

CITY OF HIGHWOOD  
**REGULAR MEETING OF THE CITY COUNCIL**  
CITY COUNCIL CHAMBERS  
**Tuesday, February 19 2019 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: February 05, 2019
  - 3.2. Committee of the Whole: February 05, 2019
4. **Appointments (Mayor Pecaro)**
5. **Approval of Warrant List:**
  - 5.1. 02/19/2019 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 Motion Waiving Competitive Bidding and Authorizing the City Manager to Accept a Proposal from DeMarr Sealcoating, Inc to Provide Crack Sealing Services on Various Roadways in an Amount not to Exceed \$15,000.
  - 12.2. Consideration of an Ordinance Authorizing the Disposal of Surplus Property Owned by the City of Highwood.
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, February 05 2019 at 7:30 P.M.**

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**CALL TO ORDER** by Mayor Pecaro at 7:55 P.M.

**1. Roll Call**

Present: Mayor Pecaro, Aldermen: Falberg, Hospodarsky, Fiore, Levi, Peterson, Slavin  
Also Present: City Manager Coren, Assistant City Manager Martin, City Attorney Ferolo, City Clerk Baruffi, Administrative Assistant Litjens

**2. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance.

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

- 3.1. Moved by Alderman Fiore, seconded by Alderman Levi to approve the **City Council: January 15, 2019 minutes** as presented. All present voting aye, by voice vote, motion carried.
- 3.2. Moved by Alderman Fiore, seconded by Alderman Levi to approve the **Committee of the Whole: January 15, 2019 minutes** as presented. All present voting aye, by voice vote, motion carried.

**4. Appointments** (Mayor Pecaro)

**5. Approval of Warrant List:**

- 5.1. Moved by Alderman Fiore, seconded by Alderman Peterson to approve the **02/05/2019 AP Warrant List** as presented. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Fiore, Peterson, Levi, Slavin, Falberg, Hospodarsky

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

**7. Mayor's Report**

- 7.1. A Presentation by **Anne Flanigan Bassi, Supervisor at Moraine Township, on Free Tax Assistance for Low Income Taxpayers.**

Anne Flanigan Bassi reviewed the income tax assistance for low income taxpayers program which runs from February 2<sup>nd</sup> to April 6<sup>th</sup>. This service is free to qualified taxpayers. There is also a door-to-door paratransit van program available to Moraine Township residents' age 65 or older or disabled. The van operates Monday through Friday 8:30-4:00 P.M. The van service is primarily for medical appointments up to 15 miles of township borders, but can be scheduled for errands if available. There is a minimal charge.

**8. Committee Reports**

**9. Treasurer's Report**

- 9.1. Moved by Alderman Fiore, seconded by Alderman Levi to approve the **December 2018 Treasurer's Report** as presented. All present voting aye, by voice vote, motion carried.

## 10. Clerk's Report

### ACTION ITEMS

#### 11. Unfinished Business

#### 12. New Business

- 12.1. **19-R-03** Moved by Alderman Falberg, seconded by Alderman Fiore to authorize a **Resolution Approving the TIF District Façade and Building Improvement Grant Program**. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Falberg, Fiore, Hospodarsky, Peterson, Slavin. Levi

City Manager Coren explained this is to improve the aesthetics of the downtown, paying 50% with a cap of up to \$10,000.00.

- 12.2. Moved by Alderman Fiore, seconded by Alderman Falberg for **Approval of a Consolidated 48 Month Copier Lease Agreement for Two New Machines, for the Police Department and Administration with ISBS (Image Systems & Business Solutions)**. Motion carried.

Vote:

Yes: Aldermen: Fiore, Falberg, Hospodarsky, Levi, Peterson

No: Alderman Slavin

- 12.3. Moved by Alderman Fiore, seconded by Alderman Levi to authorize a **Motion Authorizing the Mayor to Execute a Certified Water System Operator Contract (For Contractual Operation of Public Water Supply)**. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Fiore, Levi, Slavin, Falberg, Hospodarsky, Peterson

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

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

15. **Adjournment** Moved by Alderman Hospodarski, seconded by Alderman Fiore to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 8:06 P.M.

Respectfully Submitted,

Karin J. Baruffi, City Clerk

Reviewed and Approved by Council on: \_\_\_\_\_

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
Tuesday February 05, 2019 at 6:00 P.M.

**CALL TO ORDER** by Mayor Pecaro at 6:03 P.M.

**1. Roll Call**

Present: Mayor Pecaro, Aldermen: Falberg, Hospodarsky, Fiore, Levi, Peterson, Slavin  
Also Present: City Manager Coren, Assistant City Manager Martin, City Attorney Ferolo, City Treasurer Jalonek, City Clerk Baruffi, Administrative Assistant Litjens

**2. Public Hearing - None**

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

3.1. **City Council: January 15 , 2019**

3.2. **Committee of the Whole: January 15, 2019**

Both sets of minutes will be approved at the Regular City Council Meeting.

