

CITY OF HIGHWOOD  
**REGULAR MEETING OF THE CITY COUNCIL**  
CITY COUNCIL CHAMBERS  
**Tuesday April 05, 2022 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: March 15, 2022
  - 3.2. Committee of the Whole: March 15, 2022
4. **Appointments**
  - 4.1. Appointment of a Mayor Pro Tem to Perform the Duties of the Mayor During Temporary Absence or Incapacity.
5. **Approval of Warrant List:**
  - 5.1. 04/05/2022 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 Modifying the Number of Class L Liquor Licenses to Accommodate an Application.
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 March 15, 2022 at 7:30 P.M.**  
**AGENDA MINUTES**

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**CALL TO ORDER** by Mayor Pecaro at 7:33 P.M.

**1. Roll Call**

Present: Aldermen Falberg, Fiore, Peterson and Hospodarsky

Absent: Aldermen Levi and Slavin

Also Present: City Manager Coren, Assistant City Manager Martin, 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 Hospodarsky to approve the minutes for City Council: February 15, 2022. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Hospodarsky and seconded by Alderman Peterson to approve the minutes for Committee of the Whole: February 15, 2022. All present voting aye, by voice vote, motion carried.

**4. Appointments** (Mayor Pecaro)

**5. Approval of Warrant List:**

5.1. Moved by Alderman Falberg and seconded by Alderman Fiore to approve the 03/01/2022 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

5.2. Moved by Alderman Falberg and seconded by Alderman Fiore to approve the 03/15/2022 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

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

**7. Mayor's Report**

Mayor Pecaro advised the Council he removed the appointment of Anthony Bilotti from the Planning and Zoning Commission. There were no objections.

**8. Committee Reports**

**9. Treasurer's Report**

9.1. Moved by Alderman Falberg and seconded by Alderman Fiore to approve the Treasurer's Report for December 2021. All present voting aye, by voice vote, motion carried.

**10. Clerk's Report**

## 11. Unfinished Business

## 12. New Business

- 12.1. Moved by Alderman Falberg and seconded by Alderman Fiore to override an ARC recommendation and approve a Resolution for an ARC Application for Wall Signage for North Shore Exchange, Located at 533 Bank Lane as submitted.
- 12.2. Moved by Alderman Peterson and seconded by Alderman Fiore to approve a Resolution Approving an ARC Application for Façade Renovation, Signage and Landscaping at the Highwood Public Library and Community Center, Located at 102 Highwood Avenue. All present voting aye, by voice vote, motion carried.
- 12.3. Moved by Alderman Falberg and seconded by Alderman Peterson to approve an Ordinance Authorizing the Mayor and Clerk to Execute a Real Estate Contract for the Purchase of 340 Green Bay Road, Highwood, Illinois. All present voting aye, by roll call vote, motion carried.
- 12.4. Moved by Alderman Falberg and seconded by Alderman Peterson to waive competitive bidding and approve a Motion Directing the City Manager to Accept a Proposal from Pipe Vision for \$46,560 to Clean and Line the Sanitary Sewer on Michigan Avenue.
- 12.5. Moved by Alderman Falberg and seconded by Alderman Peterson to approve an Ordinance Amending the Comprehensive Fee Schedule to Eliminate the Water Meter Charge and Environmental Fee and Increase the Water Rate to \$5.12 per 100 Cubic Feet. All present voting aye, by roll call vote, motion carried.
- 12.6. Moved by Alderman Hospodarsky and seconded by Alderman Fiore to waive competitive bidding and approve a Motion Directing the City Manager to Accept a Proposal from Chicago Concrete & Excavation Services for \$67,900 to Demolish the Vacant Buildings at 454 Green Bay Road.
- 12.7. Moved by Alderman Peterson and seconded by Alderman Hospodarsky to approve a Resolution Authorizing the City Manager to Amend and Extend the Residential Solid Waste Collection Service Agreement and the Commercial Solid Waste Collection Service Agreement with Lake Shore Recycling Systems for a Five-Year Term. All present voting aye, by roll call vote, motion carried.
- 12.8. Moved by Alderman Peterson and seconded by Alderman Fiore to waive competitive bidding and approve a Motion Directing the City Manager to Accept a Proposal to Remove Asbestos from the Properties at 420-424 Sheridan Road in an Amount not to Exceed \$160,000.
- 12.9. Moved by Alderman Peterson and seconded by Alderman Fiore to approve a Motion Authorizing the City Manager to Accept Updates to the Rate Sheets for Christopher Burke Engineering to Provide Engineering Consulting Services. 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 Fiore and seconded by Alderman Peterson to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:47 P.M.

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday March 15, 2022 at 6:00 P.M.

**AGENDA MINUTES**

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**CALL TO ORDER** moved by Alderman Fiore and seconded by Alderman Peterson to appoint Alderman Falberg as Mayor Pro Tem. All in favor voting aye, by voice vote, motion carried. Mayor Pro Tem Falberg called the meeting to order at 6:12 P.M.

