

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

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**CALL TO ORDER**

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Review of Minutes to be Approved**
  - 3.1. City Council: January 17, 2023
  - 3.2. Committee of the Whole: January 17, 2023
4. **Appointments**
5. **Approval of Warrant List:**
  - 5.1. 02/07/2023 AP Warrant List
6. **Public Input Items Not on Agenda**
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. Consideration of an Ordinance Amending 4-1-7: Classification of Licenses in the Highwood City Code to Add a Class C Liquor License.
  - 12.2. Consideration of a Motion Authorizing the City Manager to Accept Proposal Option 2 from All Information Services to Provide Managed IT Services to the City of Highwood, in an Amount not to Exceed \$45,000 Annually.
13. **Executive Session** (If Necessary)
14. **Any Action Necessary Coming Out of Executive Session**
15. **Adjournment**

CITY OF HIGHWOOD  
**REGULAR MEETING OF THE CITY COUNCIL**  
CITY COUNCIL CHAMBERS  
**Tuesday January 17, 2023 at 7:30 P.M.**  
**AGENDA MINUTES**

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**CALL TO ORDER**

Moved by Alderman Falberg and seconded by Alderman Peterson to appoint Alderman Hospodarsky as Presiding Officer. All present voting aye, by voice vote, motion carried. Presiding Officer Hospodarsky called the meeting to order at 7:35 P.M.

**1. Roll Call**

Present: Aldermen Levi, Falberg, Fiore and Peterson

Absent: Mayor Pecaro and Alderman Slavin

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 Falberg and seconded by Alderman Fiore to approve the minutes for City Council: December 06, 2022. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Falberg and seconded by Alderman Fiore to approve the minutes for Committee of the Whole: December 06, 2022. All present voting aye, by voice vote, motion carried.

**4. Appointments**

**5. Approval of Warrant List:**

5.1. Moved by Alderman Peterson and seconded by Alderman Fiore to approve the 12/20/2022 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

5.2. Moved by Alderman Peterson and seconded by Alderman Fiore to approve 01/03/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

5.3. Moved by Alderman Peterson and seconded by Alderman Fiore to approve the 01/17/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

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

Chamber of Commerce Director Jamie Lorenz introduced herself to City Council.

**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 Fiore to approve a Resolution Approving an ARC Application for Door and Window Signage at Celeste Beauty, Located at 762 Sheridan Road. All present voting aye, by voice vote, motion carried.
- 12.2. Moved by Alderman Falberg and seconded by Alderman Fiore to approve an Ordinance Authorizing the Disposal of Surplus Property (three police vehicles) owned by the City of Highwood. All present voting aye, by roll call vote, motion carried.
- 12.3. Moved by Alderman Peterson and seconded by Alderman Fiore to approve a Motion to Accept a Bid from A-Lamp for the 2023 Street Improvement Program to Include Jeffrey's Place, Oakridge Avenue, Janes Loop, Stables Court, Stables Court West, Stables Court East, Holabird Circle and Holabird Loop in the Amount of \$1,112,900. All present voting aye, by roll call vote, motion carried.
- 12.4. Moved by Alderman Falberg and seconded by Alderman Fiore to approve a Motion Authorizing the City Manager to Contract with Christopher Burke Engineering to Conduct a Sanitary Sewer Concept Study for Sheridan Road in the Amount of \$26,420. 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 Peterson and seconded by Alderman Fiore to adjourn the meeting. All present voting aye, by voice vote, motion carried. Presiding Officer Hospodarsky adjourned the meeting at 7:41 P.M.

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday January 17, 2023 at 6:00 P.M.

**AGENDA MINUTES**

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**CALL TO ORDER**

Moved by Alderman Peterson and seconded by Alderman Falberg to appoint Alderman Hospodarsky as Presiding Officer. All present voting aye, by voice vote, motion carried. Presiding Officer Hospodarsky called the meeting to order at 6:04 P.M.

**1. Roll Call**

Present: Aldermen Levi, Falberg, Fiore and Peterson

Absent: Mayor Pecaro and Alderman Slavin

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: December 06, 2022

Minutes will be approved as presented at the regular City Council meeting.

3.2. Committee of the Whole: December 06, 2022

Minutes will be approved as presented at the regular City Council meeting.

**4. Appointments**

**5. Review of Bill Warrant List**

5.1. 12/20/2022 AP Warrant List

5.2. 01/03/2023 AP Warrant List

5.3. 01/17/2023 AP Warrant List

All Warrant Lists 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 Door and Window Signage at Celeste Beauty, Located at 762 Sheridan Road. This will be approved as presented at the regular City Council meeting.

7.2 A Discussion on the Potential Development Site Located on the Southwest Corner of Green Bay Road and Prairie Avenue. Evan Meador and Will Hunter of Continuum Capital and Dan Campbell of Space Architects and Planners presented renderings for a mixed-use development.

7.3 Consideration of an Ordinance Authorizing the Disposal of Surplus Property (three police vehicles) owned by the City of Highwood. This will be approved at the regular City Council meeting.

- 7.4 Consideration of a Motion to Accept a Bid from A-Lamp for the 2023 Street Improvement Program to Include Jeffrey's Place, Oakridge Avenue, Janes Loop, Stables Court, Stables Court West, Stables Court East, Holabird Circle and Holabird Loop in the Amount of \$1,112,900.  
This will be approved at the regular City Council meeting.
- 7.5 Consideration of a Motion Authorizing the City Manager to Contract with Christopher Burke Engineering to Conduct a Sanitary Sewer Concept Study for Sheridan Road in the Amount of \$26,420.  
This will be approved at the regular City Council meeting.
- 7.6 A Discussion on Creating an Overnight Parking Procedure in the Metra Lot. Council and Staff discussed using the current parking app "Passport Parking" to provide quarterly permits in addition to the daily use permits.
- 7.7 A Discussion on Nonconforming Uses and Unpermitted Repairs and Alterations. Staff updated Council on the interpretation of City Code regarding nonconforming structures.

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

Moved by Alderman Fiore and seconded by Alderman Peterson to enter Executive Session under section 2-C-1. All present voting aye, by voice vote, motion carried.

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

Moved by Alderman Peterson and seconded by Alderman Fiore to reconvene the Committee of the Whole meeting. All present voting aye, by voice vote, motion carried at 7:31P.M.

**10. Adjournment**

Moved by Alderman Peterson and seconded by Alderman Fiore to adjourn the meeting. All present voting aye, by voice vote, motion carried. Presiding Officer Hospodarsky adjourned the meeting at 7:31P.M.

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 07, 2023

List #342

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AEREX PEST CONTROL					
	Invoice: 2495091	17 HIGHWOOD AVENUE 01-21-573 MISC. SERVICE CON 01-11-573 MISC. CONTRACT SE	01/19/23 \$50.50 \$50.50	01/19/23	\$101.00
Vendor Total for: AEREX PEST CONTROL			(Fiscal YTD Payments: \$843.00)		\$101.00
AMAZON CAPITAL SERVICES					
	Invoice: 1397-KJWY-HVCY	ADMIN 01-11-652 OPERATING SUPPLIE	01/15/23 \$77.68	01/15/23	\$77.68
	Invoice: 17NV-6DLT-366T	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	02/01/23 \$29.00	02/01/23	\$29.00
	Invoice: 1CC3-FPL3-HY4R	REC CENTER 01-51-511 REP & MAINT - BUI	01/26/23 \$139.76	01/26/23	\$139.76
	Invoice: 1D6N-7TT3-9JXD	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/25/23 \$372.60	01/25/23	\$372.60
	Invoice: 1NVQ-JQJP-LHXF	ADMIN 01-11-652 OPERATING SUPPLIE	01/27/23 \$327.70	01/27/23	\$327.70
	Invoice: 1R7L-64JM-6W74	EVERTS PARK 01-41-918 EVERTS PARK	01/25/23 \$47.90	01/25/23	\$47.90
	Invoice: 1RFD-DN66-44KH	ADMIN 01-11-652 OPERATING SUPPLIE	01/24/23 \$15.59	01/24/23	\$15.59
Vendor Total for: AMAZON CAPITAL SERVICES			(Fiscal YTD Payments: \$0.00)		\$1,010.23
ARTISTIC ENGRAVING					
	Invoice: 20339	POLICE DEPARTMENT 01-21-653 UNIFORMS	01/17/23 \$3,135.00	01/17/23	\$3,135.00
Vendor Total for: ARTISTIC ENGRAVING			(Fiscal YTD Payments: \$0.00)		\$3,135.00
BARCO PRODUCTS COMPANY					
	Invoice: INVRCO25279	EVERTS PARK 01-41-918 EVERTS PARK	01/25/23 \$214.09	01/25/23	\$214.09
Vendor Total for: BARCO PRODUCTS COMPANY			(Fiscal YTD Payments: \$336.45)		\$214.09
BURRIS EQUIPMENT					
	Invoice: SW1009975-1	HYUNDAI SERVICE CALL 01-41-512 REP & MAINT - EQU	01/30/23 \$631.91	01/30/23	\$631.91
Vendor Total for: BURRIS EQUIPMENT			(Fiscal YTD Payments: \$43,230.81)		\$631.91

