIVE/FUEL/O	\$177.39		
		01-41-655 AUTOMOTIVE/FUEL/O	\$321.44		
		01-51-655 AUTOMOTIVE/FUEL/O	\$266.27		
		51-00-655 AUTOMOTIVE FUEL/O	\$52.58		
		01-21-655 AUTOMOTIVE/FUEL/O	\$1,388.31		
Vendor Total for: WEX BANK		(Fiscal YTD Payments: \$35,435.91)			\$2,205.99
		GENERAL FUND			\$248,010.31
		CAPITAL PROJECT FUND			\$348.75
		TIF PROJECT/EXPENSE FUND			\$9,334.00
		WATER & SEWER			\$18,126.23
		GARBAGE FUND			\$25,987.01
		Grand Total:			\$301,806.30

# HIGHWOOD - AP WARRANT LIST

MARCH 21, 2023

List #345

A/P Manual Check Posting List

Postings from all Check Registration runs(NR) since last Check Voucher run(NCR)

Vendor	Invoice	Description	Check: No	Date	Reg #	Amount
FISHER GARAGES						
	Invoice: 03082023	GARAGE DEPOSIT-WESTERN BALL PARK	057317	03/09/23	331	\$7,000.00
		33-00-864 PARKS & REC CAPIT				\$7,000.00
Vendor Total for: FISHER GARAGES						(Fiscal YTD Payments: \$7,000.00) \$7,000.00
					CAPITAL PROJECT FUND	\$7,000.00
					Grand Total:	\$7,000.00



**AGENDA MEMO**  
**Committee of the Whole**  
**March 21, 2023**

**ISSUE STATEMENT**

A motion authorizing the City Manager to accept two proposals to complete the engineering for Sheridan Road, Waukegan Avenue and Prairie Avenue with the intention of applying for FAU funding.

**BACKGROUND/HISTORY**

The City of Highwood has several roadways eligible for FAU funding. Washington Avenue has been approved for the calendar year 2025 and will require a local match of only 20% from the City of Highwood, saving substantial local money.

This funding is extremely competitive. One way a community puts itself in advantageous position is by completing the engineering by the time of application, several years before the funding is awarded. This provides extra 'points' to the projects and makes it more likely they will be accepted.

The next call for projects will take place between December 2023 and January 2024. This will be for projects between 2026 and 2028. If the City of Highwood wishes to participate in this program, the engineering needs to be completed by this time to be eligible for these additional points.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends accepting these proposals.

**ALTERNATE CONSIDERATION**

Not accepting these proposals is an alternate consideration.

**ATTACHMENTS**

-2 quotes from Christopher Burke Engineering  
-E-mail from Lee Fell



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

January 25, 2023

City of Highwood  
17 Highwood Avenue  
Highwood, IL 60040

Attention: Scott Coren, City Manager

Subject: Prairie Avenue Roadway Improvements  
Phase I and Phase II Engineering

Dear Mr. Coren:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services related to the design of the Prairie Avenue Roadway Improvements. It is our understanding the City will utilize local funds for the Phase I & II Design Engineering. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

**PROJECT UNDERSTANDING**

CBBEL understands the project will include Phase I and Phase II Engineering for the Prairie Avenue (FAU 1253) from Green Bay Road (MUN 1055) to Western Avenue (FAU 2768) approximately 2,650 feet (0.50 miles).

The City's intent is to complete the Phase I and Phase II Engineering in preparation for the call for projects thru the Lake County Council of Mayors STP Program for Fiscal Year 2024-2028.

The project consists of resurfacing and includes the grinding 3 inches of the existing hot-mix pavement, patching poor areas, the installation of 1.5 inches of Hot-Mix Asphalt Surface Course and 1.5 inches of Leveling Binder, as well as structure adjustments, patching poor areas depending on the results of the cores being performed by Testing Service Corporation (TSC).

It is our understanding the roadway has not been resurfaced or reconstructed in 15+ years and is predominantly 30-foot-wide pavement with B6.12 curb and gutter. The pavement section is unknown, and cores will be required. The bituminous binder and surface courses are cracked, uneven and marked by numerous patches.

The anticipated improvements include:

1. Storm sewer basin repair
2. Curb Repairs, B6.12

3. Milling to remove all existing bituminous materials, plus any additional aggregate base, as necessary.
4. Aggregate base patching
5. Bituminous concrete binder course paving, TBD
6. Bituminous concrete surface course paving, TBD
7. Pavement markings
8. Residential driveway modifications/paving
9. PCC sidewalks, 5 feet wide, both sides of the pavement

The City would like the roadway improvements to be ready for the LCCOM Categorical List Fiscal Year 2024-2028.

Based on the Scope of the project, we would anticipate IDOT would allow this project to move forward as a LAFO (Local Agency Functional Overlay), thus the Phase I and II can run concurrently.

### **SCOPE OF SERVICES**

The following work tasks are anticipated to occur as part of Phase I/II Engineering for the Prairie Avenue Roadway Improvements project. While these tasks are presented sequentially, based on the desired expedited schedule with Phase I and Phase II Engineering overlapping, many of these tasks will occur in parallel, or as required.

#### **Task 1 – Phase I/II Kick-Off Meeting**

As our initial task in our Phase II Engineering, the CBBEL team will meet with the City to review the Phase II Engineering goals and objectives. The scope and schedule will also be reviewed and refined. A separate Phase II kickoff meeting with IDOT will also be held. We can schedule this IDOT kick-off meeting after Phase I Engineering is completed, or after the Public Hearing is held.

#### **Task 2 – Phase I LAFO**

CBBEL will complete the Bureau of Local Roads, Form 46300 for IDOT for Phase 1 approval.

