

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Tuesday October 17, 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: October 03, 2023

3.2. Committee of the Whole: October 03, 2023

4. Appointments

5. Review of Bill Warrant List

5.1. 10/17/2023 AP Warrant List

6. Unfinished Business

7. New Business

7.1 A Tour of the Highwood Public Library.

7.2 A Discussion on Preliminary Estimates for the Upcoming Tax Levy.

7.3 Consideration of an Ordinance Amending Ordinance 2004-O-02 Allowing for Single-Family Home Development at "0" Wrendale Avenue, PIN 1615422025.

7.4 A Presentation on the Residential Rental License and Code Enforcement Program.

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 October 03, 2023, at 7:30 P.M.
AGENDA MINUTES

CALL TO ORDER by Mayor Pecaro at 7:40 P.M.

1. Roll Call

Present: Alderman Levi, Slavin, Falberg, Fiore, Peterson 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 Levi to approve the minutes for City Council: September 19, 2023. All present voting aye, by voice vote, motion carried.

3.2. Moved by Alderman Levi and seconded by Alderman Fiore to approve the minutes for Committee of the Whole: September 19, 2023. All present voting aye, by voice vote, motion carried.

4. Appointments

5. Approval of Warrant List:

5.1. Moved by Alderman Fiore and seconded by Alderman Peterson to approve the 10/03/2023 AP Warrant List for payment. All present voting aye, by roll call vote, motion carried.

6. Public Input Items Not on Agenda

7. Mayor's Report

7.1 A Proclamation Declaring October 'Domestic Violence Awareness Month' in the City of Highwood.
Mayor Pecaro presented the proclamation at the Committee of the Whole meeting.

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 Levi to approve a Motion Creating a Landlord Notification Policy for Police Incident Reports. 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 Falberg. All present voting aye, by voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:42 P.M.

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

AGENDA MINUTES

CALL TO ORDER by Mayor Pecaro at 6:17 P.M.

1. Roll Call

Present: Aldermen Levi, Slavin, Falberg (6:27pm), Fiore, Peterson 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: September 19, 2023

3.2. Committee of the Whole: September 19, 2023

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

4. Appointments

5. Review of Bill Warrant List

5.1. 10/03/2023 AP Warrant List

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

6. Unfinished Business

7. New Business

7.1 A Proclamation Declaring October 'Domestic Violence Awareness Month' in the City of Highwood.

Mayor Pecaro presented the proclamation to North Suburban Legal Aid Clinic representative Bob Badesch.

7.2 Consideration of a Motion Creating a Landlord Notification Policy for Police Incident Reports.

This will be approved at the regular City Council meeting.

7.3 A Discussion on a Request from Tapas Del Lago to Create a Valet Parking Zone. The applicant and City Council discussed the request and will monitor impact on traffic.

7.4 A Discussion on a Request to Create an Accounting on Special Events.

The City Council agreed with Staff's plan to provide data on special event direct expenditures and general estimates on possible revenues.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

10. 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 7:35 P.M.

