

# H I G H W O O D

**Incorporated in 1887**

**Size: 0.71 square mile**

**Population: 5,377\***

**Number of Households 1,943\***

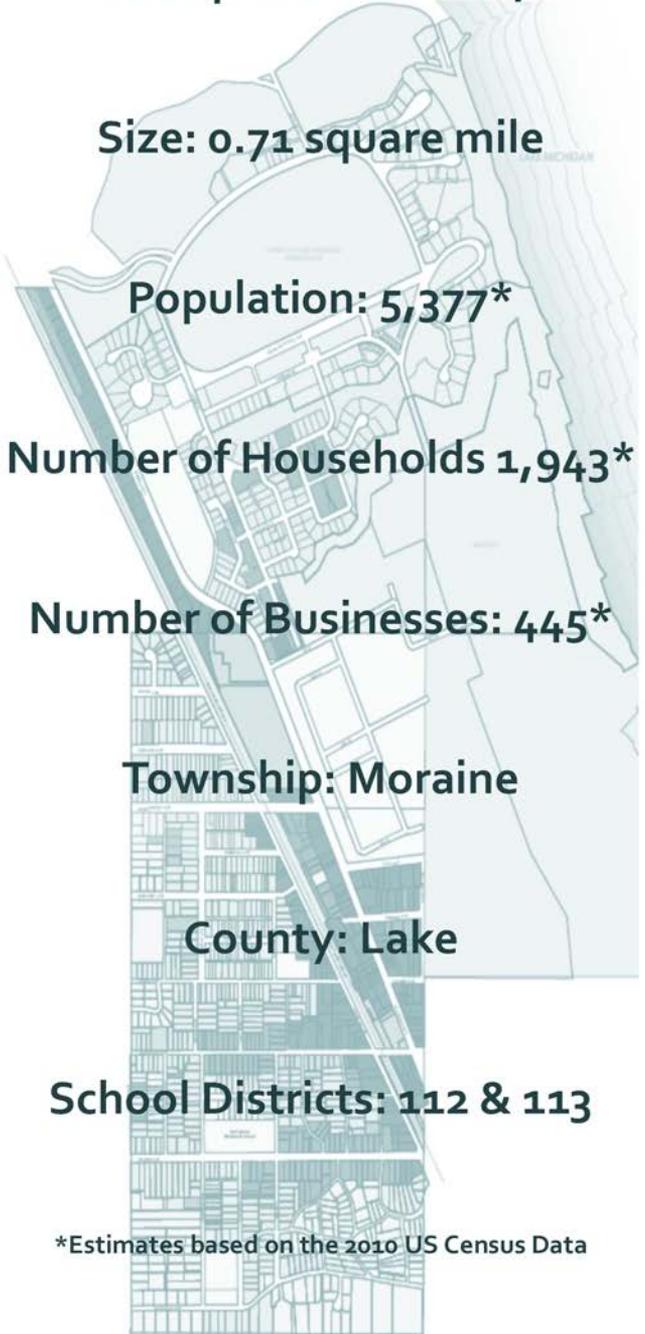
**Number of Businesses: 445\***

**Township: Moraine**

**County: Lake**

**School Districts: 112 & 113**

**\*Estimates based on the 2010 US Census Data**



# A Message from the Mayor

On behalf of the entire City Council, let me say we are pleased that you have chosen Highwood to call home. My wife and I fell in love with Highwood's charming homes and winding streets a little over 10 years ago. I have no doubt that between the bustling business district including over 15 sole proprietor restaurants, friendly neighborhoods, summer festivals and excellent schools that Highwood was the right choice for you as well.

I would like to share a little bit about our city government. We are currently governed by a Mayor and City Council consisting of eight alderman, with two alderman elected per ward. In April 2015, the voters will elect 6 alderman with staggered terms to represent the city at large. The day-to-day operations of the city are executed by an appointed professional City Manager and staff. City departments include: Administration, Finance, Community Development, Police, Fire, Public Works, Water and the Rec Center. Highwood is also home to the Highwood Public Library which is governed by an appointed president and board. Speaking of appointments, if you would like to get involved in our city and one of our commissions, please contact city hall for an application.

This packet is intended to provide you with an introduction to the services provided by the City of Highwood. Take the time to review the information and if you have any questions, please feel free to contact your elected officials or the City Staff at 847.432.1924.

Welcome home. We look forward to calling you our neighbor!

Sincerely,

*Charlie*

Mayor Charlie Pecaro

[www.cityofhighwood.org](http://www.cityofhighwood.org)



## City Council Meetings

The City Council meetings are held on the first and third Tuesdays of each month in the Council Chambers located at City Hall, 17 Highwood Avenue. The Committee of the Whole begins at 6:00 PM with the Regular meeting following at 7:30 PM.

Agendas are posted on the City's [website](#) 48 hours prior to meetings. Minutes are available following approval.