#### **Task 3 – Field and Data Review**

CBBEL will conduct a site review of the project area to assess existing project conditions and photograph/document key site features and conditions. CBBEL will collect, examine, review and evaluate data to be utilized for the development of the proposed improvements, which includes determining which existing structures are brick and will need to be replaced. This data may include the following, although much of this information is anticipated to be retrieved as part of Phase I Engineering:

- 1" = 100' aerial photography
- 1" = 100' topographic maps
- City utility maps for water and sewer
- City design details
- Electronic copies of the City's standard contract documents

- Existing construction plans
- Review of all existing structures

**Task 4 – Limited “Aerial Existing Conditions Survey” Verification**

The “AERIAL EXISTING CONDITIONS SURVEY” will be used as a base map for design purposes. Included are the following survey tasks:

1. Horizontal Control: GPS Observed existing monumentation will be Utilized. (State plane coordinates, NAD '83, Illinois East Zone); No recoverable primary control will be established within this scope of work.
2. Vertical Control: GPS Observed benchmarks will be observed according to NAVD '88 Vertical Datum; no primary Benchmarks will be established in this scope of work.
3. Collection of limited GPS Observed Spot elevations, at EP/Centerline/EP, within selected areas of proposed improvement limits to verify approximate roadway location will be collected.
4. No above ground utilities including, but not limited to: water, sanitary sewer, telephone, electric, cable and gas, etc. will be identified within this scope of work (no topographic existing conditions will be observed, located or elevated).
5. No survey to locate existing monumentation and boundary evidence and/or Research at the County Recorder's Office is included in this task.
6. Office calculations and plotting of field and record data.

**Task 5 – Geotechnical Investigation**

Five (5) pavement cores will be obtained as part of the Geotechnical Exploration by TSC for compliance with the Clean Construction Demolition Debris (CCDD). The report will give complete pavement and base surface thickness as well as subgrade description and laboratory test dates. Comments will also be made concerning proposed pavement overlay and/or maintenance.

We recommend that the CCDD/USFO facility destination to be used for a particular project be contacted to verify the analytical parameters proposed will be sufficient.

The objectives of the Study are to determine whether the associated laboratory analysis provide a basis for TSC to sign IEPA Form LPC-663, Unincorporated Soil Certification by a Licensed Professional Engineer.

Uncontaminated soil including uncontaminated soil mixed with clean construction for demolition debris (CCDD) accepted at a CCDD fill operation must be certified to be uncontaminated soil in accordance with Section 22.51(f)(2)(B) of the Environmental Protection Act {415 ILCS 5/22 (f)(2)(B)}. Uncontaminated soil accepted at an uncontaminated soil fill operation (USFO) must be certified to be uncontaminated soil in accordance with Section 22.51a(d)(2)(B) of the Environmental Protection Act {415 ILCS 5/22.51a(d)(2)(B)}. These certifications must be made by a licensed professional engineer or geologists (PE/PG) using the attached Form LPC-663 when the soil is removed from a site which is determined by the PE/PG to be a “Potentially Impacted Property” (PIP) based

on review of readily ascertainable property history, environmental databases and site reconnaissance. Uncontaminated soil from a site which is not identified as a PIP by the PE/PG may be certified by either the source site owner or operator using LPC-662 with pH analysis only.

A summary report will be prepared which describes the sampling procedures followed and presents results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist. The report will be included.

**Task 6 – Utility Coordination**

Upon notice to proceed, CBBEL will send a utility notification letter and project location map to all utility companies to request facility atlases, details of any anticipated future improvements within the project area, and other available information.

Based on information obtained from the utility notification letter responses, CBBEL will compile the correspondence and information including contacts, facility descriptions, correspondence, action items and utility disposition status. CBBEL will incorporate the approximate horizontal locations of the existing and planned future utilities into the base sheets based on the information received.

Once the survey is complete, CBBEL will meet with the City to review specific issues such as maintenance of traffic, pavement restoration, utilities and other issues.

**Task 7 – Pre-Final Contract Documents and Cost Estimate (90% Submittal)**

On the basis of the approved BLR 19100, CBBEL will prepare pre-final contract documents consisting of plans, specifications, estimate of time, status of utilities to be adjusted and an estimate of construction cost. The plans will be prepared in accordance with City and IDOT design criteria. The preliminary plans are anticipated to include the following sheets:

No. Sheet Title

- 1 Cover Sheet
- 1 General Notes
  - Including City/IDOT standard notes and additional major notes to clarify project's intent and define incidental items
- 1 Typical cross-sections that are
  - Complete and comprehensive
  - Extending from ROW to ROW
  - Clearly describe improvement
- 1 Summary of Quantities
- 3 Existing Conditions and Removal Plans showing
  - Existing topography, drainage structures and sewers and other utilities
  - Items to be removed or adjusted
  - Existing property lines and street addresses
- 3 Proposed Roadway Plan
  - Proposed curb and gutter
  - Proposed reconstruction limits
  - Proposed pavement markings
  - All proposed drainage and utility structures and pipes in plan
  - Existing utilities to remain in place
  - Pavement markings

- 1 Construction Details
- 2 IDOT Detail Sheets
- 13 ANTICIPATED TOTAL SHEET COUNT

CBBEL will use IDOT standard pay items where applicable. We will write project-specific special provisions as needed. Plans, special provisions based on City standard special provisions, and the estimate of cost will be submitted to the City and IDOT for review. A set of pre-final plans will be submitted to utility companies for verification of their facilities.

**Task 8 – Bidding Documents and Final Cost Estimate (100% Submittal)**

CBBEL will make the final revisions to the final submittal based on City and IDOT review comments. The requested number of copies of plans and specifications will be submitted to IDOT and the City. A final estimate of cost and estimate of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to the City in electronic format in accordance with the State letting.

**Task 9 – City Coordination/Public Information Meeting**

CBBEL will attend coordination meetings with City staff throughout the design. We have estimated two (2) meetings with the City and one (1) meeting with IDOT to review their comments.

**Task 10 – Administration and QA/QC**

CBBEL will prepare monthly status reports with our invoices to the City. CBBEL will perform an internal QA/QC review of the plans, specifications, and cost estimates.