**1. Roll Call**

Present: Mayor Pro Tem Falberg, Aldermen Fiore, Peterson and Hospodarsky

Absent: Aldermen Levi and Slavin

Late Arrival: Mayor Pecaro at 7:12 P.M.

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

**2. Public Hearing**

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

3.1. City Council: February 15, 2022

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

3.2. Committee of the Whole: February 15, 2022

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

**4. Appointments (Mayor Pecaro)**

**5. Review of Bill Warrant List**

5.1. 03/01/2022 AP Warrant List

The Warrant List will be approved for payment at the regular City Council meeting.

5.2. 03/15/2022 AP Warrant List

The Warrant List will be approved for payment at the regular City Council meeting.

**6. Unfinished Business**

**7. New Business**

7.1 Consideration of a Resolution Approving an ARC Application for Wall Signage for North Shore Exchange, Located at 533 Bank Lane.

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

7.2 Consideration of a Resolution Approving an ARC Application for Façade Renovation, Signage and Landscaping at the Highwood Public Library and Community Center, Located at 102 Highwood Avenue.

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

7.3 A Discussion on the December 2021 Treasurer's Report.

The cash balances and expenditures are in line as projected.

- 7.4 Consideration of an Ordinance Authorizing the Mayor and Clerk to Execute a Real Estate Contract for the Purchase of 340 Green Bay Road, Highwood, Illinois. This will be approved at the regular City Council meeting.
- 7.5 Consideration of a Motion Directing the City Manager to Accept a Proposal from Pipe Vision to Clean and Line the Sanitary Sewer on Michigan Avenue. This will be approved at the regular City Council meeting.
- 7.6 A Discussion on Water Meter System Upgrades and Utility Billing Outsourcing. Assistant City Manager Martin shared the potential upgrades and software available to ensure customer service and satisfaction.
- 7.7 Consideration of an Ordinance Amending the Comprehensive Fee Schedule to Eliminate the Water Meter Charge and Environmental Fee and Increase the Water Rate to \$5.12 per 100 Cubic Feet. This will be approved at the regular City Council meeting.
- 7.8 Consideration of a Motion Directing the City Manager to Accept a Proposal from Chicago Concrete & Excavation Services to Demolish the Vacant Buildings at 454 Green Bay Road. This will be approved at the regular City Council meeting.
- 7.9 Consideration of a Resolution Authorizing the City Manager to Amend and Extend the Residential Solid Waste Collection Service Agreement and the Commercial Solid Waste Collection Service Agreement with Lake Shore Recycling Systems for a Five-Year Term. This will be approved at the regular City Council meeting.
- 7.10 Consideration of a Motion Directing the City Manager to Accept a Proposal to Remove Asbestos from the Properties at 420-424 Sheridan Road in an Amount not to Exceed \$160,000. This will be approved at the regular City Council meeting.
- 7.11 Consideration of a Motion Authorizing the City Manager to Accept Updates to the Rate Sheets for Christopher Burke Engineering to Provide Engineering Consulting Services. This will be approved at the regular City Council meeting.
- 7.12 A Discussion on Increasing the Street Parking on Green Bay Road. Council discussed the potential acquisition of Union Pacific Railroad right of ways along Green Bay Road and Bank Lane. The Council agreed to pursue said acquisition and to continue negotiations.

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

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

- 10. Adjournment** moved by Alderman Hospodarsky and seconded by Alderman Falberg to adjourn the meeting. All present voting aye, by voice vote, motion carried.

# HIGHWOOD - AP WARRANT LIST

APRIL 05, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>AFLAC</b>					
	Invoice: 250900	MARCH 2022 01-00-218.06 AFLAC WH PAYABLE	02/12/22 \$146.57	02/12/22	\$146.57
	Invoice: 629586	APRIL 2022 01-00-218.06 AFLAC WH PAYABLE	03/12/22 \$146.57	03/12/22	\$146.57
Vendor Total for: AFLAC		(Fiscal YTD Payments: \$1,465.70)			\$293.14
<b>AT&amp;T MOBILITY</b>					
	Invoice: 03192022-7665	POLICE DEPARTMENT 01-21-552 TELEPHONE	03/19/22 \$55.00	03/19/22	\$55.00
Vendor Total for: AT&T MOBILITY		(Fiscal YTD Payments: \$610.74)			\$55.00
<b>AZAVAR AUDIT</b>					
	Invoice: 155401	GAS AUDITS 01-11-573 MISC. CONTRACT SE	02/28/22 \$36.18	02/28/22	\$36.18
	Invoice: 155402	TELECOM AUDITS 01-11-573 MISC. CONTRACT SE	02/28/22 \$23.56	02/28/22	\$23.56
	Invoice: 155481	ELECTRIC GUT 01-11-573 MISC. CONTRACT SE	03/17/22 \$1,226.55	03/17/22	\$1,226.55
Vendor Total for: AZAVAR AUDIT		(Fiscal YTD Payments: \$9,151.02)			\$1,286.29
<b>CARPENTERSVILLE POLICE DEPARTMENT</b>					
	Invoice: 03112022	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	03/11/22 \$75.00	03/11/22	\$75.00
Vendor Total for: CARPENTERSVILLE POLICE DEPARTMENT		(Fiscal YTD Payments: \$.00)			\$75.00
<b>CHICAGO CONCRETE &amp; EXCAVATION SERVICES</b>					
	Invoice: 03302022	454 GREEN BAY RD DEMO FINAL PMT 37-00-555 PROJECT MANAGEMEN	03/30/22 \$52,900.00	03/30/22	\$52,900.00
Vendor Total for: CHICAGO CONCRETE & EXCAVATION SERVICES		(Fiscal YTD Payments: \$15,000.00)			\$52,900.00
<b>CHRIS CIZEK</b>					
	Invoice: TN000597985	WATER DEPT EQUIP REIMBURSEMENT 51-00-512 REP & MAINT - DE	03/28/22 \$243.28	03/28/22	\$243.28
Vendor Total for: CHRIS CIZEK		(Fiscal YTD Payments: \$412.61)			\$243.28

