

CITY OF HIGHWOOD
REGULAR MEETING OF THE CITY COUNCIL
CITY COUNCIL CHAMBERS
Wednesday April 20, 2021 at 7:30 P.M.

AGENDA

CALL TO ORDER

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Review of Minutes to be Approved**
 - 3.1. City Council: April 07, 2021
 - 3.2. Committee of the Whole: April 07, 2021
4. **Appointments** (Mayor Pecaro)
5. **Approval of Warrant List:**
 - 5.1. 04/20/2021 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 a Resolution Approving an ARC Application for Awning and Signage at for Toffee Traditions, Located at 323 Waukegan Avenue.
 - 12.2. Consideration of an Ordinance Amending 4-1-7: Classification of Licenses in the Highwood City Code to Eliminate a Class D Liquor License.
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
Wednesday April 7, 2021 at 7:30 P.M.

AGENDA MINUTES

CALL TO ORDER by Mayor Pecaro at 7:43 P.M.

1. Roll Call

Present: Aldermen Slavin, Falberg, Peterson and Hospodarsky
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 as presented for City Council: March 16, 2021. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Falberg and seconded by Alderman Peterson to approve the minutes as presented for Committee of the Whole: March 16, 2021. All present voting aye, by voice vote, motion carried.

4. Appointments (Mayor Pecaro)

5. Approval of Warrant List:

5.1. Moved by Alderman Peterson and seconded by Alderman Slavin to approve the 04/07/2021 AP Warrant List as presented for payment. All present voting aye, by roll call vote, motion carried.

6. Public Input Items Not on Agenda

7. Mayor's Report

8. Committee Reports

9. Treasurer's Report

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

9.2. Moved by Alderman Peterson and seconded by Alderman Hospodarsky to approve the February 2021 Treasurer's Report. All present voting aye, by voice vote, motion carried.

10. Clerk's Report

ACTION ITEMS

11. Unfinished Business

12. New Business

- 12.1. Moved by Alderman Falberg and seconded by Alderman Peterson to not approve a Resolution Approving an ARC Application for Window Signage at Fettner Construction, Located at 47 Highwood Avenue. All present voting opposed, by voice vote, motion carried.
- 12.2. Consideration of a Resolution Approving an ARC Application for Facade Changes at Isaac & Moishe's Deli, Located at 311 Waukegan Avenue. This item is tabled to a future meeting.
- 12.3. Moved by Alderman Falberg and seconded by Alderman Slavin to waive competitive bidding and approve a Resolution Authorizing the City Manager to Spend Up to \$29,995 on Regular Landscape Mowing, Edging, Landscape Bed Weeding and Basic Trimming Through Scopelliti Landscaping. All present voting aye, by voice vote, motion carried.
- 12.4. Moved by Alderman Peterson and seconded by Alderman Hospodarsky to approve a Resolution Setting a Public Meeting Relating to the Extension and TIF Plan Amendment of the Highwood Downtown TIF District. All present voting aye, by voice vote, motion carried.
- 12.5. Moved by Alderman Falberg and seconded by Alderman Peterson to approve an Ordinance Authorizing the Establishment of a Uniform Tax Increment Financing Interested Parties Registry for all Tax Increment Financing Districts Within the City of Highwood, Either Existing or Established in the Future and Adopting Rules for Registration in Relation Thereto. All present voting aye, by roll call vote, motion carried.
- 12.6. Moved by Alderman Slavin and seconded by Alderman Falberg to approve a Resolution Accepting a Bid from Morton Salt, Inc and Authorizing the City Manager to Purchase up to 1,200 Tons of Salt for the 2021-2022 Winter Season. All present voting aye, by voice vote, motion carried.
- 12.7. Moved by Alderman Falberg and seconded by Alderman Hospodarsky to approve an Ordinance Extending the Existing Curbside Café Ordinance in the City of Highwood. All present voting aye, by roll call vote, motion carried.
- 12.8. Moved by Alderman Falberg and seconded by Alderman Peterson to approve a Resolution Designating the Assistant City Manager as the Coordinator for all ICMA Plans. All present voting aye, by voice vote, motion carried.

13. Executive Session (If Necessary)

14. Any Action Necessary Coming Out of Executive Session

15. **Adjournment** moved by Alderman Slavin and seconded by Alderman Falberg. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting ay 8:01 P.M.

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Wednesday April 7, 2021 at 6:00 P.M.

AGENDA MINUTES

CALL TO ORDER by Mayor Pecaro at 6:05 P.M.

1. Roll Call

Present: Aldermen Slavin, Peterson and Hospodarsky

Late Arrival: Alderman Falberg at 6:10 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: March 16, 2021

Minutes will be approved as presented at the Regular City Council Meeting.