**FEE ESTIMATE**

Task 1	Phase I/II Kick-Off Meeting	\$ 600
Task 2	Phase I CE with No Report	\$ 1,000
Task 3	Field Data Review	\$ 750
Task 4	Limited "Aerial Existing Conditions Survey" Verification	\$ 1,000
Task 5	Geotechnical Investigation	\$ 8,900
Task 6	Utility Coordination	\$ 400
Task 7	Pre-Final Contract Documents and Cost Estimate (90% Submittal)	\$ 17,900
Task 8	Bidding Documents and Final Cost Estimate (100% Submittal)	\$ 2,100
Task 9	City Coordination/Public Information Meeting	\$ 500
Task 10	Administration and QA/QC	<u>\$ 500</u>
	<b>TOTAL</b>	<b>\$ 33,650</b>

We will bill you in accordance with our previously accepted Agreement for Consultant Services. These previously accepted Standard Charges and General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the fee estimate.

We trust that you will find this proposal responsive to your request. If this proposal meets with your approval, please sign both copies and return one copy of this agreement as an indication of your acceptance and notice to proceed. Should you have any questions, please do not hesitate to call.

Sincerely,



Michael E. Kerr, PE  
President

THIS PROPOSAL ACCEPTED FOR THE CITY OF HIGHWOOD:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

LMF/mj  
N:\PROPOSALS\ADMIN\2023\Highwood Prairie Ave Roadway Improvements.012523.doc



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

January 25, 2023

City of Highwood  
17 Highwood Avenue  
Highwood, IL 60040

Attention: Scott Coren, City Manager

Subject: Sheridan Road/Waukegan Avenue Roadway Improvements  
Phase I and Phase II Engineering

Dear Mr. Coren:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services related to the design of the Sheridan Road/Waukegan Avenue Roadway Improvements. It is our understanding the City will utilize local funds for the Phase I & II Design Engineering. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

**PROJECT UNDERSTANDING**

CBBEL understands the project will include Phase I and Phase II Engineering for the Sheridan Road/Waukegan Avenue (FAU 2744) from Highwood Avenue (MUN 4,000) to Old Elm Road (FAU 1248), approximately 6,800 feet (1.29 miles).

The City's intent is to complete the Phase I and Phase II Engineering in preparation for the call for projects thru the Lake County Council of Mayors STP Program for Fiscal Year 2024-2028.

The project consists of resurfacing and includes the grinding 3 inches of the existing hot-mix pavement, patching poor areas, the installation of 1 ½ inches of Hot-Mix Asphalt Surface Course and 1 ½ inches of Leveling Binder, as well as structure adjustments, patching poor areas depending on the results of the cores being performed by Testing Service Corporation (TSC).

It is our understanding the roadway has not been resurfaced or reconstructed in 15+ years and is predominantly 28-foot-wide pavement with B6.12 curb and gutter and barrier curb. The pavement section is unknown, and cores will be required. The bituminous binder and surface courses are cracked, uneven and marked by numerous patches.

The anticipated improvements include:

1. Storm sewer basin repair
2. Curb Repairs, B6.12, Barrier Curb



3. Milling to remove all existing bituminous materials, plus any additional aggregate base, as necessary.
4. Aggregate base patching
5. Bituminous concrete binder course paving, TBD
6. Bituminous concrete surface course paving, TBD
7. Pavement markings
8. Commercial driveway modifications/paving
9. PCC sidewalks, 5 feet wide, both sides of the pavement

The City would like the roadway improvements to be ready for the LCCOM Categorical List Fiscal Year 2024-2028.

Based on the Scope of the project, we would anticipate IDOT would allow this project to move forward as a LAFO (Local Agency Functional Overlay) thus the Phase I and II can run concurrently.

### **SCOPE OF SERVICES**

The following work tasks are anticipated to occur as part of Phase I/II Engineering for the Sheridan Road/Waukegan Avenue Roadway Improvements project. While these tasks are presented sequentially, based on the desired expedited schedule with Phase I and Phase II Engineering overlapping, many of these tasks will occur in parallel, or as required.

#### **Task 1 – Phase I/II Kick-Off Meeting**

As our initial task in our Phase II Engineering, the CBBEL team will meet with the City to review the Phase II Engineering goals and objectives. The scope and schedule will also be reviewed and refined. A separate Phase II kickoff meeting with IDOT will also be held. We can schedule this IDOT kick-off meeting after Phase I Engineering is completed, or after the Public Hearing is held.

#### **Task 2 – Phase I LAFO**

CBBEL will complete the Bureau of Local Roads, Form 46300 for IDOT for Phase 1 approval.

#### **Task 3 – Field and Data Review**

CBBEL will conduct a site review of the project area to assess existing project conditions and photograph/document key site features and conditions. CBBEL will collect, examine, review and evaluate data to be utilized for the development of the proposed improvements, which includes determining which existing structures are brick and will need to be replaced. This data may include the following, although much of this information is anticipated to be retrieved as part of Phase I Engineering:

- 1" = 100' aerial photography
- 1" = 100' topographic maps
- City utility maps for water and sewer
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**Task 4 – Limited “Aerial Existing Conditions Survey” Verification**

The “AERIAL EXISTING CONDITIONS SURVEY” will be used as a base map for design purposes. Included are the following survey tasks:

1. Horizontal Control: GPS Observed existing monumentation will be Utilized. (state plane coordinates, NAD '83, Illinois East Zone); No recoverable primary control will be established within this scope of work.
2. Vertical Control: GPS Observed benchmarks will be observed according to NAVD '88 Vertical Datum; no primary Benchmarks will be established in this scope of work.
3. Collection of limited GPS Observed Spot elevations, at EP/Centerline/EP, within selected areas of proposed improvement limits to verify approximate roadway location will be collected.
4. No above ground utilities including, but not limited to: water, sanitary sewer, telephone, electric, cable and gas, etc. will be identified within this scope of work (no topographic existing conditions will be observed, located or elevated).
5. No survey to locate existing monumentation and boundary evidence and/or Research at the County Recorder's Office is included in this task.
6. Office calculations and plotting of field and record data.

