

CITY OF HIGHWOOD  
**SPECIAL MEETING OF THE COMMITTEE OF THE WHOLE**  
CITY COUNCIL CHAMBERS  
Tuesday April 02, 2025 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 18, 2025

3.2. Committee of the Whole: March 18, 2025

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 04/02/2025 AP Warrant List

**6. Unfinished Business**

**7. New Business**

7.1. Consideration of a resolution approving an ARC Application and two variations for a wall sign, two window signs and a flagpole at IC Signs & Graphics located at 522 Sheridan Road.

7.2. A motion authorizing the City Manager to sign an agreement with Christopher B Burke Engineering Ltd. To continue designating them as the City Engineer.

7.3. A motion agreeing to an amended fee structure for Klein, Thorpe & Jenkins Legal Fees

7.4. A motion authorizing the City Manager to spend up to \$29,995 on regular landscaping mowing, edging, landscaping, bed weeding, and basic trimming through Guy Scopelliti Landscaping

**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 18, 2025 at 7:30 P.M.**  
**MINUTES**

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**CALL TO ORDER 7:59 PM**

**1. Roll Call**

Present: Alderman Levi, Falberg, Peterson, Hospodarsky

Absent: Alderman Slavin, Fiore

Also present: City Manager Coren, Assistant City Manager Facchini, City Attorney Jablecki

**2. Pledge of Allegiance**

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

3.1. City Council: March 04, 2025

Motion made by Alderman Falberg, seconded by Alderman Levi. All present voting aye by voice vote; motion carried.

3.2. Committee of the Whole: March 04, 2025

Motion made by Alderman Falberg, seconded by Alderman Hospodarsky. All present voting aye by voice vote; motion carried.

**4. Appointments**

**5. Approval of Warrant List:**

5.1. 03/18/2025 AP Warrant List

Motion made by alderman Falberg, seconded by Alderman Peterson. All present voting aye by roll call vote; motion carried.

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

**7. Mayor's Report**

**8. Committee Reports**

**9. Treasurer's Reports**

**10. Clerk's Report**

**ACTION ITEMS**

**11. Unfinished Business**

**12. New Business**

12.1. Consideration of a Resolution approving an ARC application and a variation for two wall signs at the Funky Boba Lounge located at 338 Green Bay Road.

Motion made by alderman Falberg and seconded by Alderman Levi to approve one wall sign on the front facing facade at the Funky Boba Lounge located at 338 Green Bay Road.

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

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

**15. Adjournment**

Motion made by Alderman Levi and seconded by Alderman Peterson to adjourn the City Council Meeting at 8:01 PM.

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
**Tuesday March 18, 2025 at 6:00 P.M.**  
**MINUTES**

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**CALL TO ORDER - 6:02 PM**

**1. Roll Call**

Present: Alderman Levi, Falberg, Peterson, Hospodarsky

Absent: Alderman Slavin and Alderman Fiore

Also present: City Manager Coren, Assistant City Manager Facchini, City Attorney Jablecki

**2. Public Hearing**

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

3.1. City Council: March 4, 2025

Minutes will be approved at the regular City Council meeting.

3.2. Committee of the Whole: March 4, 2025

Minutes will be approved at the regular City Council meeting.

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 03/18/2025 AP Warrant List

The AP Warrant list will be approved at the City Council meeting.

**6. Unfinished Business**

**7. New Business**

7.1. Consideration of a Resolution approving an ARC application and a variation for two wall signs at the Funky Boba Lounge located at 338 Green Bay Road.

The council deliberated and decided to approve one sign on the front of the façade. The front facing sign will be approved at the City Council meeting.

7.2. A discussion on a request from Vape312 to relocate to 11 Highwood Avenue.

The council provided feedback to the petitioner and requested them to apply through the planning and zoning process.

7.3. A discussion on Capital Project Planning for 2026 – 2027

This item will be discussed at future meetings.

7.4. Budget Discussion

This item will be discussed at a future meeting

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

Motion made by Alderman Peterson and seconded by Alderman Levi to enter executive session at 7:30 PM to discuss personnel and sale of property.

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

Motion made by Alderman Falberg and seconded by Alderman Levi to reconvene the Committee of the Whole meeting at 7:57 PM.

**10. Adjournment**

Motion made by Alderman Falberg and seconded by Alderman Levi to adjourn the Committee of the Whole meeting at 7:58 PM.

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<hr/>					
AIS, INC	Invoice: 92066	Microsoft 365 Subscription 01-11-537 COMPUTER SUPPORT	03/17/25 \$22.00	04/17/25	\$22.00
Vendor Total for: AIS, INC		(Fiscal YTD Payments: \$55,642.56)			\$22.00
<hr/>					
ALL PRO CLEANING SYSTEMS	Invoice: 4371	Cleaning services 01-11-537 COMPUTER SUPPORT 01-21-573 MISC. SERVICE CON	03/17/25 \$550.00 \$550.00	04/17/25	\$1,100.00
Vendor Total for: ALL PRO CLEANING SYSTEMS		(Fiscal YTD Payments: \$10,240.00)			\$1,100.00
<hr/>					
AMAZON CAPITAL SERVICES	Invoice: 1GD9-3JML-6VWP	POLICE SUPPLIES 01-21-652 OPERATING SUPPLIE	03/24/25 \$160.19	04/24/25	\$160.19
	Invoice: 1J6R-HDP1-9RDD	POLICE SUPPLIES 01-21-652 OPERATING SUPPLIE	03/27/25 \$36.44	04/27/25	\$36.44
	Invoice: 1Q9V-TQDY-6VFH	Office supplies 01-11-652 OPERATING SUPPLIE	03/20/25 \$129.21	04/20/25	\$129.21
Vendor Total for: AMAZON CAPITAL SERVICES		(Fiscal YTD Payments: \$20,041.00)			\$325.84
<hr/>					
B&F CONSTRUCTION CODE SERVICES	Invoice: 20702	FEBRUARY INSPECTIONS 01-41-926 REIMBURSABLE EXPE	03/19/25 \$150.00	04/19/25	\$150.00
Vendor Total for: B&F CONSTRUCTION CODE SERVICES		(Fiscal YTD Payments: \$2,875.00)			\$150.00
<hr/>					
BRANDON TAYLOR	Invoice: POM001	MILEAGE REIMBURSEMENT 01-21-563 TRAINING	03/19/25 \$71.90	04/19/25	\$71.90
Vendor Total for: BRANDON TAYLOR		(Fiscal YTD Payments: \$877.83)			\$71.90
<hr/>					
BSN SPORTS LLC	Invoice: 310205240A	REC EQUIPMENT REPAIR 01-51-512 REP & MAINT - EQU	03/17/25 \$29.71	04/17/25	\$29.71
Vendor Total for: BSN SPORTS LLC		(Fiscal YTD Payments: \$998.94)			\$29.71
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# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
CITY OF HIGHLAND PARK					
	Invoice: 26568	SHARING OF GIS SERVICES 01-41-548 OTHER PROFESSIONA	03/03/25 \$2,073.14	04/02/25	\$2,073.14
	Invoice: 26570	FIRE&EMS SERVICES APR-JUN 2025 01-22-573 MISC CONTRACT SVC	03/03/25 \$179,484.43	04/03/25	\$179,484.43
Vendor Total for: CITY OF HIGHLAND PARK			(Fiscal YTD Payments: \$566,064.16)		\$181,557.57
CITY OF LAKE FOREST					
	Invoice: 0004258831	JAN 2025 WATER ASSISTANCE 51-00-599 MISC CONTRACT SER	03/11/25 \$7,825.44	04/11/25	\$7,825.44
	Invoice: 0004258832	FEB 2025 WATER ASSISTANCE 51-00-599 MISC CONTRACT SER	03/11/25 \$5,869.08	04/11/25	\$5,869.08
Vendor Total for: CITY OF LAKE FOREST			(Fiscal YTD Payments: \$50,719.02)		\$13,694.52
COMCAST BUSINESS					
	Invoice: 235388491	INTERNET USAGE 01-11-571 UTILITIES 01-21-571 UTILITIES	03/01/25 \$737.44 \$737.44	04/01/25	\$1,474.88
	Invoice: 877110055001378	INTERNET USAGE 01-41-571 UTILITIES	03/02/25 \$1,097.48	04/02/25	\$1,097.48
	Invoice: 877110055012261	INTERNET USAGE 01-41-571 UTILITIES	03/08/25 \$603.65	04/08/25	\$603.65
	Invoice: 877110055025467	INTERNET USAGE 01-41-571 UTILITIES	03/09/25 \$750.87	04/09/25	\$750.87
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$20,357.01)		\$3,926.88
COMED					
	Invoice: 4334859000	ENERGY USAGE 51-00-571 UTILITIES 01-51-571 UTILITIES 01-41-571 UTILITIES	03/14/25 \$7,000.00 \$7,000.00 \$8,066.64	04/14/25	\$22,066.64
Vendor Total for: COMED			(Fiscal YTD Payments: \$79,820.89)		\$22,066.64
CONSTELLATION ENERGY SVCS (INTEGRYS)					
	Invoice: 4245438	GAS SUPPLY CHARGE 51-00-571 UTILITIES	02/20/25 \$5,355.69	04/21/25	\$5,355.69
Vendor Total for: CONSTELLATION ENERGY SVCS (INTEGRYS)			(Fiscal YTD Payments: \$7,620.14)		\$5,355.69