**4. Appointments** (Mayor Pecaro)

**5. Review of Bill Warrant List**

5.1. **02/05/2019 AP Warrant List**

The warrant list will be approved for payment at the Regular City Council Meeting this evening.

**The Council voted to go into Executive Session at this time.**

**6. Unfinished Business - None**

**7. New Business**

**7.1 A Discussion on the December 2018 Treasurer's Report.**

City Treasurer Jalonek reviewed the December 2018 Treasurer's Report.

**7.2 Consideration of a Resolution Approving the TIF District Façade and Building Improvement Grant Program.**

Discussion ensued. This would be an up to 50% match capping off at \$10,000.00. The expense for the TIF District is funded out of the TIF fund. This money is available to the end of April 2019, and new monies will be available next fiscal year.

**7.3 Consideration of Approval of a Consolidated 48 Month Copier Lease Agreement for Two New Machines, for the Police Department and Administration with ISBS (Image Systems & Business Solutions).**

**7.4 Consideration of a Motion Authorizing the Mayor to Execute a Certified Water System Operator Contract (For Contractual Operation of Public Water Supply).**

**7.5 A Discussion on Initial Concepts and Site Plan for the Everts Park Master Plan.**

Steve Conters, of Hitchcock Design Group reviewed the survey and community meeting regarding the redevelopment of Everts Park. Next Tuesday, February 12<sup>th</sup> from 6:30-8:00 P.M. there will an open house to review the park proposals and plans.

Some of the proposed ideas are: access points, increase and improvement to the playground area, shade structures, new band shell area with a shaded structure, looped trail around the band shell area so not to walk in front of the entertainers, northeast corner seating area with building for storage and washrooms, outdoor truck area on North Avenue, a memorial garden, benches, grassy area, lighting, sculptures, and/or art work.

This work in the park, could be completed in phases, with possible grant funding.

Rick Telanders, a resident, inquired as to whether it would be ADA accessible, if there would be shade trees, and safety of bands in the band shell.

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

Moved by Alderman Fiore, seconded by Alderman Hospodarsky to go into executive session to discuss 2C5. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Fiore, Hospodarsky, Levi, Falberg, Peterson, Slavin

The Council went into the Executive Session at 6:05 P.M.

#### **9. Any Action Necessary Coming Out of Executive Session** Moved by Alderman Fiore, seconded by Alderman Hospodarsky to end executive session and seal the minutes until no longer sensitive. Mayor Pecaro ended executive session at 6:46 P.M.

Moved by Alderman Fiore, seconded by Alderman Slavin to reconvene the Committee of the Whole. All present voting aye, by voice vote. Motion carried. Mayor Pecaro reconvened the meeting at 6:47 P.M.

#### **10. Adjournment** Moved by Alderman Fiore, seconded by Alderman Falberg to adjourn the meeting. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:51 P.M.

Respectfully Submitted,

Karin J Baruffi, City Clerk

Reviewed and approved by Council on: \_\_\_\_\_

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 19, 2019

List #248

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AEREX PEST CONTROL					
	Invoice: 1099469	CITY HALL/PD 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	01/31/19 \$48.00 \$48.00	01/31/19	\$96.00
Vendor Total for: AEREX PEST CONTROL			(Fiscal YTD Payments: \$828.00)		\$96.00
BECK'S HEATING					
	Invoice: 50834	PD BUILDING MAINTENANCE 01-21-511 REP & MAINT - BUI	02/01/19 \$284.00	02/01/19	\$284.00
Vendor Total for: BECK'S HEATING			(Fiscal YTD Payments: \$7,738.02)		\$284.00
BERNARDI AUTO SERVICE CENTER, INC					
	Invoice: 7256	PW VEHICLE MAINTENANCE 01-41-513 REP & MAINT - VEH	02/06/19 \$360.76	02/06/19	\$360.76
Vendor Total for: BERNARDI AUTO SERVICE CENTER, INC			(Fiscal YTD Payments: \$3,009.19)		\$360.76
CALL ONE					
	Invoice: 011519-6267	1/15-2/14/19 01-21-552 TELEPHONE 01-11-552 TELEPHONE 51-00-552 TELEPHONE	01/15/19 \$170.59 \$754.00 \$253.56	01/15/19	\$1,178.15
	Invoice: 021519-6267	2/15-3/14/19 01-22-552 TELEPHONE 01-11-552 TELEPHONE 51-00-552 TELEPHONE	02/15/19 \$171.19 \$748.53 \$253.51	02/15/19	\$1,173.23
Vendor Total for: CALL ONE			(Fiscal YTD Payments: \$11,413.95)		\$2,351.38
CAREFREE COMFORT, INC.					
	Invoice: Q61678	REC CENTER 01-51-511 REP & MAINT - BUI	01/17/19 \$1,436.95	01/17/19	\$1,436.95
Vendor Total for: CAREFREE COMFORT, INC.			(Fiscal YTD Payments: \$2,957.12)		\$1,436.95
CHAMPION ENERGY, LLC					
	Invoice: B1812040119	SHERIDAN/WEBSTER 01-41-571 UTILITIES	12/05/18 \$689.47	12/05/18	\$689.47
	Invoice: B1901030037	68 RONAN	01/04/19	01/04/19	\$149.14