HIGHWOOD - AP WARRANT LIST

OCTOBER 17, 2023

List #359

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AMALGAMATED BANK OF CHICAGO					
	Invoice: 10012023-9009	10/01/2023-09/30/2024 51-00-730 FISCAL AGENT FEES	10/01/23 \$475.00	10/01/23	\$475.00
Vendor Total for: AMALGAMATED BANK OF CHICAGO		(Fiscal YTD Payments: \$950.00)			\$475.00
AMAZON CAPITAL SERVICES					
	Invoice: 13FH-3KGV-JGDV	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	10/11/23 \$47.88	10/11/23	\$47.88
	Invoice: 19L4-JPTC-3NHM	REC CENTER 01-51-515 PARK MAINTENANCE	10/05/23 \$49.99	10/05/23	\$49.99
	Invoice: 1PJP-CDM3-YF74	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	10/11/23 \$85.03	10/11/23	\$85.03
Vendor Total for: AMAZON CAPITAL SERVICES		(Fiscal YTD Payments: \$9,538.79)			\$182.90
B&F CONSTRUCTION CODE SERVICES					
	Invoice: 18293	SEPTEMBER 2023 01-44-926 REIMBURSABLE EXPE	10/12/23 \$445.00	10/12/23	\$445.00
Vendor Total for: B&F CONSTRUCTION CODE SERVICES		(Fiscal YTD Payments: \$895.00)			\$445.00
BURRIS EQUIPMENT					
	Invoice: ES1005102-1	PUBLIC WORKS 01-41-656 EQUIPMENT RENTAL	10/09/23 \$2,060.00	10/09/23	\$2,060.00
Vendor Total for: BURRIS EQUIPMENT		(Fiscal YTD Payments: \$12,572.11)			\$2,060.00
CECILY CASEY					
	Invoice: 10122023	UTILITY ACCOUNT REFUND 51-00-257 CUSTOMER DEPOSITS	10/12/23 \$117.42	10/12/23	\$117.42
Vendor Total for: CECILY CASEY		(Fiscal YTD Payments: \$.00)			\$117.42
CHRISTOPHER B. BURKE ENGINEERING, LTD.					
	Invoice: 186616	8/27-9/30/2023 GENERAL ENGINEERING 01-41-535 ENGINEERING FEES	10/05/23 \$540.00	10/05/23	\$540.00
	Invoice: 186617	8/27-9/30/2023 SHERIDAN/WAUKEGAN 33-00-863 STREET CAPITAL	10/05/23 \$16,141.03	10/05/23	\$16,141.03
	Invoice: 186618	8/27-9/30/2023 PRAIRIE AVE 33-00-863 STREET CAPITAL	10/05/23 \$4,408.75	10/05/23	\$4,408.75