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>CITY OF LAKE FOREST</b>					
	Invoice: 0004255850	FEBRUARY 2022 51-00-599 MISC CONTRACT SER	03/14/22 \$5,940.90	03/14/22	\$5,940.90
Vendor Total for: CITY OF LAKE FOREST			(Fiscal YTD Payments: \$81,499.95)		\$5,940.90
<b>CIZEK CONSULTING</b>					
	Invoice: 141	3/2-4/2/2022 51-00-599 MISC CONTRACT SER	03/31/22 \$3,312.00	03/31/22	\$3,312.00
Vendor Total for: CIZEK CONSULTING			(Fiscal YTD Payments: \$32,112.00)		\$3,312.00
<b>COMCAST BUSINESS</b>					
	Invoice: 03082022-2616	4 WALKER AVENUE 51-00-571 UTILITIES	03/08/22 \$95.40	03/08/22	\$95.40
	Invoice: 03162022-8065	710 SHERIDAN ROAD 51-00-571 UTILITIES	03/16/22 \$181.35	03/16/22	\$181.35
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$8,343.45)		\$276.75
<b>COMED</b>					
	Invoice: 03102022-9074	MASTER ACCT 64991-69074 01-41-571 UTILITIES	03/10/22 \$16.92	03/10/22	\$16.92
	Invoice: 03112022-0058	MASTER ACCT 90830-30058 51-00-571 UTILITIES 01-41-571 UTILITIES	03/11/22 \$3,690.41 \$1,627.35	03/11/22	\$5,317.76
	Invoice: 03172022-4012	WAUKEGAN/CLAY 01-41-571 UTILITIES	03/17/22 \$2,555.24	03/17/22	\$2,555.24
Vendor Total for: COMED			(Fiscal YTD Payments: \$76,299.02)		\$7,889.92
<b>CONSTELLATION ENERGY SVCS (INTEGRYS)</b>					
	Invoice: 3429140	4 WALKER/432 GREEN BAY ROAD 51-00-571 UTILITIES 01-51-571 UTILITIES	03/14/22 \$803.10 \$1,433.06	03/14/22	\$2,236.16
Vendor Total for: CONSTELLATION ENERGY SVCS (INTEGRYS)			(Fiscal YTD Payments: \$10,492.88)		\$2,236.16
<b>DIAMBRI &amp; CARAVELLO</b>					
	Invoice: 33223	HWD DUI 01-14-533.5 CITY PROSECUTOR -	03/15/22 \$220.00	03/15/22	\$220.00



# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>(DIAMBRI &amp; CARAVELLO Cont'd)</b>					
	Invoice: 33224	MONTHLY PROSECUTIONS 01-14-533.5 CITY PROSECUTOR -	03/15/22 \$800.00	03/15/22	\$800.00
Vendor Total for: DIAMBRI & CARAVELLO		(Fiscal YTD Payments: \$13,045.00)			\$1,020.00
<b>DYNAMIC DESIGN SOFTWARE</b>					
	Invoice: 03122022	03/01/2022-03/01/2023 01-11-561 DUES	03/12/22 \$299.00	03/12/22	\$299.00
Vendor Total for: DYNAMIC DESIGN SOFTWARE		(Fiscal YTD Payments: \$199.00)			\$299.00
<b>FEDEX</b>					
	Invoice: 7-692-78785	BUILDING DEPARTMENT 01-44-551 POSTAGE	03/16/22 \$10.06	03/16/22	\$10.06
Vendor Total for: FEDEX		(Fiscal YTD Payments: \$1,164.38)			\$10.06
<b>FOX VALLEY FIRE &amp; SAFETY</b>					
	Invoice: IN00507159	PUBLIC WORKS 01-41-511 REP & MAINT - BUI	03/12/22 \$195.55	03/12/22	\$195.55
	Invoice: IN00509485	REC CENTER 01-51-511 REP & MAINT - BUI	03/26/22 \$63.40	03/26/22	\$63.40
Vendor Total for: FOX VALLEY FIRE & SAFETY		(Fiscal YTD Payments: \$101.65)			\$258.95
<b>FSCI</b>					
	Invoice: 22-632	242 GREEN BAY ROAD 01-44-926 REIMBURSABLE EXPE	03/29/22 \$460.00	03/29/22	\$460.00
Vendor Total for: FSCI		(Fiscal YTD Payments: \$9,445.50)			\$460.00
<b>GRECO ELECTRICAL CONTRACTORS</b>					
	Invoice: 12425	454 GREEN BAY ROAD DISCONNECT 37-00-555 PROJECT MANAGEMEN	03/18/22 \$625.00	03/18/22	\$625.00
Vendor Total for: GRECO ELECTRICAL CONTRACTORS		(Fiscal YTD Payments: \$6,870.85)			\$625.00
<b>GUARDIAN</b>					
	Invoice: 03222022-7639	APRIL 2022 01-00-218.02 DENTAL INS WH PAY	03/22/22 \$42.91	03/22/22	\$42.91