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: B1901090111	01-41-571 UTILITIES PALMER/HIGHWOOD	\$149.14 01/10/19	01/10/19	\$32.29
	Invoice: B1901090112	01-41-571 UTILITIES 960 SHERIDAN	\$32.29 01/10/19	01/10/19	\$320.80
	Invoice: B1901090113	01-41-571 UTILITIES 710 SHERIDAN RD	\$320.80 01/10/19	01/10/19	\$111.61
	Invoice: B1901191110	51-00-571 UTILITIES SHERIDAN/WEBSTER	\$111.61 01/10/19	01/10/19	\$692.93
	Vendor Total for: CHAMPION ENERGY, LLC		(Fiscal YTD Payments: \$31,974.93)		\$1,996.24
CHICAGO METROPOLITAN FIRE PREVENTION					
	Invoice: IN00205104	JANUARY 2019 01-23-573 OTHER PROFESSIONA	01/25/19 \$2,888.50	01/25/19	\$2,888.50
	Vendor Total for: CHICAGO METROPOLITAN FIRE PREVENTION		(Fiscal YTD Payments: \$25,985.00)		\$2,888.50
CHICAGOLAND PAVING CONTRACTORS, INC					
	Invoice: 187502-F	FINAL PAYMENT EUCLID AVE/CT 33-00-863 STREET CAPITAL	01/10/19 \$34,989.75	01/10/19	\$34,989.75
	Vendor Total for: CHICAGOLAND PAVING CONTRACTORS, INC		(Fiscal YTD Payments: \$268,197.76)		\$34,989.75
CHRISTOPHER B. BURKE ENGINEERING, LTD.					
	Invoice: 148505	WATER PLANT LAKE MICHIGAN WALL 51-00-532 ENGINEERING	01/31/19 \$2,500.00	01/31/19	\$2,500.00
	Invoice: 148506	CHLORINE RESIDUAL ANALYSIS 51-00-532 ENGINEERING	01/31/19 \$678.00	01/31/19	\$678.00
	Invoice: 148517	2019 GENERAL ENGINEERING SERVICES 01-41-535 ENGINEERING FEES	01/31/19 \$588.50	01/31/19	\$588.50
	Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD.		(Fiscal YTD Payments: \$129,169.36)		\$3,766.50
CITY OF HIGHLAND PARK					
	Invoice: 247028	MARCH 2019 GIS SERVICES 01-41-548 OTHER PROFESSIONA	02/06/19 \$1,499.00	02/06/19	\$1,499.00
	Vendor Total for: CITY OF HIGHLAND PARK		(Fiscal YTD Payments: \$527,013.84)		\$1,499.00
COMCAST BUSINESS					
	Invoice: 020519-3781	ADMIN-2/12-3/11/19	02/05/19	02/05/19	\$170.05

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-571 UTILITIES			\$170.05
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$4,672.65)		\$170.05
COMED					
	Invoice: 020519-1002	2526 WESTERN AVENUE 01-41-571 UTILITIES	02/05/19 \$260.59	02/05/19	\$260.59
	Invoice: 02052019-8045	WAUKEGAN/SHERIDAN/WEBSTER 01-41-571 UTILITIES	02/05/19 \$269.56	02/05/19	\$269.56
Vendor Total for: COMED			(Fiscal YTD Payments: \$37,469.10)		\$530.15
COMMUNICATIONS DIRECT, INC.					
	Invoice: 020819-2616	4 WALKER 51-00-571 UTILITIES	02/08/19 \$4.00	02/08/19	\$4.00
Vendor Total for: COMMUNICATIONS DIRECT, INC.			(Fiscal YTD Payments: \$.00)		\$4.00
CUTLER WORKWEAR					
	Invoice: 120062	WATER DEPT UNIFORMS 51-00-653 UNIFORMS	02/02/19 \$215.93	02/02/19	\$215.93
Vendor Total for: CUTLER WORKWEAR			(Fiscal YTD Payments: \$231.20)		\$215.93
ED TOMBARI					
	Invoice: 020419	VEHICLE MAINTENANCE REIMBURSEMENT 01-44-513 REP & MAINT - VEH	02/04/19 \$36.37	02/04/19	\$36.37
Vendor Total for: ED TOMBARI			(Fiscal YTD Payments: \$.00)		\$36.37
FEDEX					
	Invoice: 6-445-63662	POSTAGE 01-44-926 REIMBURSABLE EXPE 01-44-551 POSTAGE 01-11-551 POSTAGE	01/30/19 \$8.36 \$8.36 \$9.45	01/30/19	\$26.17
Vendor Total for: FEDEX			(Fiscal YTD Payments: \$582.26)		\$26.17
FIRST COMMUNICATIONS, LLC					
	Invoice: 117289552	FEBRUARY 2019 01-22-556 DISPATCHING	02/06/19 \$604.08	02/06/19	\$604.08