HIGHWOOD - AP WARRANT LIST

OCTOBER 17, 2023

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(CHRISTOPHER B. BURKE ENGINEERING, LTD. Cont'd)					
	Invoice: 186620	8/27-9/30/2023 SANI SEWER STUDY 51-00-532 ENGINEERING	10/05/23 \$2,240.00	10/05/23	\$2,240.00
	Invoice: 186621	8/27-9/30/2023 BANK LANE 33-00-863 STREET CAPITAL	10/05/23 \$37,768.50	10/05/23	\$37,768.50
	Invoice: 186829	MYA 8/27-9/30/2023 78-00-258.43 YOUNG MIDWEST ART	10/13/23 \$2,590.00	10/13/23	\$2,590.00
	Invoice: 186830	PATTON PLACE LG DEV 8/27-9/30/2023 78-00-260.08 LG DEVELOPMENT ES	10/13/23 \$2,740.00	10/13/23	\$2,740.00
Vendor Total for: CHRISTOPHER B. BURKE ENGINEERING, LTD.			(Fiscal YTD Payments: \$102,342.62)		\$66,428.28
CHRISTOPHER MARTIN					
	Invoice: 0930-10042023	TRAINING REIMBURSEMENT 01-11-563 TRAINING	10/04/23 \$2,455.01	10/04/23	\$2,455.01
Vendor Total for: CHRISTOPHER MARTIN			(Fiscal YTD Payments: \$2,782.21)		\$2,455.01
CITY OF HIGHLAND PARK					
	Invoice: 17923	GIS SERVICES 01-41-548 OTHER PROFESSIONA	10/02/23 \$1,918.63	10/02/23	\$1,918.63
	Invoice: 17989	WATER ANALYSIS 51-00-518 WATER ANALYSIS	10/11/23 \$500.00	10/11/23	\$500.00
Vendor Total for: CITY OF HIGHLAND PARK			(Fiscal YTD Payments: \$364,378.83)		\$2,418.63
CITY OF LAKE FOREST					
	Invoice: 0004257559	JULY 2023 51-00-599 MISC CONTRACT SER	10/02/23 \$5,788.80	10/02/23	\$5,788.80
	Invoice: 0004257560	AUGUST 2023 51-00-599 MISC CONTRACT SER	10/02/23 \$7,914.38	10/02/23	\$7,914.38
	Invoice: 0004257562	SEPTEMBER 2023 51-00-599 MISC CONTRACT SER	10/09/23 \$7,823.93	10/09/23	\$7,823.93
Vendor Total for: CITY OF LAKE FOREST			(Fiscal YTD Payments: \$18,386.06)		\$21,527.11
CODAMETRICS					
	Invoice: HWD 2023-1	2023 PATTON/MYA PUDS 78-00-258.43 YOUNG MIDWEST ART 78-00-260.08 LG DEVELOPMENT ES	10/02/23 \$630.00 \$720.00	10/02/23	\$1,350.00
Vendor Total for: CODAMETRICS			(Fiscal YTD Payments: \$.00)		\$1,350.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
COMCAST BUSINESS					
	Invoice: 10052023-3781	17 HIGHWOOD AVENUE 10/12-11/11/23 01-11-571 UTILITIES	10/05/23 \$5.32	10/05/23	\$5.32
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$7,486.90)		\$5.32
COMCAST BUSINESS					
	Invoice: 184282627	SEPTEMBER 2023 01-51-552 TELEPHONE 01-41-552 TELEPHONE 51-00-552 TELEPHONE 01-11-552 TELEPHONE 01-21-552 TELEPHONE	10/01/23 \$89.75 \$49.85 \$89.75 \$330.79 \$330.79	10/01/23	\$890.93
Vendor Total for: COMCAST BUSINESS			(Fiscal YTD Payments: \$4,370.24)		\$890.93
COMED					
	Invoice: 10022023-8045	MASTER ACCT. 35230-28045 01-41-571 UTILITIES	10/02/23 \$517.31	10/02/23	\$517.31
	Invoice: 10062023-0058	MASTER ACCT. 90830-30058 01-51-571 UTILITIES 51-00-571 UTILITIES 01-41-571 UTILITIES	10/06/23 \$598.26 \$3,767.57 \$1,104.90	10/06/23	\$5,470.73
Vendor Total for: COMED			(Fiscal YTD Payments: \$43,308.48)		\$5,988.04
FIRST COMMUNICATIONS, LLC					
	Invoice: 125885529	OCTOBER 2023 01-21-552 TELEPHONE	10/06/23 \$672.65	10/06/23	\$672.65
Vendor Total for: FIRST COMMUNICATIONS, LLC			(Fiscal YTD Payments: \$3,373.69)		\$672.65
GABRIEL J. VITI					
	Invoice: 10122023	SIDEWALK REPAIR REIMBURSEMENT 01-41-515 REP & MAINT - ST	10/12/23 \$720.00	10/12/23	\$720.00
Vendor Total for: GABRIEL J. VITI			(Fiscal YTD Payments: \$.00)		\$720.00
GUY SCOPELLITI LANDSCAPE INC					
	Invoice: 43114	SEPTEMBER 2023 LANDSCAPE SERVICE 01-41-573 MISC SERVICE CONT	10/01/23 \$1,265.00	10/01/23	\$1,265.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
(GUY SCOPELLITI LANDSCAPE INC Cont'd)					
	Invoice: 43115	SEPTEMBER 2023 FLOWER CARE/WATERING 01-41-573 MISC SERVICE CONT	10/01/23 \$839.00	10/01/23	\$839.00
	Invoice: 43116	SEPTEMBER 2023 REGULAR MAINTENANCE 01-41-573 MISC SERVICE CONT	10/01/23 \$1,717.00	10/01/23	\$1,717.00
Vendor Total for: GUY SCOPELLITI LANDSCAPE INC		(Fiscal YTD Payments: \$19,659.75)			\$3,821.00
ILLINOIS ASSOC. OF CHIEFS OF POLICE					
	Invoice: 14475	MEMBERSHIP RENEWAL THROUGH 12/31/24 01-21-561 DUES	10/01/23 \$265.00	10/01/23	\$265.00
Vendor Total for: ILLINOIS ASSOC. OF CHIEFS OF POLICE		(Fiscal YTD Payments: \$.00)			\$265.00
ILLINOIS TOLLWAY					
	Invoice: G125000008463	7/1-9/30/2023 01-11-573 MISC. CONTRACT SE	10/04/23 \$17.90	10/04/23	\$17.90
Vendor Total for: ILLINOIS TOLLWAY		(Fiscal YTD Payments: \$22.45)			\$17.90
LITTLE TOMMY'S PLUMBING SHOP					
	Invoice: I17340	245 EVOLUTIUN AVE WATER SERVICE 51-00-599 MISC CONTRACT SER	08/10/23 \$10,470.00	08/10/23	\$10,470.00
	Invoice: I18143	REC CENTER 01-51-511 REP & MAINT - BUI	09/28/23 \$373.00	09/28/23	\$373.00
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP		(Fiscal YTD Payments: \$23,340.00)			\$10,843.00
MACQUARIE EQUIPMENT CAPITAL, INC.					
	Invoice: 119687	COPIER LEASE 9/18-10/17/2023 01-11-573 MISC. CONTRACT SE 01-21-573 MISC. SERVICE CON	09/26/23 \$168.46 \$168.46	09/26/23	\$336.92
Vendor Total for: MACQUARIE EQUIPMENT CAPITAL, INC.		(Fiscal YTD Payments: \$977.07)			\$336.92
MARIANI LANDSCAPE					
	Invoice: 515527	SEPTEMBER 2023 DESIGN FEE 01-41-920 COMMUNITY BEAUTIF	09/30/23 \$7,175.00	09/30/23	\$7,175.00
Vendor Total for: MARIANI LANDSCAPE		(Fiscal YTD Payments: \$10,325.00)			\$7,175.00