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>CORNWELL ENGINEERING GROUP, INC</b>					
	Invoice: 016306-00006	HIGHWOOD ILL CCT 2022 01-41-535	03/18/25 \$9,457.97	04/18/25	\$9,457.97
Vendor Total for: CORNWELL ENGINEERING GROUP, INC (Fiscal YTD Payments: \$19,568.47)					\$9,457.97
<b>HAWKINS INC.</b>					
	Invoice: 7014602	Chlorine cylinder 51-00-652 OPERATING SUPPLIE	03/17/25 \$70.00	04/17/25	\$70.00
Vendor Total for: HAWKINS INC. (Fiscal YTD Payments: \$5,229.15)					\$70.00
<b>J J SERVICE CENTER</b>					
	Invoice: 056915	SQUAD CAR TIRE PLUG 01-21-513 REP & MAINT - VEH	03/01/25 \$25.00	04/01/25	\$25.00
	Invoice: 057306	SQUAD CAR TIRE PLUG 01-21-513 REP & MAINT - VEH	03/01/25 \$25.00	04/01/25	\$25.00
	Invoice: 057424	SQUAD CAR OIL SERVICE/ TIRE PLUG 01-21-513 REP & MAINT - VEH	03/01/25 \$95.16	04/01/25	\$95.16
	Invoice: 057613	SQUAD CAR MISC REPAIRS 01-21-513 REP & MAINT - VEH	03/01/25 \$353.38	04/01/25	\$353.38
Vendor Total for: J J SERVICE CENTER (Fiscal YTD Payments: \$14,522.81)					\$498.54
<b>KEVIN ROBINSON</b>					
	Invoice: POM001	MILEAGE REIMBURSEMENT 01-21-563 TRAINING	03/20/25 \$12.60	04/20/25	\$12.60
Vendor Total for: KEVIN ROBINSON (Fiscal YTD Payments: \$152.02)					\$12.60
<b>KIESLER'S POLICE SUPPLY, INC.</b>					
	Invoice: IN256177	POLICE AMMUNITION 01-21-652 OPERATING SUPPLIE	03/06/25 \$1,087.52	04/06/25	\$1,087.52
Vendor Total for: KIESLER'S POLICE SUPPLY, INC. (Fiscal YTD Payments: \$653.20)					\$1,087.52
<b>MACQUARIE EQUIPMENT CAPITAL, INC.</b>					
	Invoice: 299372	Equipment lease 01-11-573 MISC. CONTRACT SE	03/17/25 \$366.40	04/17/25	\$366.40
Vendor Total for: MACQUARIE EQUIPMENT CAPITAL, INC. (Fiscal YTD Payments: \$4,648.64)					\$366.40

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>MENARDS - VERNON HILLS</b>					
	Invoice: 30564	LANDSCAPING SUPPLIES REC 01-51-515 PARK MAINTENANCE	03/18/25 \$659.28	04/18/25	\$659.28
Vendor Total for: MENARDS - VERNON HILLS			(Fiscal YTD Payments: \$2,874.92)		\$659.28
<b>METROPOLITAN MAYORS CAUCUS</b>					
	Invoice: 2024-103	CAUCUS DUES 01-11-561 DUES	12/31/24 \$228.33	01/31/25	\$228.33
Vendor Total for: METROPOLITAN MAYORS CAUCUS			(Fiscal YTD Payments: \$.00)		\$228.33
<b>MUTUAL SERVICES OF HIGHLAND PARK</b>					
	Invoice: 653150	POLICE:PADLOCK AND FASTENERS 01-21-652 OPERATING SUPPLIE	03/21/25 \$13.29	04/21/25	\$13.29
	Invoice: 653301	POLICE: KEYS 01-21-652 OPERATING SUPPLIE	03/26/25 \$17.96	04/26/25	\$17.96
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK			(Fiscal YTD Payments: \$2,675.84)		\$31.25
<b>NORTH EAST MULTI-REGIONAL TRANING,INC.</b>					
	Invoice: 374066	TRAINING 01-21-563 TRAINING	03/19/25 \$40.00	04/19/25	\$40.00
	Invoice: 374264	TRAINING SAM 01-21-563 TRAINING	03/19/25 \$125.00	04/19/25	\$125.00
Vendor Total for: NORTH EAST MULTI-REGIONAL TRANING,INC.			(Fiscal YTD Payments: \$5,445.00)		\$165.00
<b>PINNER ELECTRIC, INCORPORATED</b>					
	Invoice: 20005	MISC CITY LIGHTING 01-41-516 REP & MAINT - STR	02/28/25 \$1,150.00	03/28/25	\$1,150.00
	Invoice: 31396	MISC CITY LIGHTING 01-41-516 REP & MAINT - STR	02/27/25 \$16,972.83	03/27/25	\$16,972.83
Vendor Total for: PINNER ELECTRIC, INCORPORATED			(Fiscal YTD Payments: \$53,751.67)		\$18,122.83
<b>RAY O'HERRON CO., INC.</b>					
	Invoice: 2400331	Police Uniforms 01-21-653 UNIFORMS	03/17/25 \$317.52	04/17/25	\$317.52
	Invoice: 2400332	Police Uniforms 01-21-653 UNIFORMS	03/17/25 \$176.40	04/17/25	\$176.40