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: GUARDIAN		(Fiscal YTD Payments: \$11,498.98)			\$42.91
GW & ASSOCIATES, PC					
	Invoice: 2201160	FEBRUARY 2022	03/15/22	03/15/22	\$8,500.00
		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: \$78,500.00)			\$8,500.00
HIGHLAND PARK FORD LINCOLN SUPER STORE					
	Invoice: 148986C	POLICE DEPARTMENT	03/28/22	03/28/22	\$186.34
		01-21-513 REP & MAINT - VEH	\$186.34		
Vendor Total for: HIGHLAND PARK FORD LINCOLN SUPER STORE		(Fiscal YTD Payments: \$6,947.62)			\$186.34
ILLINOIS ASSOC. OF CHIEFS OF POLICE					
	Invoice: 10536	POLICE DEPARTMENT	03/14/22	03/14/22	\$150.00
		01-21-561 DUES	\$150.00		
	Invoice: 10568	POLICE DEPARTMENT	03/22/22	03/22/22	\$37.00
		01-21-652 OPERATING SUPPLIE	\$37.00		
Vendor Total for: ILLINOIS ASSOC. OF CHIEFS OF POLICE		(Fiscal YTD Payments: \$115.00)			\$187.00
ILLINOIS PUBLIC RISK FUND					
	Invoice: 74151	MAY 2022	03/14/22	03/14/22	\$8,927.00
		01-51-465 WORKERS COMP INS	\$243.42		
		01-44-465 WORKERS COMP INS	\$338.60		
		01-11-465 WORKERS COMP INS	\$149.81		
		01-21-465 WORKERS COMP INS	\$5,262.48		
		51-00-454 WORKER'S COMP INS	\$1,257.46		
		01-41-465 WORKERS COMP INS	\$1,675.23		
Vendor Total for: ILLINOIS PUBLIC RISK FUND		(Fiscal YTD Payments: \$92,863.00)			\$8,927.00
ILMO PRODUCTS COMPANY					
	Invoice: 01275179	POLICE DEPARTMENT	03/15/22	03/15/22	\$225.42
		01-21-652 OPERATING SUPPLIE	\$225.42		
Vendor Total for: ILMO PRODUCTS COMPANY		(Fiscal YTD Payments: \$.00)			\$225.42

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<b>IMAGE SYSTEMS &amp; BUSINESS SOLUTIONS, LLC</b>					
	Invoice: 355991	COPIER LEASE ADMIN/PD 01-11-573 MISC. CONTRACT SE	03/25/22 \$326.35	03/25/22	\$652.70
	Invoice: 75924852	01-21-573 MISC. SERVICE CON PD/ADMIN COPIER LEASE 01-11-573 MISC. CONTRACT SE	\$326.35 03/31/22 \$314.30	03/31/22	\$628.59
		01-21-573 MISC. SERVICE CON	\$314.29		
Vendor Total for: IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC (Fiscal YTD Payments: \$6,977.35)					\$1,281.29
<b>JAIME LITJENS</b>					
	Invoice: INV140074102	ZOOM 3/26-4/25/2022 01-11-561 DUES	03/26/22 \$14.99	03/26/22	\$14.99
Vendor Total for: JAIME LITJENS (Fiscal YTD Payments: \$171.39)					\$14.99
<b>JANI-KING OF IL</b>					
	Invoice: CHC03221188	MARCH 2022 01-11-573 MISC. CONTRACT SE	03/01/22 \$452.50	03/01/22	\$905.00
		01-21-573 MISC. SERVICE CON	\$452.50		
Vendor Total for: JANI-KING OF IL (Fiscal YTD Payments: \$3,821.12)					\$905.00
<b>KLEIN, THORPE, AND JENKINS, LTD.</b>					
	Invoice: 224713	PENSION 01-14-533.1 CITY ATTY - GEN C	03/23/22 \$96.00	03/23/22	\$96.00
	Invoice: 224708	GENERAL CORPORATE MATTERS 01-14-533.1 CITY ATTY - GEN C	03/23/22 \$2,662.00	03/23/22	\$2,662.00
	Invoice: 224709	GENERAL LABOR 01-14-533.1 CITY ATTY - GEN C	03/23/22 \$168.00	03/23/22	\$168.00
	Invoice: 224710	TIF REDEVELOPMENT MATTERS 37-00-533 LEGAL FEES	03/23/22 \$880.00	03/23/22	\$880.00
	Invoice: 224711	251 HIGH STREET DEMOLITION 01-14-533.7 LEGAL ZONING	03/23/22 \$1,978.00	03/23/22	\$1,978.00
	Invoice: 224712	ADMINISTRATIVE REVIEW 01-14-533.1 CITY ATTY - GEN C	03/23/22 \$9,605.03	03/23/22	\$9,605.03
	Invoice: 224714	430 SHERIDAN ROAD 37-00-533 LEGAL FEES	03/23/22 \$440.00	03/23/22	\$440.00
Vendor Total for: KLEIN, THORPE, AND JENKINS, LTD. (Fiscal YTD Payments: \$120,181.80)					\$15,829.03
<b>LAKESHORE RECYCLING SYSTEMS</b>					
	Invoice: 0004931073	MARCH 2022	03/25/22	03/25/22	\$24,597.69