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FEBRUARY 07, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>CAREFREE COMFORT, INC.</b>					
	Invoice: Q81174	17 HIGHWOOD AVENUE 01-11-511 REP & MAINT - BLD	01/18/23 \$198.95	01/18/23	\$198.95
Vendor Total for: CAREFREE COMFORT, INC.			(Fiscal YTD Payments: \$1,019.65)		\$198.95
<b>CHRISTOPHER MARTIN</b>					
	Invoice: 01092023	TRAINING REIMBURSEMENT 01-11-563 TRAINING	01/09/23 \$543.08	01/09/23	\$543.08
	Invoice: AD01284000020CU	ADOBE SOFTWARE RENEWAL 03/23-03/24 01-11-561 DUES	02/01/23 \$1,529.36	02/01/23	\$1,529.36
Vendor Total for: CHRISTOPHER MARTIN			(Fiscal YTD Payments: \$1,485.81)		\$2,072.44
<b>CITY OF LAKE FOREST</b>					
	Invoice: 0004256815	DECEMBER 2022 51-00-599 MISC CONTRACT SER	01/23/23 \$15,532.00	01/23/23	\$15,532.00
Vendor Total for: CITY OF LAKE FOREST			(Fiscal YTD Payments: \$53,483.18)		\$15,532.00
<b>CIZEK CONSULTING</b>					
	Invoice: 148	10/02-11/02/2022 51-00-599 MISC CONTRACT SER	10/31/22 \$3,312.00	10/31/22	\$3,312.00
	Invoice: 151	01/02-02/02/2023 51-00-599 MISC CONTRACT SER	01/31/23 \$3,312.00	01/31/23	\$3,312.00
Vendor Total for: CIZEK CONSULTING			(Fiscal YTD Payments: \$26,496.00)		\$6,624.00
<b>COMCAST BUSINESS</b>					
	Invoice: 01142023-3409	432 GREEN BAY ROAD 2 MONTHS 01-51-571 UTILITIES	01/14/23 \$263.80	01/14/23	\$263.80
	Invoice: 01162023-8065	710 SHERIDAN ROAD 51-00-571 UTILITIES	01/16/23 \$128.95	01/16/23	\$128.95
	Invoice: 01252023-8569	102 HIGHWOOD AVENUE 01-41-918 EVERTS PARK	01/25/23 \$129.90	01/25/23	\$129.90
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$10,678.43)		\$522.65
<b>COMED</b>					
	Invoice: 01112023-0058	MASTER ACCT. 90830-30058 51-00-571 UTILITIES	01/11/23 \$168.08	01/11/23	\$1,531.33

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 01172023-4012	01-51-571 UTILITIES 01-41-571 UTILITIES MASTER ACCT. 09671-14012 01-41-571 UTILITIES	\$563.66 \$799.59 01/17/23 \$2,488.85	01/17/23	\$2,488.85
Vendor Total for: COMED		(Fiscal YTD Payments: \$50,797.04)			\$4,020.18
CONSTELLATION ENERGY SVCS (INTEGRYS)					
	Invoice: 3659114	4 WALKER/432 GREEN BAY ROAD 51-00-571 UTILITIES 01-51-571 UTILITIES	01/24/23 \$735.40 \$1,755.87	01/24/23	\$2,491.27
Vendor Total for: CONSTELLATION ENERGY SVCS (INTEGRYS)		(Fiscal YTD Payments: \$6,945.43)			\$2,491.27
DAVID WENTZ					
	Invoice: CC960494	PARTS REIM. POLICE VEHICLES 01-21-513 REP & MAINT - VEH	01/24/23 \$193.42	01/24/23	\$193.42
Vendor Total for: DAVID WENTZ		(Fiscal YTD Payments: \$253.10)			\$193.42
DEMUTH, INC.					
	Invoice: V-2877	HYDRANT WESTERN/WASHINGTON 51-00-516 REPAIR & MAINT HY	01/13/23 \$6,200.00	01/13/23	\$6,200.00
	Invoice: V-2881	HYDRO JET MICHIGAN AVE & LAKEVIEW 51-00-516 REPAIR & MAINT HY	12/30/22 \$1,500.00	12/30/22	\$1,500.00
	Invoice: V-2882	WAUKEGAN AVE STORM SEWER 01-41-517 REP&MAINT - STORM	12/30/22 \$3,100.00	12/30/22	\$3,100.00
	Invoice: V-2883	WAUKEGAN AVE STORM SEWER 01-41-517 REP&MAINT - STORM	12/30/22 \$9,500.00	12/30/22	\$9,500.00
	Invoice: V-2893	WAUKEGAN/SHERIDAN SANI SEWER 51-00-516 REPAIR & MAINT HY	01/24/23 \$3,200.00	01/24/23	\$3,200.00
	Invoice: V-2899	430 SHERIDAN ROAD 37-00-555 PROJECT MANAGEMEN	01/24/23 \$2,900.00	01/24/23	\$2,900.00
	Invoice: V-2901	SERV/MAINTENANCE MULT. LOCATIONS 51-00-516 REPAIR & MAINT HY	01/26/23 \$3,900.00	01/26/23	\$3,900.00
	Invoice: V-2902	138 HIGH STREET SEWER 51-00-516 REPAIR & MAINT HY	01/26/23 \$2,600.00	01/26/23	\$2,600.00
Vendor Total for: DEMUTH, INC.		(Fiscal YTD Payments: \$101,875.00)			\$32,900.00
ECS ILLINOIS, LLC					
	Invoice: 1035041	WAUKEGAN/WALKER AVE-SITE ASSESS.	01/06/23	01/06/23	\$3,400.00



# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 1035806	37-00-555 PROJECT MANAGEMEN 424 SHERIDAN RD-REPORT PREP	\$3,400.00 01/06/23	01/06/23	\$900.00
	Invoice: 1037231	37-00-555 PROJECT MANAGEMEN WAUKEGAN/WALKER AVE-MATERIAL SURVEY	\$900.00 01/06/23	01/06/23	\$2,900.00
Vendor Total for: ECS ILLINOIS, LLC			(Fiscal YTD Payments: \$62,077.21)		\$7,200.00
<b>FEDEX</b>					
	Invoice: 8-018-69119	ADMIN POSTAGE 01-11-551 POSTAGE	01/25/23 \$15.24	01/25/23	\$15.24
Vendor Total for: FEDEX			(Fiscal YTD Payments: \$176.79)		\$15.24
<b>FSCI</b>					
	Invoice: 23-3387	102 HIGHWOOD AVENUE PLAN REVIEW 01-44-926 REIMBURSABLE EXPE	01/24/23 \$715.00	01/24/23	\$715.00
Vendor Total for: FSCI			(Fiscal YTD Payments: \$1,175.00)		\$715.00
<b>GOOD IMPRESSIONS</b>					
	Invoice: 1892	REC CENTER 01-51-653 UNIFORMS	01/11/23 \$569.00	01/11/23	\$569.00
Vendor Total for: GOOD IMPRESSIONS			(Fiscal YTD Payments: \$.00)		\$569.00
<b>GRECO ELECTRICAL CONTRACTORS</b>					
	Invoice: 12688	WESTERN AVE BALL PARK 01-41-516 REP & MAINT - STR	11/30/22 \$1,000.00	11/30/22	\$1,000.00
	Invoice: 12722	EVERTS PARK 01-41-918 EVERTS PARK	12/30/22 \$1,198.78	12/30/22	\$1,198.78
Vendor Total for: GRECO ELECTRICAL CONTRACTORS			(Fiscal YTD Payments: \$59,251.66)		\$2,198.78
<b>GUARDIAN</b>					
	Invoice: 01202023-7639	FEBRUARY 2023 01-00-218.02 DENTAL INS WH PAY	01/20/23 \$1,291.00	01/20/23	\$1,291.00
Vendor Total for: GUARDIAN			(Fiscal YTD Payments: \$15,000.64)		\$1,291.00
<b>GW &amp; ASSOCIATES, PC</b>					
	Invoice: 2301106	DECEMBER 2022	01/18/23	01/18/23	\$8,500.00