3.2. Committee of the Whole: March 16, 2021

Minutes will be approved as presented at the Regular City Council Meeting.

4. Appointments (Mayor Pecaro)

5. Review of Bill Warrant List

5.1. 04/07/2021 AP Warrant List

The Warrant List will be approved for payment as presented at the Regular City Council Meeting.

6. Unfinished Business

7. New Business

7.1 A Discussion on the January and February 2021 Treasurer's Reports.

Both January and February 2021 Treasurer's Reports are in line with projections during the Covid 19 pandemic.

7.2 Consideration of a Resolution Approving an ARC Application for Window Signage at Fettner Construction, Located at 47 Highwood Avenue.

Council has asked that the requester come back with a more complete submission.

7.3 Consideration of a Resolution Approving an ARC Application for Facade Changes at Isaac & Moishe's Deli, Located at 311 Waukegan Avenue.

Applicant must conform the awning to the previous approval with the exception that the word 'deli' can used interchangeably with 'delicatessen'.

- 7.4 A Discussion on an ARC Application for Fencing at Warehouse Gym and Boxing, Located at 250 Waukegan Avenue.
Council has asked the requester to submit a more solid plan for storage of equipment and a more complete submission for the proposed fence.
- 7.5 Consideration of a Resolution Authorizing the City Manager to Spend Up to \$29,995 on Regular Landscape Mowing, Edging, Landscape Bed Weeding and Basic Trimming Through Scopelliti Landscaping.
This will be approved at the Regular City Council Meeting.
- 7.6 Consideration of a Resolution Setting a Public Meeting Relating to the Extension and TIF Plan Amendment of the Highwood Downtown TIF District.
This will be approved at the Regular City Council Meeting.
- 7.7 Consideration of an Ordinance Authorizing the Establishment of a Uniform Tax Increment Financing Interested Parties Registry for all Tax Increment Financing Districts Within the City of Highwood, Either Existing or Established in the Future and Adopting Rules for Registration in Relation Thereto.
This will be approved at the Regular City Council Meeting.
- 7.8 Consideration of a Resolution Accepting a Bid from Morton Salt, Inc and Authorizing the City Manager to Purchase up to 1,200 Tons of Salt for the 2021-2022 Winter Season.
This will be approved at the Regular City Council Meeting.
- 7.9 Consideration of an Ordinance Extending the Existing Curbside Café Ordinance in the City of Highwood.
This will be approved at the Regular City Council Meeting.
- 7.10 Consideration of a Resolution Designating the Assistant City Manager as the Coordinator for all ICMA Plans.
This will be approved at the Regular City Council Meeting.
- 7.11 A Discussion on a Community Survey Related to Policing Services.
Staff was directed to move forward with survey design and concept.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

- 10. Adjournment** moved by Alderman Falberg and seconded by Alderman Peterson to adjourn the meeting. All present voting aye, by voice vote motion carried. Mayor Pecaro adjourned the meeting at 7:43 P.M.

HIGHWOOD - AP WARRANT LIST

ARRIL 20, 2021

List #298

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AEREX PEST CONTROL					
	Invoice: 2385846	17 HIGHWOOD AVENUE 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	04/15/21 \$48.00 \$48.00	04/15/21	\$96.00
Vendor Total for: AEREX PEST CONTROL			(Fiscal YTD Payments: \$783.00)		\$96.00
AFLAC					
	Invoice: 309730	APRIL 2021 01-00-218.06 AFLAC WH PAYABLE	04/12/21 \$146.57	04/12/21	\$146.57
Vendor Total for: AFLAC			(Fiscal YTD Payments: \$1,617.68)		\$146.57
AGUSTIN GARCIA					
	Invoice: 02232021	TRAINING REIMBURSEMENT 51-00-563 TRAINING	04/01/21 \$165.00	04/01/21	\$165.00
Vendor Total for: AGUSTIN GARCIA			(Fiscal YTD Payments: \$.00)		\$165.00
ALEXANDER CHEMICAL CORPORATION					
	Invoice: 37414	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	03/30/21 \$201.50	03/30/21	\$201.50
Vendor Total for: ALEXANDER CHEMICAL CORPORATION			(Fiscal YTD Payments: \$4,246.25)		\$201.50
B&F CONSTRUCTION CODE SERVICES					
	Invoice: 14210	MARCH 2021 01-44-926 REIMBURSABLE EXPE	04/07/21 \$375.00	04/07/21	\$375.00
Vendor Total for: B&F CONSTRUCTION CODE SERVICES			(Fiscal YTD Payments: \$1,415.00)		\$375.00
BEAVER'S					
	Invoice: 03292021	TREE TRIMMING MULT. LOCATIONS 01-41-915 FORESTRY	03/29/21 \$3,300.00	03/29/21	\$3,300.00
Vendor Total for: BEAVER'S			(Fiscal YTD Payments: \$14,500.00)		\$3,300.00
BERNARDI AUTO SERVICE CENTER, INC					
	Invoice: 8137	PUBLIC WORKS 01-41-513 REP & MAINT - VEH	03/30/21 \$190.24	03/30/21	\$190.24
Vendor Total for: BERNARDI AUTO SERVICE CENTER, INC			(Fiscal YTD Payments: \$4,506.52)		\$190.24