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(RAY O'HERRON CO., INC. Cont'd)					
	Invoice: 2400713	Police Uniforms 01-21-653	03/17/25 \$134.82	04/17/25	\$134.82
	Invoice: 2400732	Police Uniforms 01-21-653 UNIFORMS	03/17/25 \$64.00	04/17/25	\$64.00
	Invoice: 2400733	Police Uniforms 01-21-653 UNIFORMS	03/17/25 \$239.90	04/17/25	\$239.90
	Invoice: 2401626	Police Uniforms 01-21-653 UNIFORMS	03/17/25 \$1,109.69	04/17/25	\$1,109.69
Vendor Total for: RAY O'HERRON CO., INC.			(Fiscal YTD Payments: \$18,806.37)		\$2,042.33
SAMANTHA CALDERON					
	Invoice: POM001	MILEAGE REIMBURSEMENT 01-21-563 TRAINING	03/08/25 \$131.60	04/08/25	\$131.60
Vendor Total for: SAMANTHA CALDERON			(Fiscal YTD Payments: \$13.04)		\$131.60
SE-INC.					
	Invoice: 25-34237	SNOW REMOVAL SERVICES 01-41-573 MISC SERVICE CONT	03/22/25 \$225.00	04/22/25	\$225.00
	Invoice: 25-34251	SNOW REMOVAL - 02.15.25 01-41-573 MISC SERVICE CONT	02/21/25 \$75.00	04/21/25	\$75.00
	Invoice: 25-34293	BACKFILL GRAVEL AND FENCE REPAIR 01-41-573 MISC SERVICE CONT	03/04/25 \$1,142.15	04/04/25	\$1,142.15
	Invoice: 25-34301	MOVE CHEMICAL DRUMS TO WATER PLANT 01-41-573 MISC SERVICE CONT	03/12/25 \$332.50	04/12/25	\$332.50
	Invoice: 25-34305	SPREAD GRAVEL AND CLEAN PARKING LOT 01-41-573 MISC SERVICE CONT	03/12/25 \$906.30	04/12/25	\$906.30
	Invoice: 25-34310	WIND STORM CLEAN UP 01-41-573 MISC SERVICE CONT	03/15/25 \$608.00	04/15/25	\$608.00
	Invoice: 25-34317	CITY HALL COUNTERTOP INSTALLATION 01-41-511 REP & MAINT - BUI	03/18/25 \$2,640.00	04/18/25	\$2,640.00
	Invoice: H12926-329075	ELECTRICAL EQUIPMENT - LOCKER ROOM 01-41-511 REP & MAINT - BUI	03/27/25 \$589.84	04/27/25	\$589.84
Vendor Total for: SE-INC.			(Fiscal YTD Payments: \$288,532.60)		\$6,518.79
SEAN MANGAS					
	Invoice: POM001	TRAINING MEALS 01-21-563 TRAINING	03/14/25 \$39.63	04/14/25	\$39.63
Vendor Total for: SEAN MANGAS			(Fiscal YTD Payments: \$2,355.93)		\$39.63

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
STATE GRAPHICS					
	Invoice: 104864	EVERTS PARK PHASE 2 RENDERING 01-41-920 COMMUNITY BEAUTIF	03/30/25 \$100.00	04/30/25	\$100.00
Vendor Total for: STATE GRAPHICS			(Fiscal YTD Payments: \$3,675.00)		\$100.00
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T2517060	COMMUNICATIONS CHARGES 01-21-555 COMMUNICATIONS/OT	02/18/25 \$573.47	03/18/25	\$573.47
	Invoice: T2519414	COMMUNICATIONS CHARGES 01-21-555 COMMUNICATIONS/OT	03/17/25 \$573.47	04/17/25	\$573.47
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND			(Fiscal YTD Payments: \$5,734.70)		\$1,146.94
TRYAD SOLUTIONS					
	Invoice: 93710	CITY HALL BUSINESS CARDS 01-11-652 OPERATING SUPPLIE	03/25/25 \$128.90	04/25/25	\$128.90
Vendor Total for: TRYAD SOLUTIONS			(Fiscal YTD Payments: \$2,539.20)		\$128.90
VERIZON WIRELESS					
	Invoice: 6107435311	PHONE USAGE 51-00-552 TELEPHONE 01-41-552 TELEPHONE 01-51-552 TELEPHONE 01-44-552 TELEPHONE 01-44-552 TELEPHONE 01-21-552 TELEPHONE	03/01/25 \$332.49 \$322.49 \$322.49 \$332.49 \$332.49 \$292.52	04/01/25	\$1,934.97
Vendor Total for: VERIZON WIRELESS			(Fiscal YTD Payments: \$11,397.37)		\$1,934.97
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5860805-0	Water 01-21-651	03/17/25 \$96.72	04/17/25	\$96.72
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS			(Fiscal YTD Payments: \$3,506.51)		\$96.72
YAMIL RIVERA					
	Invoice: MILEAGE001	MILEAGE REIMBURSEMENT 01-21-563 TRAINING	03/19/25 \$40.74	04/19/25	\$40.74
Vendor Total for: YAMIL RIVERA			(Fiscal YTD Payments: \$4,810.30)		\$40.74

# HIGHWOOD - AP WARRANT LIST

APRIL, 02 2025

List #392

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
ZTARG ENTERPRISES INC	Invoice: ZTARG25V003	REC HAND SANITIZER 01-51-511 REP & MAINT - BUI	03/12/25 \$49.96	04/12/25	\$49.96
Vendor Total for: ZTARG ENTERPRISES INC		(Fiscal YTD Payments: \$.00)			\$49.96
		GENERAL FUND			\$244,778.35
		WATER & SEWER			\$26,452.70
		Grand Total:			\$271,231.05



**AGENDA MEMO**  
**Committee of the Whole**  
**April 2, 2025**

**ISSUE STATEMENT**

Consideration of a resolution approving an ARC application and two variations for a wall sign, two window signs and a flagpole at IC Signs & Graphics located at 522 Sheridan Road.

**BACKGROUND/HISTORY**

The owner of IC Signs has submitted an ARC application for new signage at his new business opening at 522 Sheridan Road. Four separate items need review under the appearance code: the flag pole, the wall sign, the window sign on the window sign and the sign on the door, which is also considered a window sign.

Flag Pole

The flag pole as presented is at 30 feet, which is the maximum allowed, and is code compliant.

Wall Sign

**Under Section 10-3-6-7-B-1-a of the Appearance Code, the information contained on a wall sign shall be limited to the name of the business establishment, which shall not exceed five (5) words.**

The requested sign contains nine words, including a tagline.

Window Sign #1

The applicant requests a wall sign with a corporate logo of an eagle with a vest in the window.

**Under Section 10-3-6-7-D-3-d of the Appearance Code, ‘The shape of window signs shall relate to the building façade, façade of adjacent buildings, and to the signs on adjacent buildings, if applicable. The coloring of window signs shall be consistent throughout utilizing complementary tones and shades.’.**

Window Sign #2

The frosting on the main door with the phone number, website and hours of operation is code compliant.

Overall Façade

**Under Section 10-3-6-7-B-2-a (1) of the Appearance Code, the signs ‘Shall not exceed fifteen percent (15%) of the wall area of the front façade of the space occupied by the business’...**

The applicant calculated the building area as 248.2 square feet of building area. The property actually has a smaller façade as this includes portions of space with a triangular roof. If this number were used to calculate an allowance of 15% of the façade for signage it would allow the applicant 37.23 square feet of signage.

The applicant has requested 41.25 square feet of signage, which would require a variation.

### **STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the wall sign and frosted main door while eliminating approval of the eagle logo. This would decrease the square footage of the signage to become compliant with the Appearance Code.

### **ALTERNATE CONSIDERATION**

Approving the signage request without modification would be an alternate consideration.

