

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Tuesday October 03, 2023 at 6:00 P.M.

AGENDA

CALL TO ORDER

- 1. Roll Call**
- 2. Public Hearing**
- 3. Review of Minutes to be Approved:**
 - 3.1. City Council: September 19, 2023
 - 3.2. Committee of the Whole: September 19, 2023
- 4. Appointments**
- 5. Review of Bill Warrant List**
 - 5.1. 10/03/2023 AP Warrant List
- 6. Unfinished Business**
- 7. New Business**
 - 7.1 A Proclamation Declaring October 'Domestic Violence Awareness Month' in the City of Highwood.
 - 7.2 Consideration of a Motion Creating a Landlord Notification Policy for Police Incident Reports.
 - 7.3 A Discussion on a Request from Tapas Del Lago to Create a Valet Parking Zone.
 - 7.4 A Discussion on a Request to Create an Accounting on Special Events.
- 8. Executive Session (If Necessary)**
- 9. Any Action Necessary Coming Out of Executive Session**
- 10. Adjournment**

CITY OF HIGHWOOD
REGULAR MEETING OF THE CITY COUNCIL
CITY COUNCIL CHAMBERS
Tuesday September 19, 2023, at 7:30 P.M.
AGENDA MINUTES

CALL TO ORDER by Mayor Pecaro at 7:34 P.M.

1. Roll Call

Present: Aldermen Levi, Falberg, Fiore and Peterson

Absent: Aldermen Slavin and Hospodarsky

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

2. Pledge of Allegiance

All present recited the Pledge of Allegiance.

3. Review of Minutes to be Approved

3.1. Moved by Alderman Fiore and seconded by Alderman Peterson to approve the minutes for City Council: August 15, 2023. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Fiore and seconded by Alderman Peterson to approve the minutes for Committee of the Whole: August 15, 2023. All present voting aye, by voice vote, motion carried.

4. Appointments

5. Approval of Warrant List:

5.1. Moved by Alderman Falberg and seconded by Alderman Peterson to approve the 09/05/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

5.2. Moved by Alderman Peterson and seconded by Alderman Fiore to approve the 09/19/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

6. Public Input Items Not on Agenda

Stephanie Soto spoke on behalf of residents near Everts Park and requested an accounting of festival costs and that special event applications be brought to City Council for approval.

7. Mayor's Report

8. Committee Reports

9. Treasurer's Report

10. Clerk's Report

ACTION ITEMS

11. Unfinished Business

12. New Business

- 12.1. Moved by Alderman Falberg and seconded by Alderman Fiore to approve a Resolution Approving an ARC Application for a variation for a 24-inch Diameter Blade Sign with a 30-inch Bracket, to be mounted Above the Building's wall mounted address (448) and to Include the Relocation of the Traycee Home Care Wall Sign to Between the Center Windows, for Mojo's Vinyl Bar, Located at 448 Sheridan Road. Alderman Peterson voting no, Mayor Pecaro and all others present voting aye, by roll call vote, motion carried.

Moved by Alderman Falberg and seconded by Alderman Levi to approve items 12.2 through 12.7 by omnibus vote. All present voting aye, by roll call vote, motion carried.

- 12.2. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2018. (#23-R-19)
- 12.3. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2019. (#23-R-20)
- 12.4. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2020. (#23-R-21)
- 12.5. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2021. (#23-R-22)
- 12.6. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2022. (#23-R-23)
- 12.7. Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2023. (#23-R-24)
- 12.8. Moved by Alderman Levi and seconded by Alderman Fiore to waive competitive bidding and approve a Motion Authorizing the Emergency Sanitary Repair at the Intersection of Waukegan Avenue and Walker Avenue in an Amount Expected to be \$30,000. All present voting aye, by roll call vote, motion carried.
- 12.9. Moved by Alderman Levi and seconded by Alderman Peterson to waive competitive bidding and approve a Motion Authorizing the City Manager to Contract with M&J to Replace Eight Fire Hydrants in Highwood. All present voting aye, by roll call vote, motion carried.
- 12.10. Moved by Alderman Levi and seconded by Alderman Peterson to waive first reading and approve an Ordinance Approving Certain Amendments to the

Highwood City Code Pertaining to Fees and Charges and Sections Related thereto and Amending the Comprehensive Fee Schedule. 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 Levi. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:59 P.M.

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Tuesday September 19, 2023 at 6:00 P.M.

AGENDA MINUTES

CALL TO ORDER by Mayor at 6:06 P.M.

1. Roll Call

Present: Aldermen Levi, Falberg (6:14 p.m.), Fiore and Peterson

Absent: Aldermen Slavin and Hospodarsky

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

2. Public Hearing

3. Review of Minutes to be Approved:

3.1. City Council: August 15, 2023

3.2. Committee of the Whole: August 15, 2023

Minutes 3.1 and 3.2 will be approved at the regular City Council meeting.

4. Appointments

5. Review of Bill Warrant List

5.1. 09/05/2023 AP Warrant List

5.2. 09/19/2023 AP Warrant List

Warrant Lists 5.1 and 5.2 will be approved at the regular City Council meeting.

6. Unfinished Business

7. New Business

7.1 Consideration of Resolution Approving an ARC Application for an 18-inch Diameter Blade Sign with a 24-inch Bracket, to be Mounted Above the Arched Doorway, and to Include the Relocation of the Traycee Home Care Wall Sign to Between the Center Windows, for Mojo's Vinyl Bar, Located at 448 Sheridan Road.

City Council will approve the applicant's original request for a 24-inch diameter blade sign with a 30-inch bracket, to be installed above the building's wall mounted numeric address (448) and the relocation of the Traycee Home Care wall sign to between the center windows.

- 7.2 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2018. (#23-R-19)
- 7.3 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2019. (#23-R-20)
- 7.4 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2020. (#23-R-21)
- 7.5 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2021. (#23-R-22)
- 7.6 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2022. (#23-R-23)
- 7.7 Consideration of a Resolution for Maintenance Under the Illinois Highway Code Appropriating Motor Fuel Tax Funds for the Purchase Snow and Ice Removal for the Year 2023. (#23-R-24)

Items 7.2 through 7.7 will be approved at the regular City Council meeting.