**Task 5 – Geotechnical Investigation**

Fourteen (14) pavement cores will be obtained as part of the Geotechnical Exploration by TSC for compliance with the Clean Construction Demolition Debris (CCDD). The report will give complete pavement and base surface thickness as well as subgrade description and laboratory test dates. Comments will also be made concerning proposed pavement overlay and/or maintenance.

We recommend that the CCDD/USFO facility destination to be used for a particular project be contacted to verify the analytical parameters proposed will be sufficient.

The objectives of the Study are to determine whether the associated laboratory analysis provide a basis for TSC to sign IEPA Form LPC-663, Unincorporated Soil Certification by a Licensed Professional Engineer.

Uncontaminated soil including uncontaminated soil mixed with clean construction for demolition debris (CCDD) accepted at a CCDD fill operation must be certified to be uncontaminated soil in accordance with Section 22.51(f)(2)(B) of the Environmental Protection Act {415 ILCS 5/22 (f)(2)(B)}. Uncontaminated soil accepted at an uncontaminated soil fill operation (USFO) must be certified to be uncontaminated soil in accordance with Section 22.51a(d)(2)(B) of the Environmental Protection Act {415 ILCS 5/22.51a(d)(2)(B)}. These certifications must be made by a licensed professional engineer or geologists (PE/PG) using the attached Form LPC-663 when the soil is removed from a site which is determined by the PE/PG to be a “Potentially Impacted Property” (PIP) based

on review of readily ascertainable property history, environmental databases and site reconnaissance. Uncontaminated soil from a site which is not identified as a PIP by the PE/PG may be certified by either the source site owner or operator using LPC-662 with pH analysis only.

A summary report will be prepared which describes the sampling procedures followed and presents results of the analytical laboratory testing. If all analytical results meet their respective MACs, Form LPC-663 will be filled out and signed by a Licensed Professional Engineer or Geologist. The report will be included.

### **Task 6 – Utility Coordination**

Upon notice to proceed, CBBEL will send a utility notification letter and project location map to all utility companies to request facility atlases, details of any anticipated future improvements within the project area, and other available information.

Based on information obtained from the utility notification letter responses, CBBEL will compile the correspondence and information including contacts, facility descriptions, correspondence, action items and utility disposition status. CBBEL will incorporate the approximate horizontal locations of the existing and planned future utilities into the base sheets based on the information received.

Once the survey is complete, CBBEL will meet with the City to review specific issues such as maintenance of traffic, pavement restoration, utilities and other issues.

### **Task 7 – Pre-Final Contract Documents and Cost Estimate (90% Submittal)**

On the basis of the approved BLR 19100, CBBEL will prepare pre-final contract documents consisting of plans, specifications, estimate of time, status of utilities to be adjusted and an estimate of construction cost. The plans will be prepared in accordance with City and IDOT design criteria. The preliminary plans are anticipated to include the following sheets:

#### No. Sheet Title

- 1 Cover Sheet
- 1 General Notes
  - Including City/IDOT standard notes and additional major notes to clarify project's intent and define incidental items
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  - Extending from ROW to ROW
  - Clearly describe improvement
- 1 Summary of Quantities
- 7 Existing Conditions and Removal Plans showing
  - Existing topography, drainage structures and sewers and other utilities
  - Items to be removed or adjusted
  - Existing property lines and street addresses
- 7 Proposed Roadway Plan
  - Proposed curb and gutter
  - Proposed reconstruction limits
  - Proposed pavement markings
  - All proposed drainage and utility structures and pipes in plan
  - Existing utilities to remain in place
  - Pavement markings

- 1 Construction Details
- 2 IDOT Detail Sheets
- 21 ANTICIPATED TOTAL SHEET COUNT

CBBEL will use IDOT standard pay items where applicable. We will write project-specific special provisions as needed. Plans, special provisions based on City standard special provisions, and the estimate of cost will be submitted to the City and IDOT for review.

A set of pre-final plans will be submitted to utility companies for verification of their facilities.

**Task 8 – Bidding Documents and Final Cost Estimate (100% Submittal)**

CBBEL will make the final revisions to the final submittal based on City and IDOT review comments. The requested number of copies of plans and specifications will be submitted to IDOT and the City. A final estimate of cost and estimate of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to the City in electronic format in accordance with the State letting.

**Task 9 – City Coordination/Public Information Meeting**

CBBEL will attend coordination meetings with City staff throughout the design. We have estimated two (2) meetings with the City and one (1) meeting with IDOT to review their comments.

**Task 10 – Administration and QA/QC**

CBBEL will prepare monthly status reports with our invoices to the City. CBBEL will perform an internal QA/QC review of the plans, specifications, and cost estimates.

**FEE ESTIMATE**

Task 1	Phase I/II Kick-Off Meeting	\$ 600
Task 2	Phase I CE with No Report	\$ 1,000
Task 3	Field Data Review	\$ 750
Task 4	Limited "Aerial Existing Conditions Survey" Verification	\$ 1,000
Task 5	Geotechnical Investigation	\$ 19,100
Task 6	Utility Coordination	\$ 400
Task 7	Pre-Final Contract Documents and Cost Estimate (90% Submittal)	\$ 40,500
Task 8	Bidding Documents and Final Cost Estimate (100% Submittal)	\$ 4,500
Task 9	City Coordination/Public Information Meeting	\$ 500
Task 10	Administration and QA/QC	<u>\$ 500</u>
	<b>TOTAL</b>	<b>\$ 68,850</b>

We will bill you in accordance with our previously accepted Agreement for Consultant Services. These previously accepted Standard Charges and General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the fee estimate.