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
CALL ONE					
	Invoice: 397823	04/15-05/14/2021 01-21-552 TELEPHONE 51-00-552 TELEPHONE 01-11-552 TELEPHONE	04/15/21 \$148.17 \$281.34 \$972.19	04/15/21	\$1,401.70
Vendor Total for: CALL ONE			(Fiscal YTD Payments: \$14,909.42)		\$1,401.70
CAREFREE COMFORT, INC.					
	Invoice: Q72547	432 GREEN BAY ROAD 01-51-511 REP & MAINT - BUI	04/01/21 \$1,100.00	04/01/21	\$1,100.00
Vendor Total for: CAREFREE COMFORT, INC.			(Fiscal YTD Payments: \$4,084.00)		\$1,100.00
CHRISTOPHER B. BURKE ENGINEERING, LTD.					
	Invoice: 165129	PAVEMENT MGMT. REPORT UPDATE 01-41-535 ENGINEERING FEES	04/02/21 \$2,804.00	04/02/21	\$2,804.00
	Invoice: 165130	GREEN BAY ROAD STREETSCAPE/LIGHTS 01-41-535 ENGINEERING FEES	04/02/21 \$320.50	04/02/21	\$320.50
	Invoice: 165131	TIF LEGAL DSCRPT 454/500 SHERIDAN 01-41-535 ENGINEERING FEES	04/02/21 \$702.00	04/02/21	\$702.00
	Invoice: 165132	546 GREEN BAY ROAD 78-00-259.96 546 GBR PUD	04/02/21 \$532.00	04/02/21	\$532.00
	Invoice: 165133	NPDES MS4 PHASE II COMPLIANCE 51-00-532 ENGINEERING	04/02/21 \$536.00	04/02/21	\$536.00
Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD.			(Fiscal YTD Payments: \$39,854.52)		\$4,894.50
COMCAST BUSINESS					
	Invoice: 040821-2616	4 WALKER AVENUE 51-00-571 UTILITIES	04/08/21 \$88.40	04/08/21	\$88.40
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$9,965.10)		\$88.40
COMED					
	Invoice: 04012021-3014	836 STABLES CT. WEST 01-41-571 UTILITIES	04/01/21 \$107.61	04/01/21	\$107.61
	Invoice: 04052021-3002	NORTH/WESTERN 01-41-571 UTILITIES	04/05/21 \$51.14	04/05/21	\$51.14
	Invoice: 040521-1105	432 GREEN BAY ROAD 01-51-571 UTILITIES	04/05/21 \$512.75	04/05/21	\$512.75
	Invoice: 040521-8009	1 W GREEN BAY NS	04/05/21	04/05/21	\$25.99