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		53-00-578 REFUSE BILLING EX			\$24,597.69
Vendor Total for: LAKESHORE RECYCLING SYSTEMS			(Fiscal YTD Payments: \$273,558.58)		\$24,597.69
<b>LITTLE TOMMY'S PLUMBING SHOP</b>					
	Invoice: I9208	4 WALKER AVENUE 51-00-512 REP & MAINT - DE	03/25/22 \$165.00	03/25/22	\$165.00
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP			(Fiscal YTD Payments: \$6,370.06)		\$165.00
<b>MCMASTER-CARR</b>					
	Invoice: 75309019	WATER DEPARTMENT 51-00-512 REP & MAINT - DE	03/25/22 \$321.62	03/25/22	\$321.62
Vendor Total for: MCMASTER-CARR			(Fiscal YTD Payments: \$.00)		\$321.62
<b>MENARDS - VERNON HILLS</b>					
	Invoice: 79677	REC CENTER 01-51-515 PARK MAINTENANCE	03/16/22 \$395.51	03/16/22	\$395.51
Vendor Total for: MENARDS - VERNON HILLS			(Fiscal YTD Payments: \$307.26)		\$395.51
<b>MENONI &amp; MOCOJNI</b>					
	Invoice: 1467058	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	03/21/22 \$35.00	03/21/22	\$35.00
	Invoice: 1467925	REC CENTER 01-52-928 MISCELLANEOUS EXP	03/30/22 \$471.75	03/30/22	\$471.75
Vendor Total for: MENONI & MOCOJNI			(Fiscal YTD Payments: \$9,206.71)		\$506.75
<b>MODERN ROOFING CO.</b>					
	Invoice: 13622	PUBLIC WORKS 01-41-511 REP & MAINT - BUI	03/21/22 \$2,850.00	03/21/22	\$2,850.00
Vendor Total for: MODERN ROOFING CO.			(Fiscal YTD Payments: \$3,300.00)		\$2,850.00
<b>MUNOZ PAVING CO.</b>					
	Invoice: 2020	460/632 GREEN BAY PATCHING 01-41-515 REP & MAINT - ST	03/01/22 \$1,100.00	03/01/22	\$1,100.00
	Invoice: 2021	POTHOLE PATCHING MULT. LOCATIONS 01-41-515 REP & MAINT - ST	03/01/22 \$1,200.00	03/01/22	\$1,200.00

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

List #321

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(MUNOZ PAVING CO. Cont'd)					
	Invoice: 2022	NORTH/N. CENTRAL STOP SIGN INSTALL 01-41-515 REP & MAINT - ST	03/01/22 \$450.00	03/01/22	\$450.00
	Invoice: 2023	420 SHERIDAN SIDEWALK REPAIR 01-41-515 REP & MAINT - ST	03/01/22 \$650.00	03/01/22	\$650.00
Vendor Total for: MUNOZ PAVING CO.			(Fiscal YTD Payments: \$22,560.00)		\$3,400.00
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 615992	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	03/14/22 \$209.47	03/14/22	\$209.47
	Invoice: 616043	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	03/17/22 \$53.99	03/17/22	\$53.99
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK			(Fiscal YTD Payments: \$1,819.58)		\$263.46
NAPA AUTO PARTS					
	Invoice: 097609	PUBLIC WORKS 01-41-512 REP & MAINT - EQU	03/15/22 \$29.99	03/15/22	\$29.99
	Invoice: 097795	PUBLIC WORKS 01-41-512 REP & MAINT - EQU	03/17/22 \$18.69	03/17/22	\$18.69
Vendor Total for: NAPA AUTO PARTS			(Fiscal YTD Payments: \$1,263.63)		\$48.68
NORTH SHORE GAS					
	Invoice: 03112022-0009	454 GREEN BAY ROAD 01-41-571 UTILITIES	03/11/22 \$8.58	03/11/22	\$8.58
	Invoice: 03152022-0008	454 GREEN BAY ROAD FRONT 01-41-571 UTILITIES	03/15/22 \$83.88	03/15/22	\$83.88
	Invoice: 03152022-0011	454 GBR REAR FL 2 01-41-571 UTILITIES	03/15/22 \$5.38	03/15/22	\$5.38
	Invoice: 03162022-00001	5 WESTERN AVENUE 51-00-571 UTILITIES	03/16/22 \$38.06	03/16/22	\$38.06
	Invoice: 03162022-0001	317 GREEN BAY ROAD 01-41-571 UTILITIES	03/16/22 \$340.28	03/16/22	\$340.28
Vendor Total for: NORTH SHORE GAS			(Fiscal YTD Payments: \$7,120.18)		\$476.18
PACE ANALYTICAL SERVICES, LLC					
	Invoice: 031422	WATER ANALYSIS 51-00-518 WATER ANALYSIS	03/14/22 \$70.00	03/14/22	\$70.00
	Invoice: I9503611	WATER ANALYSIS	03/14/22	03/14/22	\$17.50