- 7.8 Consideration of a Motion Authorizing the Emergency Sanitary Repair at the Intersection of Waukegan Avenue and Walker Avenue in an Amount Expected to be \$30,000.
This will be approved at the regular City Council meeting.
- 7.9 Consideration of a Motion Authorizing the City Manager to Contract with M&J to Replace Eight Fire Hydrants in Highwood.
This will be approved at the regular City Council meeting.
- 7.10 Consideration of an Ordinance Approving Certain Amendments to the Highwood City Code Pertaining to Fees and Charges and Sections Related thereto and Amending the Comprehensive Fee Schedule.
This will be approved at the regular City Council meeting.
- 7.11 A Discussion on Height and Density at the 420-424 Sheridan Road Properties.
Staff presented elevation concepts for 420-424 Sheridan Road.
- 7.12 A Discussion on a Request from Tapas Del Lago to Create a Valet Parking Zone.
This item will be discussed at a future meeting when the requestor can attend.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

- 10. Adjournment** moved by Alderman Fiore and seconded by Alderman Peterson. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:33 P.M.

HIGHWOOD - AP WARRANT LIST

OCTOBER 03, 2023

List #358

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
ALL PRO CLEANING SYSTEMS					
	Invoice: 3039	17 HIGHWOOD AVE DUCT CLEANING 01-11-511 REP & MAINT - BLD	09/27/23 \$1,700.00	09/27/23	\$1,700.00
Vendor Total for: ALL PRO CLEANING SYSTEMS		(Fiscal YTD Payments: \$0.00)			\$1,700.00
AMAZON CAPITAL SERVICES					
	Invoice: 1WF4-KTP3-1D1V	ADMIN 01-11-651 OFFICE SUPPLIES	09/25/23 \$31.29	09/25/23	\$31.29
	Invoice: 1WM9-L4XD-N34V	ADMIN 01-11-652 OPERATING SUPPLIE	09/22/23 \$50.72	09/22/23	\$50.72
	Invoice: 1Y1W-TCY7-LLN9	ADMIN 01-11-652 OPERATING SUPPLIE	09/22/23 \$283.13	09/22/23	\$283.13
Vendor Total for: AMAZON CAPITAL SERVICES		(Fiscal YTD Payments: \$9,173.65)			\$365.14
B&F CONSTRUCTION CODE SERVICES					
	Invoice: 18205	AUGUST 2023 01-44-926 REIMBURSABLE EXPE	09/15/23 \$225.00	09/15/23	\$225.00
Vendor Total for: B&F CONSTRUCTION CODE SERVICES		(Fiscal YTD Payments: \$670.00)			\$225.00
BEAVER'S					
	Invoice: 0071523	TREE REMOVAL/TRIM 01-41-915 FORESTRY	07/15/23 \$2,400.00	07/15/23	\$2,400.00
	Invoice: 0072723	TREE REMOVAL/TRIM 01-41-915 FORESTRY	07/27/23 \$4,800.00	07/27/23	\$4,800.00
	Invoice: 0080123	TREE REMOVAL/TRIM 01-41-915 FORESTRY	08/01/23 \$2,400.00	08/01/23	\$2,400.00
	Invoice: 0091923	TREE REMOVAL/TRIM 01-41-915 FORESTRY	09/19/23 \$4,800.00	09/19/23	\$4,800.00
Vendor Total for: BEAVER'S		(Fiscal YTD Payments: \$46,780.17)			\$14,400.00
BOARMAN, KROOS VOGEL GROUP, INC.					
	Invoice: 62548	SEPT. 2023 420-424 SHERIDAN RD. 37-00-555 PROJECT MANAGEMEN	09/10/23 \$17,000.00	09/10/23	\$17,000.00
Vendor Total for: BOARMAN, KROOS VOGEL GROUP, INC.		(Fiscal YTD Payments: \$0.00)			\$17,000.00
BURRIS EQUIPMENT					
	Invoice: RC1020018-3	EQUIP. RENTAL 8/23-9/20/2023	09/20/23	09/20/23	\$1,026.00

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: RC1021753-1	01-41-656 EQUIPMENT RENTAL EQUIP RENTAL 9/14-9/18/2023	\$1,026.00 09/18/23	09/18/23	\$973.00
	Invoice: SW1012739-1	01-41-656 EQUIPMENT RENTAL KUBOTA SERVICE CALL 01-41-512 REP & MAINT - EQU	\$973.00 09/20/23 \$786.09	09/20/23	\$786.09
Vendor Total for: BURRIS EQUIPMENT		(Fiscal YTD Payments: \$9,787.02)			\$2,785.09
CHRISTOPHER B. BURKE ENGINEERING, LTD.					
	Invoice: 185908	7/30-8/26/2023 BANK LANE RECON 33-00-863 STREET CAPITAL	09/12/23 \$15,594.58	09/12/23	\$15,594.58
Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD.		(Fiscal YTD Payments: \$86,748.04)			\$15,594.58
CIVIC PLUS					
	Invoice: 276979	10/01/2023-9/30-2024 01-11-561 DUES	10/01/23 \$5,922.54	10/01/23	\$5,922.54
Vendor Total for: CIVIC PLUS		(Fiscal YTD Payments: \$.00)			\$5,922.54
CIZEK CONSULTING					
	Invoice: 159	SEPTEMBER 2 - OCTOBER 2 2023 51-00-599 MISC CONTRACT SER	09/30/23 \$3,312.00	09/30/23	\$3,312.00
Vendor Total for: CIZEK CONSULTING		(Fiscal YTD Payments: \$16,560.00)			\$3,312.00
COMED					
	Invoice: 08312023-8045	MAST. ACCT. 35230-28045 7/2-8/2/23 01-41-571 UTILITIES	08/31/23 \$241.32	08/31/23	\$241.32
	Invoice: 09132023-4012	8/9-9/8/23 MAST. ACCT. 09671-14012 01-41-571 UTILITIES	09/13/23 \$2,589.06	09/13/23	\$2,589.06
Vendor Total for: COMED		(Fiscal YTD Payments: \$40,478.10)			\$2,830.38
DEMUTH, INC.					
	Invoice: V-3159	HYDRO-JET ASHLAND/GREEN BAY 51-00-516 REPAIR & MAINT HY	08/01/23 \$1,800.00	08/01/23	\$1,800.00
	Invoice: V-3161	HYDRANT REPAIR MISC. LOCATIONS 51-00-516 REPAIR & MAINT HY	08/01/23 \$4,700.00	08/01/23	\$4,700.00
	Invoice: V-3194	STORM DRAIN MORGAN/PRAIRIE 01-41-517 REP&MAINT - STORM	08/04/23 \$700.00	08/04/23	\$700.00
	Invoice: V-3208	RIENZI/WESTOVER HYDRANT 8/3/2023	08/11/23	08/11/23	\$4,500.00