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 040521-8045	01-41-571 UTILITIES METERED STREET LIGHTS	\$25.99 04/05/21	04/05/21	\$233.06
	Invoice: 04062021-1002	01-41-571 UTILITIES 2526 WESTERN AVENUE	\$233.06 04/06/21	04/06/21	\$180.67
	Invoice: 04062021-2041	01-41-571 UTILITIES 710 SHERIDAN ROAD	\$180.67 04/06/21	04/06/21	\$162.10
	Invoice: 04062021-4007	51-00-571 UTILITIES PALMER/HIGHWOOD	\$162.10 04/06/21	04/06/21	\$24.57
	Invoice: 04062021-4010	01-41-571 UTILITIES WEBSTER/SHERIDAN	\$24.57 04/06/21	04/06/21	\$209.94
	Invoice: 04062021-5003	01-41-571 UTILITIES 4 WALKER AVENUE	\$209.94 04/06/21	04/06/21	\$2,847.13
	Invoice: 04062021-5010	51-00-571 UTILITIES 960 SHERIDAN ROAD	\$2,847.13 04/06/21	04/06/21	\$118.13
		01-41-571 UTILITIES	\$118.13		
Vendor Total for: COMED		(Fiscal YTD Payments: \$74,010.28)			\$4,473.09
FEDEX					
	Invoice: 7-324-29164	252 GREEN BAY ROAD FIRE PLANS	03/31/21	03/31/21	\$9.18
		01-44-551 POSTAGE	\$9.18		
Vendor Total for: FEDEX		(Fiscal YTD Payments: \$767.68)			\$9.18
FERGUSON WATERWORKS #2516					
	Invoice: 0387755	WATER METER	03/26/21	03/26/21	\$1,273.49
		51-00-652 OPERATING SUPPLIE	\$1,273.49		
	Invoice: 0387911	WATER METER	04/07/21	04/07/21	\$230.29
		51-00-652 OPERATING SUPPLIE	\$230.29		
Vendor Total for: FERGUSON WATERWORKS #2516		(Fiscal YTD Payments: \$4,167.76)			\$1,503.78
FIRST COMMUNICATIONS, LLC					
	Invoice: 121470708	MARCH & APRIL 2021	04/06/21	04/06/21	\$1,351.45
		01-21-552 TELEPHONE	\$1,351.45		
Vendor Total for: FIRST COMMUNICATIONS, LLC		(Fiscal YTD Payments: \$7,017.37)			\$1,351.45
FSCI					
	Invoice: 2021-419	252 GREEN BAY ROAD DR. BOINPALLY	04/08/21	04/08/21	\$450.00
		01-44-926 REIMBURSABLE EXPE	\$450.00		
Vendor Total for: FSCI		(Fiscal YTD Payments: \$3,674.00)			\$450.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
GALAXIE PROFESSIONAL CLEANING INC.					
	Invoice: 5118	APRIL 2021 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	04/01/21 \$424.00 \$425.00	04/01/21	\$849.00
Vendor Total for: GALAXIE PROFESSIONAL CLEANING INC.		(Fiscal YTD Payments: \$9,826.50)			\$849.00
GROWER EQUIPMENT & SUPPLY CO					
	Invoice: INV-21579	REC CENTER 01-51-515 PARK MAINTENANCE	03/01/21 \$22.13	03/01/21	\$22.13
Vendor Total for: GROWER EQUIPMENT & SUPPLY CO		(Fiscal YTD Payments: \$3,652.43)			\$22.13
HEARTSMART.COM					
	Invoice: 1877783	AED BATTERIES 01-11-652 OPERATING SUPPLIE	03/24/21 \$716.40	03/24/21	\$716.40
Vendor Total for: HEARTSMART.COM		(Fiscal YTD Payments: \$293.64)			\$716.40
HIGHLAND PARK FORD LINCOLN SUPER STORE					
	Invoice: 137260	POLICE DEPARTMENT 01-21-513 REP & MAINT - VEH	04/01/21 \$58.10	04/01/21	\$58.10
Vendor Total for: HIGHLAND PARK FORD LINCOLN SUPER STORE		(Fiscal YTD Payments: \$5,608.80)			\$58.10
HIGHWOOD PUBLIC LIBRARY					
	Invoice: 04302021-PPRT	FY21 PPRT 01-00-342 PERS PROPERTY REP	04/30/21 \$2,444.60	04/30/21	\$2,444.60
Vendor Total for: HIGHWOOD PUBLIC LIBRARY		(Fiscal YTD Payments: \$2,592.63)			\$2,444.60
HITCHCOCK DESIGN, INC.					
	Invoice: 26002	EVERTS PARK FINAL DESIGN 33-00-864 PARKS & REC CAPIT	03/31/21 \$6,735.63	03/31/21	\$6,735.63
Vendor Total for: HITCHCOCK DESIGN, INC.		(Fiscal YTD Payments: \$130,377.61)			\$6,735.63
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC					
	Invoice: 72195105	POLICE/ADMIN COPIER LEASE 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	04/12/21 \$330.01 \$330.01	04/12/21	\$660.02