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: I9503841	51-00-518 WATER ANALYSIS WATER ANALYSIS 51-00-518 WATER ANALYSIS	\$17.50 03/16/22 \$18.25	03/16/22	\$18.25
Vendor Total for: PACE ANALYTICAL SERVICES, LLC			(Fiscal YTD Payments: \$2,888.50)		\$105.75
<b>PEPSI BEVERAGES COMPANY</b>					
	Invoice: 821000256	REC CENTER CONCESSIONS 01-52-928 MISCELLANEOUS EXP	03/18/22 \$191.82	03/18/22	\$191.82
Vendor Total for: PEPSI BEVERAGES COMPANY			(Fiscal YTD Payments: \$865.45)		\$191.82
<b>PHOENIX MIDWEST CONSULTANTS</b>					
	Invoice: 3312022HW	MARCH 2022 01-44-926 REIMBURSABLE EXPE	03/31/22 \$1,700.00	03/31/22	\$1,700.00
Vendor Total for: PHOENIX MIDWEST CONSULTANTS			(Fiscal YTD Payments: \$70,835.12)		\$1,700.00
<b>PLATINUM SYSTEMS</b>					
	Invoice: K-150699	POLICE DEPARTMENT 01-11-537 COMPUTER SUPPORT	03/18/22 \$315.00	03/18/22	\$315.00
	Invoice: K-150700	POLICE DEPARTMENT 01-11-537 COMPUTER SUPPORT	03/18/22 \$236.25	03/18/22	\$236.25
	Invoice: K-150808	ADMIN 01-11-537 COMPUTER SUPPORT	04/01/22 \$477.50	04/01/22	\$477.50
	Invoice: K-150809	POLICE DEPARTMENT 01-11-537 COMPUTER SUPPORT	04/01/22 \$232.50	04/01/22	\$232.50
Vendor Total for: PLATINUM SYSTEMS			(Fiscal YTD Payments: \$15,722.88)		\$1,261.25
<b>RAY O'HERRON CO., INC.</b>					
	Invoice: 2181572	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/16/22 \$186.73	03/16/22	\$186.73
	Invoice: 2181574	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/16/22 \$503.40	03/16/22	\$503.40
	Invoice: 2184397	POLICE DEPARTMENT 01-21-653 UNIFORMS	03/30/22 \$455.99	03/30/22	\$455.99
Vendor Total for: RAY O'HERRON CO., INC.			(Fiscal YTD Payments: \$7,585.40)		\$1,146.12
<b>RIPPLE PUBLIC RELATIONS</b>					
	Invoice: 04012022	APRIL 2022	04/01/22	04/01/22	\$500.00

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-573 MISC. CONTRACT SE	\$500.00		
Vendor Total for: RIPPLE PUBLIC RELATIONS		(Fiscal YTD Payments: \$6,000.00)			\$500.00
ROSENTHAL BROTHERS, INC.					
	Invoice: 48387	INS BOND 01-11-573 MISC. CONTRACT SE	02/23/22 \$120.00	02/23/22	\$120.00
	Invoice: 48388	NOTARY BOND 01-21-573 MISC. SERVICE CON	02/23/22 \$30.00	02/23/22	\$30.00
Vendor Total for: ROSENTHAL BROTHERS, INC.		(Fiscal YTD Payments: \$460.00)			\$150.00
SCOTT COREN					
	Invoice: 03142022	2022 APA CONFERENCE 01-11-563 TRAINING	03/14/22 \$2,072.29	03/14/22	\$2,072.29
Vendor Total for: SCOTT COREN		(Fiscal YTD Payments: \$3,473.58)			\$2,072.29
SE-INC.					
	Invoice: 22-30737	SNOW PLOWING 21/22 INSTALL 5/5 15-00-653 STREET SALT & SAN	02/01/22 \$25,000.00	02/01/22	\$25,000.00
Vendor Total for: SE-INC.		(Fiscal YTD Payments: \$201,932.70)			\$25,000.00
SELECTIVE INSURANCE CO OF AMERICA					
	Invoice: 03172022-1479	GENERAL LIABILITY 01-51-592 LIABILITY INSURAN 01-44-592 LIABILITY INSURAN 01-11-592 LIABILITY INSURAN 01-21-592 LIABILITY INSURAN 01-41-592 LIABILITY INSURAN	03/17/22 \$708.49 \$416.50 \$1,416.98 \$3,453.53 \$1,415.50	03/17/22	\$7,411.00
Vendor Total for: SELECTIVE INSURANCE CO OF AMERICA		(Fiscal YTD Payments: \$81,626.00)			\$7,411.00
STAPLES OFFICE SUPPLY					
	Invoice: 14572	ADMIN' 01-11-651 OFFICE SUPPLIES	03/01/22 \$63.47	03/01/22	\$63.47
Vendor Total for: STAPLES OFFICE SUPPLY		(Fiscal YTD Payments: \$1,302.49)			\$63.47
SYNCB/AMAZON					
	Invoice: 435368767348	REC CENTER	02/17/22	02/17/22	\$29.71