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: V-3222	51-00-516 REPAIR & MAINT HY EVOLUTION AVE WATER LEAK	\$4,500.00 09/01/23	09/01/23	\$4,900.00
	Invoice: V-3225	51-00-516 REPAIR & MAINT HY BURTIS/OAK/SUMMIT MANHOLE INSP.	\$4,900.00 09/06/23	09/06/23	\$800.00
	Invoice: V-3226	51-00-516 REPAIR & MAINT HY 11 WALKER DEMO	\$800.00 09/06/23	09/06/23	\$4,500.00
	Invoice: V-3227	37-00-555 PROJECT MANAGEMEN HYDRANT REPAIR PRAIRIE/HIGH	\$4,500.00 09/06/23	09/06/23	\$2,800.00
	Invoice: V-3228	51-00-516 REPAIR & MAINT HY WESTERN/LEWELLYN HYDRANT	\$2,800.00 09/06/23	09/06/23	\$8,500.00
	Invoice: V-3229	51-00-516 REPAIR & MAINT HY 38 HIGH ST HYDRANT REPAIR 9/6/2023	\$8,500.00 09/06/23	09/06/23	\$3,850.00
	Invoice: V-3230	51-00-516 REPAIR & MAINT HY 226 JEFFREYS HYDRANT REPAIR 8/4/202	\$3,850.00 09/06/23	09/06/23	\$3,850.00
	Invoice: V-3248	51-00-516 REPAIR & MAINT HY 242 EVERTS METER PIT VAC 8/15/2023	\$3,850.00 09/07/23	09/07/23	\$1,200.00
	Invoice: V-3249	51-00-516 REPAIR & MAINT HY JET MANHOLE WEBSTER/LAKEVIEW	\$1,200.00 09/07/23	09/07/23	\$1,200.00
	Invoice: V-3250	51-00-516 REPAIR & MAINT HY WATER MAIN MAPLE/WRENDALE 8/17/23	\$1,200.00 09/07/23	09/07/23	\$10,500.00
	Invoice: V-3251	51-00-516 REPAIR & MAINT HY MANHOLE VAC/BBOX/BOLT REP. 8/18/23	\$10,500.00 09/07/23	09/07/23	\$6,600.00
		51-00-516 REPAIR & MAINT HY	\$6,600.00		
Vendor Total for: DEMUTH, INC.		(Fiscal YTD Payments: \$59,160.00)			\$60,400.00
DIAMBRI & CARAVELLO					
	Invoice: 34210	SEPTEMBER 2023 BUILDING MATTERS	09/18/23	09/18/23	\$110.00
	Invoice: 34211	01-14-533.5 CITY PROSECUTOR -	\$110.00 09/18/23	09/18/23	\$852.50
	Invoice: 34220	SEPTEMBER 2023 MTHLY PROSECUTIONS	\$852.50 09/18/23	09/18/23	\$882.50
		01-14-533.5 CITY PROSECUTOR -	\$882.50		
Vendor Total for: DIAMBRI & CARAVELLO		(Fiscal YTD Payments: \$6,767.50)			\$1,845.00
DOUGLAS' SERVICES					
	Invoice: 07182023	CASE # 23-2827	07/18/23	07/18/23	\$180.00
		01-21-573 MISC. SERVICE CON	\$180.00		
Vendor Total for: DOUGLAS' SERVICES		(Fiscal YTD Payments: \$185.00)			\$180.00
DR. STEVEN KRISS					
	Invoice: 29768666	IRRIGATION REPAIR	06/12/23	06/12/23	\$237.80

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-41-515 REP & MAINT - ST	\$237.80		
Vendor Total for: DR. STEVEN KRISS		(Fiscal YTD Payments: \$0.00)			\$237.80
FEDEX					
	Invoice: 8-253-68408	ADMIN 01-11-551 POSTAGE	09/13/23 \$27.30	09/13/23	\$27.30
Vendor Total for: FEDEX		(Fiscal YTD Payments: \$83.80)			\$27.30
FIORE NURSERY AND LANDSCAPE SUPPLY					
	Invoice: 265751	PUBLIC WORKS 01-41-920 COMMUNITY BEAUTIF	09/19/23 \$1,896.52	09/19/23	\$1,896.52
Vendor Total for: FIORE NURSERY AND LANDSCAPE SUPPLY		(Fiscal YTD Payments: \$400.05)			\$1,896.52
FOUNTAIN TECHNOLOGIES, LTD					
	Invoice: 14649	2023 PARK WINTERIZATION 01-41-918 EVERTS PARK	09/19/23 \$1,250.00	09/19/23	\$1,250.00
Vendor Total for: FOUNTAIN TECHNOLOGIES, LTD		(Fiscal YTD Payments: \$1,250.00)			\$1,250.00
GUARDIAN					
	Invoice: 09212023-7639	OCTOBER 2023 01-00-218.02 DENTAL INS WH PAY	09/21/23 \$1,732.39	09/21/23	\$1,732.39
Vendor Total for: GUARDIAN		(Fiscal YTD Payments: \$7,925.58)			\$1,732.39
GW & ASSOCIATES, PC					
	Invoice: 2309335	AUGUST 2023 01-11-531.1 ACCOUNTING 51-00-531.1 ACCOUNTING 53-00-531.1 ACCOUNTING SERVIC	09/18/23 \$5,525.00 \$2,550.00 \$425.00	09/18/23	\$8,500.00
Vendor Total for: GW & ASSOCIATES, PC		(Fiscal YTD Payments: \$34,000.00)			\$8,500.00
HAVEY COMMUNICATIONS, INC.					
	Invoice: 12565	POLICE DEPARTMENT 33-00-862 POLICE CAPITAL	09/26/23 \$806.00	09/26/23	\$806.00
Vendor Total for: HAVEY COMMUNICATIONS, INC.		(Fiscal YTD Payments: \$0.00)			\$806.00