### **ATTACHMENTS**

-Application and backup



## Appearance Review Commission (ARC) Application Packet & Checklist

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### Application Type and Fee Schedule

- |   |  |
|---|--|
| <input type="checkbox"/> ARC Administrative Review \$75       | <input type="checkbox"/> All Sign Packages Requiring Variation \$150 |
| <input type="checkbox"/> Awning \$25                          | <input type="checkbox"/> Landscape or Parking Lot Review \$100       |
| <input type="checkbox"/> Building Review (<5,000 sq ft) \$100 |  |
| <input type="checkbox"/> Building Review (>5,000 sq ft) \$200 |  |

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### Sign Submittal Requirements

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

- Completed application** (available at City Hall or City's website)
- Type of sign (check all that apply)**

<input type="checkbox"/> Wall	<input type="checkbox"/> Awning/canopy	<input type="checkbox"/> Window
<input type="checkbox"/> Sandwich board	<input type="checkbox"/> Monument	<input type="checkbox"/> Other (specify) _____
- Full-color rendering, or retouched photograph showing sign(s) in relationship to building**
- Detailed description of sign:**

<input type="checkbox"/> Sign dimensions, including total square footage of sign(s)	<input type="checkbox"/> Sign materials
<input type="checkbox"/> Colors (provide actual color samples)	<input type="checkbox"/> Size of all lettering elements
<input type="checkbox"/> Dimension of window and/or building façade	<input type="checkbox"/> Name of lettering style (font)
<input type="checkbox"/> Installation details	
- Photographs showing adjacent properties and views from subject property.**
- Actual samples of awning, canopy, or sign material**
- If applicable, all lighting details:**

<input type="checkbox"/> Photo or actual light fixture
<input type="checkbox"/> Color rendering or retouched photograph showing exact location of light fixtures
<input type="checkbox"/> Detail sheet of wattage, finish lens type for each proposed fixture
<input type="checkbox"/> If applicable, height and light spread indicated on elevation drawings
<input type="checkbox"/> Installation details
- Sign variation requests**

**New or Remodeled Property/Façade Change**

(5 paper copies and 1 digital copy are required)

The following items **MUST** be submitted to the City of Highwood before consideration by the Appearance Review Committee

1. **Plat of Survey** or site plan with scale and north arrow indicating:
  - Lot dimensions, total square footage, and required setbacks
  - Locations of existing and proposed buildings
  - Adjacent roadways with labels
2. **Elevation Drawings** indicating material selections and illustrating proposed improvements.  
Please indicate adjacent buildings on elevation drawings to show the context and relationship of any new or renovated structures.
3. **Scaled Color Renderings and Detail Sheets** of relevant improvements.
4. **Photographs** showing the subject property in context of adjacent properties and views from subject property.
5. **Lighting Specifications** if new lighting is part of your proposal, please submit:
  - Detail sheet of wattage, finish lens type for each proposed fixture
  - Locations indicated on site plan
  - Height and light spread indicated on elevation drawings
  - Photometric plan for new construction, parking, or other site lighting applications
6. **Material Samples** including samples of awning material, siding, sign material, brick, etc. that you are proposing.
7. **Landscape & Tree Removal:** Elements of your project must be indicated on the landscape plan detailing all proposed tree removal, planting quantities and species of proposed plantings.
8. **Written Project Narrative:** A written narrative is required to describe the scope and context of your project including additional literature, brochures, and photos.



CITY OF HIGHWOOD  
17 HIGHWOOD AVE  
HIGHWOOD, IL 60040  
Phone 847.432.1924 / Fax 847.432.0735  
[www.cityofhighwood.org](http://www.cityofhighwood.org)

## Appearance Review Committee Application

*Please print clearly.*

A digital copy of the submittal requirements is required for preliminary Staff Review. If materials are incomplete, Staff will direct the applicant to submit five (5) hard copies of the submittal with one copy of the application form and checklist to:

City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: \_\_\_\_\_

Address of Project: \_\_\_\_\_

### **Owner Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

### **Applicant Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applications for appearance review approval are subject to the requirements of Title 10 Chapter 3 of the City of Highwood and Development. A copy of Title 10 Chapter 3 may be obtained online at: [www.cityofhighwood.org](http://www.cityofhighwood.org).

It is the responsibility of the applicant to ensure all necessary documentation and permits are filed with the city.

- **Applicant shall be present at the Committee Meeting for presentation of the request.**
- **Incomplete applications will NOT be placed on the agenda.**

I/ We the undersigned, agree to comply with the ordinances of the City of Highwood, I /We agree to submit and obtain all required permits, plans, and inspections. I/We agree to schedule a final inspection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title / Position: \_\_\_\_\_

Client Signature

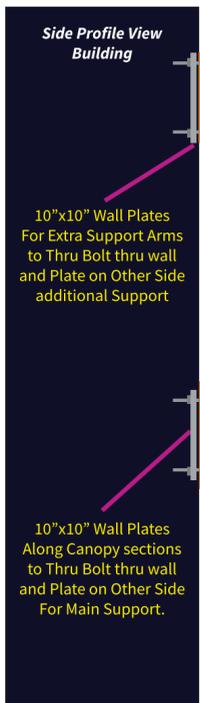
Client Print Name

Date

Artwork is APPROVED  
Proceed with order

Make Changes  
& send NEW Proof

Make Changes  
& Proceed with order



6" Deep - Rear Cover Shield to Cover Frame Work/ Raceway For Mounting sign on Edge of Canopy  
\*\*To Look like sign is coming out thru the canopy\*

6" Deep - Fabricated Channel Cans w/ Inset 2" Faces  
Outer/Inner - Painted Starless Night (match building)

UL Safety Toggle Switch

5ft Projection / 12" H Face - Metal Canopy  
Painted : Baer : Blazing Bonfire

\*Canopy Tilted Sealed Inner Roof For Front Facia Bottom Drainage

133" w x 39" H overall Sign - Channel Cans - Inside/Outer Painted Baer: Starless Night 2" Inset Channel Cans, Stud Mounted & RGB LED Backlit

bot  
Eagle Head 27 x25" H  
3/4" Thick Push Thru w/ Digital Translucent Printed w/ Film Lamination w/ Kumquat Orange 3M 3630 Trans Vinyl  
w/ "3 Wires Art Element" Embedded Molded LED

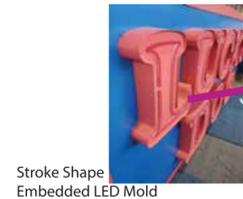


Nite Render

30 sq ft  
Sign overall  
100% To Scale

bot  
iC = 3/4" Thick Push Thru w/ Digital Translucent Printed w/ Film Lamination & Dot = Lime Green 3M 3630 Translucent Vinyl

19" H



Stroke Shape Embedded LED Mold

UL Safety Toggle Switch

128" w x 33.75" H overall Backsplash & Returns  
Painted Baer - Little Black Dress (all sides)  
see side Profile for 3D Returns Style

24" H

16.8" H

10.6" H

5.75" H 10.5" H  
"Your Eye For Creative Sign Solutions"

Canopy 144" W Front (1 pc)

15.4" H

9.4" H

8.75" H

6" H

12" H  
Canopy  
Facia

"Signs & Graphics = 3/4" Thick Push Thru w/ Lime Green 3M 3630 Trans Vinyl



3.5" H x 74.75" W  
\*Text Routed Flush Out of canopy Face w/ 3M Sapphire Day/Nite Perforated Vinyl Lit at internally w/ RGB LED

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Job Name:	Exterior Reno -Sign LED	Contact:	Cory Hock
Location:	522 Sheridan Rd - Highwood IL		
Design By:	CLH	Survey By:	CLH
Date:	3-24-25	Manufacturer:	IC Signs & Graphics Inc.  Underwriters Laboratories
		Sales Person:	CLH
		Drawing #:	Final