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC		(Fiscal YTD Payments: \$8,265.96)			\$660.02
J J SERVICE CENTER					
	Invoice: 050251	POLICE DEPARTMENT 01-21-513 REP & MAINT - VEH	03/26/21 \$270.58	03/26/21	\$270.58
Vendor Total for: J J SERVICE CENTER		(Fiscal YTD Payments: \$2,093.92)			\$270.58
J.G. UNIFORMS, INC.					
	Invoice: 82903	POLICE UNIFORMS 01-21-653 UNIFORMS	03/22/21 \$228.06	03/22/21	\$228.06
Vendor Total for: J.G. UNIFORMS, INC.		(Fiscal YTD Payments: \$1,563.07)			\$228.06
KEYTH SECURITY					
	Invoice: 704151	122 NORTH AVENUE 01-41-573 MISC SERVICE CONT	09/25/20 \$157.35	09/25/20	\$157.35
Vendor Total for: KEYTH SECURITY		(Fiscal YTD Payments: \$2,566.00)			\$157.35
LAKE COUNTY MUNICIPAL LEAGUE					
	Invoice: 04152021	2021-2022 LCML DUES 01-11-561 DUES	04/15/21 \$956.89	04/15/21	\$956.89
Vendor Total for: LAKE COUNTY MUNICIPAL LEAGUE		(Fiscal YTD Payments: \$478.45)			\$956.89
LAKE COUNTY RECORDER OF DEEDS					
	Invoice: 2021-00026359	LIENS FILED 51-00-599 MISC CONTRACT SER	03/17/21 \$100.00	03/17/21	\$100.00
Vendor Total for: LAKE COUNTY RECORDER OF DEEDS		(Fiscal YTD Payments: \$200.00)			\$100.00
LAKESHORE RECYCLING SYSTEMS					
	Invoice: PS364055	MARCH 2021 53-00-578 REFUSE BILLING EX	03/31/21 \$1,842.78	03/31/21	\$1,842.78
Vendor Total for: LAKESHORE RECYCLING SYSTEMS		(Fiscal YTD Payments: \$304,592.95)			\$1,842.78
M.E. UNIFORMS					
	Invoice: 001496	POLICE DEPARTMENT UNIFORMS	03/30/21	03/30/21	\$171.80

HIGHWOOD - AP WARRANT LIST

ARRIL 20, 2021

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-21-653 UNIFORMS	\$171.80		
Vendor Total for: M.E. UNIFORMS		(Fiscal YTD Payments: \$466.60)			\$171.80
MARTEL ELECTRONICS, INC					
	Invoice: 327285A	POLICE DEPARTMENT 01-21-512 REP & MAINT - EQU	03/19/21 \$206.00	03/19/21	\$206.00
Vendor Total for: MARTEL ELECTRONICS, INC		(Fiscal YTD Payments: \$.00)			\$206.00
MENONI & MOCOONI					
	Invoice: 1418496	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	04/07/21 \$480.00	04/07/21	\$480.00
Vendor Total for: MENONI & MOCOONI		(Fiscal YTD Payments: \$6,045.70)			\$480.00
MICHAEL WICKEY					
	Invoice: 041521	MILEAGE REIMBURSEMENT TRAINING 01-21-563 TRAINING	04/15/21 \$238.56	04/15/21	\$238.56
Vendor Total for: MICHAEL WICKEY		(Fiscal YTD Payments: \$140.71)			\$238.56
MOTOROLA					
	Invoice: 5642120210301	APRIL 2021 01-21-552 TELEPHONE	04/01/21 \$15.00	04/01/21	\$15.00
Vendor Total for: MOTOROLA		(Fiscal YTD Payments: \$1,022.30)			\$15.00
NAPA AUTO PARTS					
	Invoice: 064796	POLICE DEPARTMENT 01-21-513 REP & MAINT - VEH	03/26/21 \$20.58	03/26/21	\$20.58
	Invoice: 065428	WATER DEPRTMENT 51-00-652 OPERATING SUPPLIE	04/01/21 \$18.76	04/01/21	\$18.76
	Invoice: 065943	PUBLIC WORKS 01-41-512 REP & MAINT - EQU	04/07/21 \$14.49	04/07/21	\$14.49
	Invoice: 066526	PUBLIC WORKS 01-41-512 REP & MAINT - EQU	04/14/21 \$9.98	04/14/21	\$9.98
Vendor Total for: NAPA AUTO PARTS		(Fiscal YTD Payments: \$1,701.89)			\$63.81
NORTH EAST MULTI-REGIONAL TRANING,INC.					
	Invoice: 280859	POLICE DEPT TRAINING	03/04/21	03/04/21	\$125.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-21-563 TRAINING	\$125.00		
Vendor Total for: NORTH EAST MULTI-REGIONAL TRANING,INC.		(Fiscal YTD Payments: \$460.00)			\$125.00
NORTH SHORE GAS					
	Invoice: 04122021-00001	5 WESTERN AVENUE 51-00-571 UTILITIES	04/12/21 \$35.15	04/12/21	\$35.15
	Invoice: 04122021-0001	317 GREEN BAY ROAD 01-41-571 UTILITIES	04/12/21 \$162.50	04/12/21	\$162.50
Vendor Total for: NORTH SHORE GAS		(Fiscal YTD Payments: \$1,825.51)			\$197.65
PDC LABORATORIES					
	Invoice: I9460168	WATER ANALYSIS 51-00-518 WATER ANALYSIS	04/15/21 \$32.50	04/15/21	\$32.50
Vendor Total for: PDC LABORATORIES		(Fiscal YTD Payments: \$2,591.00)			\$32.50
PEPSI BEVERAGES COMPANY					
	Invoice: 54005757	REC CENTER CONCESSIONS 01-52-928 MISCELLANEOUS EXP	04/02/21 \$400.19	04/02/21	\$400.19
Vendor Total for: PEPSI BEVERAGES COMPANY		(Fiscal YTD Payments: \$1,032.08)			\$400.19
ROTARY CLUB OF HIGHLAND PARK/HIGHWOOD					
	Invoice: 8600	ADMIN DUES 01-11-561 DUES	04/01/21 \$251.00	04/01/21	\$251.00
Vendor Total for: ROTARY CLUB OF HIGHLAND PARK/HIGHWOOD		(Fiscal YTD Payments: \$682.00)			\$251.00
SE-INC.					
	Invoice: 21-29630	FENCING REMOVAL AND LABOR 01-41-515 REP & MAINT - ST	03/15/21 \$1,268.00	03/15/21	\$1,268.00
	Invoice: 21-29683	2020/2021 INSTALLMENT 5/5 15-00-653 STREET SALT & SAN	04/01/21 \$25,000.00	04/01/21	\$25,000.00
Vendor Total for: SE-INC.		(Fiscal YTD Payments: \$207,096.60)			\$26,268.00
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T2122188	FEBRUARY 2021 16-00-840 COMMUNICATION CHA	03/15/21 \$491.49	03/15/21	\$491.49