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
HAWKINS INC.					
	Invoice: 6580207	WATER DEPARTMENT 51-00-652 OPERATING SUPPLIE	09/15/23 \$70.00	09/15/23	\$70.00
Vendor Total for: HAWKINS INC.			(Fiscal YTD Payments: \$4,155.25)		\$70.00
KEYTH SECURITY					
	Invoice: 815122	CITY HALL 01-11-511 REP & MAINT - BLD	09/13/23 \$4,344.00	09/13/23	\$4,344.00
Vendor Total for: KEYTH SECURITY			(Fiscal YTD Payments: \$1,452.00)		\$4,344.00
KLEIN, THORPE, AND JENKINS, LTD.					
	Invoice: 236368	AUG. 2023 GEN. CORP. MATTERS 01-14-533.1 CITY ATTY - GEN C	09/16/23 \$2,326.50	09/16/23	\$2,326.50
	Invoice: 236369	AUG. 2023 BOFPC 01-14-533.1 CITY ATTY - GEN C	09/16/23 \$1,238.20	09/16/23	\$1,238.20
	Invoice: 236370	AUG. 2023 555 BANK LANE PURCHASE 37-00-533 LEGAL FEES	09/16/23 \$82.90	09/16/23	\$82.90
	Invoice: 236371	AUG. 2023 341 WAUKEGAN PURCHASE 37-00-533 LEGAL FEES	09/16/23 \$314.70	09/16/23	\$314.70
	Invoice: 236372	AUG. 2023 11 WALKER PURCHASE 37-00-533 LEGAL FEES	09/16/23 \$495.79	09/16/23	\$495.79
	Invoice: 236373	AUG. 2023 7 WALKER PURCHASE 37-00-533 LEGAL FEES	09/16/23 \$347.69	09/16/23	\$347.69
	Invoice: 236374	AUG. 2023 244 WAUKEGAN AVE. 37-00-533 LEGAL FEES	09/16/23 \$170.00	09/16/23	\$170.00
Vendor Total for: KLEIN, THORPE, AND JENKINS, LTD.			(Fiscal YTD Payments: \$37,265.05)		\$4,975.78
LAKESHORE RECYCLING SYSTEMS					
	Invoice: PS559524	STREET SWEEPING 9/5/2023 01-41-515 REP & MAINT - ST	09/15/23 \$2,514.93	09/15/23	\$2,514.93
Vendor Total for: LAKESHORE RECYCLING SYSTEMS			(Fiscal YTD Payments: \$136,195.81)		\$2,514.93
LITTLE TOMMY'S PLUMBING SHOP					
	Invoice: I17956	NORTH GARAGE FT. SHER. 01-41-511 REP & MAINT - BUI	09/19/23 \$1,896.00	09/19/23	\$1,896.00
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP			(Fiscal YTD Payments: \$21,444.00)		\$1,896.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
M & J INDUSTRIAL SERVICES LLC					
	Invoice: 23778	SHERIDAN/WEBSTER TELEVISE & VAC 51-00-516 REPAIR & MAINT HY	09/21/23 \$15,850.00	09/21/23	\$15,850.00
	Invoice: 23781	SHERIDAN/WEBSTER UTILITY REPAIR 51-00-516 REPAIR & MAINT HY	09/21/23 \$36,900.00	09/21/23	\$36,900.00
	Invoice: 24120	LAKEVIEW/WEBSTER FRAME CASTING 51-00-516 REPAIR & MAINT HY	09/22/23 \$8,987.00	09/22/23	\$8,987.00
	Invoice: 24137	MANHOLE GREEN BAY ROAD 51-00-516 REPAIR & MAINT HY	09/25/23 \$9,289.00	09/25/23	\$9,289.00
Vendor Total for: M & J INDUSTRIAL SERVICES LLC			(Fiscal YTD Payments: \$104,782.00)		\$71,026.00
M.E. SIMPSON CO., INC.					
	Invoice: 40961	35 PRAIRIE AVENUE 51-00-521 LEAK DETECTIONS-W	08/31/23 \$935.00	08/31/23	\$935.00
	Invoice: 40967	SHERIDAN/WALKER AVENUE 51-00-521 LEAK DETECTIONS-W	08/31/23 \$645.00	08/31/23	\$645.00
Vendor Total for: M.E. SIMPSON CO., INC.			(Fiscal YTD Payments: \$6,995.00)		\$1,580.00
MENARDS - VERNON HILLS					
	Invoice: 5312	REC CENTER 01-51-511 REP & MAINT - BUI	09/12/23 \$50.13	09/12/23	\$50.13
Vendor Total for: MENARDS - VERNON HILLS			(Fiscal YTD Payments: \$1,090.67)		\$50.13
MENONI & MOCOJNI					
	Invoice: 0019587-00	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	09/18/23 \$73.50	09/18/23	\$73.50
	Invoice: 0019655-00	PUBLIC WORKS 01-41-515 REP & MAINT - ST	09/18/23 \$182.40	09/18/23	\$182.40
Vendor Total for: MENONI & MOCOJNI			(Fiscal YTD Payments: \$9,160.78)		\$255.90
MUNOZ PAVING CO.					
	Invoice: 32011	PATCH FT. SHER. METRA 8/28-8/29/23 01-41-515 REP & MAINT - ST	09/11/23 \$3,250.00	09/11/23	\$3,250.00
Vendor Total for: MUNOZ PAVING CO.			(Fiscal YTD Payments: \$64,145.00)		\$3,250.00
NAPA AUTO PARTS					
	Invoice: 147551	WATER DEPARTMENT	09/18/23	09/18/23	\$31.84