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 455749559355	01-51-652 OPERATING SUPPLIE REC CENTER	\$29.71 02/24/22	02/24/22	\$28.07
	Invoice: 546378468467	01-51-511 REP & MAINT - BUI ADMIN	\$28.07 03/08/22	03/08/22	\$17.98
	Invoice: 678985775967	01-11-651 OFFICE SUPPLIES REC CENTER	\$17.98 02/17/22	02/17/22	\$13.99
	Invoice: 845354955356	01-51-651 OFFICE SUPPLIES ADMIN	\$13.99 02/28/22	02/28/22	\$478.82
	Invoice: 964869743666	01-11-652 OPERATING SUPPLIE ADMIN	\$478.82 02/13/22	02/13/22	\$86.18
Vendor Total for: SYNCB/AMAZON			(Fiscal YTD Payments: \$9,287.72)		\$654.75
<b>T2 SYSTEMS</b>					
	Invoice: IRIS00000103448	APRIL 2022 01-11-573 MISC. CONTRACT SE	03/21/22 \$150.00	03/21/22	\$150.00
Vendor Total for: T2 SYSTEMS			(Fiscal YTD Payments: \$3,300.00)		\$150.00
<b>TDS METROCOM</b>					
	Invoice: 03252022-6531	PUBLIC WORKS 01-41-552 TELEPHONE	03/25/22 \$.08	03/25/22	\$.08
Vendor Total for: TDS METROCOM			(Fiscal YTD Payments: \$459.03)		\$.08
<b>TECHNOLOGY MANAGEMENT REVOLVING FUND</b>					
	Invoice: T2221966	FEBRUARY 2022 01-21-555 COMMUNICATIONS/OT	03/21/22 \$491.49	03/21/22	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND			(Fiscal YTD Payments: \$5,406.39)		\$491.49
<b>TEODORO MONROY</b>					
	Invoice: 09012021	TRAINING REIMBURSEMENT 01-21-563 TRAINING	03/31/22 \$34.04	03/31/22	\$34.04
	Invoice: 09212021	UNIFORM REIMBURSEMENT 01-21-653 UNIFORMS	03/31/22 \$39.00	03/31/22	\$39.00
Vendor Total for: TEODORO MONROY			(Fiscal YTD Payments: \$.00)		\$73.04
<b>THOMPSON ELEVATOR INSPECTION</b>					
	Invoice: 22-0549	35 ELEVATOR CODE INSPECTIONS	02/22/22	02/22/22	\$1,722.00



# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-44-926 REIMBURSABLE EXPE			\$1,722.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION		(Fiscal YTD Payments: \$1,772.00)			\$1,722.00
TRYAD SOLUTIONS					
	Invoice: 82102	ADMIN 01-11-573 MISC. CONTRACT SE	03/11/22 \$274.66	03/11/22	\$274.66
Vendor Total for: TRYAD SOLUTIONS		(Fiscal YTD Payments: \$6,005.34)			\$274.66
USA BLUE BOOK					
	Invoice: 898573	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/03/22 \$321.74	03/03/22	\$321.74
Vendor Total for: USA BLUE BOOK		(Fiscal YTD Payments: \$2,412.09)			\$321.74
VISION SERVICE PLAN OF ILLINOIS					
	Invoice: 814641026	APRIL 2022 01-00-218.09 EMPLOYE VISION WH	03/17/22 \$228.56	03/17/22	\$228.56
Vendor Total for: VISION SERVICE PLAN OF ILLINOIS		(Fiscal YTD Payments: \$2,351.16)			\$228.56
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5192175-0	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	03/15/22 \$43.62	03/15/22	\$43.62
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS		(Fiscal YTD Payments: \$1,786.76)			\$43.62
					\$65,973.20
					\$25,000.00
					\$54,845.00
					\$19,026.07
					\$25,022.69
Grand Total:					\$189,866.96