417 Sheridan Rd. Highwood, IL 60040

P: 708.669.7177

E: Cory@icsignsinc.com

W: icsignsinc.com



Client Signature

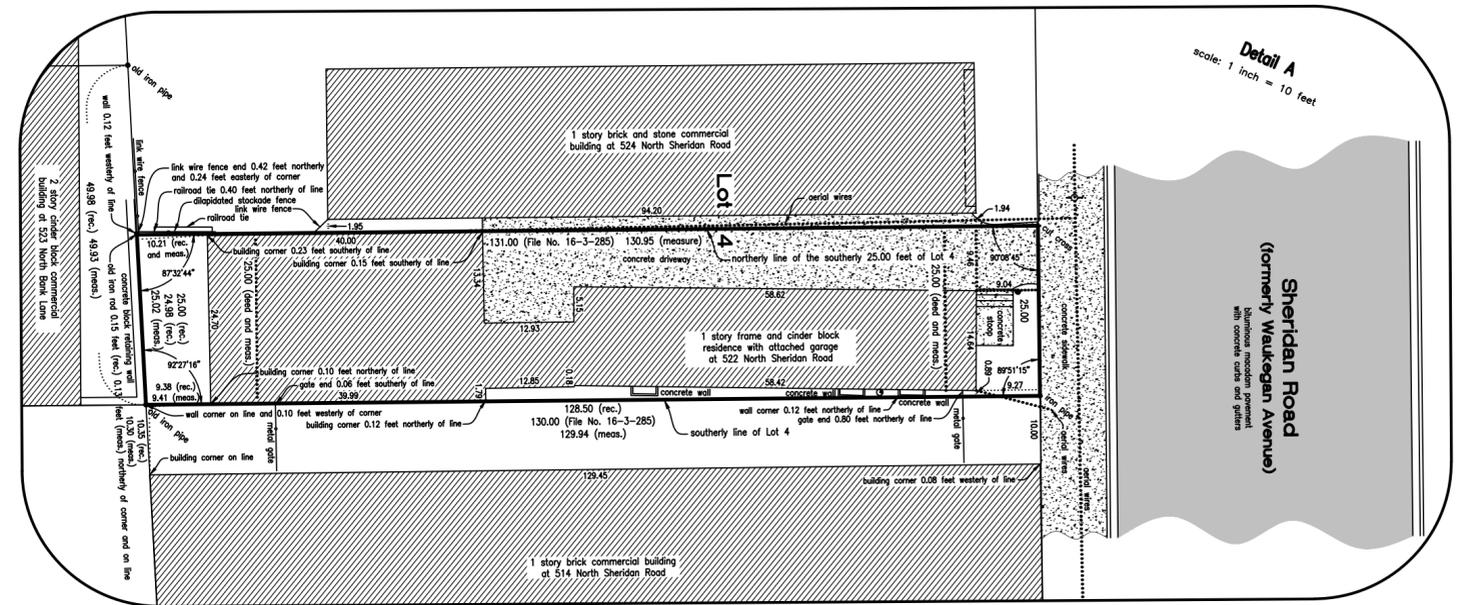
Client Print Name

Date

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Proceed with order

Make Changes  
& send NEW Proof

Make Changes  
& Proceed with order



\*All bushes / removed -  
Area Shaped per Proofs w/ Mulched Bedding  
and perinal style hardy plantings / decorated Rock boulders

Existing Siding - Repaired/Replaced in Sections & Painted

All Trim Work / Window Moldings / Door Molding all Painted Per Proof

Front Door Replaced w/ : 30 in. x 80 in. Classic Right-Hand Inswing  
Full-Lite Clear Low-E Primed Steel Prehung  
Front Door on 6-9/16 in. Frame



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Job Name: Exterior Reno - Survey/Landscape		Contact: Cory Hock	
Location: 522 Sheridan Rd - Highwood IL			
Design By: CLH	Survey By: CLH	Sales Person: CLH	
Date: 3-24-25	Manufacturer: IC Signs & Graphics Inc. 	Underwriters Laboratories	Drawing #: Final



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W: icsignsinc.com



Client Signature

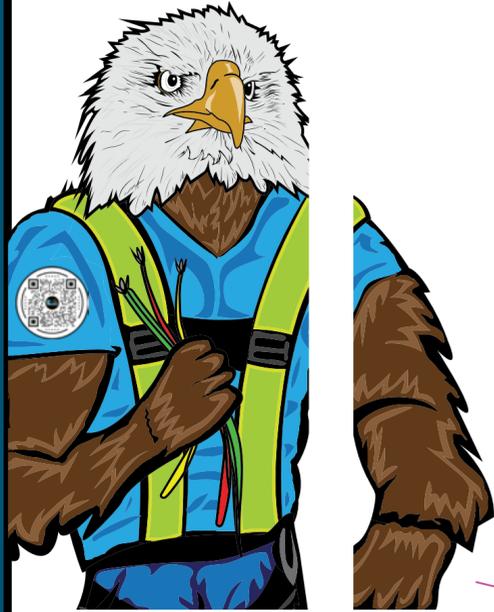
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& send NEW Proof

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Window Graphic - Mascot Corporate  
30" H x 24" W overall = **5 sq ft**

Window Area  
3.5ft W x 4ft H = **14 sq ft**



Address #522  
4" H  
1" Thick PVC Painted  
Stud Mounted  
(Paint match awning)

Glass 27" W x 75" H =- 15.6 sq ft



708-669-7177  
www.icsignsinc.com

Monday Closed  
Tues. - Fri. 9am-5pm  
Closed Sat./Sun.

ic = 30" H x 30" W  
**6.25 sq ft**  
See Thru

Text = 2" H  
per Line

**2 sq ft**



Front Main Door  
Subtle - Frosted Outline  
w/ Ph / web/ hours text  
Mounted 2nd Surface inside Glass

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Job Name:	Exterior Reno -Window Graphic	Contact:	Cory Hock
Location:	522 Sheridan Rd - Highwood IL		
Design By:	CLH	Survey By:	CLH
Date:	3-24-25	Manufacturer:	IC Signs & Graphics Inc.
		Sales Person:	CLH
		Drawing #:	Final



417 Sheridan Rd. Highwood, IL 60040

P: 708.669.7177

E: Cory@icsignsinc.com

W: icsignsinc.com



Client Signature

Client Print Name

Date

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& send NEW Proof

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Job Name:	Surrounding	Contact:	Cory Hock
Location:	522 Sheridan Rd - Highwood IL		
Design By:	CLH	Survey By:	CLH
Date:	3-24-25	Manufacturer:	IC Signs & Graphics Inc.  Underwriters Laboratories
		Sales Person:	CLH
		Drawing #:	Final



**ic Signs & Graphics**  
"Your Eye For Creative Sign Solutions"

417 Sheridan Rd. Highwood, IL 60040

P: 708.669.7177

E: Cory@icsignsinc.com

W: icsignsinc.com



Client Signature

Client Print Name

Date

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Proceed with order

Make Changes  
& send NEW Proof

Make Changes  
& Proceed with order

### Written Narrative:

Hello City of Highwood!

We are pleased to be planting our seeds into a permant spot in town. Its been a pleasure coming to here and building our business over the last 8 years. I fought hard and tough looking for locations over last few years to be able to stay in Highwood! My 2nd Home.

We are pleased to have purchased the property at 522 Sheridan that has been sitting empty for long time. Looking to put our creative spin on it and make it an attractive piece of Highwoods History. After this past Summer w/ all the beautiful murels done, bring lively, energy and love to the community as a whole.

We are building a new brand, new image and expanding our offerings, services, products and more with the purchase of this new property. All the signage renovation shown will bring a vibratancy matching the murals style and excitment to our community. With our refresh to the exterior, fresh deep blue painted and accent faux stone facia, bringing the property to new life!

We look forward to contiuning to serve and provide for you!