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 07, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-531.1 ACCOUNTING	\$5,525.00		
		51-00-531.1 ACCOUNTING	\$2,550.00		
		53-00-531.1 ACCOUNTING SERVIC	\$425.00		
Vendor Total for: GW & ASSOCIATES, PC		(Fiscal YTD Payments: \$76,500.00)			\$8,500.00
HAWKINS INC.					
	Invoice: 6381175	WATER DEPARTMENT	01/15/23	01/15/23	\$110.00
		51-00-652 OPERATING SUPPLIE	\$110.00		
Vendor Total for: HAWKINS INC.		(Fiscal YTD Payments: \$4,952.50)			\$110.00
HITCHCOCK DESIGN, INC.					
	Invoice: 29759	EVERTS PARK FINAL DESIGN	01/31/23	01/31/23	\$891.25
		33-00-864 PARKS & REC CAPIT	\$891.25		
Vendor Total for: HITCHCOCK DESIGN, INC.		(Fiscal YTD Payments: \$7,456.15)			\$891.25
HOUSEAL LAVIGNE ASSOCIATES, LLC					
	Invoice: 6021	DECEMBER 2022	01/23/23	01/23/23	\$672.50
		37-00-555 PROJECT MANAGEMEN	\$672.50		
Vendor Total for: HOUSEAL LAVIGNE ASSOCIATES, LLC		(Fiscal YTD Payments: \$10,247.50)			\$672.50
IC SIGNS AND GRAPHICS					
	Invoice: 6220	ADMIN	01/24/23	01/24/23	\$120.00
		01-11-652 OPERATING SUPPLIE	\$120.00		
Vendor Total for: IC SIGNS AND GRAPHICS		(Fiscal YTD Payments: \$1,972.40)			\$120.00
ILLINOIS TOLLWAY					
	Invoice: G123000004053	POLICE DEPARTMENT	01/11/23	01/11/23	\$62.00
		01-21-573 MISC. SERVICE CON	\$62.00		
Vendor Total for: ILLINOIS TOLLWAY		(Fiscal YTD Payments: \$31.70)			\$62.00
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC					
	Invoice: 355991R	PD/ADMIN COPIER-REISSUED CHECK	03/25/22	03/25/22	\$652.70
		01-11-573 MISC. CONTRACT SE	\$326.35		
		01-21-573 MISC. SERVICE CON	\$326.35		
	Invoice: 75924852R	PD/ADMIN COPIER-REISSUED CHECK	05/15/22	05/15/22	\$628.59

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 07, 2023

List #342

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-573 MISC. CONTRACT SE	\$314.30		
		01-21-573 MISC. SERVICE CON	\$314.29		
Vendor Total for: IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC		(Fiscal YTD Payments: \$1,257.18)			\$1,281.29
IML RISK MANAGEMENT ASSOCIATION					
	Invoice: 02012023-264	JANUARY 2023	02/01/23	02/01/23	\$15,820.44
		01-51-592 LIABILITY INSURAN	\$882.14		
		01-44-592 LIABILITY INSURAN	\$640.92		
		01-11-592 LIABILITY INSURAN	\$1,407.57		
		01-21-592 LIABILITY INSURAN	\$8,619.27		
		51-00-454 WORKER'S COMP INS	\$1,331.84		
		01-41-592 LIABILITY INSURAN	\$2,938.70		
Vendor Total for: IML RISK MANAGEMENT ASSOCIATION		(Fiscal YTD Payments: \$39,672.88)			\$15,820.44
J.G. UNIFORMS, INC.					
	Invoice: 109649	POLICE DEPARTMENT	01/25/23	01/25/23	\$150.00
		01-21-653 UNIFORMS	\$150.00		
Vendor Total for: J.G. UNIFORMS, INC.		(Fiscal YTD Payments: \$4,743.10)			\$150.00
J/K PRINTING & MAILING, INC.					
	Invoice: 22018	BUIDLING DEPARTMENT	01/25/23	01/25/23	\$160.00
		01-44-651 OFFICE SUPPLIES	\$160.00		
	Invoice: 22021	BUILDING DEPARTMENT	02/02/23	02/02/23	\$145.00
		01-44-652 OPERATING SUPPLIE	\$145.00		
Vendor Total for: J/K PRINTING & MAILING, INC.		(Fiscal YTD Payments: \$415.00)			\$305.00
JAIME LITJENS					
	Invoice: inv185933647	ZOOM 01/26-02/25/2023	01/26/23	01/26/23	\$14.99
		01-11-561 DUES	\$14.99		
Vendor Total for: JAIME LITJENS		(Fiscal YTD Payments: \$152.91)			\$14.99
JANI-KING OF IL					
	Invoice: CHC01231140	JANUARY 2023	01/01/23	01/01/23	\$979.21
		01-11-573 MISC. CONTRACT SE	\$490.11		
		01-21-573 MISC. SERVICE CON	\$489.10		
Vendor Total for: JANI-KING OF IL		(Fiscal YTD Payments: \$7,388.42)			\$979.21

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 07, 2023

List #342

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
KLEIN, THORPE, AND JENKINS, LTD.					
	Invoice: 230767	GENERAL CORPORATE MATTERS 01-14-533.1 CITY ATTY - GEN C	12/31/22 \$3,757.50	12/31/22	\$3,757.50
	Invoice: 230768	TIF REDEVELOPMENT MATTERS 37-00-533 LEGAL FEES	12/31/22 \$900.00	12/31/22	\$900.00
	Invoice: 230769	BOFPC 01-14-533.1 CITY ATTY - GEN C	12/31/22 \$90.00	12/31/22	\$90.00
	Invoice: 230770	340 GREEN BAY ROAD 37-00-533 LEGAL FEES	12/31/22 \$31.00	12/31/22	\$31.00
	Invoice: 230771	PENSION BOARD 01-14-533.1 CITY ATTY - GEN C	12/31/22 \$98.00	12/31/22	\$98.00
	Invoice: 230772	430 SHERIDAN ROAD 37-00-533 LEGAL FEES	12/31/22 \$31.00	12/31/22	\$31.00
	Invoice: 230773	555 BANK LANE 37-00-533 LEGAL FEES	12/31/22 \$201.50	12/31/22	\$201.50
	Invoice: 230774	341 WAUKEGAN AVENUE 37-00-533 LEGAL FEES	12/31/22 \$2,115.00	12/31/22	\$2,115.00
	Invoice: 230775	11 WALKER AVENUE 37-00-533 LEGAL FEES	12/31/22 \$450.00	12/31/22	\$450.00
	Invoice: 230776	7 WALKER AVENUE 37-00-533 LEGAL FEES	12/31/22 \$495.00	12/31/22	\$495.00
	Invoice: 231295	GENERAL CORPORATE MATTERS 01-14-533.1 CITY ATTY - GEN C	01/26/23 \$3,847.50	01/26/23	\$3,847.50
	Invoice: 231296	GENERAL LABOR 01-14-533.1 CITY ATTY - GEN C	01/26/23 \$73.50	01/26/23	\$73.50
	Invoice: 231297	BOFPC 01-14-533.1 CITY ATTY - GEN C	01/26/23 \$292.50	01/26/23	\$292.50
	Invoice: 231298	ADMINISTRATIVE REVIEW 01-14-533.1 CITY ATTY - GEN C	01/26/23 \$485.67	01/26/23	\$485.67
	Invoice: 231299	341 WAUKEGAN AVENUE 37-00-533 LEGAL FEES	01/26/23 \$1,576.50	01/26/23	\$1,576.50
	Invoice: 231300	11 WALKER AVENUE 37-00-533 LEGAL FEES	01/26/23 \$699.00	01/26/23	\$699.00
	Invoice: 231301	7 WALKER AVENUE 37-00-533 LEGAL FEES	01/26/23 \$361.50	01/26/23	\$361.50
Vendor Total for: KLEIN, THORPE, AND JENKINS, LTD.			(Fiscal YTD Payments: \$112,891.72)		\$15,505.17
LAKESHORE RECYCLING SYSTEMS					
	Invoice: 0004911576.1	BALANCE DUE 53-00-578 REFUSE BILLING EX	02/25/22 \$21,297.42	02/25/22	\$21,297.42
	Invoice: 0005210550	JANUARY 2023 53-00-578 REFUSE BILLING EX	01/25/23 \$25,562.01	01/25/23	\$25,562.01