HIGHWOOD - AP WARRANT LIST

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List #358

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		51-00-512 REP & MAINT - DE	\$31.84		
Vendor Total for: NAPA AUTO PARTS		(Fiscal YTD Payments: \$256.92)			\$31.84
NATIONAL PUBLIC SAFETY INFO. BUREAU					
	Invoice: 0111221	POLICE DEPARTMENT 01-21-561 DUES	09/13/23 \$159.00	09/13/23	\$159.00
Vendor Total for: NATIONAL PUBLIC SAFETY INFO. BUREAU		(Fiscal YTD Payments: \$.00)			\$159.00
NCC-PETERSON PRODUCTS					
	Invoice: 90118	CITY HALL 01-11-651 OFFICE SUPPLIES	09/13/23 \$163.47	09/13/23	\$163.47
Vendor Total for: NCC-PETERSON PRODUCTS		(Fiscal YTD Payments: \$888.40)			\$163.47
NORTH SHORE GAS					
	Invoice: 09142023-0001	5 WESTERN AVE 8/14-9/14/2023 51-00-571 UTILITIES	09/14/23 \$31.17	09/14/23	\$31.17
	Invoice: 09182023-00001	317 GREEN BAY ROAD 8/15-9/14/2023 01-41-571 UTILITIES	09/18/23 \$35.83	09/18/23	\$35.83
Vendor Total for: NORTH SHORE GAS		(Fiscal YTD Payments: \$1,368.91)			\$67.00
NORTH SHORE WATER RECLAMATION DIST.					
	Invoice: 5146935	11 WAKER 3/13-6/15/2023 01-41-571 UTILITIES	09/23/23 \$50.88	09/23/23	\$50.88
Vendor Total for: NORTH SHORE WATER RECLAMATION DIST.		(Fiscal YTD Payments: \$.00)			\$50.88
NSSRA					
	Invoice: 862	2ND INSTALL 2023 MEMBER CONT. 01-51-915 NSSRA	09/25/23 \$19,122.53	09/25/23	\$19,122.53
Vendor Total for: NSSRA		(Fiscal YTD Payments: \$19,122.53)			\$19,122.53
OPUS 21 MANAGEMENT SOLUTIONS					
	Invoice: 230863	AUGUST 2023 51-00-599 MISC CONTRACT SER	09/21/23 \$867.33	09/21/23	\$867.33
Vendor Total for: OPUS 21 MANAGEMENT SOLUTIONS		(Fiscal YTD Payments: \$5,755.14)			\$867.33

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
PACE ANALYTICAL SERVICES, LLC					
	Invoice: I9568470	WATER ANALYSIS 51-00-518 WATER ANALYSIS	09/18/23 \$32.40	09/18/23	\$32.40
	Invoice: I9568828	WATER ANALYSIS 51-00-518 WATER ANALYSIS	09/11/23 \$25.50	09/11/23	\$25.50
Vendor Total for: PACE ANALYTICAL SERVICES, LLC			(Fiscal YTD Payments: \$2,109.40)		\$57.90
PEPSI BEVERAGES COMPANY					
	Invoice: 18627057	REC CENTER CONCESSIONS 01-52-928 MISCELLANEOUS EXP	09/15/23 \$354.60	09/15/23	\$354.60
Vendor Total for: PEPSI BEVERAGES COMPANY			(Fiscal YTD Payments: \$316.64)		\$354.60
PLATINUM SYSTEMS					
	Invoice: K-15794	REMOTE SUPPORT ADMIN 01-11-537 COMPUTER SUPPORT	08/31/23 \$60.00	08/31/23	\$60.00
	Invoice: K-157951	PD REMOTE SUPPORT 01-11-537 COMPUTER SUPPORT	08/31/23 \$60.00	08/31/23	\$60.00
	Invoice: K-157952	PD REMOTE SUPPORT 01-11-537 COMPUTER SUPPORT	08/31/23 \$1,230.00	08/31/23	\$1,230.00
Vendor Total for: PLATINUM SYSTEMS			(Fiscal YTD Payments: \$6,726.00)		\$1,350.00
RAY O'HERRON CO., INC.					
	Invoice: 2295866	POLICE DEPARTMENT 01-21-653 UNIFORMS	09/20/23 \$104.04	09/20/23	\$104.04
	Invoice: 2296298	POLICE DEPARTMENT 01-21-653 UNIFORMS	09/22/23 \$216.00	09/22/23	\$216.00
Vendor Total for: RAY O'HERRON CO., INC.			(Fiscal YTD Payments: \$1,568.12)		\$320.04
SE-INC.					
	Invoice: 23-32694	FENCE REPAIR/MISC. LABOR 8/1/23 01-41-515 REP & MAINT - ST	07/31/23 \$971.22	07/31/23	\$971.22
	Invoice: 23-32704	LIFT STATION FENCE 01-41-515 REP & MAINT - ST	08/04/23 \$2,139.11	08/04/23	\$2,139.11
	Invoice: 23-32722	LABOR WEEK OF 08/06/2023 01-41-515 REP & MAINT - ST	08/14/23 \$180.00	08/14/23	\$180.00
	Invoice: 23-32731	LABOR MULT. JOB/LOC. 8/15&8/17/2023 01-41-515 REP & MAINT - ST	08/16/23 \$576.94	08/16/23	\$576.94
	Invoice: 23-32735	LABOR 08/18/2023	08/18/23	08/18/23	\$1,179.25