We trust that you will find this proposal responsive to your request. If this proposal meets with your approval, please sign both copies and return one copy of this agreement as an indication of your acceptance and notice to proceed. Should you have any questions, please do not hesitate to call.

Sincerely,



Michael E. Kerr, PE  
President

THIS PROPOSAL ACCEPTED FOR THE CITY OF HIGHWOOD:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

LMF/mj  
N:\PROPOSALS\ADMIN\2023\Highwood Sheridan Road Waukegan Ave Roadway Improvements.012523.doc

**From:** [Lee Fell](#)  
**To:** [Scott Coren](#)  
**Cc:** [Jeff Househ](#); [Lee Fell](#)  
**Subject:** Highwood - Prairie and Sheridan  
**Date:** Tuesday, January 24, 2023 2:00:54 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Scott

We attended the CMAP Call for Projects Webinar last Friday 1/20 and we wanted to give you some important information for future projects (23<sup>rd</sup> Street).

To be eligible for STP Shared Funds (FFY 2022-2026) on the current call for projects a project must be either more than \$5 million *or* have two other local partners (one of the three must be a municipality). Other partners would include forest preserves, Pace, IDOT, MWRD, or counties. Projects must also be included in a locally adopted plan.

Unfortunately, both Prairie and Sheridan are not good candidates for this current call for projects based on the criteria listed above. If the City desires we will provide a proposal and engineers estimate for construction by the end of this week.

The next council call for projects which will be coming in the next winter (December 2023-January 2024) as projects under \$5 million would be eligible for that call for projects.

Please let us know how you'd like to proceed.

If you have any questions, please don't hesitate to contact me. Thanks.

**Lee M. Fell, PE**

*Vice President, Assistant Department Head, Civil Engineering Design*

**Christopher B. Burke Engineering, Ltd.**

9575 W. Higgins Road, Suite 600 Rosemont, IL 60018

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**AGENDA MEMO**  
**Committee of the Whole**  
**March 21, 2023**

**ISSUE STATEMENT**

A discussion on lead service lines and changing regulations in the City of Highwood.

**BACKGROUND/HISTORY**

Public Act 102-0613 changed a municipal water supplier's obligations related to private water services connected to the system. In summary, the law requires municipalities to actively inventory the existing system and will eventually require the water systems to replace the lead service lines over time.

Highwood is also likely to fall out of compliance with lead testing levels in the water as the allowable amount of lead in the water is arbitrarily decreasing. Currently Staff is working with a consultant engineer to describe these likely necessary modifications.

The City has approximately 45 lead service lines remaining in the water system along with approximately 180 galvanized iron service lines, out of a total of 1,049 service lines. Approximately 70 lines are of unknown material. It is unknown at this time whether the City will eventually be responsible to replace the 180 galvanized iron service lines, as they are sometimes connected to lead at some point underground that cannot be seen or identified.

On December 6, 2023 the City Council discussed the possibility of implementing a lead service line replacement program. As the requirements are new and changing, the Council decided to hold off on any changes at this time. The Council did indicate interest in hearing more about the subject at a later date. Chris Cizek, the contracted licensed operator of the plant, will be on hand to answer any questions.

**STAFF/COMMITTEE RECOMMENDATION**

For discussion only.

**ALTERNATE CONSIDERATION**

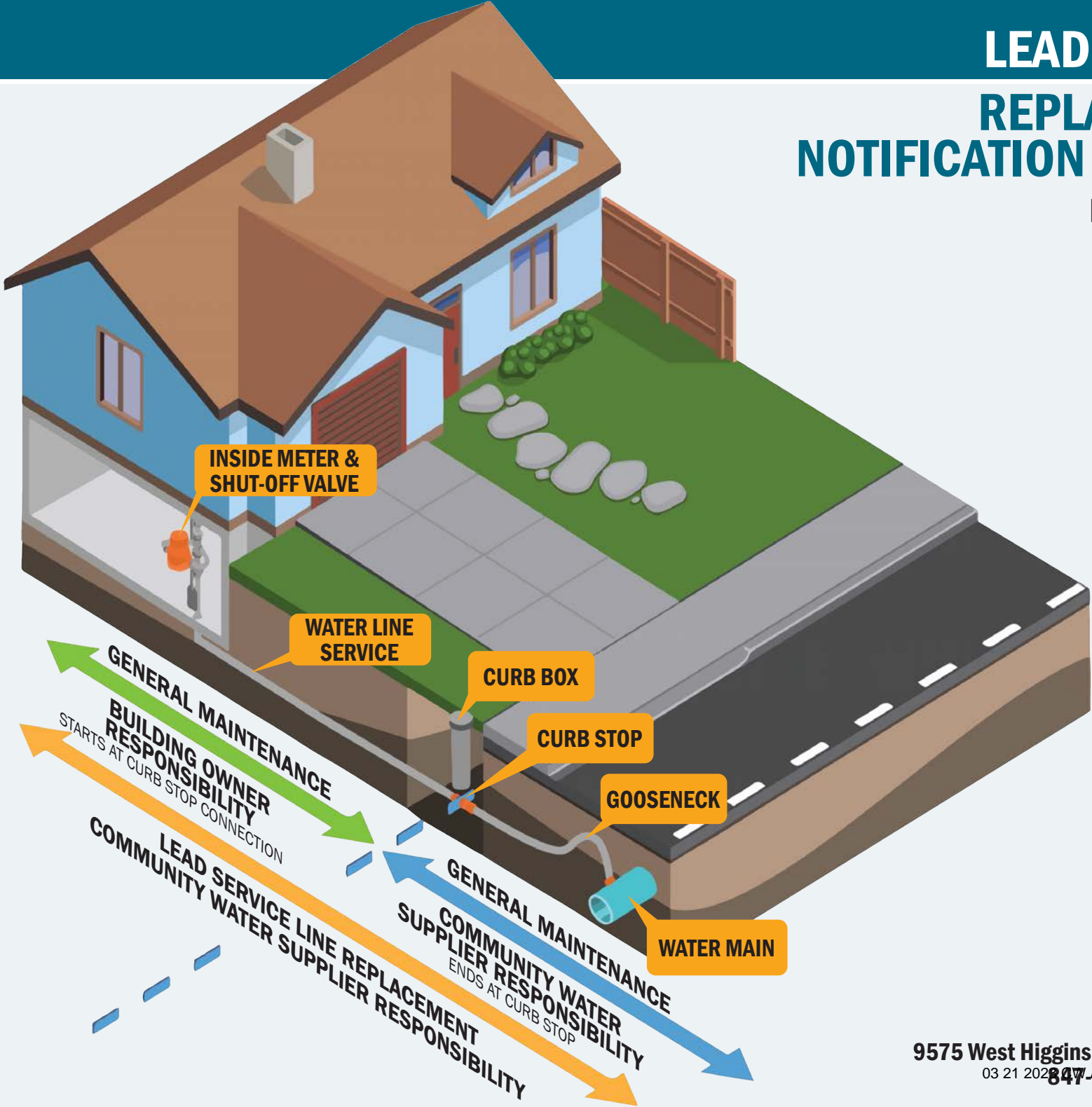
For discussion only.