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: LAKESHORE RECYCLING SYSTEMS		(Fiscal YTD Payments: \$252,485.31)			\$46,859.43
LITTLE TOMMY'S PLUMBING SHOP					
	Invoice: I14043	PUBLIC WORKS 01-41-511 REP & MAINT - BUI	01/26/23 \$1,300.00	01/26/23	\$1,300.00
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP		(Fiscal YTD Payments: \$31,051.00)			\$1,300.00
MEDICI LANDSCAPING					
	Invoice: 742	OAK AVENUE SEED AND TOP DRESS 01-41-515 REP & MAINT - ST	02/01/23 \$400.00	02/01/23	\$400.00
Vendor Total for: MEDICI LANDSCAPING		(Fiscal YTD Payments: \$35,082.00)			\$400.00
MENARDS - VERNON HILLS					
	Invoice: 94383	REC CENTER 01-51-512 REP & MAINT - EQU	01/26/23 \$165.98	01/26/23	\$165.98
Vendor Total for: MENARDS - VERNON HILLS		(Fiscal YTD Payments: \$401.87)			\$165.98
MISSIONSQUARE					
	Invoice: 02012023	CONT. 12/29/22 & 01/26/23 01-11-531.3 PAYROLL SERVICE	02/01/23 \$2,552.74	02/01/23	\$2,552.74
Vendor Total for: MISSIONSQUARE		(Fiscal YTD Payments: \$4,299.83)			\$2,552.74
MORTON SALT, INC					
	Invoice: 5402744864	SALT 01-41-573 MISC SERVICE CONT	01/26/23 \$8,756.88	01/26/23	\$8,756.88
	Invoice: 5402747833	SALT 01-41-573 MISC SERVICE CONT	01/30/23 \$3,430.19	01/30/23	\$3,430.19
	Invoice: 5402752255	SALT 01-41-573 MISC SERVICE CONT	02/02/23 \$8,507.94	02/02/23	\$8,507.94
Vendor Total for: MORTON SALT, INC		(Fiscal YTD Payments: \$22,883.21)			\$20,695.01
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 627059	PUBLIC WORKS 01-41-511 REP & MAINT - BUI	01/14/23 \$17.99	01/14/23	\$17.99
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK		(Fiscal YTD Payments: \$3,690.41)			\$17.99

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>NAPA AUTO PARTS</b>					
	Invoice: 125734	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	01/14/23 \$69.48	01/14/23	\$69.48
	Invoice: 125752	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	01/14/23 \$7.29	01/14/23	\$7.29
	Invoice: 125753	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	01/14/23 \$4.29	01/14/23	\$4.29
	Invoice: 125809	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	01/16/23 \$139.98	01/16/23	\$139.98
Vendor Total for: NAPA AUTO PARTS			(Fiscal YTD Payments: \$1,168.97)		\$221.04
<b>NORTH EAST MULTI-REGIONAL TRANING,INC.</b>					
	Invoice: 317682	POLICE DEPARTMENT 01-21-563 TRAINING	01/23/23 \$80.00	01/23/23	\$80.00
	Invoice: 318144	PD TRAINING 01-21-563 TRAINING	01/26/23 \$160.00	01/26/23	\$160.00
Vendor Total for: NORTH EAST MULTI-REGIONAL TRANING,INC.			(Fiscal YTD Payments: \$2,395.00)		\$240.00
<b>NORTH SHORE GAS</b>					
	Invoice: 01182023-00001	5 WESTERN AVENUE 51-00-571 UTILITIES	01/18/23 \$35.51	01/18/23	\$35.51
	Invoice: 01182023-0001	317 GREEN BAY ROAD 01-41-571 UTILITIES	01/18/23 \$438.72	01/18/23	\$438.72
Vendor Total for: NORTH SHORE GAS			(Fiscal YTD Payments: \$3,019.99)		\$474.23
<b>NORTHSHORE OMEGA</b>					
	Invoice: 006020853-01112	2023 ANNUAL SLOT FEE 01-21-573 MISC. SERVICE CON	01/11/23 \$190.00	01/11/23	\$190.00
	Invoice: 010323-2039	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	01/10/23 \$903.00	01/10/23	\$903.00
	Invoice: 010523-2039	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	01/10/23 \$161.00	01/10/23	\$161.00
Vendor Total for: NORTHSHORE OMEGA			(Fiscal YTD Payments: \$3,093.00)		\$1,254.00
<b>OPUS 21 MANAGEMENT SOLUTIONS</b>					
	Invoice: 221261	DECEMBER 2022 51-00-551 POSTAGE 53-00-551 POSTAGE	01/21/23 \$515.13 \$343.42	01/21/23	\$858.55

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: OPUS 21 MANAGEMENT SOLUTIONS		(Fiscal YTD Payments: \$4,730.27)			\$858.55
PACE ANALYTICAL SERVICES, LLC					
	Invoice: I9543472	WATER ANALYSIS 51-00-518 WATER ANALYSIS	01/16/23 \$52.20	01/16/23	\$52.20
	Invoice: I9543706	WATER ANALYSIS 51-00-518 WATER ANALYSIS	01/19/23 \$48.50	01/19/23	\$48.50
	Invoice: I9543745	WATER ANALYSIS 51-00-518 WATER ANALYSIS	01/20/23 \$110.20	01/20/23	\$110.20
Vendor Total for: PACE ANALYTICAL SERVICES, LLC		(Fiscal YTD Payments: \$2,540.97)			\$210.90
PELLEGRINO TOSI					
	Invoice: 1880	FEBRUARY 2023 ADA GAS ALLOWANCE 01-51-472 AUTOMOBILE ALLOWA	02/01/23 \$50.00	02/01/23	\$50.00
Vendor Total for: PELLEGRINO TOSI		(Fiscal YTD Payments: \$449.00)			\$50.00
PEPSI BEVERAGES COMPANY					
	Invoice: 66499057	REC CENTER CONCESSIONS 01-52-928 MISCELLANEOUS EXP	01/13/23 \$328.07	01/13/23	\$328.07
Vendor Total for: PEPSI BEVERAGES COMPANY		(Fiscal YTD Payments: \$1,466.15)			\$328.07
PHOENIX MIDWEST CONSULTANTS					
	Invoice: 1282023HW	JANUARY 2023 01-44-926 REIMBURSABLE EXPE	01/28/23 \$1,150.00	01/28/23	\$1,150.00
Vendor Total for: PHOENIX MIDWEST CONSULTANTS		(Fiscal YTD Payments: \$58,844.29)			\$1,150.00
PINNER ELECTRIC, INCORPORATED					
	Invoice: 18489	JANUARY 2023 01-41-516 REP & MAINT - STR	01/31/23 \$1,150.00	01/31/23	\$1,150.00
Vendor Total for: PINNER ELECTRIC, INCORPORATED		(Fiscal YTD Payments: \$78,032.28)			\$1,150.00
PLATINUM SYSTEMS					
	Invoice: K-155030	FEBRUARY 2022 01-11-537 COMPUTER SUPPORT	02/01/23 \$587.20	02/01/23	\$587.20
	Invoice: K-155031	PD FEBRUARY 2023	02/01/23	02/01/23	\$291.80