HIGHWOOD - AP WARRANT LIST

ARRIL 20, 2021

List #298

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND (Fiscal YTD Payments: \$5,406.39)					\$491.49
VERIZON WIRELESS					
	Invoice: 9876705389	03/02-04/01/2021	04/01/21	04/01/21	\$1,154.05
		01-44-573 MISC. SERVICE CON	\$67.00		
		01-11-552 TELEPHONE	\$215.07		
		01-41-552 TELEPHONE	\$59.30		
		01-51-552 TELEPHONE	\$73.46		
		51-00-552 TELEPHONE	\$59.02		
		01-21-552 TELEPHONE	\$680.20		
Vendor Total for: VERIZON WIRELESS (Fiscal YTD Payments: \$12,366.25)					\$1,154.05
VILLAGE OF GLENVIEW					
	Invoice: 9421	APRIL, MAY, JUNE 2021	04/01/21	04/01/21	\$40,009.88
		01-21-556 DISPATCHING	\$40,009.88		
Vendor Total for: VILLAGE OF GLENVIEW (Fiscal YTD Payments: \$112,608.28)					\$40,009.88
		GENERAL FUND			\$64,260.30
		MOTOR FUEL TAX			\$25,000.00
		911 EMERGENCY FUND			\$491.49
		CAPITAL PROJECT FUND			\$6,735.63
		WATER & SEWER			\$6,030.68
		GARBAGE FUND			\$1,842.78
		ESCROW FUND			\$532.00
		Grand Total:			\$104,892.88

HIGHWOOD - AP WARRANT LIST

ARRIL 20, 2021

List #298

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
PHOENIX MIDWEST CONSULTANTS						
	Invoice: 3312021HW	MARCH 2021 01-44-926 REIMBURSABLE EXPE	054999	04/07/21	282	\$3,929.80
Vendor Total for: PHOENIX MIDWEST CONSULTANTS						(Fiscal YTD Payments: \$68,697.17) \$3,929.80
WATERPLAY SOLUTIONS						
	Invoice: ORDER#13654M	EVERTS PARK FINAL SPLASH PAD PMT. 33-00-864 PARKS & REC CAPIT	055045	04/09/21	282	\$15,000.00
Vendor Total for: WATERPLAY SOLUTIONS						(Fiscal YTD Payments: \$30,000.00) \$15,000.00
GENERAL FUND						\$3,929.80
CAPITAL PROJECT FUND						\$15,000.00
Grand Total:						\$18,929.80

CITY OF HIGHWOOD RESOLUTION
21-R-_____

**A RESOLUTION APPROVING AN ARC APPLICATION FOR
AWNING AND SIGNAGE FOR TOFFEE TRADITIONS
LOCATED AT 323 WAUKEGAN AVENUE**

WHEREAS, in accordance with Title 10 Chapter 3 of the Highwood City Code, an application has been submitted to the City of Highwood Appearance Review Committee (“ARC”) for 323 Waukegan Avenue and

WHEREAS, the signage renderings, site plan, and material specifications are specified in the attached Exhibit A; and

WHEREAS, the ARC has determined the signage design and specifications as shown in Exhibit A are compliant with the Appearance Review Code and are appropriate and consistent with the overall purpose of this chapter; and

WHEREAS, the City Council of the City of Highwood accepts the ARC recommendation of approval for facade changes and approves the specifications as shown in Exhibit A.