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 23-32774	01-41-515 REP & MAINT - ST LABOR MULT. JOB/LOCATION 08/30/2023	\$1,179.25 08/30/23	08/30/23	\$431.25
	Invoice: 23-32776	01-41-515 REP & MAINT - ST LABOR 08/25/2023	\$431.25 08/28/23	08/28/23	\$795.00
	Invoice: 23-32781	01-41-515 REP & MAINT - ST LABOR WEEK OF 08/13/2023	\$795.00 08/21/23	08/21/23	\$180.00
	Invoice: 23-32782	01-41-515 REP & MAINT - ST LABOR WEEK OF 08/20/2023	\$180.00 08/28/23	08/28/23	\$180.00
	Invoice: 23-32787	01-41-515 REP & MAINT - ST LABOR MULT. JOB/LOCATION 09/01/2023	\$180.00 09/06/23	09/06/23	\$807.50
	Invoice: 23-32792	01-41-515 REP & MAINT - ST REPLACE FLAGS/SIGN INST/FENCE REP	\$807.50 09/11/23	09/11/23	\$1,068.76
	Invoice: 23-32796	01-41-515 REP & MAINT - ST CLEANUP GARBAGE/DEBRIS 09/04/2023	\$1,068.76 09/11/23	09/11/23	\$503.50
	Invoice: 23-32798	01-41-515 REP & MAINT - ST STREET/PRKNG LOT CLEAN UP 9/5/2023	\$503.50 09/11/23	09/11/23	\$1,013.64
	Invoice: 23-32805	01-41-515 REP & MAINT - ST DEBRIS CLEANUP WEEK OF 09/04/23	\$1,013.64 09/19/23	09/19/23	\$180.00
	Invoice: 23-32806	01-41-515 REP & MAINT - ST DEBRIS CLEANUP WEEK OF 09/11/2023	\$180.00 09/19/23	09/19/23	\$180.00
	Invoice: 23-32808	01-41-515 REP & MAINT - ST SIGN REPLACEMENT/GUARDRAIL REPAIR	\$180.00 09/19/23	09/19/23	\$97.75
		01-41-515 REP & MAINT - ST	\$97.75		
Vendor Total for: SE-INC.		(Fiscal YTD Payments: \$69,006.49)			\$10,483.92
SMITH ECOLOGICAL SYSTEMS, INC.					
	Invoice: 24360	WATER DEPARTMENT 51-00-512 REP & MAINT - DE	06/29/23 \$2,333.52	06/29/23	\$2,333.52
Vendor Total for: SMITH ECOLOGICAL SYSTEMS, INC.		(Fiscal YTD Payments: \$451.90)			\$2,333.52
THE BLUE LINE					
	Invoice: 45485	POLICE DEPARTMENT 01-21-553 PUBLISHING/ADV/PR	09/21/23 \$397.00	09/21/23	\$397.00
Vendor Total for: THE BLUE LINE		(Fiscal YTD Payments: \$.00)			\$397.00
TRUGREEN					
	Invoice: 183359183	EVERTS PARK 9/18/2023 01-41-918 EVERTS PARK	09/18/23 \$530.37	09/18/23	\$530.37
	Invoice: 18336318	17 HIGHWOOD AVE 9/18/2023 01-41-573 MISC SERVICE CONT	09/18/23 \$152.29	09/18/23	\$152.29

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(TRUGREEN Cont'd)					
	Invoice: 183363693	BURTIS PARK 9/18/2023 01-41-573 MISC SERVICE CONT	09/18/23 \$74.55	09/18/23	\$74.55
Vendor Total for: TRUGREEN		(Fiscal YTD Payments: \$5,560.64)			\$757.21
ULTIMATE PAINT SHOP II, INC.					
	Invoice: 11715	FINAL BILL 01-21-513 REP & MAINT - VEH	08/21/23 \$3,861.99	08/21/23	\$3,861.99
Vendor Total for: ULTIMATE PAINT SHOP II, INC.		(Fiscal YTD Payments: \$28,362.35)			\$3,861.99
USA BLUE BOOK					
	Invoice: INV00137687	WATER DEPARTMENT 51-00-512 REP & MAINT - DE	09/19/23 \$204.00	09/19/23	\$204.00
	Invoice: INV00137753	WATER DEPARTMENT 51-00-512 REP & MAINT - DE	09/19/23 \$1,539.95	09/19/23	\$1,539.95
Vendor Total for: USA BLUE BOOK		(Fiscal YTD Payments: \$1,112.97)			\$1,743.95
VISION SERVICE PLAN OF ILLINOIS					
	Invoice: 818789522	OCTOBER 2023 01-00-218.09 EMPLOYE VISION WH	09/17/23 \$306.89	09/17/23	\$306.89
Vendor Total for: VISION SERVICE PLAN OF ILLINOIS		(Fiscal YTD Payments: \$1,514.93)			\$306.89
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5577644-0	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	09/22/23 \$69.54	09/22/23	\$69.54
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS		(Fiscal YTD Payments: \$2,158.78)			\$69.54
WENDY KRITT					
	Invoice: 169914	REIMBURSEMENT SPRINKLER REPAIR 01-41-515 REP & MAINT - ST	09/12/23 \$409.00	09/12/23	\$409.00
Vendor Total for: WENDY KRITT		(Fiscal YTD Payments: \$.00)			\$409.00
GENERAL FUND					\$95,339.72
CAPITAL PROJECT FUND					\$16,400.58

HIGHWOOD - AP WARRANT LIST

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Amount

TIF PROJECT/EXPENSE FUND	\$22,911.08
WATER & SEWER	\$138,803.71
GARBAGE FUND	\$425.00
Grand Total:	\$273,880.09

Mayoral Proclamation

A PROCLAMATION DECLARING OCTOBER 'DOMESTIC VIOLENCE AWARENESS MONTH' IN THE CITY OF HIGHWOOD

WHEREAS, domestic violence impacts countless people without regard to age, race, religion, or economic status; as victims suffer at the hands of a spouse or partner, it affects their children, families, and entire communities; and

WHEREAS, nearly 1 in 4 women and 1 in 7 men have suffered from domestic violence by an intimate partner; and

WHEREAS, all people deserve to feel safe with loved ones, and Highwood is committed to eliminating this scourge and supporting survivors' healing; and

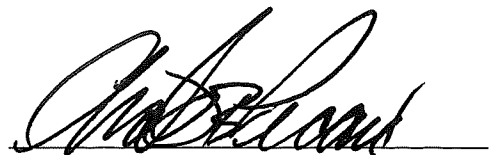
WHEREAS, The City of Highwood joins with others across Illinois and the Nation in supporting victims of domestic violence and share the worthy goals of this month-long observance, and likewise support the work of public and private entities that strive to provide the best coordinated response to domestic violence in communities across this state, sending a loud and clear message to abusers that domestic violence is not tolerated in Highwood.

NOW, THEREFORE, I, CHARLES PECARO, Mayor of the City of Highwood, do hereby proclaim that October is

"Domestic Violence Awareness Month"

in the City of Highwood.

Dated this 3rd day of October, 2023


Charles Pecaro
Mayor

AGENDA MEMO
Committee of the Whole
October 3, 2023

ISSUE STATEMENT

A motion creating a landlord notification policy for police incident reports.

BACKGROUND/HISTORY

The City of Highwood has explored proactively notifying landlords of police incidents occurring at their property. This would provide landlords information on their tenants and the individuals they may encounter at the property.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval.

ALTERNATE CONSIDERATION

Not approving the policy would be an alternate consideration.

ATTACHMENTS

-Policy



Highwood Police Department

PROPERTY OWNER NOTIFICATION

DRAFT

Date: _____

Property owner:

In the interest of increasing landlord awareness, the Highwood City Council established a policy to proactively notify landlords when police incident reports are made at/or regarding their rental properties, visitors to the property or occupants.