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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: FIRST COMMUNICATIONS, LLC		(Fiscal YTD Payments: \$5,458.15)			\$604.08
FIRST ENVIRONMENTAL LABORATORIES, INC.					
	Invoice: 145892	WATER ANALYSIS 51-00-518 WATER ANALYSIS	02/08/19 \$108.00	02/08/19	\$108.00
Vendor Total for: FIRST ENVIRONMENTAL LABORATORIES, INC.		(Fiscal YTD Payments: \$864.00)			\$108.00
HACH COMPANY					
	Invoice: 11255365	WATER DEPT EQUIP MAINTENANCE 51-00-512 REP & MAINT - DE	12/11/18 \$161.15	12/11/18	\$161.15
Vendor Total for: HACH COMPANY		(Fiscal YTD Payments: \$4,953.00)			\$161.15
IC SIGNS AND GRAPHICS					
	Invoice: 3404	EVERTS PARK MASTER PLAN 01-41-918 EVERTS PARK	02/05/19 \$71.25	02/05/19	\$71.25
Vendor Total for: IC SIGNS AND GRAPHICS		(Fiscal YTD Payments: \$2,605.18)			\$71.25
ILLINOIS MUNICIPAL LEAGUE					
	Invoice: 2019	2019 MEMBERSHIP 01-11-561 DUES	02/01/19 \$675.00	02/01/19	\$675.00
Vendor Total for: ILLINOIS MUNICIPAL LEAGUE		(Fiscal YTD Payments: \$.00)			\$675.00
J J SERVICE CENTER					
	Invoice: 20569	CASE TRACTOR 01-41-512 REP & MAINT - EQU	02/01/19 \$28.50	02/01/19	\$28.50
Vendor Total for: J J SERVICE CENTER		(Fiscal YTD Payments: \$4,980.20)			\$28.50
J.G. UNIFORMS, INC.					
	Invoice: 50899	PD UNIFORMS 01-21-653 UNIFORMS	02/09/19 \$195.00	02/09/19	\$195.00
Vendor Total for: J.G. UNIFORMS, INC.		(Fiscal YTD Payments: \$1,805.89)			\$195.00
JOLANTA A. ZINEVICH, LLC					
	Invoice: 00175	HIGHWOOD VS. PIERI	02/08/19	02/08/19	\$4,758.27

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 00176	01-14-533.8 LAWSUIT SETTLEMEN HIGHWOOD VS. PIERI 01-14-533.8 LAWSUIT SETTLEMEN	\$4,758.27 12/08/18 \$2,802.32	12/08/18	\$2,802.32
Vendor Total for: JOLANTA A. ZINEVICH, LLC			(Fiscal YTD Payments: \$5,264.96)		\$7,560.59
KLEIN, THORPE, AND JENKINS, LTD.					
	Invoice: 200564	GENERAL CORPORATE MATTERS 01-14-533.1 CITY ATTY - GEN C	01/31/19 \$3,310.00	01/31/19	\$3,310.00
	Invoice: 200565	GENERAL LABOR 01-14-533.1 CITY ATTY - GEN C	01/31/19 \$1,242.00	01/31/19	\$1,242.00
	Invoice: 200566	BOFPC 01-14-533.1 CITY ATTY - GEN C	01/31/19 \$5,817.00	01/31/19	\$5,817.00
	Invoice: 200567	401 SHERIDAN RD ZONING BOARD 78-00-259.94 401 SHERIDAN ROAD	01/31/19 \$1,023.00	01/31/19	\$1,023.00
	Invoice: 200568	251 HIGH STREET DEMO 01-14-533.1 CITY ATTY - GEN C	01/31/19 \$1,995.89	01/31/19	\$1,995.89
Vendor Total for: KLEIN, THORPE, AND JENKINS, LTD.			(Fiscal YTD Payments: \$59,475.43)		\$13,387.89
LAKESHORE RECYCLING SYSTEMS					
	Invoice: 0004100450	JANUARY 2019 53-00-578 REFUSE BILLING EX	01/31/19 \$23,111.01	01/31/19	\$23,111.01
Vendor Total for: LAKESHORE RECYCLING SYSTEMS			(Fiscal YTD Payments: \$214,639.93)		\$23,111.01
M.E. SIMPSON CO., INC.					
	Invoice: 32910	LINE LOCATION BURTIS/SUMMIT 51-00-521 LEAK DETECTIONS-W	01/29/19 \$645.00	01/29/19	\$645.00
Vendor Total for: M.E. SIMPSON CO., INC.			(Fiscal YTD Payments: \$3,925.00)		\$645.00
MENONI & MOCOJNI					
	Invoice: 1312219	PW OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	02/05/19 \$64.60	02/05/19	\$64.60
Vendor Total for: MENONI & MOCOJNI			(Fiscal YTD Payments: \$5,735.62)		\$64.60
MORTON SALT, INC					
	Invoice: 5401771393	SALT 01-41-573 MISC SERVICE CONT	02/05/19 \$2,578.52	02/05/19	\$2,578.52
	Invoice: 5401772947	SALT	02/06/19	02/06/19	\$5,345.77