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
MARISA INGOGLIA					
	Invoice: 10122023	UTILITY ACCOUNT REFUND 51-00-257 CUSTOMER DEPOSITS	10/12/23 \$76.02	10/12/23	\$76.02
Vendor Total for: MARISA INGOGLIA		(Fiscal YTD Payments: \$0.00)			\$76.02
MENONI & MOCOJNI					
	Invoice: 0021361-00	PUBLIC WORKS 01-41-652 OPERATING SUPPLIE	10/05/23 \$49.95	10/05/23	\$49.95
Vendor Total for: MENONI & MOCOJNI		(Fiscal YTD Payments: \$9,416.68)			\$49.95
MOTOROLA					
	Invoice: 7890920230901	OCTOBER 2023 01-21-552 TELEPHONE	10/01/23 \$61.00	10/01/23	\$61.00
Vendor Total for: MOTOROLA		(Fiscal YTD Payments: \$224.00)			\$61.00
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 636432	REC CENTER 01-51-511 REP & MAINT - BUI	10/11/23 \$93.58	10/11/23	\$93.58
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK		(Fiscal YTD Payments: \$1,107.28)			\$93.58
NORTHSHORE OMEGA					
	Invoice: 205851140-61223	POLICE DEPARTMENT 01-21-573 MISC. SERVICE CON	06/12/23 \$1,168.00	06/12/23	\$1,168.00
Vendor Total for: NORTHSHORE OMEGA		(Fiscal YTD Payments: \$202.00)			\$1,168.00
OPUS 21 MANAGEMENT SOLUTIONS					
	Invoice: 230922	SEPTEMBER 2023 51-00-599 MISC CONTRACT SER	10/11/23 \$2,042.96	10/11/23	\$2,042.96
Vendor Total for: OPUS 21 MANAGEMENT SOLUTIONS		(Fiscal YTD Payments: \$6,622.47)			\$2,042.96
P.F. PETTIBONE & CO.					
	Invoice: 184610	POLICE DEPARTMENT 01-21-652 OPERATING SUPPLIE	09/25/23 \$79.90	09/25/23	\$79.90
Vendor Total for: P.F. PETTIBONE & CO.		(Fiscal YTD Payments: \$264.40)			\$79.90