**ATTACHMENTS**

- Information from Christopher Burke on lead service lines
- Lead service line inventory – April 2022

# LEAD SERVICE LINE REPLACEMENT AND NOTIFICATION ACT (LSLRNA)

PUBLIC ACT 102-0613  
JANUARY 1, 2022



Christopher B. Burke Engineering, Ltd.

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## LEAD SERVICE LINE REPLACEMENT AND NOTIFICATION ACT (LSLRNA)

• **Effective January 1, 2022**

- Requires the owners and operators of Community Water Supplies to:
  - Develop, implement, and maintain a comprehensive Water Service Line Material Inventory and Lead Service Line Replacement Plan.
  - Provide notice to occupants of potentially affected buildings before any construction or repair work on the water mains or lead service lines.
  - Request access to potentially impacted buildings before replacing lead service lines.
- Prohibit partial lead service line replacements.

Number of Lead Service Lines	Annual Rate of Replacement	Completion Time (Years)
1,200 or fewer	7%	15
1,201 – 4,999	6%	17
5,000 – 9,999	5%	20
10,000 – 99,999	3%	34
100,000 or more	2%	50

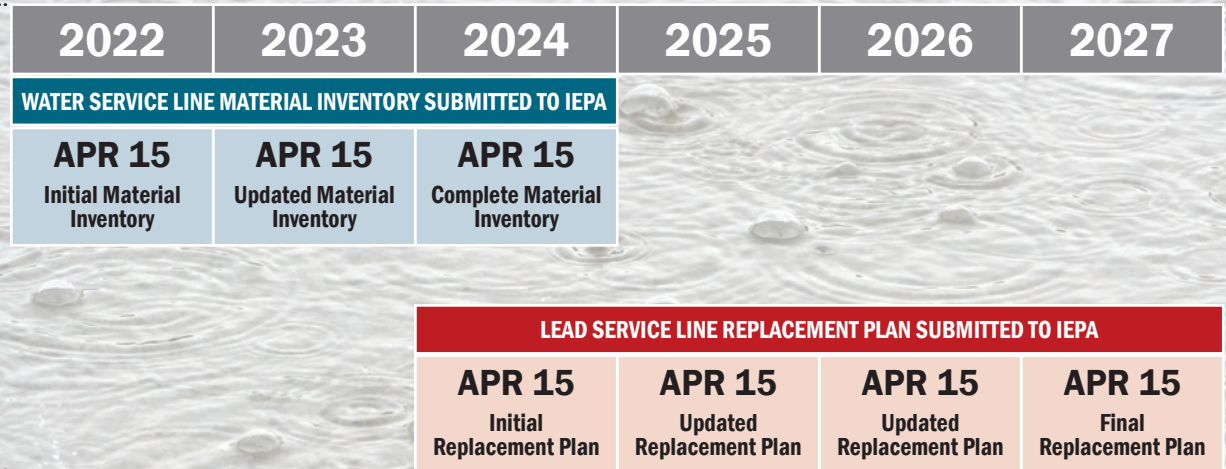
## WHAT ARE LEAD SERVICE LINES AND WHY ARE THEY A HEALTH RISK?

- In 1986, the United States Congress amended the Safe Drinking Water Act to prohibit the use of pipes, solder, or flux that were not “lead free”, currently defined as having a maximum lead content of no more than a weighted average of 0.25% of wetted surface of pipes, fittings, and fixtures.
- Lead can be introduced into the water supply through pipes and fixtures containing lead.
- Depending on the level of lead ingested, it can cause immediate or long-term deleterious effects on almost every organ.
- Children, less than six years old, and pregnant women are most susceptible to the effects of lead.
- According to IEPA, 680,000 lead-based service lines are still in operation in the State of Illinois.

## KEY DEFINITIONS

- **Service Line** – The piping, tubing, and necessary appurtenances acting as a conduit from the water main, or source of potable water supply, to the building plumbing at the first shut-off valve or 18 inches inside the building.
- **Lead Service Line** – A service line made of lead, connected to a lead pigtail, lead gooseneck, or other lead fitting.
- **Suspected Lead Service Line** – A service line that a community water supply finds more likely than not to be made of lead.

ACT EFFECTIVE JANUARY 1, 2022



LEAD SERVICE LINE REPLACEMENT BEGINS  
SUBMIT PROGRESS REPORTS

### WATER SERVICE LINE MATERIAL INVENTORY

Community Water Suppliers can no longer state that a service line material is “unknown”. Unknown water service lines shall be considered to be lead. The Community Water Supplier is required to develop and submit a Water Service Line Material Inventory to the Illinois Environmental Protection Agency (IEPA) containing the following information:

1. Total number of service lines connected to community water supply’s distribution system.
2. Material of construction for each service line connected to community water supply’s distribution system.
3. Number of suspected lead service lines newly identified since previously submitted Water Service Line Material Inventory.
4. Number of suspected or known lead service lines replaced since previously submitted Water Service Line Material Inventory, including replacement material.