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 5401774450	01-41-573 MISC SERVICE CONT SALT	\$5,345.77 02/07/19	02/07/19	\$1,353.18
		01-41-573 MISC SERVICE CONT	\$1,353.18		
Vendor Total for: MORTON SALT, INC		(Fiscal YTD Payments: \$49,078.14)			\$9,277.47
NAPA AUTO PARTS					
	Invoice: 000169	PW OPERATING SUPPLIES	01/29/19	01/29/19	\$29.52
		01-41-652 OPERATING SUPPLIE	\$29.52		
Vendor Total for: NAPA AUTO PARTS		(Fiscal YTD Payments: \$1,909.50)			\$29.52
NS TECH					
	Invoice: I-5443	PHONE SYSTEM REPAIR	01/25/19	01/25/19	\$875.00
		01-11-552 TELEPHONE	\$291.66		
		01-21-552 TELEPHONE	\$291.66		
		01-51-552 TELEPHONE	\$291.68		
Vendor Total for: NS TECH		(Fiscal YTD Payments: \$.00)			\$875.00
PDC LABORATORIES					
	Invoice: I9356076	WATER ANALYSIS	02/11/19	02/11/19	\$15.00
		51-00-518 WATER ANALYSIS	\$15.00		
	Invoice: I9356097	WATER ANALYSIS	02/04/19	02/04/19	\$65.00
		51-00-518 WATER ANALYSIS	\$65.00		
Vendor Total for: PDC LABORATORIES		(Fiscal YTD Payments: \$3,449.00)			\$80.00
PINNERR ELECTRIC, INCORPORATED					
	Invoice: 17484	JANUARY 2019	01/27/19	01/27/19	\$1,150.00
		01-41-516 REP & MAINT - STR	\$1,150.00		
Vendor Total for: PINNERR ELECTRIC, INCORPORATED		(Fiscal YTD Payments: \$23,280.93)			\$1,150.00
PLATINUM SYSTEMS					
	Invoice: K-124671	ADMIN COMPUTER SUPPORT	02/04/19	02/04/19	\$257.00
		01-11-537 COMPUTER SUPPORT	\$257.00		
	Invoice: K-124802	ADMIN COMPUTER SUPPORT	02/04/19	02/04/19	\$118.50
		01-11-537 COMPUTER SUPPORT	\$118.50		
	Invoice: K-124911	PD COMPUTER SUPPORT	02/04/19	02/04/19	\$35.00
		01-21-573 MISC. SERVICE CON	\$35.00		
	Invoice: K-124946	ADMIN COMPUTER SUPPORT	02/04/19	02/04/19	\$23.00

# HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: K-125001	01-11-537 COMPUTER SUPPORT PD-COMPUTER SUPPORT 01-21-573 MISC. SERVICE CON	\$23.00 02/04/19 \$9.00	02/04/19	\$9.00
Vendor Total for: PLATINUM SYSTEMS		(Fiscal YTD Payments: \$8,474.04)			\$442.50
PRO DATA PAYROLL SERVICES					
	Invoice: 410093	WEEK ENDING 1/9/19 01-11-531.3 PAYROLL SERVICE	02/12/19 \$124.19	02/12/19	\$124.19
Vendor Total for: PRO DATA PAYROLL SERVICES		(Fiscal YTD Payments: \$2,646.36)			\$124.19
RANDY BARINHOLTZ, CSR					
	Invoice: 010219	401 SHERIDAN ROAD 78-00-259.94 401 SHERIDAN ROAD	01/02/19 \$368.90	01/02/19	\$368.90
	Invoice: 010619	401 SHERIDAN ROAD 78-00-259.94 401 SHERIDAN ROAD	01/06/19 \$502.25	01/06/19	\$502.25
	Invoice: 080918	246 GREEN BAY ROAD 78-00-259.93 246 GREEN BAY ROA	08/09/18 \$476.85	08/09/18	\$476.85
	Invoice: 103018	401 SHERIDAN - NO ATTENDANCE 78-00-259.94 401 SHERIDAN ROAD	10/30/18 \$250.00	10/30/18	\$250.00
Vendor Total for: RANDY BARINHOLTZ, CSR		(Fiscal YTD Payments: \$610.20)			\$1,598.00
RIPPLE PUBLIC RELATIONS					
	Invoice: 022019	FEBRUARY 2019 01-11-573 MISC. CONTRACT SE	02/01/19 \$500.00	02/01/19	\$500.00
Vendor Total for: RIPPLE PUBLIC RELATIONS		(Fiscal YTD Payments: \$4,000.00)			\$500.00
SE-INC.					
	Invoice: 19-184832	SHOVEL/SALT 01-41-573 MISC SERVICE CONT	01/21/19 \$75.00	01/21/19	\$75.00
	Invoice: 19-184849	SHOVEL/SALT 01-41-573 MISC SERVICE CONT	01/21/19 \$75.00	01/21/19	\$75.00
	Invoice: 19-184867	SHOVEL/SALT 01-41-573 MISC SERVICE CONT	01/21/19 \$75.00	01/21/19	\$75.00
	Invoice: 19-184890	SHOVEL/SALT CITY HALL 01-41-573 MISC SERVICE CONT	01/23/19 \$300.00	01/23/19	\$300.00
	Invoice: 19-184909	SHOVEL/SALT 01-41-573 MISC SERVICE CONT	01/24/19 \$375.00	01/24/19	\$375.00
	Invoice: 19-184924	SHOVEL/SALT	01/24/19	01/24/19	\$600.00