*Cory L Hock* - Owner  
IC Sign & Graphics / Hawks Nest Property Group

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Job Name: Written Natative - Variance		Contact: Cory Hock	
Location: 522 Sheridan Rd - Highwood IL			
Design By: CLH	Survey By: CLH	Sales Person: CLH	
Date: 3-24-25	Manufacturer: IC Signs & Graphics Inc.	Underwriters Laboratories	Drawing #: Final

Client Signature

Client Print Name

Date

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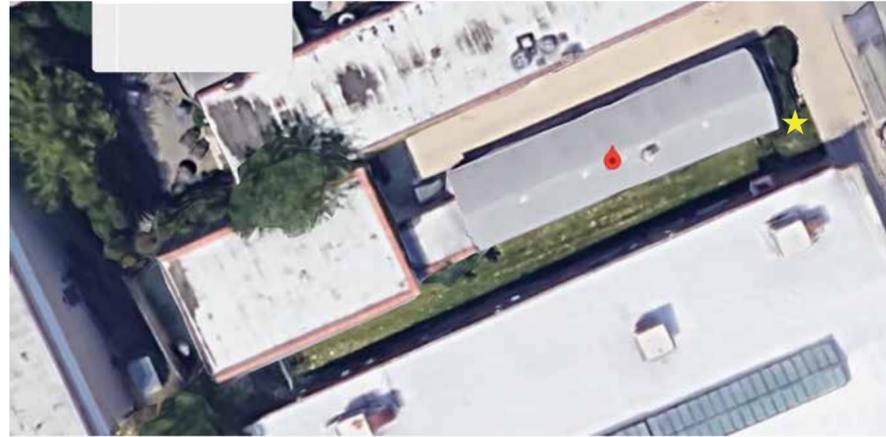
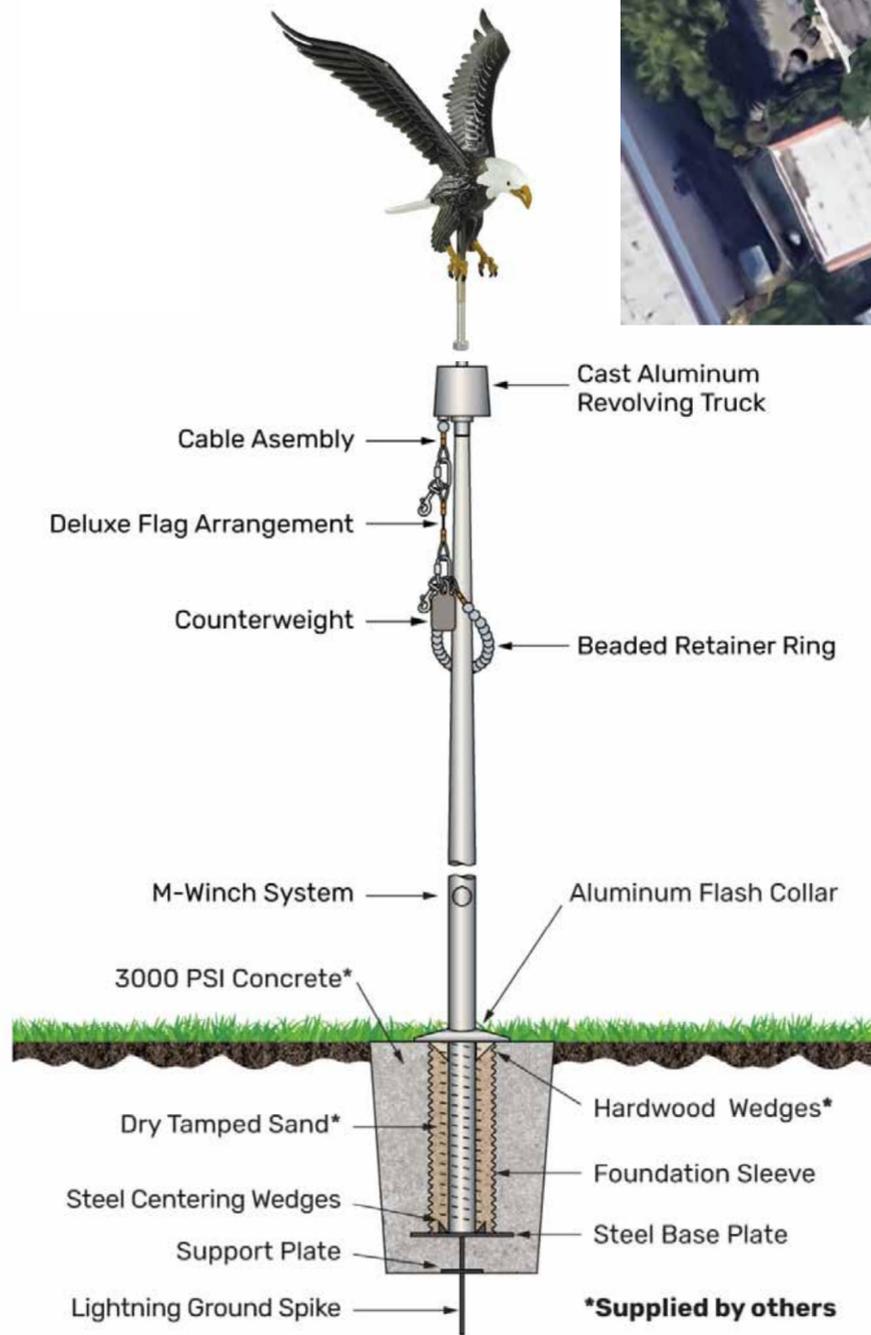
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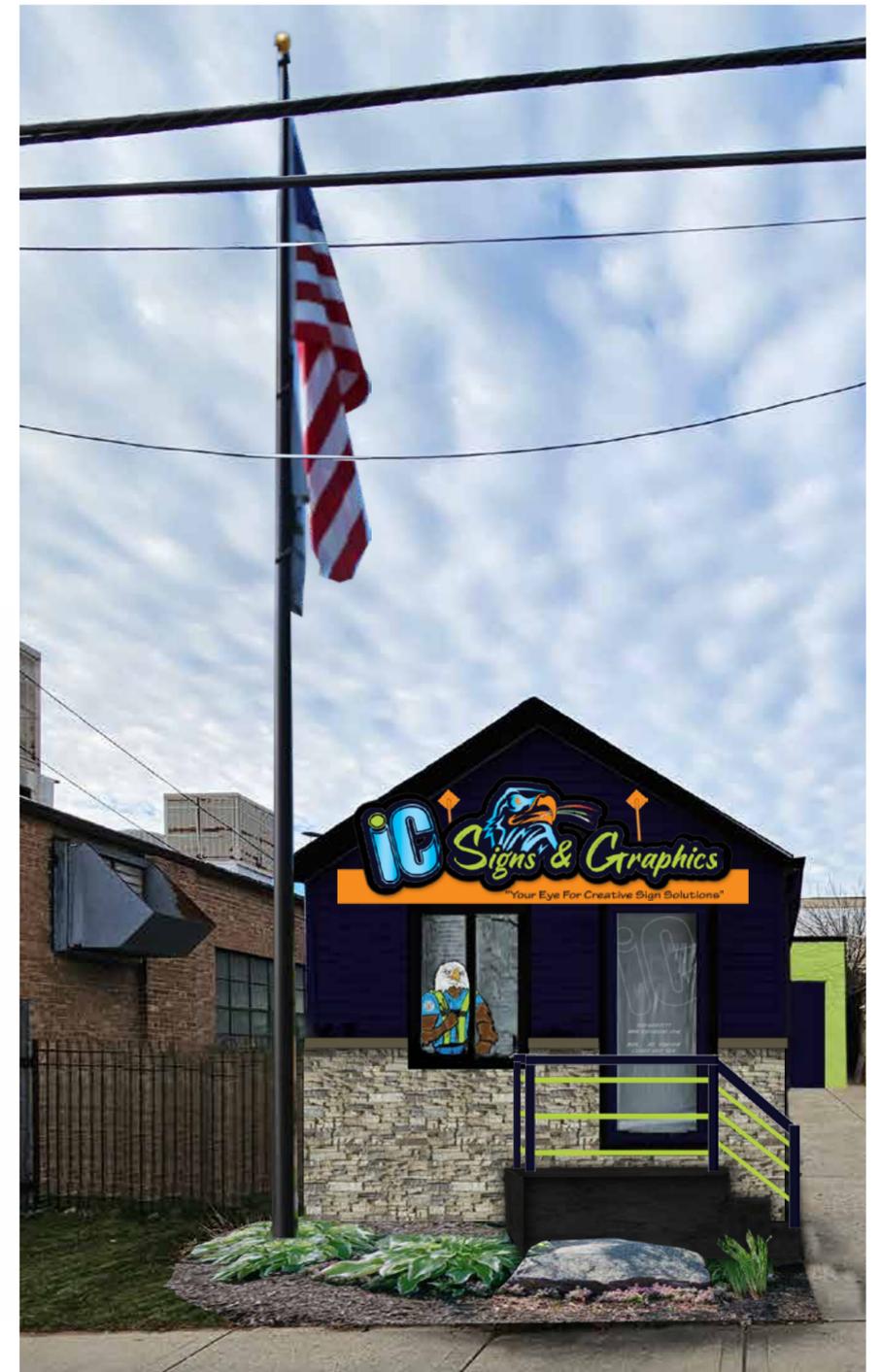