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

SECTION 1: The City Council accepts the recommendation from the ARC as presented in the attached hereto as Exhibit A.

SECTION 2: The City Council hereby approves the signage as depicted in the proposal attached hereto as Exhibit B.

ADOPTED this 7th day of April 2021, pursuant to a roll call vote as follows:

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

AYES: 5

NAYS: 0

ABSENT: 1

Mayor Charles Pecaro

ATTEST:

Scott Coren, City Clerk

EXHIBIT A



Appearance Review Committee Application

Please print clearly.

A digital copy of the submittal requirements is required for preliminary Staff Review. If materials are incomplete, Staff will direct the applicant to submit five (5) hard copies of the submittal with one copy of the application form and checklist to:
 City Manager, 17 Highwood Ave, Highwood, IL 60040

Name of Project/ Building /Business: Toffee Traditions
 Address of Project: 323 Wankegan Avenue Highwood

Owner Information

Name: VP Properties
 Home Address: 445 Shevidan Road
 City: Highwood State: IL Zip: 60040
 Telephone: 847 987 3400

Applicant Information

Name: Kristen Weisberg
 Home Address: 631 S. Green Bay Road
 City: Lake Forest State: IL Zip: 60045
 Telephone Number: 847 287 2562

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

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

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

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

Signature: Kristen Weisberg Date: 3/29/2021
 Print Name and Title / Position: KRISTEN WEISBERG / OWNER

4~Detailed description:

sign dimension~ 78" x 24"

color~ black with white letters

dimension window and building facade~ will measure today.

installation details~ IC Signs for install

sign materials~ canvas with vinyl

size of lettering~ 48" x 13.5"

name of lettering style~ Conserta

5~Photograph~ attached

6~ Samples of awning, canopy, or sign material: same as current awning



Canvas \$400 w/ install

Door Graphics \$75



From: [Daniel Wertheimer](#)
To: [Paul Jaimes](#)
Cc: [Ben Ellis](#); [Dustin Anand](#); [Paul Mocogni](#); [Scott Coren](#)
Subject: Re: City of Highwood: Appearance Review Committee: Toffee Traditions Application
Date: Saturday, April 3, 2021 9:58:32 AM

Variance makes sense given the size of location. Approve.

On Sat, Apr 3, 2021 at 8:49 AM Paul Jaimes <jaimes.paul@gmail.com> wrote:

I also approve Toffee Traditions. I think the variance recommendations make sense.

Paul Jaimes | Sales Manager

P.Jaimes@GoFCM.com www.PaulJaimesLoans.com

p: [630.806.2871](tel:630.806.2871) | f: [331.212.5561](tel:331.212.5561)

m: [773.459.6805](tel:773.459.6805)

NMLS ID: 137790 | AZ: 918082 |

IL: 31.0007734 | MI: 137790 | WI: 137790

On Apr 3, 2021, at 6:53 AM, Paul Mocogni <pmocogni@gmail.com> wrote:

Paul and Dan- our submittal deadline is Monday. Approve or deny?

Ben's earlier email suggests he is in favor of recommendation approval.

On Fri, Apr 2, 2021 at 4:44 PM Lydia Gonzalez

<lydia.e.gonzalez16@gmail.com> wrote:

I also am in agreement for Toffee Traditions. Happy Easter
Lydia

Lydia

On Fri, Apr 2, 2021, 2:02 PM Paul Mocogni <pmocogni@gmail.com> wrote:

I move we also include recommendation of a variance allowing the 13.5" lettering on the awning. We have recommended past variances for significantly larger lettering. Seasons 440 and The Smilest Dentist immediately come to mind.

*Re thirteen and one half (13.5) inch lettering on awning: The Committee recommends approval of a variance to **Code 10-3-6-7.E.4.a**....size of letters on such awnings shall not exceed eight (8) inches in height, per **Variance 10-3-9.A.1.(3)** ...proposed awning ...is consistent with overall purpose of this chapter.*

Paul Mocogni

On Fri, Apr 2, 2021 at 12:21 PM Paul Mocogni <pmocogni@gmail.com> wrote:

There is a Council meeting next week for which the Committee should submit a recommendation for Toffee Traditions. Please review the application and input from Ben, John and me and opine.

Thank you.