In compliance with protections afforded by state and federal laws, you are receiving this communication because the enclosed police incident report was made at or regarding your rental property. You may find that some information has been redacted as required by law.

Property owner notification regarding police action being taken regarding:

Address: _____

Incident type: _____

Report number:

Please see attached report.



Highwood Police Department

PROPERTY OWNER NOTIFICATION

Landlords have expressed concern that they are not notified when police activity occurs at their rental properties. An occupant could be arrested for, charged with, and ultimately convicted of committing a violent crime at a rental property, only to return to living at the property without the landlord ever becoming aware.

Police incident reports are considered public record, however, these reports are typically only obtained via Freedom of Information Act (FOIA) requests.

Increasing landlord awareness of police activity at rental properties would likely result in a more accountable and safer community.

This process will proactively send landlords police incident reports made at their rental properties as well as those related to occupants or visitors of the property.

This proactive process treats the release of records in the exact same manner that it would if it were reactively processing FOIA requests (i.e., compliant with relevant protections afforded by state and federal laws).

Notifications will be made for all felonies and misdemeanors (local ordinance violations will be included), excluding incidents involving juveniles and incidents related to open investigations.

Please note that an allegation of a crime is just that. This notification does not prove guilt or innocence. It means that an allegation was made which required police intervention and/or documentation. A comprehensive list of violations where notification shall be made is not included in this document due to the size of the Illinois Compiled Statutes.

Notifications will not be made on incidents involving juveniles nor open investigations.

This program will not notify property owners of incidents involving tenants that occur outside the jurisdiction of Highwood.

AGENDA MEMO
Committee of the Whole
October 3, 2023

ISSUE STATEMENT

A discussion on a request from Tapas Del Lago to create a valet parking zone.

BACKGROUND/HISTORY

Alderman Peterson requested a discussion item be placed on the Committee of the Whole following a request from new restaurant Tapas Del Lago to install a valet parking area for his business.

There are currently sidewalk ‘bump-outs’ in front of this restaurant and the adjacent restaurant to the north, El Buren. The closest available spots are in front of Toadstool to the south.

STAFF/COMMITTEE RECOMMENDATION

For discussion only.

ALTERNATE CONSIDERATION

For discussion only.

ATTACHMENTS

-None

AGENDA MEMO
Committee of the Whole
October 3, 2023

ISSUE STATEMENT

A discussion on a request to create an accounting on special events.

BACKGROUND/HISTORY

At the September 19, 2023 City Council meeting residents near Everts Park had a representative request the City complete a ‘full accounting’ of the costs and benefits of hosting special events. Staff wanted to bring to the City Council several of the variables that make an objective accounting challenging:

-The likely greatest financial benefit in an accounting is sales tax generation. Individual sales tax information disclosure is prohibited by law, with the City Manager at risk of a Class B misdemeanor and a \$7,500 fine if accurate numbers are used.

-Sales tax data is notoriously challenging to parse, with even the sales tax payer unable to determine the amount of revenue attributable to an event.

-With events taking place over ten years and both the community and sales tax base increasing at the same time, a ‘correlation vs causation’ argument is not likely to be resolved objectively.

-The cost of policing such events varies widely due to many factors, including the availability of part-time officers to fill shifts, the desire of full time officers to select overtime shifts, the weather, external environment (recent event attacks, trends such as ‘meet ups’), traffic site plans and the number of volunteers for such events. Wednesday markets are very consistent in a minimum cost of \$150 and a maximum of \$300 per event, but other events can range from a wide spread of \$8,800 to \$17,760 depending on various variables.

-Typical real costs are budgeted and publicly available without the need for additional accounting reports.

-Some of the arguable benefits of special events do not come from an accounting and any assignment of value to items such as ‘sense of community’ or ‘attracting visitors’ is subjective at best.

STAFF/COMMITTEE RECOMMENDATION

For discussion only. Staff can provide budget and expenditure information that is publicly available.

ALTERNATE CONSIDERATION

Staff can attempt an accounting without confidential data.

**RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION
BETWEEN THE [TOWN][CITY][VILLAGE][COUNTY]
OF _____
AND THE
ILLINOIS DEPARTMENT OF REVENUE**

The Illinois Department of Revenue (the “Department”), in accordance with the statutes of the State of Illinois, agrees to share under the terms of this Reciprocal Agreement on Exchange of Information (the “Reciprocal Agreement”) with the [Town][City][Village][County] of _____ (the [“Municipality”][“County”]) financial information obtained pursuant to the Illinois Retailers' Occupation Tax Act, the Service Occupation Tax Act, the Use Tax Act, and the Service Use Tax Act (the “Tax Acts”). For purposes of this Reciprocal Agreement, “financial information” means the following information for each retailer or serviceman in the [Municipality][County]: (1) the business name; (2) the business address; (3) the standard classification number assigned to the business; (4) net revenue distributed to the requesting [municipality][county] that is directly related to the requesting [municipality's][county's] local share of the proceeds under the Use Tax Act, the Service Use Tax Act, the Service Occupation Tax Act, and the Retailers' Occupation Tax Act distributed from the Local Government Tax Fund, and, if applicable, any locally imposed retailers' occupation tax or service occupation tax; and (5) a listing of all businesses within the requesting [municipality][county] by account identification number and address.

It is further agreed that all information exchanged will be used only for the official purposes of the State and of the [Municipality][County] and shall be kept confidential in accordance with the Tax Acts. Each party agrees to take appropriate steps to protect from unauthorized disclosure the tax information obtained pursuant to this Reciprocal Agreement and to destroy it when no longer needed by shredding or other appropriate means.

The [Municipality][County] agrees to follow the procedures to protect the confidentiality of information provided in “Minimum Standards Required to Safeguard Information Given as a Result of a Reciprocal Agreement on the Exchange of Information,” which is incorporated into this Reciprocal Agreement as Attachment A. Both parties understand and agree that the Department will not provide any information under this Reciprocal Agreement to the [Municipality][County] unless and until the [Municipality][County] signs Attachment A.