HIGHWOOD - AP WARRANT LIST

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List #359

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
PACE ANALYTICAL SERVICES, LLC					
	Invoice: I9571232	WATER ANALYSIS 51-00-518 WATER ANALYSIS	10/06/23 \$59.00	10/06/23	\$59.00
	Invoice: I9571289	WATER ANALYSIS 51-00-518 WATER ANALYSIS	10/06/23 \$69.20	10/06/23	\$69.20
	Invoice: I9571562	WATER ANALYSIS 51-00-518 WATER ANALYSIS	10/02/23 \$32.40	10/02/23	\$32.40
	Invoice: I9571880	WATER ANALYSIS 51-00-518 WATER ANALYSIS	10/12/23 \$25.50	10/12/23	\$25.50
Vendor Total for: PACE ANALYTICAL SERVICES, LLC			(Fiscal YTD Payments: \$2,167.30)		\$186.10
PELLEGRINO TOSI					
	Invoice: 1887	OCTOBER 2023 ADA GAS ALLOWANCE 01-51-472 AUTOMOBILE ALLOWA	10/01/23 \$50.00	10/01/23	\$50.00
Vendor Total for: PELLEGRINO TOSI			(Fiscal YTD Payments: \$250.00)		\$50.00
PINNER ELECTRIC, INCORPORATED					
	Invoice: 18112A	REMOVE COMCAST CABLE 106 S. CENTRAL 01-41-516 REP & MAINT - STR	09/26/23 \$155.00	09/26/23	\$155.00
	Invoice: 18637	SEPTEMBER 2023 01-41-516 REP & MAINT - STR	09/30/23 \$1,150.00	09/30/23	\$1,150.00
Vendor Total for: PINNER ELECTRIC, INCORPORATED			(Fiscal YTD Payments: \$8,838.84)		\$1,305.00
PLATINUM SYSTEMS					
	Invoice: K-158058	OCTOBER 2023 01-11-537 COMPUTER SUPPORT	10/01/23 \$587.20	10/01/23	\$587.20
	Invoice: K-158059	PD OCTOBER 2023 01-11-537 COMPUTER SUPPORT	10/01/23 \$306.80	10/01/23	\$306.80
	Invoice: K-158300	PD REMOTE SUPPORT 01-11-537 COMPUTER SUPPORT	09/30/23 \$270.00	09/30/23	\$270.00
Vendor Total for: PLATINUM SYSTEMS			(Fiscal YTD Payments: \$8,076.00)		\$1,164.00
RAY O'HERRON CO., INC.					
	Invoice: 1188154	POLICE DEPARTMENT 01-21-653 UNIFORMS	10/06/23 \$1,134.89	10/06/23	\$1,134.89
	Invoice: 2297805	POLICE DEPARTMENT 01-21-653 UNIFORMS	09/29/23 \$53.63	09/29/23	\$53.63
	Invoice: 2300456	POLICE DEPARTMENT	10/12/23	10/12/23	\$355.97

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-21-653 UNIFORMS	\$355.97		
Vendor Total for: RAY O'HERRON CO., INC.		(Fiscal YTD Payments: \$1,888.16)			\$1,544.49
ROTARY CLUB OF HIGHLAND PARK/HIGHWOOD					
	Invoice: 348	2023 QRTL. MEMBERSHIP 01-11-561 DUES	10/08/23 \$276.00	10/08/23	\$276.00
Vendor Total for: ROTARY CLUB OF HIGHLAND PARK/HIGHWOOD		(Fiscal YTD Payments: \$502.00)			\$276.00
SCOTT COREN					
	Invoice: 10092023	REIMBURSEMENT STAFF RECOG. 01-11-573 MISC. CONTRACT SE	10/09/23 \$1,000.00	10/09/23	\$1,000.00
Vendor Total for: SCOTT COREN		(Fiscal YTD Payments: \$5,482.58)			\$1,000.00
T2 SYSTEMS					
	Invoice: IRIS0000126430	OCTOBER 2023 01-11-573 MISC. CONTRACT SE	09/28/23 \$150.00	09/28/23	\$150.00
Vendor Total for: T2 SYSTEMS		(Fiscal YTD Payments: \$750.00)			\$150.00
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T2405243	AUGUST 2023 01-21-555 COMMUNICATIONS/OT	09/18/23 \$491.49	09/18/23	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND		(Fiscal YTD Payments: \$2,457.45)			\$491.49
THOMPSON ELEVATOR INSPECTION					
	Invoice: 23-2413	546 GBR INSPECTION 01-44-926 REIMBURSABLE EXPE	10/05/23 \$50.00	10/05/23	\$50.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION		(Fiscal YTD Payments: \$536.00)			\$50.00
THOMSON WEST					
	Invoice: 849035709	SEPTEMBER 2023 01-21-561 DUES	10/01/23 \$339.24	10/01/23	\$339.24
Vendor Total for: THOMSON WEST		(Fiscal YTD Payments: \$1,653.93)			\$339.24
VERIZON WIRELESS					
	Invoice: 9945786779	9/2-10/1/2023	10/01/23	10/01/23	\$1,607.77