The public is welcome to attend or view in real time or recorded online at the [Ustream website](#) and watch the archived videos from the City's [YouTube Channel](#).

## Highwood City Council

Charlie Pecaro, Mayor

Aldermen: Mike Fiore, Andy Peterson, Brad

Slavin, Eric Falberg, James W. Hospodarsky

and Ward Alderman: Louise Livan & M. Brad Smith

5th Ward Alderman: Eric Falberg & James Levi

## Administration & Finance Departments

The Highwood City Hall, located at 17 Highwood Ave., is home to the Administration, Finance, and Community Development Departments which are available Monday through Friday, from 8:30 AM to 4:30 PM.

The administrative staff, led by the City Manager, carrying out the day-to-day operations of the city. Some of these duties include; utility billing, vehicle stickers, business licensing and residential and commercial building permitting, accounts receivable, accounts payable, voter registration and notary public services.

### Setting Up Your Water (Utility) Bill

To set up your utility account, contact City Hall at 847.432.1924. A \$100.00 refundable water deposit is required for all accounts. Please contact City Hall to set up your water bill account prior to occupying your residence. Your bill also includes payment for garbage and recycling services. The City contracts with Advanced Disposal for refuse and recycling services. Residents 65 years and older are eligible for a 10% senior discount on the refuse portion of your utility bill. To obtain the senior discount, you must provide proof of age with a photo I.D., in person, at City Hall.

### Vehicle Stickers

Per city code, any vehicle registered or housed in the City of Highwood is required to have a city sticker. The stickers are valid from July 1st through June 30th of each year and may be purchased at City Hall during regular business hours. City Stickers must be purchased within 14 days of moving in or purchasing a vehicle to avoid penalties.

#### Sticker Fee Schedule

|                        |       |
|------------------------|-------|
| Passenger Vehicle      | \$60  |
| "B" Plate              | \$90  |
| "D" or "MD" Plate      | \$180 |
| Taxi or Livery Plate   | \$180 |
| All other Truck Plates | \$180 |
| Motorcycles/Scooters   | \$60  |
| "RV" Plate             | \$90  |
| Transfer Fee           | \$15  |

## Services provided by [www.cityofhighwood.org](http://www.cityofhighwood.org)

Did you know you can sign up for email and/or text alerts through the City of Highwood's website?



This convenient communication alert system allows you to choose which type of notification you would like to receive including newsflashes, agenda postings, and calendar updates.

To enroll simply go to <http://www.cityofhighwood.org/> and click the "Notify Me" button on the middle, left hand side of the screen. Complete the simple steps and then you will receive a confirmation email/text to confirm you would like to enroll in the communication alert system.



The City of Highwood website, [www.cityofhighwood.org](http://www.cityofhighwood.org) features an online bill payment module. The online bill pay system (Illinois E-Pay), allows

you to make payments for your Water/Sewer Bill, Vehicle Stickers (regular or late renewals), Parking Tickets and/or Building Code Violations and accepts Visa, MasterCard, American Express, and Discover cards.

To make a payment go to [www.cityofhighwood.org](http://www.cityofhighwood.org) and click the "Online Payments" button in the middle of the page. From there, select the type of payment you would like to make and follow the prompts to complete the transaction. Please know, the City of Highwood does not charge you an additional fee for processing. Your personal bank may or may not charge you a fee for submitting an online payment.

## Community Development Department

The Community Development Department issues building permits and ensures compliance with life safety codes. The City requires permits for the following types of work;

- Kitchen, Bath and General Remodeling
- Re-Roofs, Siding and Windows
- Swimming Pools & Decks
- Garage Sales
- Electrical & Plumbing Installation, Repair and Replacement
- HVAC (Furnaces, A/C, and Water Heaters Replacements)
- Landscaping Retaining Walls and Sidewalk/Driveway Work

Applications for permits may be found on the [city website](#). Not sure if you need a permit? Contact the Community Development Department at 847.432.1924.

## Public Works Department

The Highwood Public Works Department is responsible for the repair and maintenance of the City's infrastructure as well as street sweeping, landscaping city property, snow removal, assisting with special events and responding to service calls.

The department is made up of one supervisor and three full time employees. They maintain 62 streets, 15 miles of water main, 30 miles of sanitary and storm sewer, and are on call 24/7 for emergencies such as water main breaks, sewer backups, storm damage, snow plowing, flooding, and police/ fire department assistance.

## The Water Department

The City of Highwood's Water Treatment Facility is located at 4 Walker Avenue on the shore of Lake Michigan. Unlike many communities that receive their water from the City of Chicago or Evanston plants, Highwood withdraws its water directly from Lake Michigan. The water is then treated within the facility in accordance with all State and Federal EPA Drinking Water Standards. The Water Department employees are certified by the Illinois Environmental Protection Agency and are authorized to operate and maintain a Public Water Supply.