# HIGHWOOD - AP WARRANT LIST

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List #342

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-537 COMPUTER SUPPORT	\$291.80		
Vendor Total for: PLATINUM SYSTEMS		(Fiscal YTD Payments: \$9,307.60)			\$879.00
RAY O'HERRON CO., INC.					
	Invoice: 2221902	POLICE DEPARTMENT 01-21-653 UNIFORMS	09/22/22 \$379.95	09/22/22	\$379.95
Vendor Total for: RAY O'HERRON CO., INC.		(Fiscal YTD Payments: \$3,646.91)			\$379.95
RIPPLE PUBLIC RELATIONS					
	Invoice: 02012023	FEBRUARY 2023 01-11-573 MISC. CONTRACT SE	02/01/23 \$500.00	02/01/23	\$500.00
Vendor Total for: RIPPLE PUBLIC RELATIONS		(Fiscal YTD Payments: \$4,500.00)			\$500.00
RYAN OGANOVICH					
	Invoice: 012023	TRAINING REIMB. 1/19 & 1/20/2023 01-21-563 TRAINING	01/24/23 \$71.31	01/24/23	\$71.31
Vendor Total for: RYAN OGANOVICH		(Fiscal YTD Payments: \$2,506.13)			\$71.31
SCOTT COREN					
	Invoice: 01182023	TRAINING REIMBURSEMENT-APA CONF. 01-11-563 TRAINING	01/18/23 \$1,733.35	01/18/23	\$1,733.35
	Invoice: 01302023V	TRAINING REIMBURSEMENT 01-11-563 TRAINING	01/30/23 \$1,500.83	01/30/23	\$1,500.83
Vendor Total for: SCOTT COREN		(Fiscal YTD Payments: \$3,923.26)			\$3,234.18
SE-INC.					
	Invoice: 22-31964	SIGN INSTALL/REPAIR 01-41-515 REP & MAINT - ST	01/04/23 \$1,487.92	01/04/23	\$1,487.92
	Invoice: 22-32008	SEWER DRAIN CLEANING/DEBRIS REMOVAL 01-41-517 REP&MAINT - STORM	01/17/23 \$740.25	01/17/23	\$740.25
	Invoice: 22-32026	SEWER DRAIN CLEANING 01-41-517 REP&MAINT - STORM	01/19/23 \$756.50	01/19/23	\$756.50
	Invoice: 22-32082	PLOW SERVICE 22/23 INSTALL. 4/5 15-00-653 STREET SALT & SAN	01/27/23 \$25,000.00	01/27/23	\$25,000.00
Vendor Total for: SE-INC.		(Fiscal YTD Payments: \$117,928.28)			\$27,984.67



# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>STAPLES OFFICE SUPPLY</b>					
	Invoice: 3197672241	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/23/22 \$654.41	12/23/22	\$654.41
	Invoice: 3199651781	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/29/22 \$389.99	12/29/22	\$389.99
	Invoice: 46033	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	01/04/23 \$55.95	01/04/23	\$55.95
	Invoice: 46316	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	01/06/23 \$65.47	01/06/23	\$65.47
Vendor Total for: STAPLES OFFICE SUPPLY			(Fiscal YTD Payments: \$1,574.04)		\$1,165.82
<b>SYNCHRONY BANK</b>					
	Invoice: BFQBLR	PUBLIC WORKS 01-41-651 OFFICE SUPPLIES	12/27/22 \$27.72	12/27/22	\$27.72
	Invoice: BFV	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/04/23 \$236.52	01/04/23	\$236.52
	Invoice: CCXNC	ADMIN 01-11-652 OPERATING SUPPLIE	12/22/22 \$38.90	12/22/22	\$38.90
	Invoice: CEXJPO	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/05/23 \$59.99	01/05/23	\$59.99
	Invoice: CFLY	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	12/16/22 \$6.99	12/16/22	\$6.99
	Invoice: CKNSH	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/05/23 \$27.93	01/05/23	\$27.93
	Invoice: CNFZQRJ	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/04/23 \$252.99	01/04/23	\$252.99
	Invoice: COZOWAK	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/05/23 \$273.37	01/05/23	\$273.37
	Invoice: CQYYSLBH	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	01/05/23 \$17.74	01/05/23	\$17.74
	Invoice: HMCZFZS	ADMIN 01-11-652 OPERATING SUPPLIE	12/14/22 \$24.04	12/14/22	\$24.04
	Invoice: LSOOB	PUBIC WORKS 01-41-651 OFFICE SUPPLIES	12/15/22 \$67.99	12/15/22	\$67.99
	Invoice: UHFNFJF	ADMIN 01-11-652 OPERATING SUPPLIE	12/20/22 \$24.98	12/20/22	\$24.98
	Invoice: VXOVV	ADMIN 01-11-652 OPERATING SUPPLIE	12/14/22 \$11.19	12/14/22	\$11.19
	Invoice: WOFGA	ADMIN 01-11-651 OFFICE SUPPLIES	01/03/23 \$117.87	01/03/23	\$117.87
	Invoice: XSYW	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	12/19/22 \$26.23	12/19/22	\$26.23

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: SYNCHRONY BANK		(Fiscal YTD Payments: \$7,143.43)			\$1,214.45
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T2316231	DECEMBER 2022 01-21-555 COMMUNICATIONS/OT	01/17/23 \$491.49	01/17/23	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND		(Fiscal YTD Payments: \$4,423.41)			\$491.49
THOMPSON ELEVATOR INSPECTION					
	Invoice: 23-0262	INSPECTION-454 SHERIDAN 01-44-926 REIMBURSABLE EXPE	01/18/23 \$43.00	01/18/23	\$43.00
	Invoice: 23-0351	226 GREEN BAY ROAD 01-44-926 REIMBURSABLE EXPE	01/24/23 \$50.00	01/24/23	\$50.00
	Invoice: 23-0401	INSPECTION-454 SHERIDAN ROAD 01-44-926 REIMBURSABLE EXPE	01/31/23 \$100.00	01/31/23	\$100.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION		(Fiscal YTD Payments: \$1,014.00)			\$193.00
TRYAD SOLUTIONS					
	Invoice: 85297	UNIFORMS 01-11-653 UNIFORMS	01/26/23 \$1,318.58	01/26/23	\$1,318.58
Vendor Total for: TRYAD SOLUTIONS		(Fiscal YTD Payments: \$2,210.00)			\$1,318.58
VILLAGE OF GLENVIEW					
	Invoice: 9908	JOINT DISPATCH Q1 JAN, FEB, MAR 23 01-21-556 DISPATCHING	01/03/23 \$41,462.88	01/03/23	\$41,462.88
Vendor Total for: VILLAGE OF GLENVIEW		(Fiscal YTD Payments: \$119,892.66)			\$41,462.88
VISION SERVICE PLAN OF ILLINOIS					
	Invoice: 816962721	FEBRUARY 2023 01-00-218.09 EMPLOYE VISION WH	01/17/23 \$251.92	01/17/23	\$251.92
Vendor Total for: VISION SERVICE PLAN OF ILLINOIS		(Fiscal YTD Payments: \$2,435.49)			\$251.92
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5415584-0	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	01/18/23 \$92.72	01/18/23	\$92.72
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS		(Fiscal YTD Payments: \$2,058.89)			\$92.72

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
YAMIL RIVERA					
	Invoice: 01132023	TRAINING REIMBURSEMENT 01-21-563 TRAINING	01/13/23 \$309.16	01/13/23	\$309.16
	Invoice: 01242023	TRAINING REIMBUR. 1/19 & 1/20/2023 01-21-563 TRAINING	01/24/23 \$156.66	01/24/23	\$156.66
Vendor Total for: YAMIL RIVERA		(Fiscal YTD Payments: \$3,004.37)			\$465.82
ZORO TOOLS, INC					
	Invoice: INV12003733	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	01/16/23 \$38.08	01/16/23	\$38.08
	Invoice: INV12006284	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	01/17/23 \$125.19	01/17/23	\$125.19
Vendor Total for: ZORO TOOLS, INC		(Fiscal YTD Payments: \$340.64)			\$163.27
					\$147,187.83
					\$25,000.00
					\$891.25
					\$17,633.00
					\$45,505.08
					\$47,627.85
Grand Total:					\$283,845.01

# HIGHWOOD - AP WARRANT LIST

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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
HOUSEAL LAVIGNE ASSOCIATES, LLC						
	Invoice: 5888	OCTOBER 2022 REISSUED CHECK 37-00-555 PROJECT MANAGEMEN	057168	01/16/23	328	\$6,677.50
Vendor Total for: HOUSEAL LAVIGNE ASSOCIATES, LLC						(Fiscal YTD Payments: \$10,247.50) \$6,677.50
NOTARY PUBLIC ASSOC. OF ILLINOIS						
	Invoice: 01242023	ADMIN 01-11-652 OPERATING SUPPLIE	057169	01/24/23	328	\$23.85
Vendor Total for: NOTARY PUBLIC ASSOC. OF ILLINOIS						(Fiscal YTD Payments: \$23.85) \$23.85
CITY OF HIGHWOOD/JAIME LITJENS						
	Invoice: 01252023	PETTY CASH REIMBURSEMENT 01-11-563 TRAINING \$40.00 01-11-651 OFFICE SUPPLIES \$368.31 01-21-513 REP & MAINT - VEH \$29.82 01-21-551 POSTAGE \$15.85 01-21-651 OFFICE SUPPLIES \$14.22 01-44-551 POSTAGE \$7.59	057170	01/26/23	328	\$475.79
Vendor Total for: CITY OF HIGHWOOD/JAIME LITJENS						(Fiscal YTD Payments: \$1,344.71) \$475.79
GENERAL FUND						\$499.64
TIF PROJECT/EXPENSE FUND						\$6,677.50
Grand Total:						\$7,177.14

**AGENDA MEMO**  
**Committee of the Whole**  
**February 7, 2023**

**ISSUE STATEMENT**

An ordinance amending 4-1-7: Classification of Licenses in the Highwood City Code to add a Class C liquor license.