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-552 TELEPHONE	\$204.46		
		51-00-552 TELEPHONE	\$78.81		
		01-41-552 TELEPHONE	\$58.79		
		01-44-552 TELEPHONE	\$66.76		
		01-51-552 TELEPHONE	\$73.44		
		01-21-552 TELEPHONE	\$1,125.51		
Vendor Total for: VERIZON WIRELESS		(Fiscal YTD Payments: \$6,409.91)			\$1,607.77
WAREHOUSE DIRECT OFFICE PRODUCTS					
	Invoice: 5585694-0	POLICE DEPARTMENT 01-21-651 OFFICE SUPPLIES	10/04/23 \$115.90	10/04/23	\$115.90
Vendor Total for: WAREHOUSE DIRECT OFFICE PRODUCTS		(Fiscal YTD Payments: \$2,228.32)			\$115.90
WEX BANK					
	Invoice: 92350178	SEPTEMBER 2023 01-21-655 AUTOMOTIVE/FUEL/O 01-41-655 AUTOMOTIVE/FUEL/O 01-51-655 AUTOMOTIVE/FUEL/O	09/30/23 \$1,713.08 \$453.37 \$389.59	09/30/23	\$2,556.04
Vendor Total for: WEX BANK		(Fiscal YTD Payments: \$14,507.27)			\$2,556.04
GENERAL FUND					\$36,033.53
CAPITAL PROJECT FUND					\$58,318.28
WATER & SEWER					\$41,570.74
ESCROW FUND					\$6,680.00
Grand Total:					\$142,602.55

HIGHWOOD - AP WARRANT LIST

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List #359

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
ABT	Invoice: 1012301XXKY	REC CENTER 01-51-652 OPERATING SUPPLIE	058017	10/12/23	345	\$611.00
Vendor Total for: ABT						(Fiscal YTD Payments: \$4,239.00) \$611.00
IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC	Invoice: 381534-REISSUE	ADMIN 01-11-652 OPERATING SUPPLIE	058014	10/04/23	345	\$376.77
	Invoice: 384847-REISSUE	ADMIN 01-11-652 OPERATING SUPPLIE	058015	10/04/23	345	\$445.78
Vendor Total for: IMAGE SYSTEMS & BUSINESS SOLUTIONS, LLC						(Fiscal YTD Payments: \$1,645.10) \$822.55
MIKE BYRNE	Invoice: 10102023	WEEK ENDING 09/30/2023 01-11-531.3PAYROLL SERVICE	058016	10/10/23	345	\$2,064.33
Vendor Total for: MIKE BYRNE						(Fiscal YTD Payments: \$2,064.33) \$2,064.33
GENERAL FUND						\$3,497.88
Grand Total:						\$3,497.88

AGENDA MEMO
Committee of the Whole
October 17, 2023

ISSUE STATEMENT

A discussion on preliminary estimates for the upcoming tax levy.

BACKGROUND/HISTORY

The City of Highwood generally passes a resolution in October of each year that estimates the amount of the upcoming tax levy. This is a statutorily required part of the tax levy process. If the amount is over 105% of last year's final aggregate levy, a public hearing needs to be held and a notice published in the newspaper. This year we are still waiting on the fire pension estimate, but Staff wishes to discuss the known parts of the 2023 levy and the potential impact on property taxes.

The line items for the firefighter pension, police pension and Highland Park Fire and Emergency Services are determined by existing contractual obligations and actuarial studies. The City is unable to modify these payments without defaulting on obligations or creating a greater future liability. The NSSRA contribution is based on that agency's budgeting process and has remained consistent for several years. The library levy is based on a recommendation by the library board that is considered by the City Council. The final remaining line item is the general corporate levy.

This year there were several changes to the specific fixed line items. The Highland Park Fire and Emergency Services line item increased as planned in the agreement due to inflation. The police pension went up significantly this year after going down significantly last year. As other line items are going up significantly, Staff has recommended to the library they keep their levy flat this year.

	Tax Year 2022	Tax Year 2023
General Corporate	\$334,310	\$243,894/\$294,287/\$326,203
HP Fire Services	\$710,659	\$731,979
Firefighter Pension	\$11,514	\$25,000*
Police Pension	\$251,553	\$307,163
NSSRA	\$50,000	\$50,000
Library Levy	\$321,750	\$321,750
TOTAL	\$1,679,786	\$1,679,786/\$1,730,179/\$1,762,095

*Actual amount unknown at time of Council packet publishing.

For the purpose of facilitating discussion, in the above table Staff has provided examples of keeping the levy flat, increasing by 3%, and increasing by 4.9%.

Green: Flat levy, decrease in General Corporate Fund of \$90,416

Yellow: 3% levy increase, decrease in the General Corporate Fund of \$40,023

Red: 4.9% levy increase, decrease in the General Corporate Fund of \$8,107

If a 3% levy increase is approved, the property taxes on a home valued at \$320,000 would increase by approximately \$32 for the year. If a 4.9% levy is approved, the same property's increase would be approximately \$54 more than last year.