The primary responsibility of the department is to provide safe, healthy drinking water to the residents and businesses of the City of Highwood. The department also maintains the water storage tank located at 710 Sheridan Road. This provides for emergency water supply during times of peak water demands, provides adequate water pressure for the City water system and for fire protection emergency reserve. For all water quality related questions please call 847.432.3730.

Utility Billing is performed by the Administration and Finance Department. To set up your utility account, contact City Hall at 847.432.1924. A \$100.00 refundable water deposit is required. Please contact City Hall at 847.432.1924 to set up your water billing account prior to occupying your residence or business.

The Water Department publishes an Annual Water Quality Report. This report may be found on the City website at [www.cityofhighwood.org](http://www.cityofhighwood.org).

## Police Department

The Highwood Police Department, located at 17 Highwood Ave., is a full service police department offering 24 hour/7 day a week municipal police services. The records department is open Monday through Friday, from 9:00 AM to 5:00 PM. For all emergencies please call 911. For all other police related service and or inquiries please call 847.604.8992 .

## Fire Department

The City contracts with the Highland Park Fire Department for fire services. 130 Central Ave Highland Park, IL 60035  
Phone: 847.433.3110  
Fax: 847.432.0699

### Please remember:

- 1. There is no parking on City streets or in City lots from 2:00AM-5:00AM.**
- 2. Street parking is prohibited after 2" snowfall and until snow removal operations are complete.**

## The Rec Center - *The Don Skrinar Center*

The Highwood Recreation Center, located at 432 Green Bay Rd., and has been a home base for families for over six decades, the only change has been an increase of smiling faces that come through the doors. With a variety of family programs; from theater to fitness, there is something for everyone. The facility includes a gymnasium, meeting room, multi-purpose room, and a dojo, in addition to the Highwood Ball Park.

Frequently, the Rec Center is filled with smiling faces from our community sharing in sports programs, fitness programs, theater groups, and various privately booked celebrations. We want our residents to know that that the Highwood Rec Center is a perfect setting to host your parties, work-shops, and other personal events. Many charitable/not-for-profit organizations hold community events at the Rec Center such as health screenings, mobile food pantries, and fundraisers. We encourage the community to take part in the variety of special events offered.

As children are a focal point of our existence, we put our best efforts into offering programs catering to them. Basketball, baseball, flag football, soccer, tumbling, theater, and karate, just to name a few. We encourage all our residents to visit and see the many wonderful things we have to offer at the Highwood Rec Center as we are dedicated to remain a safe, healthy, and positive environment for our community.

For more information on available programs contact the Rec Center at 847.432.6633.

## Local Government Locations

|   |   |
|---|---|
| City Hall<br>17 Highwood Ave<br>Highwood, IL 60040                                      | Police Department<br>17 Highwood Ave<br>Highwood, IL 60040                  |
| Fire Department<br>1150 Half Day Rd<br>Highland Park IL 60035                           | Recreation Center<br>432 Green Bay Rd<br>Highwood, IL 60040                 |
| Highwood Public Library<br>102 Highwood Ave<br>Highwood, IL 60040                       | Highwood Historical Society<br>P.O. Box 132<br>Highwood, IL 60040           |
| Moraine Township<br>777 Central Avenue<br>Highland Park , IL 60035                      | Moraine Township Assessor<br>777 Central Avenue<br>Highland Park , IL 60035 |
| North Shore Water<br>Reclamation District 4770<br>W. Wm. Koepsel Dr<br>Gurnee, IL 60031 | Lake County Clerk<br>18 N. County Street<br>Waukegan, IL 60085              |

[www.cityofhighwood.org](http://www.cityofhighwood.org)



## Important Phone Numbers

|                               |                |
|-------------------------------|----------------|
| City Hall                     | 847.432.1924   |
| Police (Non-emergency)        | 847.602.7622   |
| Fire (Non-emergency)          | 84 7.433. 3110 |
| Recreation Center             | 847.432.6633   |
| Highwood Public Library       | 847.272.4145   |
| Highwood Historical Society   | 847.682.9039   |
| North Shore Water Reclamation | 847.623.6060   |
| Moraine Township              | 847.432.3240   |
| Moraine Township Assessor     | 847.432.2100   |
| Lake County Clerk             | 847.377.2400   |
| AT&T                          | 800.727.2273   |
| Comcast                       | 800.266.2278   |
| ComEd                         | 877.426.6331   |
| North Shore Gas               | 847.263.3200   |

## New Resident Checklist

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- ✓ Set up your utility account with the City of Highwood  
(Your account includes water, garbage and recycling)
- ✓ Pay your \$100.00 Water Deposit
- ✓ Purchase your Vehicle Stickers  
(Must be purchased within 14 days of moving in)
- ✓ Remember to update your voter registration
- ✓ Remodeling your new home? Don't forget your permits!
- ✓ Sign up for alerts through the City of Highwood's website.
- ✓ Obtain your Highwood Public Library Card