It is agreed that only the chief executive officer of the [Municipality][County] will initiate a Reciprocal Agreement with the Department. Information provided to the [Municipality][County] under this Reciprocal Agreement may be shared with or viewed by only persons who are directly involved in the financial operations of the [Municipality][County], including [Municipal][County] employees, and persons, such as attorneys or accountants, retained by the [Municipality][County]. The information provided shall not, however, be shared with or viewed by any person who is compensated by the [Municipality][County] for services rendered on a contingent basis or any other similar method that may impair that person's independence or the perception of that person's independence. The chief executive officer shall provide the Department with a list of names and official titles of persons designated by him or her as persons exclusively authorized to request, view, or receive financial information on his or her behalf. The list shall be on [Municipal][County] letterhead and shall be signed by the chief executive officer. The information provided by the Department shall not be viewed by or shared with anyone who

is not on the list. Each person designated to request, view, or receive financial information must acknowledge to the Department that he or she received and reviewed this Reciprocal Agreement and understands the legal and contractual obligation to maintain the confidentiality of this information by signing and returning Attachment B, which attachment shall be incorporated into this Reciprocal Agreement. The Department agrees to provide the [Municipality][County] with a written list showing the names and official titles of Department employees designated by it to request, view, or receive financial information from the [Municipality][County]. Both parties agree to furnish additions to and deletions from the lists as they occur. It is agreed that no information provided under this Reciprocal Agreement will be provided by telephone or pursuant to a telephone request.

Both parties understand and agree that the Department will not provide any information under this Reciprocal Agreement to the [Municipality][County] unless and until the [Municipality][County] provides:

- a signed copy of this Reciprocal Agreement;
- a signed copy of Attachment A;
- a list of names and official titles of persons exclusively authorized to request, view, or receive financial information on [Municipal][County] letterhead, signed by the chief executive officer; and
- a completed and signed Attachment B for each person designated by the chief executive officer of the [Municipality][County] as authorized to request, view, or receive financial information.

It is further agreed that either party for administrative reasons may refuse to share information.

This Reciprocal Agreement may be canceled by either party at any time and will be canceled in the event of any unauthorized use or disclosure (verbally, in writing, or by any other means) of confidential financial information obtained pursuant to this Reciprocal Agreement or failure to abide by the procedures set forth by the Department for safeguarding the confidentiality of such confidential financial information.

Illinois Department of Revenue

[Municipality][County]

Director

Chief Executive of the [Municipality][County]

Date

Clerk of the [Municipality][County]

Date

ATTACHMENT A

MINIMUM STANDARDS REQUIRED TO SAFEGUARD INFORMATION GIVEN AS A RESULT OF A RECIPROCAL AGREEMENT ON THE EXCHANGE OF INFORMATION

1. All requests for information under the Reciprocal Agreement on the Exchange of Information (the “Reciprocal Agreement”) will be in writing, on letterhead of the [Municipality][County] and addressed to the Local Tax Allocation Division at the Illinois Department of Revenue (the “Department”).
2. Information received under the Reciprocal Agreement will be kept in a locked storage facility, e.g., locked file cabinet, closet, or desk that is only accessible by persons authorized under the Reciprocal Agreement to receive information. Any information stored in an electronic format shall be password protected and restricted to only those persons authorized under the Reciprocal Agreement to receive information.
3. Any [Municipality][County] that receives information under the Reciprocal Agreement will promptly notify the Department when a person who has been authorized to receive information under the Reciprocal Agreement, leaves employment of the [Municipality][County] or otherwise is no longer authorized by statute or by the [Municipality][County] to receive the information.
4. Any [Municipality][County] that receives information under the Reciprocal Agreement will report to the Department any possible or suspected breach of confidentiality of the information as soon as possible, but no later than the close of business on the business day following the date of discovery.
5. The proper method for destruction of information that is no longer needed is shredding or destruction of the CDs.
6. Any [Municipality][County] that receives information under the Reciprocal Agreement will not share the information with or allow the information to be viewed by any person who is compensated by the Municipality or County for services rendered on a contingent basis or any other similar method that may impair that person's independence or the perception of that person's independence.

7. Any person who divulges confidential information in any manner, except in accordance with a proper judicial order or as otherwise provided by law, is guilty of a Class B misdemeanor with a fine not to exceed \$7,500.00 per disclosure. Confidential information includes any information collected by the Department from any return or investigation other than name and address of the taxpayer. Disclosure of confidential information to [Municipal][County] Employees, contractors, or vendors who are not explicitly authorized to view such information under the Reciprocal Agreement constitutes unauthorized disclosure.

8. Information received under the Reciprocal Agreement is exempt from disclosure under section 7(1)(a) of the Freedom of Information Act (FOIA). Section 11 of the Retailer’s Occupation Tax Act (ROTA) specifically prohibits disclosure of this information. To ensure uniform responses among recipients of confidential tax information, a [Municipality][County] that receives a FOIA request for information received under the Reciprocal Agreement shall (a) deny the request pursuant to section 7(1)(a) of FOIA; (b) notify the Department of Revenue of the request; and (c) keep the Department apprised of any proceedings instituted to compel the release of information under FOIA.

The [Town][City][Village][County] of _____ agrees to abide by the aforementioned standards in safeguarding the information that it receives pursuant to the Reciprocal Agreement, which it has entered into with the Illinois Department of Revenue.

Signature

Title

Date

ATTACHMENT B

Acknowledgment of Restrictions on Use and Disclosure of Confidential Financial Information

I, _____, am currently employed as [a][an] _____ with [the [Town][City][Village][County] of _____ (the [“Municipality”][“County”])][name of non-government entity]. I am authorized under the Reciprocal Agreement on Exchange of Information between [name of Municipality][name of County] and the Illinois Department of Revenue to request, view, or receive confidential financial information on behalf of the [Municipality][County]. I have received and reviewed the Reciprocal Agreement on the Exchange of Information and I understand its terms.

By my signature below I acknowledge that the unauthorized use or disclosure of confidential financial information obtained under the Reciprocal Agreement is prohibited by law. I further acknowledge that any person who divulges confidential financial information in any manner, except pursuant to a court order or as otherwise authorized by law, is guilty of a Class B misdemeanor and subject to a fine of up to \$7,500 per disclosure. I understand that disclosing confidential financial information to persons who are not explicitly authorized under the Reciprocal Agreement constitutes unauthorized use and disclosure.

Employer: (Please print) _____

Position/Title: (Please print) _____

[Signature]

[Date]