**BACKGROUND/HISTORY**

The City of Highwood has received a request from the current owners of Noon-O-Kebab to add a Class C liquor license for the new restaurant at 246 Green Bay Road. The Class C license allows for the retail sale of wine and beer.

Passing this ordinance will allow the City to issue the license. The owners have already passed the background check necessary to issue the license.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of this ordinance.

**ALTERNATE CONSIDERATION**

Not approving the ordinance would be an alternate consideration.

**ATTACHMENTS**

-Ordinance

**CITY OF HIGHWOOD ORDINANCE \_\_\_\_\_**

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES  
IN THE HIGHWOOD CITY CODE TO ADD A CLASS C LIQUOR  
LICENSE**

**ADOPTED BY THE CITY COUNCIL  
OF THE  
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS  
ON  
THE 7th DAY OF FEBRUARY 2023**

Published in pamphlet form by authority of the City Council  
of the City of Highwood, Lake County, Illinois  
on this 7th day of February, 2023

**City-wide**

Mayor: Charlie Pecaro  
City Clerk: Scott Coren  
City Manager: Scott Coren  
City Attorney: James V. Ferolo  
Klein, Thorpe, Jenkins, Ltd

**Aldermen**

James Hospodarsky  
James Levi  
Mike Fiore  
Andy Peterson  
M. Brad Slavin  
Eric Falberg

**ORDINANCE NO \_\_\_\_\_**

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES  
IN THE HIGHWOOD CITY CODE TO ADD A CLASS C LIQUOR  
LICENSE**

**WHEREAS**, the City of Highwood is a home rule unit of government under Section 6(a); Article VII of the 1970 Constitution of the State of Illinois, and may exercise powers pertaining to its local governmental affairs; and

**WHEREAS**, the City of Highwood has received a request for a Class C liquor license from Noon-O-Kebab at 246 Green Bay Road,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS, as follows:**

**SECTION 1:** Section 4-1-7: Classification of Licenses of the Highwood City Code is hereby amended to provide as follows [deleted language stricken]:

C. Class C License: Restaurant or bar, beer and wine only license.

1. License holder is authorized to sell beer and wine, but is not authorized to sell spirits. The sale of beer and wine must be on premises.
2. The number of licenses allowed shall be six (6) ~~five (5)~~.

**SECTION 2:** This ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form (which publication is hereby authorized) as provided by law.

**ADOPTED** this 7th day of February 2023, pursuant to a roll call vote as follows:

James Levi \_\_\_\_\_  
 James Hospodarsky \_\_\_\_\_  
 Eric Falberg \_\_\_\_\_

Mike Fiore \_\_\_\_\_  
 M Brad Slavin \_\_\_\_\_  
 Andy Peterson \_\_\_\_\_

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the City Council of the City of Highwood this 7th day of February, 2023.

\_\_\_\_\_  
Mayor Charles Pecaro

ATTEST:

\_\_\_\_\_  
City Clerk



STATE OF ILLINOIS        )  
                                      )SS.  
COUNTY OF LAKE         )

**CLERK'S CERTIFICATE**

I, the undersigned, the duly qualified Clerk of the City of Highwood, Lake County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES  
IN THE HIGHWOOD CITY CODE TO ADD A CLASS C LIQUOR  
LICENSE**

ORDINANCE NO. \_\_\_\_\_

adopted at a meeting of the said City of Highwood at which a quorum was present held pursuant to the provisions of the Illinois Open Meeting Act on the 7th day of February, 2023.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 7th day of February, 2023.

\_\_\_\_\_  
City Clerk

(seal)

**AGENDA MEMO**  
**Committee of the Whole**  
**February 7, 2023**

**ISSUE STATEMENT**

A motion authorizing the City Manager to accept Proposal Option 2 from All Information Services to provide managed IT services to the City of Highwood, in an amount not to exceed \$45,000 annually.

**BACKGROUND/HISTORY**

In 2019 the City of Highwood issued a RFP to identify potential IT consultants that could provide a wider breadth of services for municipal operations. After reviewing the submissions and the overall cost along with the existing aging IT environment, Staff recommended putting resources into updating the existing infrastructure rather than paying more for consulting.

Three years later with upgraded equipment and infrastructure, Staff believes now is the time to invest in managed IT services. Staff recommends selecting All Information Services, Inc, which provided the best combination of service offerings and pricing while providing references for similar organizations that highly recommend their services. Staff recommends Option 2, which provides some savings while including enough service hours to regularly meet Highwood's needs.

This proposal includes a network assessment and setup labor for a one time \$4,900 fee. We expect this network assessment will include recommendations on moving our servers to the cloud, as the servers are now approximately six years old. Other identified needs will be assessed and budgeted in future years after the migration of the services is complete.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving AIS to provide managed IT services, utilizing their Option 2, as Staff believes this is sufficient time to provide the necessary support.

**ALTERNATE CONSIDERATION**

Selecting Option 1 for unlimited hours, or deciding to select another firm, would be an alternate consideration.

**ATTACHMENTS**

-AIS Proposal

# All Information Services

RFP Response for IT Managed Services:





Dear Mr. Martin,

All Information Services, Inc. (AIS) appreciates the opportunity to provide your organization with the following response to the City's RFP for IT Managed Services. It has been designed to meet the requirements outlined in the RFP.

The technology needs of the City of Highwood are best served with AIS. As our current municipal clients can attest, we've proven to be a reliable technology support provider, a professional and ethical business partner, and a trusted technology consultant. Our reputation is built upon the long-term, successful relationships that we've experienced, not only with municipal clients, but all clients.

Please don't hesitate to reach out should you have any questions.

A handwritten signature in black ink that reads 'John Licar'. The signature is written in a cursive, flowing style.

**John Licar**  
*IT Consultant/Account Manager*

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## Company Profile

All Information Services, Inc. (AIS) is an Illinois corporation with principle offices at 1815 South Meyers Road, Suite 820, Oakbrook Terrace, IL 60181. We provide technology solutions including consulting, strategic planning, and full management, administration, and support of system platforms including network, workstations, servers, and business applications to many local Chicagoland businesses. Our technology support operations, which will handle the City of Highwood support, are based in the Oakbrook Terrace office.

Length of time in business providing technology services:

- AIS was founded in 2001 and incorporated on June 27, 2012.

Our public sector clients:

- Bensenville Park District
- City of Darien
- City of Warrenville
- City of Chicago Heights
- Eisenhower Cooperative
- Lyons Township Area Communications Center (LTACC)
- Niles Township District for Special Education 807
- Northern Suburban Special Education District
- Park Ridge-Niles School District 64
- Pleasantview Fire Protection District
- Special Education District of Lake County
- Village of Frankfort
- Village of Frankfort - Police Department
- Village of Indian Head Park
- Village of La Grange
- Village of LaGrange Park
- Village of Westchester

Our Engineers not only have years of experience, but that have taken the time to become certified. Why are certifications important? Certifications show you that our Engineers have taken the time to advance their knowledge and stay current with today's technology. It also shows their dedication to being able to support businesses like yours. AIS employs 36 full-time staff.