Inspections shall be prioritized in the following “high risk” areas:

- Preschools and Daycare Centers
- Parks and Playgrounds
- Hospitals and Clinics

If a lead service line is identified, the owner or operator of the Community Water Supply shall attempt to notify the owner of the building and all occupants within **15 days**.

### LEAD SERVICE LINE REPLACEMENT PLAN

The Community Water Supplier is required to develop and submit a Lead Service Line Replacement Plan to the IEPA:

Community Water Suppliers shall:

- **Replace each lead service line connected to the Community Water Supply in its entirety, from the water main to the building plumbing at the first shut-off valve or 18 inches inside the building. Partial lead service line replacements are prohibited.**
- Replace each galvanized service line connected to the Community Water Supply if it is or was connected downstream to lead piping.

For most Community Water Suppliers, lead service line replacements will need to be completed over a period of 15-20 years following IEPA approval of the Lead Service Line Replacement Plan.

On lead service line replacement projects, Community Water Suppliers are required to make a good faith effort to use contractors and vendors owned by minority persons, women, and persons with a disability for not less than 20% of the total contracts.

### PROGRESS REPORTS

The owner or operator of the Community Water Supply is required to develop and submit a report to the IEPA detailing progress toward plan goals with the following information:

1. Number of lead service lines replaced and the average cost of lead service line replacement.
2. Progress toward meeting hiring requirements.
3. Percent of customers electing a waiver offered.
4. The methods used to finance lead service line replacement.




FOLLOWING FINAL LEAD SERVICE LINE REPLACEMENT PLAN APPROVAL

**ANNUALLY  
FIRST 10 YEARS**

**EVERY 3 YEARS  
UNTIL FULL REPLACEMENT**

## PIPE IDENTIFICATION PROCEDURES

Each type of pipe will produce a different type of scratch, react to a magnet differently and produce a unique sound when tapped with a metal coin.

	LEAD	COPPER	GALVANIZED
	Shiny Silver	Penny Copper	Dull Gray
	X	X	✓
	Dull Noise	Metallic Ringing	Metallic Ringing

## FUNDING

Low interest rate loans through the IEPA are currently available for lead service line replacement.

### IEPA Public Water Supply Loan Program (PWSLP)

- Total available funds in FY 2022: \$350 million at an interest rate of 1.11% for 20 years
  - Timeline for design engineering and loan approval is 12-18 months
  - Reduced interest rates available to small (<25,000 people) disadvantaged communities
  - 30-year repayment period available to disadvantaged communities
  - Principal Forgiveness Program
    - Watermain Projects: Applicant must meet low-income thresholds, then maximum of 50% of loan amount up to \$400,000 per project.
    - Lead Service Line Replacement Projects: No income threshold, maximum of \$4 million per project in FY 2022
- Over \$75 million in Principal Forgiveness for Lead Service Line Replacement projects is currently available, but communities must act fast, as obtaining loan approval takes time!**

### Bipartisan Infrastructure Bill

- \$15 billion for Lead Service Line Replacements across the country, estimated \$500 million for Illinois over five years (half as grants or principal forgiveness loans and half as low-interest loans)
- Timing of funding availability has not been finalized

## FREQUENTLY ASKED QUESTIONS (FAQ)

### 1. Who may perform lead service line replacement?

*A licensed plumber shall perform all work related to lead service line replacements.*

### 2. Can the Community Water Supply require a building owner to replace their private service in conjunction with a water distribution system project?

*Beginning on January 1, 2022, lead service lines must be replaced, in their entirety, by the Community Water Supplier as part of any planned or emergency water distribution system project. The LSLRNA allows for Community Water Suppliers to levy taxes to pay for lead service line replacements, but all lead service line replacement work, including on private property, must be coordinated by the Community Water Supplier.*

### 3. Will funding assistance for Lead Service Lines be available?

*Low interest rate loans through the IEPA are currently available for lead service line replacement. Per the Act, a 28-member Advisory Board will be established. Within 18 months after the effective date of the LSLRNA, the Advisory Board must establish dedicated long-term revenue options for funding lead service line replacements with focus on protecting low-income households.*

### 4. What are the procedures for notifying residents when performing scheduled lead service line replacement?

*45 days prior to conducting work, the owner or operator of a Community Water Supply shall attempt to contact the building owner by mail. If no response is received within 15 days of the initial request, the owner or operator shall post the request on the entrance to the building.*

### 5. What if the building owner does not allow access for lead service line replacement?

*A waiver developed by the Illinois Department of Public Health (IDPH) must be signed by the building owner. The building owner is then responsible for installing and maintaining point-of-use filters in perpetuity until the lead service line is replaced. If the building owner refuses to sign the waiver, IDPH must be notified in writing within 15 days.*

### 6. How do I address a lead service line encountered during an emergency repair?

*If immediate access for full lead service line replacement is not granted, partial repairs may be made. The owner of the building and all occupants must be notified and provided point-of-use filters by the Community Water Supplier. The remainder of the lead service line must be replaced within 30 days of the emergency repair (120 days if impacted by adverse weather).*

**For more information on the health effects of lead, visit the EPA's website at: [www.epa.gov/lead](http://www.epa.gov/lead)**



**For a summary of public water service line material inventories, visit: <https://www2.illinois.gov/epa/topics/drinking-water/public-water-users/Pages/lead-service-line-information.aspx>**



**AGENDA MEMO**  
**Committee of the Whole**  
**March 21, 2023**

**ISSUE STATEMENT**

A motion authorizing the City Manager to approve a change order to the FYE 2024 capital projects in the amount of \$57,200 to replace additional sidewalk and replace the fire hydrant at the corner of South Central and Oak Ridge.