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 19, 2019

List #248

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 19-184948	01-41-573 MISC SERVICE CONT SHOVEL/SALT	\$600.00 01/31/19	01/31/19	\$225.00
	Invoice: 19-185081	01-41-573 MISC SERVICE CONT SHOVEL SALT	\$225.00 02/06/19	02/06/19	\$225.00
Vendor Total for: SE-INC.			(Fiscal YTD Payments: \$87,324.58)		\$1,950.00
<b>SUBURBAN ELEVATOR COMPANY</b>					
	Invoice: 186108	FEBRUARY 2019	02/01/19	02/01/19	\$187.17
		01-11-511 REP & MAINT - BLD	\$93.58		
		01-21-511 REP & MAINT - BUI	\$93.59		
	Invoice: 186695	17 HIGHWOOD AVENUE	02/11/19	02/11/19	\$299.00
		01-11-573 MISC. CONTRACT SE	\$149.50		
		01-21-573 MISC. SERVICE CON	\$149.50		
Vendor Total for: SUBURBAN ELEVATOR COMPANY			(Fiscal YTD Payments: \$1,647.97)		\$486.17
<b>SWALCO</b>					
	Invoice: 920002354	O & M FEE 2019	02/01/19	02/01/19	\$2,058.75
		01-11-561 DUES	\$2,058.75		
Vendor Total for: SWALCO			(Fiscal YTD Payments: \$.00)		\$2,058.75
<b>SYNCB/AMAZON</b>					
	Invoice: 459668466774	POLICE	12/05/18	12/05/18	\$30.46
		01-21-652 OPERATING SUPPLIE	\$30.46		
	Invoice: 657369734858	TRAIN STATION	01/03/19	01/03/19	\$19.11
		01-41-511 REP & MAINT - BUI	\$19.11		
	Invoice: 935347658535	ADMIN	12/26/18	12/26/18	\$40.14
		01-11-652 OPERATING SUPPLIE	\$40.14		
	Invoice: 959555678743	ADMIN STAMPER	12/12/18	12/12/18	\$8.99
		01-11-652 OPERATING SUPPLIE	\$8.99		
Vendor Total for: SYNCB/AMAZON			(Fiscal YTD Payments: \$6,999.78)		\$98.70
<b>T2 SYSTEMS</b>					
	Invoice: IRIS0000050740	FEBRUARY 2019	01/25/19	01/25/19	\$150.00
		01-11-573 MISC. CONTRACT SE	\$150.00		
Vendor Total for: T2 SYSTEMS			(Fiscal YTD Payments: \$1,350.00)		\$150.00

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 19, 2019

List #248

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
THOMPSON ELEVATOR INSPECTION					
	Invoice: 19-0447	107 HIGHWOOD AVE PLAN REVIEW 01-44-926 REIMBURSABLE EXPE	01/29/19 \$100.00	01/29/19	\$100.00
	Invoice: 19-0508	630 SHERIDAN RD INSPECTION 01-44-926 REIMBURSABLE EXPE	02/02/19 \$100.00	02/02/19	\$100.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION			(Fiscal YTD Payments: \$4,452.00)		\$200.00
USA BLUE BOOK					
	Invoice: 829787	BALANCE DUE 51-00-512 REP & MAINT - DE	12/10/18 \$168.06	12/10/18	\$168.06
Vendor Total for: USA BLUE BOOK			(Fiscal YTD Payments: \$7,493.41)		\$168.06
VERIZON WIRELESS					
	Invoice: 9823325525	01/02-02/01/19 01-11-552 TELEPHONE 01-51-552 TELEPHONE 01-21-552 TELEPHONE 01-41-552 TELEPHONE 01-44-573 MISC. SERVICE CON 51-00-552 TELEPHONE	02/01/19 \$190.56 \$72.29 \$883.29 \$63.57 \$59.28 \$18.81	02/01/19	\$1,287.80
Vendor Total for: VERIZON WIRELESS			(Fiscal YTD Payments: \$11,212.14)		\$1,287.80
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 4182474-0	REC CENTER 01-51-511 REP & MAINT - BUI	02/04/19 \$194.32	02/04/19	\$194.32
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS			(Fiscal YTD Payments: \$684.22)		\$194.32
WEX BANK					
	Invoice: 57606204	JANUARY 2019 01-44-655 AUTOMOTIVE/FUEL/O 01-21-655 AUTOMOTIVE/FUEL/O 01-41-655 AUTOMOTIVE/FUEL/O 51-00-655 AUTOMOTIVE FUEL/O	01/31/19 \$31.12 \$1,710.32 \$610.15 \$112.03	01/31/19	\$2,463.62
Vendor Total for: WEX BANK			(Fiscal YTD Payments: \$27,564.26)		\$2,463.62
GENERAL FUND					\$54,366.50