Topper



### ECX30

Exposed Height	30'
Overall Length	33'
Number of Sections	1
Butt Diameter	5"
Top Diameter	3"
Wall	0.125
Suggested Flag Size	5' x 8'
Unflagged Max Wind Speed	104 mph
Flagged Max Wind Speed	85 mph
Shipping Weight	154 lbs



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Job Name:	Exterior Reno -Flag ECX30 iH	Contact:	Cory Hock			
Location:	522 Sheridan Rd - Highwood IL					
Design By:	CLH	Survey By:	CLH	Sales Person:	CLH	
Date:	3-24-25	Manufacturer:	IC Signs & Graphics Inc.	Underwriters Laboratories	Drawing #:	Final



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**AGENDA MEMO**  
**Committee of the Whole**  
**April 2, 2025**

**ISSUE STATEMENT**

A motion authorizing the City Manager to sign an agreement with Christopher B. Burke, Ltd. to continue designating them as the City Engineer.

**BACKGROUND/HISTORY**

As a small community, the City of Highwood does not have sufficient work for a full-time staff engineer. The City relies upon consulting engineers who provide general assistance for ordinary engineering questions and plan reviews, as well as construction planning, bidding and oversight.

In 2017 the City conducted a RFQ process, with eight engineering companies responding, which resulted in Christopher Burke being selected. The City extended this arrangement in 2022. Each time the City has negotiated three year old rates, giving Highwood a discount on the total rate in an ongoing manner.

City Staff recommends continuing this relationship.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of this motion.

**ALTERNATE CONSIDERATION**

Not approving the motion would be an alternate consideration.

**ATTACHMENTS**

-Letter for Consultant Services



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

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

March 14, 2025

City of Highwood  
17 Highwood Avenue  
Highwood, IL 60040

Attention: Mr. Scott Coren  
City Manager

Subject: City of Highwood Professional Engineering Services Rates

Dear Mr. Coren:

The purpose of this letter is to propose updating CBBEL's Standard Charges for engineering services. We are grateful for the good working relationship with the City of Highwood, and we look forward to supporting the City's continued success.

As you are aware, the current rate schedule was established in 2022 as a continuation of the original master services agreement with the City. This mutually beneficial agreement allowed us to work together on both capital improvement and private development projects, ensuring the high level of service the City had come to expect over the years.

We are proposing to continue to provide the City with a reasonable discount versus our Standard Charges. For CIP projects, we propose updating the rate schedule such that the City rates would trail our Standard Charges by three years (representing an estimated discount of approximately 10% to 15%) for the foreseeable future. For private development projects (pass through rates), we propose maintaining the current rate schedule of rolling the pass-through rates forward each year on May 1 with an automatic increase each May, for the foreseeable future.

CBBEL will continue to stand by the terms agreed to in our Master Agreement with the City of Highwood, modifications to the billing rates are only proposed. All subconsultant's fees will continue to be billed as direct costs. Please note this agreement does not have a defined term, as requested by the City.

If you would like to discuss this proposal in more detail, we would be happy to sit down and review any questions, comments or concerns the City may have.

If this proposal meets with your approval, please sign and return one copy of this proposal as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



Michael E. Kerr, PE  
President

THIS PROPOSAL ACCEPTED FOR THE CITY OF HIGHWOOD:

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

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

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

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**  
**JANUARY 2022**

<u>Personnel</u>	Charges* (\$/Hr)
Principal	275
Engineer VI	260
Engineer V	210
Engineer IV	175
Engineer III	155
Engineer I/II	125
Survey V	230
Survey IV	210
Survey III	185
Survey II	150
Survey I	115
Engineering Technician V	205
Engineering Technician IV	165
Engineering Technician III	120
Engineering Technician I/II	75
CAD Manager	195
CAD II	140
GIS Specialist III	160
GIS Specialist I/II	100
Landscape Architect	180
Landscape Designer I/II	105
Environmental Resource Specialist V	220
Environmental Resource Specialist IV	170
Environmental Resource Specialist III	130
Environmental Resource Specialist I/II	95
Environmental Resource Technician	125
Administrative	110
Engineering Intern	65
Information Technician III	140
Information Technician I/II	120

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage      Cost + 12%

\*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2022.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.  
STANDARD CHARGES FOR PROFESSIONAL SERVICES  
JANUARY 2023**

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Engineer VI	265
Engineer V	220
Engineer IV	180
Engineer III	160
Engineer I/II	135
Survey V	240
Survey IV	220
Survey III	190
Survey II	160
Survey I	120
Engineering Technician V	210
Engineering Technician IV	175
Engineering Technician III	125
Engineering Technician I/II	85
CAD Manager	200
CAD II	145
GIS Specialist III	165
Landscape Architect	190
Landscape Designer I/II	110
Environmental Resource Specialist V	225
Environmental Resource Specialist IV	180
Environmental Resource Specialist III	145
Environmental Resource Specialist I/II	100
Environmental Resource Technician	130
Administrative	110
Engineering Intern	70
Information Technician III	150
Information Technician I/II	120
<u>Direct Costs</u>	
Outside Copies, Blueprints, Messenger, Delivery Services, Mileage	Cost + 12%

\*Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2023.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.  
STANDARD CHARGES FOR PROFESSIONAL SERVICES  
EFFECTIVE JANUARY 1, 2024 THROUGH DECEMBER 31, 2024**

<u>Personnel</u>	Charges*
	(\$/Hr)
Engineer VI	275
Engineer V	235
Engineer IV	200
Engineer III	175
Engineer I/II	155
Survey V	240
Survey IV	220
Survey III	200
Survey II	160
Survey I	135
Engineering Technician V	215
Engineering Technician IV	190
Engineering Technician III	140
Engineering Technician I/II	125
CAD Manager	210
CAD II	155
GIS Specialist III	175
Landscape Architect	200
Landscape Designer III	155
Landscape Designer I/II	120
Environmental Resource Specialist V	235
Environmental Resource Specialist IV	190
Environmental Resource Specialist III	150
Environmental Resource Specialist I/II	125
Environmental Resource Technician	140
Business Operations Department	160
Engineering Intern	75
 <u>Direct Costs</u>	
Outside Copies, Blueprints, Messenger, Delivery Services, Mileage	Cost + 12%