# HIGHWOOD - AP WARRANT LIST

APRIL 01, 2022

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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
CHICAGO CONCRETE & EXCAVATION SERVICES						
	Invoice: 03172022	454 DEMO DOWN PAYMENT 15% 37-00-555 PROJECT MANAGEMEN	002420	03/17/22	305	\$15,000.00
Vendor Total for: CHICAGO CONCRETE & EXCAVATION SERVICES						(Fiscal YTD Payments: \$15,000.00) \$15,000.00
HIGHWOOD PUBLIC LIBRARY						
	Invoice: 03212022	PPRT FYE 04/30/2022 01-00-342 PERS PROPERTY REP	056118	03/21/22	305	\$4,495.88
Vendor Total for: HIGHWOOD PUBLIC LIBRARY						(Fiscal YTD Payments: \$4,495.88) \$4,495.88
POSTMASTER - HIGHWOOD						
	Invoice: 03172022	MARCH 2022 UTILITY BILLING REISSUED 51-00-551 POSTAGE 53-00-551 POSTAGE	056117	03/17/22	305	\$706.50
Vendor Total for: POSTMASTER - HIGHWOOD						(Fiscal YTD Payments: \$5,446.70) \$706.50
GENERAL FUND						\$4,495.88
TIF PROJECT/EXPENSE FUND						\$15,000.00
WATER & SEWER						\$423.90
GARBAGE FUND						\$282.60
Grand Total:						\$20,202.38

**AGENDA MEMO**  
**Committee of the Whole**  
**April 5, 2022**

**ISSUE STATEMENT**

An ordinance modifying the number of Class L liquor licenses to accommodate an application.

**BACKGROUND/HISTORY**

The City of Highwood sold the former Parantoni restaurant/liquor store at 406 Green Bay Road in 2021. The space is currently being rehabilitated and has a lease with a tenant, Broken Tee Brewing, to open a brewery at this location.

The application and background checks required to obtain a license have been completed successfully, but there is no open and available Class L license. This ordinance increases the number of licenses from two to three to provide them a 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 MODIFYING THE NUMBER OF  
CLASS L LIQUOR LICENSES TO ACCOMMODATE AN APPLICATION**

**ADOPTED BY THE CITY COUNCIL  
OF THE  
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS  
ON  
THE 5th DAY OF APRIL 2022**

Published in pamphlet form by authority of the City Council  
of the City of Highwood, Lake County, Illinois  
on this 5th day of April, 2022

**City-wide**

Mayor: Charlie Pecaro  
City Clerk: Scott Coren  
City Manager: Scott Coren  
City Attorney: Howard Jablecki  
Klein, Thorpe, Jenkins, Ltd

**Aldermen**

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

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

**AN ORDINANCE MODIFYING THE NUMBER OF  
CLASS L LIQUOR LICENSES TO ACCOMMODATE AN APPLICATION**

**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**, it has been determined by the City Council of the City of Highwood that an additional license to accommodate businesses that produce and sell beer and wine will be beneficial for the development of the City of Highwood; and

**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: L: Class L License: Beer & Wine Production and Sampling License of the Highwood City Code is hereby modified as follows (deleted language stricken):

**4-1-7 (L): CLASS L LICENSE: BEER & WINE PRODUCTION AND SAMPLING LICENSE**

1. License holder is authorized to manufacture, package, distribute, store and sell beer or wine at retail for on or off premises consumption in compliance with federal and state laws.
2. The number of licenses allowed shall be three (3) ~~two (2)~~.
3. Alcohol sales may not be conducted between one o'clock (1:00) A.M. and five o'clock (5:00) A.M. Monday through Thursday, or three o'clock (3:00) A.M. and five o'clock (5:00) A.M. Friday through Sunday, New Year's Day, Thanksgiving and the day after St. Patrick's Day.
4. The dispensing of samples of beer, wine or spirits for promotional or advertising purposes is allowed with the approval of the liquor commissioner or his designee. A BASSET certified person shall oversee the promotional event and distribution of samples. The licensee shall perform an identification check of each person to whom a sample is dispensed. The samples shall be consumed on the premises and not carried outside the premises.
5. Retail sales for off premises consumption and on premises consumption shall be limited to the retail portion of the licensed premises; except, however, on premises consumption

may be allowed in other areas of the licensed premises during supervised tours and private events. The retail portion of the licensed premises shall not exceed one thousand (1,000) square feet.

- 6. Patrons under twenty one (21) years of age shall be allowed on the premises when accompanied by a person twenty one (21) years of age or older; except, however, classes and seminars on alcoholic related subjects shall only be open to patrons twenty one (21) years and older.
- 7. The initial fee for a Class L license shall be three thousand dollars (\$3,000.00). The annual fee for a class L license shall be one thousand eight hundred and seventy five dollars (\$1,875.00)

**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 5th day of April 2022, pursuant to a roll call vote as follows:

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

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

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

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

**APPROVED** by the City Council of the City of Highwood this 5th day of April, 2022.

\_\_\_\_\_  
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 MODIFYING THE NUMBER OF  
CLASS L LIQUOR LICENSES TO ACCOMMODATE AN APPLICATION**

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 5th day of April, 2022.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 5th day of April, 2022.

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

(seal)