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 19, 2019

**List #248**  
**Amount**

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CAPITAL PROJECT FUND	\$34,989.75
WATER & SEWER	\$5,309.66
GARBAGE FUND	\$23,111.01
ESCROW FUND	\$2,621.00
Grand Total:	\$120,397.92

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 19, 2019

List #248

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
<b>AFLAC</b>						
	Invoice: 999133	FEBRUARY 2019 01-00-218.00 AFLAC WH PAYABLE	052508	02/05/19	232	\$257.85
Vendor Total for: AFLAC						(Fiscal YTD Payments: \$773.55) \$257.85
<b>CHAMPION ENERGY, LLC</b>						
	Invoice: 9170900006	PREMISE#0341164010 01-41-571 UTILITIES	052509	02/05/19	232	\$696.24
	Invoice: 9170900009	PREMISE#44626085010 01-41-571 UTILITIES	052510	02/05/19	232	\$322.20
Vendor Total for: CHAMPION ENERGY, LLC						(Fiscal YTD Payments: \$31,974.93) \$1,018.44
<b>ILLINOIS PUBLIC RISK FUND</b>						
	Invoice: 55264	MARCH 2019 01-11-465 WORKERS COMP INS \$121.51 01-21-465 WORKERS COMP INS \$4,267.32 01-41-465 WORKERS COMP INS \$1,294.47 01-44-465 WORKERS COMP INS \$338.60 01-51-465 WORKERS COMP INS \$197.41 51-00-454 WORKER'S COMP INS \$1,019.69	052511	02/05/19	232	\$7,239.00
Vendor Total for: ILLINOIS PUBLIC RISK FUND						(Fiscal YTD Payments: \$80,180.00) \$7,239.00
<b>REGIONAL EMERGENCY DISPATCH</b>						
	Invoice: 184-19-02	FEBRUARY 2019 01-22-556 DISPATCHING	052512	02/05/19	232	\$2,343.00
Vendor Total for: REGIONAL EMERGENCY DISPATCH						(Fiscal YTD Payments: \$23,430.00) \$2,343.00
GENERAL FUND						\$9,838.60
WATER & SEWER						\$1,019.69
Grand Total:						\$10,858.29



**AGENDA MEMO**  
**Committee of the Whole**  
**February 19, 2019**

**ISSUE STATEMENT**

A motion waiving competitive bidding and authorizing the City Manager to accept a proposal from DeMarr Sealcoating, Inc. to provide crack sealing services on various roadways in an amount not to exceed \$15,000.

**BACKGROUND/HISTORY**

Christopher Burke Engineering recently completed a pavement study to identify the roadways that need to be repaired in Highwood and a maintenance schedule to optimize the lifespan of roads in the community, ultimately saving money. Staff has consulted with Christopher Burke and determined that priority roads should receive the preventative maintenance first, as this is the first year of such a program.

In 2019, the City of Highwood contracted with DeMarr for Green Bay and Sheridan due to the low cost quote. The budget for crack sealing in the FYE 2020 budget is expected to be \$15,000. In order to identify conceptual pricing, Staff asked DeMarr, a local company who has done this work previously, for a quote to complete crack sealing on Washington, Burchell, Llewellyn, Funston and a portion of Highwood Avenue. Their quote reflected a price of \$0.75 per lineal foot. As a comparison, bids opened last year were \$1.13, according to Christopher Burke.

Due to the exceptional pricing, Staff is requesting authority to spend up to \$15,000 to complete crack sealing this year. Going out to formal bid may result in higher pricing. DeMarr has provided exceptional services in Highwood previously and Staff is comfortable with their quality of work. Highwood will also ask Christopher Burke to assist with inspecting the work on the morning it is performed.

If approved Staff will prioritize Washington, Burchell, Llewellyn, Funston and a portion of Highwood Avenue, then will complete crack sealing on the remainder of Highwood Avenue if funds remain.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approval of this motion.