\*Charges include overhead and profit

These rates are in effect until December 31, 2024, at which time they will be subject to change.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.  
STANDARD CHARGES FOR PROFESSIONAL SERVICES  
EFFECTIVE JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**

<u>Personnel</u>	<u>Charges</u> <u>(\$/Hr)</u>
Engineer VI	285
Engineer V	245
Engineer IV	210
Engineer III	185
Engineer I/II	160
Survey V	245
Survey IV	230
Survey III	210
Survey II	165
Survey I	140
Engineering Technician V	225
Engineering Technician IV	200
Engineering Technician III	145
Engineering Technician I/II	130
CAD Manager	220
CAD II	160
CAD I	140
GIS Specialist III	185
Landscape Architect II	210
Landscape Architect I	185
Landscape Designer III	160
Landscape Designer I/II	125
Environmental Resource Specialist V	245
Environmental Resource Specialist IV	200
Environmental Resource Specialist III	170
Environmental Resource Specialist I/II	145
Environmental Resource Technician	145
Business Operations Department	165
Engineering Intern	95

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage      Cost + 12%

These rates are in effect until December 31, 2025, at which time they will be subject to change.

**AGENDA MEMO**  
**Committee of the Whole**  
**April 2, 2025**

**ISSUE STATEMENT**

A motion agreeing to an amended fee structure for Klein, Thorpe & Jenkins Legal Fees.

**BACKGROUND/HISTORY**

Klein, Thorpe & Jenkins recently notified City Staff of a fee increase that will go into effect on May 1, 2024. The increase of \$5 per hour is approximately a 2% increase for general legal services. Since FYE 2013 the total legal fees for general corporate matters and personnel have decreased even as rates have increased, due to both changing from a retainer compensation method and increased familiarity and efficiency between Staff and the attorneys.

This rate structure is currently advantageous for the City of Highwood as the services provided have been exceptional and the rates paid by many other municipalities are higher for comparable expertise. Staff strongly recommends maintaining this relationship.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval.

**ALTERNATE CONSIDERATION**

Not approving would be an alternate consideration.

**ATTACHMENTS**

-Letter from Partner Howard Jablecki



March 27, 2025

Mayor Pecaro  
City of Highwood  
17 Highwood Avenue  
Highwood, IL 60040

Attn: City Manager, Scott Coren

**RE: Klein, Thorpe & Jenkins, Ltd. Legal Fees 2025-2026**

Dear Mayor Pecaro and Manager Coren:

I am writing to advise you of a fee increase for legal services that will go into effect on May 1, 2025 and remain in effect until modified. We are respectfully requesting a \$5.00 increase in hourly rates across all categories of service. The revised fee schedule will be as follows:

**A. GENERAL LEGAL SERVICES:**

- \$245.00 per hour for partner's time
- \$240.00 per hour for senior associate's time (4 full yrs. in practice)
- \$235.00 per hour for associate's time
- \$200.00 per hour for senior paralegal's time (4 full yrs. in practice)
- \$190.00 per hour for paralegal's time
- \$160.00 per hour for law clerk's time

**B. LITIGATION AND APPEALS:**

- \$260.00 per hour for partner's time
- \$250.00 per hour for senior associate's time
- \$245.00 per hour for associate's time

**C. COLLECTIVE BARGAINING SERVICES:**

- \$275.00 per hour for partner's time
- \$250.00 per hour for senior associate's time
- \$240.00 per hour for associate's time

**D. SPECIAL PROJECT WORK (e.g., work in relation to which the fee is reimbursable to the City from a third party):**

- \$350.00 per hour for partner's time
- \$275.00 per hour for senior associate's time
- \$265.00 per hour for associate's time

**E. DEBT ISSUANCE WORK:**

To be negotiated based on the complexity of the financing and whether an opinion is required relative to the debt issuance, but not less than the greater of twenty hundredths of a percent (0.20%) of the amount of the debt issue or \$1,500.00.

**F. SPECIAL ASSESSMENTS:**

Four percent (4%) of the estimated cost of construction, plus property acquisition costs; which is built into the special assessment project costs.

**G. SPECIAL SERVICE AREAS:**

Two percent (2%) of the estimated cost of construction or the general services hourly rate fee, whichever is greater; which is built into the special service area project costs.

**H. PROSECUTION SERVICES:**

All prosecution services, to the extent requested, will be billed on an hourly basis in accordance with the rates for Litigation.

**I. MISCELLANEOUS EXPENSES:**

Miscellaneous expenses incurred are billed as follows:

Copying -	\$0.20 per page
Printing -	actual cost
Delivery -	actual cost
Filing fees -	actual cost
Mileage -	not charged
Computer research -	actual cost
Secretarial -	not charged
Facsimile -	not charged

Our billing rates for all clients are evaluated for adjustment by our firm annually. You will be notified of future hourly rate and/or retainer adjustments prior to the fiscal year to which the increase applies.

We sincerely value our relationship with Highwood and appreciate the opportunity to serve as City Attorney. If you have any questions, please do not hesitate to contact me.

Very truly yours,

KLEIN, THORPE & JENKINS

/s/ Howard C. Jablecki  
Howard C. Jablecki

**AGENDA MEMO**  
**Committee of the Whole**  
**April 2, 2025**

**ISSUE STATEMENT**

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.

**BACKGROUND/HISTORY**

Over the past eleven years Scopelliti Landscaping assisted our in-house Public Works staff to maintain the grass, parks and landscaping throughout the community. As the Streets Department staff has diminished over several years, the plan has been to further rely upon contractors to assist with these on-going maintenance responsibilities.

This year, Guy Scopelliti Landscaping and has agreed to maintain the same overall cost of service, paid at an hourly rate of \$34.00. The maintenance portion of the agreement is \$19,995, and an additional \$10,000 is requested for authorization for any capital landscaping needs that arise during the year. Staff will keep this cost as low as possible by assisting with large maintenance areas with our part-time recreation department staff, but would like authorization to spend up to \$29,995 to maintain the great appearance of our community.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the proposal.

**ALTERNATE CONSIDERATION**

Not approving the proposal would be an alternate consideration.

**ATTACHMENTS**

- Proposal



Design | Construction | Maintenance | Nursery

3333 N. Hunt Club Rd.  
Libertyville, IL  
60048-9787  
T 847.816.7006  
F 847.918.1207

1282 Old Skokie Rd., #11  
Highland Park, IL  
60035-3019  
T 847.452.9120  
F 847.918.1207

[www.guy Scopelliti.com](http://www.guy Scopelliti.com)

March 13, 2025

Scott Coren  
City Administrator  
City of Highwood  
17 Highwood Avenue  
Highwood, Illinois 60040

Dear Scott,

The following is the 2025 landscaping cost for budgeting purposes. The price of landscape services will remain the same as last year. All regular maintenance will again be billed at \$19,995.00 for the season. All additional landscape work would be charged separately with a budget of \$10,000.00 The hourly rate for extra work will be \$34.00/man/hr. Like last year, we will itemize the bills, so you know what work was done.

If you have any questions, please feel free to call me at 847-816-7006. I look forward to working with the City of Highwood once again.

Sincerely,

A handwritten signature in black ink that reads "Joe Scopelliti". The signature is written in a cursive, flowing style.

Joe Scopelliti