**BACKGROUND/HISTORY**

As the City of Highwood began construction on Oak Ridge Avenue, two additional desirable projects were identified:

-The fire hydrant at the corner of South Central and Oak Ridge Avenue was identified as inoperable during the last hydrant flushing operation and was unable to be repaired this winter. It was intended to be replaced as part of the larger nine hydrant project later this summer, but Staff would prefer to replace it now rather than potentially impacting the new roadway.

-To save money the engineer and staff originally planned on only partial sidewalk replacement on the street. After further inspection, it makes more sense to pay the additional money to get entirely new matching sidewalk in this area to best serve the residents.

The additional cost will be at the rate accepted during the competitive bidding process.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving this change order.

**ALTERNATE CONSIDERATION**

Only replacing the partial sidewalk, or delaying the repair of the hydrant to another time is an alternate consideration.

**ATTACHMENTS**

-Sidewalk Quote and Hydrant Replacement Letter

**From:** [Jack Harding](#)  
**To:** [Scott Coren](#)  
**Subject:** Fwd: 23008-Highwood 2023 Street Program  
**Date:** Friday, March 10, 2023 9:54:13 AM  
**Attachments:** [image001.jpg](#)

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Sent from my iPhone

Begin forwarded message:

**From:** Frank Aiello <[faiello@alamconcrete.com](mailto:faiello@alamconcrete.com)>  
**Date:** March 10, 2023 at 8:47:05 AM CST  
**To:** Jack Harding <[jharding@cityofhighwood.org](mailto:jharding@cityofhighwood.org)>  
**Cc:** Ivan Bustos <[ibustos@alamconcrete.com](mailto:ibustos@alamconcrete.com)>  
**Subject:** **23008-Highwood 2023 Street Program**

Jack,

My understanding is that we are going to remove and replace all sidewalk on Oakridge. We will use the contract unit prices for PCC SIDEWALK 5 INCH, SPL and SIDEWALK REMOVAL for the additional area of sidewalk. The additional sidewalk area will add approximately \$39,300 to the contract.

Also, I am trying to get a price for the fire hydrant removal and replacement at the northeast corner of Central and Oakridge, and have a couple of questions.

1. Do you want the new hydrant to include a new auxiliary valve, or connect a new hydrant to the existing valve?
2. Do you want to try to run a new 6" dia. lead from the existing tee or do we need to "cut in" a new tee?

Thank you,

**Frank Aiello, P.E.**

A Lamp Concrete Contractors, Inc.  
1900 Wright Blvd.  
Schaumburg, IL 60193  
P: 847.891.6000 ext. 119  
C: 630.780.7690  
F (Main): 847.891.6100  
[faiello@alamconcrete.com](mailto:faiello@alamconcrete.com)

-





**A LAMP CONCRETE CONTRACTORS, INC.**  
**1900 WRIGHT BOULEVARD**  
**SCHAUMBURG, IL 60193**  
**OFFICE: 847-891-6000 FAX: 847-891-1873**


<b>To:</b> City Of Highwood	<b>Contact:</b>
<b>Address:</b> 17 Highwood Avenue Highwood, IL 60040	<b>Phone:</b>
	<b>Fax:</b>
<b>Project Name:</b> Highwood - 2023 Street Program	<b>Bid Number:</b>
<b>Project Location:</b> Various Streets, Highwood, IL	<b>Bid Date:</b> 12/13/2022
<b>Addendum #:</b> 1	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
8202	FIRE HYDRANT REMOVAL AND REPLACEMENT AT OAKRIDGE & CENTRAL	1.00	LS	\$15,250.00	\$15,250.00
8203	CONNECT PARKWAY DRAIN TO STORM SEWER OAKRIDGE	1.00	LS	\$2,650.00	\$2,650.00

**Total Bid Price: \$17,900.00**

**Notes:**

- The above pricing excludes bonds and permit. If required extra charges will apply.
- The above pricing excludes layout.
- The above pricing excludes traffic control.
- The above pricing excludes testing.
- The above pricing excludes specialty insurance policies.
- The pricing is based on straight time hours. No overtime work is included.
- No modification to this proposal without prior consent from A Lamp Concrete Contractors, Inc.
- Pricing includes mobilization at the same time as the remainder of the sewer work on Oakridge. Any additional mobilizations will incur additional costs.
- Work must be completed in 2023
- Trench backfill, Pavement (PCC & HMA) Removal & Replacement, and Landscape Restoration is to be completed and paid for using existing contract unit prices and is not included in this pricing.
- We assume a complete water main shutdown to install the proposed Fire Hydrant to be completed by others.

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p><b>Buyer:</b> _____</p> <p><b>Signature:</b> _____</p> <p><b>Date of Acceptance:</b> _____</p>	<p><b>CONFIRMED:</b> <b>A Lamp Concrete</b></p> <p><b>Authorized Signature:</b> </p> <p><b>Estimator:</b> Glen Kirchen gkirchen@alamconcrete.com</p>
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**AGENDA MEMO**  
**Committee of the Whole**  
**March 21, 2023**

**ISSUE STATEMENT**

A discussion on extending the license for the train station office with Sandy Pope.

**BACKGROUND/HISTORY**

Sandy Pope has operated a tattoo business from the train station depot for nearly four years. There are several benefits to the arrangement, including rental income from the space, having some presence at the train station to deter suspicious behavior, and she is obligated to clean the station at various intervals.

She has requested a one year extension of the license when it expires in August. This is less than the typical two year term as she is unsure how much longer she wish to operate from this location.

**STAFF/COMMITTEE RECOMMENDATION**

The original intention of the space was to use it as a business incubator with a low rent. Staff would recommend moving back to this concept, although they are not opposed to extending the lease for one additional year while a new occupant is identified.

**ALTERNATE CONSIDERATION**

Not extending a license is an alternate consideration.

**ATTACHMENTS**

-None