**ALTERNATE CONSIDERATION**

Not approving the motion and going out to bid would be an alternate consideration.

**ATTACHMENTS**

-Quote from DeMarr for sealcoating.



240 E Helen Rd  
 Palatine, IL 60067  
 Phone 847-991-4060  
 Fax 847-991-4131  
 sales@demarrsealcoating.com

# PROPOSAL

Date 11/8/2018  
 Proposal # 1375

*Scott*

SUBMITTAL TO			
<b>City of Highwood</b> 17 Highwood Ave. Highwood, IL 60040		<b>Contact Jack</b>  <b>Email: jharding2@cityofhighwood.org</b>  <b>Phone: 847-604-8992</b>	
<b>Job</b>	Streets for 2019		
<b>Address</b>	Various Streets		
Description	Qty	Rate	Amount
Hot Rubber Crackfill w/ROUTING on: Washington Ave. From Western to Sheridan Burchell Ave. from Western to Green Bay Liewilyn from Central to Funston Ave. Funston Ave. from Burchell Ave. to North Ave. Highwood Ave. from RR Tracks to Waukegan	13,890	0.75	10,417.50
<b>Total</b>			<b>\$10,417.50</b>

All Material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over the above estimate, this includes the cost of permits if required. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. A Certificate of Insurance will be provided upon request. Payment to be made within 30 days after receiving invoice. A 1.5% late fee charge will be applied and added every 30 days until paid. Proposal may be withdrawn by us if not accepted within 30 days.

By Signing below, you confirm you have read through and accept all terms and conditions stated.

Signature & Date \_\_\_\_\_

**AGENDA MEMO**  
**Committee of the Whole**  
**February 19, 2019**

**ISSUE STATEMENT**

An ordinance authorizing the disposal of surplus property owned by the City of Highwood.

**BACKGROUND/HISTORY**

The City of Highwood has been gradually transitioning from in-house public works services to a contracted model in which we hire companies to provide specific services at different times of the year. As the City has reduced employee headcount, it has become less necessary to maintain all of the vehicles and equipment kept for maintenance purposes. This has saved the City money as many of the vehicles were old models, many more than 20 years old and in need of replacement.

Staff is now recommending the Council declare a 1997 F-350 One Ton Dump surplus. This vehicle has been a small portion of snow operations, providing salting capacity when needed and at one time had a small role in festival preparation. At this time the transfer case needs to be replaced and the City has an estimate of \$1,750 from Bernardi Auto Service Center. Rather than spending money on this repair, Staff believes this vehicle is not necessary for operations and can fetch \$1,000 - \$3,000 in a sale.

**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 AUTHORIZING THE DISPOSAL OF SURPLUS  
PROPERTY OWNED BY THE CITY OF HIGHWOOD**

**ADOPTED BY THE CITY COUNCIL  
OF THE  
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS  
ON  
THE 19<sup>th</sup> DAY OF FEBRUARY, 2019**

Published in pamphlet form by authority of the City Council  
of the City of Highwood, Lake County, Illinois  
on this 19<sup>th</sup> day of February, 2019

**City-wide**

Mayor: Charlie Pecaro  
City Clerk: Karin Baruffi  
City Treasurer: Vacant

**Aldermen**

James Hospodarsky  
James Levi  
  
Mike Fiore  
Andy Peterson

City Attorney: James V. Ferolo  
Klein, Thorpe, Jenkins, Ltd

Eric Falberg  
M. Brad Slavin

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

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF SURPLUS  
PROPERTY OWNED BY THE CITY OF HIGHWOOD**

**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 a majority of the corporate authorities holding office in the City of Highwood, Lake County, Illinois, that certain property is no longer necessary or useful to the City and is in the best interests of the City of Highwood not to retain such property.

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

**SECTION 1:** Pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code, the Mayor and Aldermen find that the following property now owned by the City of Highwood is no longer necessary or useful to the City of Highwood and the best interest of the City of Highwood will be served by their sale or disposal. The property is identified as follows:

- 1997 F-350 One Ton Dump VIN#3FEKF38G5VMA19097

**SECTION 2:** Pursuant to said Section 5/11-76-4, City Manager Scott Coren is hereby authorized and directed to sell or dispose of the property identified above in a manner deemed appropriate and the City Clerk or designee is hereby directed to transfer any titles accordingly.

**SECTION 3:** 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.

**SECTION 4:** Any and all ordinances, sections or subsections of ordinances in conflict herewith are hereby repealed.

**SECTION 5:** In the event any part or parts of this Ordinance shall be found to be unconstitutional by a court of competent jurisdiction, such unconstitutionality shall not affect the validity of the remaining parts of this Ordinance.

**ADOPTED** this 19th day of February 2019, pursuant to a roll call vote as follows:

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

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

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

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

**APPROVED** by the City Council of the City of Highwood this 19th day of February, 2019.

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

ATTEST:

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