### Qualifications:

- VCDX – VMware Certified Design Expert
- VCP – VMware Certified Professional
- VTSP – VMware Technical Sales Professional
- MCSE – Microsoft Certified Software Engineer
- MCSA – Microsoft Certified Systems Administrator
- MCP – Microsoft Certified Professional
- CCIE – CCIE - Cisco Certified Internetwork Expert
- CCNA – Cisco Certified Network Associate
- CCDA – Cisco Certified Design Associate
- CEFDS – Cisco Express Foundation Design Specialist
- Fortinet Certified
- Net+ - CompTIA Certified Network Technician
- A+ - CompTIA Certified Hardware Technician

## References

### **Village of Frankfort – Police Department**

20602 Lincoln-Way Ln  
Frankfort, IL 60423  
Kevin Keegan – Deputy Chief  
815-469-9435

[kkeegan@frankfortpolice.net](mailto:kkeegan@frankfortpolice.net)

IT Services Performed: AIS proactively monitors all Village locations including all firewalls/intrusion detection systems, servers and desktops. We also provide IT staff augmentation services and IT consulting on an as-needed basis through our Support Technicians and Network Engineers. In addition, we provide a Backup / Disaster Recovery solution.

### **Village of La Grange Park**

447 N. Catherine Ave  
Lagrange Park, IL 60526  
Julia Cedillo – Village Manager  
708-354-0225

[jcedillo@lagrangepark.org](mailto:jcedillo@lagrangepark.org)

IT Services Performed: AIS provides IT Help Desk, remote and onsite support as needed. Other IT project work is handled by AIS on an as-needed basis. In addition, we provide a Backup / Disaster Recovery solution.

### **Village of La Grange**

53 S. La Grange Road  
La Grange, IL 60525  
Andrianna Peterson - Village Manager  
708-579-2315

[apeterson@villageoflagrange.com](mailto:apeterson@villageoflagrange.com)

IT Services Performed: AIS provides IT Help Desk, remote and onsite support as needed. Other IT project work is handled by AIS on an as-needed basis. In addition, we provide a Backup / Disaster Recovery solution.

### **City of Darien**

1702 Plainfield Road  
Darien, IL 60561  
Lisa Klemm – Assistant to the City Administrator  
630-353-8104

[LKlemm@darienil.gov](mailto:LKlemm@darienil.gov)

IT Services Performed: AIS proactively monitors all Village locations including all firewalls/intrusion detection systems, servers and desktops. We also provide IT staff augmentation services and IT consulting using reoccurring monthly block hours. In addition, we provide a Backup / Disaster Recovery solution and a CJIS compliance system, for logging, auditing and alerting.

*Additional public sector references available upon request.*

## What is Managed Services?

Managed Services is the foundation of needs for a company to deliver secure proactive maintenance to all systems/protocols, backups to all systems for disaster recovery scenarios, proactive planning and timely communication and solutions to issues.

When you ask the question “What is Managed Services,” you will likely get many different answers. This is because Managed Services is something that should be customized to your business needs. There is one thing that is consistent. That is the 4 key pieces to any Managed Services plan.

### Key Components of Managed Services

- The Engineers behind the curtain
- Security and Monitoring
- Backup, Disaster Recovery, and Data Continuity
- Assessments and Planning

## Security Monitoring & Remote Management (RMM)

Our intelligent Remote Monitoring & Management (RMM) tools and 24/7/365 back-office services provide expert, cost-effective IT management to make sure your systems operate as required. Rest assured, we’ve got ‘IT’ covered.

### RMM Features:

- Maintain 24/7/365 watch over your entire IT environment
- Identify and analyze server “events” for potential problems
- Remediate processes or services that fail or need attention
- Monitor servers and ensure security patches and anti-virus protocols are up to date
- Ensure that data backups are completed
- Install patches and implement service packs



## Network Management

When it comes to typical monitoring solutions, there seems to be a lack of visibility into the true state of the network. Nothing is worse than discovering the network is down. Too often, IT lacks the visibility they need to get ahead of performance issues, meaning you're in the dark until something is wrong. Once an outage happens, the clock is ticking. The longer it takes to resolve, the more it costs you in staff time, lost productivity, and end-user satisfaction.

Routers and switches, virtual servers, wireless devices, and applications of all kinds need 24/7 network monitoring. Keeping tabs on all your critical network technology means you can spot and fix issues fast, before they get worse. These days it is not just about monitoring the up/down status of a network device, it's about Network Management and access to data when you need it.

## Security and Protection

When it comes to cyber-attacks and data threats, it's not a matter of "if" but "when." There is only so much anyone can do to prevent a successful attack, but hackers have become more resourceful and will continue to find innovative new ways to penetrate security defenses.

Malware and web-based cyber-attacks are the most popular forms that are growing in their complexity and method of delivery. And just because you currently have an AV solution doesn't mean you're covered. It's not just a box to check. It must be constantly monitored and managed. Plus, the typical antivirus approach is no longer enough these days.

Ransomware is the malware of choice now. You may have heard of CryptoLocker, CryptoWall, Locky and now WannaCry, malicious software that locks you out of your files and demands ransom payment for recovery. Factoring in this ongoing trend, cybercrime is becoming increasingly costly.

Malware includes viruses, worms, Trojans, ransomware, spyware, adware, etc. and is primarily installed via phishing schemes. When employees click rogue links or open malicious attachments, they unknowingly give hackers remote access to infect their systems.

AIS can provide the proactive, preventative maintenance and technology you need to secure your workstations, servers, devices and networks. Granted there is no way to prevent 100% of today's threats, but we can help prevent most while making discovery and rededication quicker.

### Multi-Platform Protection Options:

- Critical Business-Grade Anti-Virus and Analytics
- Enterprise-Grade Anti-Malware Threat Intelligence
- Filtering Web Content
- AIS Managed Firewall Services
- Reviewing firewall rules
- Strong firewall management
- Patching the latest vulnerabilities discovered
- Inbound and Outbound Email Security

## Backup, Disaster Recovery, & Data Continuity

In today's always-on business landscape, maintaining an effective backup and disaster recovery strategy is becoming more important than ever before. Data is playing an increasingly critical role in decision-making processes, and the costs and risks associated with downtime are skyrocketing – not to mention the damage your brand and reputation can suffer in the event of a disaster.

Having a backup appliance in place is only the first step in a successful business continuity strategy. To minimize the risk of data loss as much as possible, you'll want to have technicians proactively monitoring the entire backup process to ensure things are working as expected.

That's why we've got a dedicated team keeping a watchful eye over your protected servers, ready to jump into action should any problems arise. And if the worst should happen, our solutions are designed to have you back up and running quickly.

### Key Features:

- Complete end-to-end management of backups
- Block-level encryption
- Continuous Data Protection technology
- Fully managed & monitored
- Cloud replication
- Go Live On-site virtualization
- Cloud recovery off-site virtualization

What does that mean? It means you can rest easy knowing that your critical data, emails, reports, and other information are all protected, backed up and securely tucked away until you need them. Should the City select our optional Managed Disaster Recovery and Data Continuity plan.

## Assessments and Planning

How healthy is your overall network? How old is your equipment? On a regular basis, we'll generate reports on the state of your systems, letting you know of any potential problems that fall outside safe parameters of our managed IT services. With these comprehensive assessments, you'll always have the best information for choosing your most effective options.

We continually build intelligence into our remote monitoring software by documenting the resolution to thousands of issues and incorporating them back into our software. Our expert technicians work around the clock to ensure your systems not only remain healthy, but also optimized for performance. Rest assured, our team is equipped to handle even the most complex and difficult problems.

Creating an IT budget roadmap, along with long term planning, will help keep your costs in check. Knowing the typical lifespan of certain types of equipment can help you see a better long-term picture and predict future costs.

### **Quarterly Business Reviews:**

As a Managed Services client of AIS, you will receive a Quarterly Business Review to provide a snapshot of the last 3 months. In this review, we will discuss the action items from the previous quarter and create a new goal for the following 3 months. This way we are always working to improve your environment and the level of service you receive.

### **Annual Security Assessments:**

A lot can change in a year. So much so, that we recommend doing an Annual Security Assessment to ensure both you and AIS have a detailed understanding of your security risks.

### **CTO Services:**

Planning and Budgeting for IT expenses can get very confusing. Depending on your source of information, you can be overspending trying to change the idea of a perfect plan and protection for your environment. AIS will work with you to provide a detailed multi-year plan.