Paul Mocogni

On Thu, Apr 1, 2021 at 11:05 AM Paul Mocogni

<pmocogni@gmail.com> wrote:

John's raises a good point. The Committee tries to avoid approving multiple/identical signs on the same facade. In this case I would suggest the window sign is helpful to pedestrians walking or strolling on Highwood's sidewalks, in identifying the business without having to "search" the awning, which is more easily seen from the street.

Paul Mocogni

On Wed, Mar 31, 2021 at 7:54 PM John Cioni

<johnlcioni@gmail.com> wrote:

I think the logo on the awning looks great and without knowledge of the dimensions of the storefront/facade, the logo appears to be less than 15% of the overall facade. I vote in favor of the awning and logo.

I feel that only 1 decal on the window is necessary, certainly not 2, and it would likely look better with no window decals at all.

I think that neon open signs are not permitted, but I believe we have allowed this in the past, perhaps for the cigar shop. And, the neon open sign may have been present for the shoe repair shop. I would be willing to allow the neon open sign, but I will go along with the ARC recommendation on this.

Thanks all. Happy Easter/Passover

John

On Mon, Mar 29, 2021 at 4:44 PM Ben Ellis

<ben.j.ellis@gmail.com> wrote:

Hi All,

I am sad to see the Shoe Repair business leave town, but that's business I guess. On the plus side we will have a toffee shop!

I am at work so don't have code in front of me to do the square footage calculation on the facade. This is such a small facade that even if the sign were not compliant with code in terms of the ratio of sign to frontage I would be advocating for a variance anyway.

The dimensions on the sign are 13SF (6.5x2 feet) and the frontage

is about 60-75SF (the dimensions aren't on there so I estimated. So the sign is about 15-20% of the frontage. Is that compliant? Paul I know you'll know this off the top of your head!

My other question is what else they might want in the window. The rendering has an "open" neon sign but that's just what's there now. I raise that because if they are going to go to the time and expense of a submission they may as well approve everything they need now.

Please also tell them we said welcome to doing business in the Town and thank you for working with us the right way. And not that my aesthetic opinion is part of this, but I also think it's very tastefully done.

That's my opinion. Subject to the above questions/comments I would be prepared to propose the motion to accept this submission.

Thanks,

Ben

On Mon, 29 Mar 2021 at 14:46, Dustin Anand
<danand@cityofhighwood.org> wrote:

Hello All,

Please the attached Appearance Review Committee application for Toffee Traditions for review.

Thank you very much,

Dustin Anand

Community Development Analyst

City of Highwood

[17 Highwood Avenue](#)

Highwood, Illinois 60040

Office: (847)432.1924

Cell: (224)707.7085

Danand@cityofhighwood.org

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John Cioni

Johnlcioni@gmail.com

312-206-6740

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Paul Mocogni

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Paul Mocogni

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Paul Mocogni

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Paul Mocogni

AGENDA MEMO
Committee of the Whole
April 20, 2021

ISSUE STATEMENT

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

BACKGROUND/HISTORY

Slyce Pizza has requested to upgrade from a Class D liquor license to a Class B liquor license. This liquor license would allow them to serve spirits in addition to beer and wine. We have previously allowed establishments to credit the initial license fee they have previously paid towards the cost of the new initial fee. In this case, their previous \$3,000 fee will reduce the Class B initial fee from \$10,000 to \$7,000. Staff has discussed a payment plan in which they would pay \$1,000 per month until the fee is paid.

There is an outstanding Class B license available due to the closure of Humble Pub. If the City Council approves this ordinance, Staff will close out one Class D license and issue the Class B license to Slyce.

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 ELIMINATE A CLASS D LIQUOR
LICENSE**

**ADOPTED BY THE CITY COUNCIL
OF THE
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS
ON
THE 20TH DAY OF APRIL, 2021**

Published in pamphlet form by authority of the City Council
of the City of Highwood, Lake County, Illinois
on this 20th day of April, 2021

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 ELIMINATE A CLASS D 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 B license from Slyce; and

WHEREAS, there is an available Class B liquor license from a previous establishment, but Slyce vacating a Class D license necessitates formally removing the Class D license,

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]:

D. Class D License: Restaurant or bar, beer and wine only with retail wine or beer.

1. License holder is authorized to sell beer and wine on premises, but is not authorized to sell spirits. The license holder may also sell bottles of wine or beer in the original package as the manufacturer intended for sale.
2. The number of licenses allowed shall be four (4). ~~three (3)~~.
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. Spirits may not be sold on the premises in their original package for consumption off premises.

5. The initial fee for a class D license shall be three thousand dollars (\$3,000.00). The annual fee for a class D license shall be one thousand eight hundred 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 20th day of April, 2021, 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 20th day of April, 2021.

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 ELIMINATE A CLASS D 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 20th day of April, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of April, 2021.

City Clerk

(seal)