Productivity, efficiency, and your company image are all things we keep in mind when putting your plan together. One of the many things that gets missed when planning a budget is knowing when to replace something vs having a reserve for when it finally breaks. CTO level planning for IT related costs is very crucial and requires years of experience and knowledge of today's world of IT.

## Service Levels

AIS uses one of the industry's top business support (trouble ticketing system) solutions, Autotask. There are three ways to request a support ticket:

- Use our RMM agent to complete a support ticket request.
- Email our support team directly with your request.
- Call our Help Desk.

With AIS you'll have 24/7/365 access to our support team. When calling in an off hours emergency, you will usually get a live technician. If the technician happens to be busy on another call and a message is left, that message gets blasted out to the entire service team. Someone will respond timely. Daily, the City's main contact will have access to not only their assigned Account Manager and T3 Engineer, but also AIS Partners and our Service Director and Manager.

Guaranteed Response Time/Service Level Objective:

Severity	Description	Response Time	Resolution Time
<b>Critical</b>	Complete impact to productivity or service, mainly to server or network.	1 Hour (24x7)	4 Hours (24x7)
<b>High</b>	Higher impact to productivity or service, multiuser impact, hardware failure, line of business (LOB) application not working.	2 Hours (24x7)	8 Hours (24x7)
<b>Medium</b>	Lower impact or individual impact, printing issues effecting more than 1 person, backup issues, application problems, may impact service or data integrity.	8 Hours (Business Hours)	16 Hours (Business Hours)
<b>Low</b>	Low impact to productivity or service, such as minor printer issues, application installs, or other task that can be scheduled for convenience or preventing a disruption.	16 Hours (Business Hours)	40 Hours (Business Hours)
<b>Scheduled</b>	No impact to productivity or service, may require additional information from a 3rd party, scheduled task that needs to be planned greater than 5 business days from ticket creation.	16 Hours (Business Hours)	Scheduled (Business Hours)

## AIS Recommended Engagement

We have put together a list of services as well as our recommendations based on the City's request.

### **Endpoint Management:**

Our Endpoint Management plan will give you the best of the tools needed for day to day awareness of issues. The plan is based on all your servers and workstations. Some of the key benefits are as follows.

- Monitoring and Remote Managements
  - Desktop/Server Monitoring (Servers: 24/7)
  - w/ Secure remote access via LogMeIn Pro
- Security and Protection
  - Automated Microsoft Patch Management w/ pre-deployment sandboxing
  - Advanced Webroot protection w/ worldwide Zero Day advanced detection
- QBR, Annual Assessments and CTO Services
- Web dashboards for helpdesk staff and automated ticket creation for the ticketing system below

### **Help Desk Ticketing System:**

AIS will provide the use of a web ticketing system for the internal staff of CITY OF HIGHWOOD. This will be managed by specified CITY OF HIGHWOOD admins. This provides a knowledgebase for your helpdesk staff that works tangent with any work the AIS IT staff performs.

It also provides a place for end users to see the status of a task. The most useful feature is that admins can escalate any tickets within this system, directly to AIS as needed.

### **Mimecast Advanced Threat Security and Message Retention:**

In response to the SPAM protection request, AIS suggest this level of Mimecast security.

Targeted Threat Protection: URL Protect, Attachment Protect, and Impersonation Protect.

Comprehensive protection from the latest email-borne threats including spear-phishing, whaling (CEO fraud) and other sophisticated attacks.

- Defense against malware-less, social engineering attacks.
- On-click protection from malicious URL's in email.
- Attachment sandboxing and innovative safe file conversion.
- SLA-backed spam and malware protection and defense against zero-day threats.

### **Email encryption, flexible attachment management and stationery.**

- Dashboards and reporting to help administrators stay ahead of potential risks.
- Employee desktop and mobile apps for spam and quarantine management.
- Optional add-on Internal Email Protect enables Targeted Threat Protection based detection and remediation for both internal and outbound emails.

## Terms of Agreement

This Agreement between Customer and Seller is effective upon the date signed and shall remain in force for a period of thirty-six (36) months. Should modifications be required that change the monthly fees associated with this Agreement, these changes will be discussed with the Customer in advance. This Agreement automatically renews for a subsequent twelve (12) month period beginning on the day immediately following the end of the Initial Term, unless either party gives the other party sixty (60) days prior written notice of its intent not to renew this Agreement.

- a. If either party terminates this Agreement, Seller will assist in the orderly termination of services. Customer agrees to pay Seller the actual costs of rendering such assistance. The early termination fee is prorated and is calculated by taking the months remaining on your Agreement times 0.50, twelve (12) months recurring service fees, and minimum equal to three (3) months recurring service fees.

## Excluded Services

The following is a list of services that are not included in this agreement

- Labor associated with any Area(s) of Responsibility that are not outlined in this Agreement
- Labor associated with Projects or requests that fall under the Move, Add, or Change work type
- Any services not outlined in this Agreement
- Acts of God, Terror, Hostage, War, Nuclear Accidents, and any damaging events outside of human control
- Labor & Seller provided tools for non-compatible devices
- Labor associated with remediation of issues related to declining use of Seller provided tools, software, and agents.
- Hardware, Software, and Licensing not outlined in the Agreement.

**STANDARD LABOR RATES:**

**Time and Materials Rate Table: (no term)**

Table 3 – Time and Materials Rate Card

Unit Type	Unit Rate
Tier 1 Engineer	\$95.00
Tier 2 Engineer	\$110.00
Tier 3 Engineer	\$135.00
Infrastructure Engineer	\$110.00
Project Management	\$135.00
Consultant/Solutions Architect	\$150.00
Emergency/After Hours	\$175.00
TRAVEL	\$95.00

*Supplemental, longer term, discounted block hours may also be purchased.*

**AIS Response – Proposal Summary**

AIS is pleased to provide the City of Highwood the follow proposal in response to IT Managed Services Request.

Proposal Option 1- This is in direct response to the RFP, as written.

Description of Service	Price	Frequency
Network Managed Services, to include: Up to 2 existing Servers** (server operating systems), up to 29 computer end point devices, all printers, all phones and PDAs, ISP and network security monitoring, antivirus, antispam, message retention/archiving and maintaining the City’s existing Backup System. All support labor is included to maintain the City’s existing environment. Standard support hours, M-F 8:30am-5:00pm.	\$2,950.00	Monthly
Network Assessment and setup labor:	\$4,900.00	One-time
** Subject to AIS’s network assessment. If more than 2 servers are found, 3rd party licensing requirements and costs will change.		

Proposal Option 2 – This option offers reduced costs by limiting monthly support labor hours.

Description of Service	Price	Frequency
Network Managed Services, with monthly block hours, to include: Up to 2 existing Servers** (server operating systems), up to 29 computer end point devices, all printers, all phones and PDAs, ISP and network security monitoring, antivirus, antispam, message retention/archiving and maintaining the City’s existing Backup System. Up to 18 (anytime) monthly support blocks/hours, in	\$2,520.00	Monthly



support of the City’s existing environment. Standard support hours, M-F 8:30am-5:00pm. See Standard Labor Rates Table for overage labor rates.		
Network Assessment and setup labor:	\$4,900.00	One-time
** Subject to AIS’s network assessment. If more than 2 servers are found, 3rd party licensing requirements and costs will change.		

AIS’s Managed Disaster Recovery and Data Continuity – Nowadays with ransomware/malware attacks it is important to have an enterpriser server backup solution. AIS’ solution is non-Windows based and offers offsite data replication. Our solution has never been infected and has saved dozens of clients.

Description of Service	Price	Frequency
Disaster Recovery and Data Continuity Services: Up to 2 existing Servers** (server operating systems), up to 1.5 TB of server data.	\$520.00	Monthly
Offsite Data Replication (optional):	\$450.00	Monthly
Setup labor:	\$600.00	One-time
** Subject to AIS’s network assessment. If more than 2 servers are found, 3rd party licensing requirements and costs will change.		

**Additional Fees**

It is understood that any and all Services requested by the Customer that fall outside of the terms of this Agreement will be discussed with the Customer, and after agreed by the parties hereto, billed as separate, individual services.

**Acceptance of Service Agreement**

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth on below.

Authorizing Signature: \_\_\_\_\_

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

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

Client PO (Optional): \_\_\_\_\_