If this flat levy amount is ultimately approved, the City portion of the property tax would decrease for individual property owners after accounting for citywide growth. Residents are also now saving \$60 per vehicle with the elimination of the vehicle sticker program, the revenue of which was partially replaced in the general corporate levy.

STAFF/COMMITTEE RECOMMENDATION

For discussion only.

ALTERNATE RECOMMENDATION

In Illinois there is a statutory minimum contribution that is not financially sound, but allows a municipality to reduce its contribution to meet a 90% funding level (instead of 100%). For the Highwood funds, the minimum contribution is \$0 for the fire pension and \$156,395 for the police pension. Staff strongly discourages this approach.

ATTACHMENTS

- None

AGENDA MEMO
Committee of the Whole
October 17, 2023

ISSUE STATEMENT

An Ordinance Amending Ordinance 2004-O-02 Allowing for the Single-Family Home Development at “0” Wrendale PIN 1615422025.

BACKGROUND/HISTORY

Ordinance 2004-O-02 approved the subdivision of the property at “0” (address TBD) Wrendale PIN 1615422025 creating two buildable single family lots from one parcel. This ordinance included a condition that a single home be constructed on the property within six months of passage. The reason for this condition is unknown. The single-family home was never built, and the property is vacant and therefore in violation of the 2004 ordinance. The property owner would now like to sell the property as a single-family developable lot.

The property is zoned R-2 single family. The property is otherwise compliant with the City’s zoning code. Staff considers the previous condition requiring immediate construction to be overly burdensome, and at this time, voided by the inaction of both parties after 19 years (owner and City). Therefore, staff recommends approval of the attached amending ordinance removing the construction timeframes and simply creating a buildable lot as was intended by the subdivision in 2004. This will allow the property to be developed as a single-family home now or in the future.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of this ordinance.

ALTERNATE CONSIDERATION

Not approving the ordinance, pursuing owner for ordinance violation.

ATTACHMENTS

- Ordinance
- Plat of Survey
- Aerial

CITY OF HIGHWOOD ORDINANCE 23-O-13

AN ORDINANCE AMENDING ORDINANCE 2004-O-02 ALLOWING FOR THE SINGLE-FAMILY HOME DEVELOPMENT AT “0” WRENDALE PIN 1615422025

**ADOPTED BY THE CITY COUNCIL
OF THE CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS
ON THE ___ DAY OF OCTOBER 2023**

Published in pamphlet form by authority of the City Council
of the City of Highwood, Lake County, Illinois
on this ____ day of October, 2023

City-wide

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

Aldermen

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

CITY OF HIGHWOOD ORDINANCE 23-O-13

AN ORDINANCE AMENDING ORDINANCE 2004-O-02 ALLOWING FOR THE SINGLE-FAMILY HOME DEVELOPMENT AT “0” WRENDALE PIN 1615422025.

WHEREAS, the City of Highwood approved ordinance 2004-O-02 creating lots #1 1615422024 and #2 1615422025 as part of a subdivision, recorded in Lake County as document 5513223; and,

WHEREAS, Ordinance 2004-O-02 included several development conditions for parcel 1615422025 “Lot 2” that are no longer desired or required by the City of Highwood; and

WHEREAS, the City of Highwood seeks to amend Ordinance 2004-O-02 to allow for Lot 2 to be untethered from said development conditions and be considered as buildable for a single family home now and in perpetuity.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Highwood, Lake County, Illinois, that Ordinance 2004-O-02 is amended as follows:

SECTION 12: That Lot 2 shall be used solely for the construction of a single-family residence, and no other use whatsoever. ~~The Petitioner shall submit plans and diligently pursue issuance of a building permit, which he shall seek to have issued no later than November 1st, 2004. Further, excavation shall have commenced by such date. If such permit is not issued, and excavation commenced, by that date, due to the Petitioner's failure to submit, or comply with the City's requirements, such failure shall be deemed a violation of this Ordinance. Further, the foundation for such residence shall be completed no later than December 31, 2004. If such foundation is not completed by that date, such failure shall be deemed a violation of this Ordinance. Thereafter, the Petitioner shall diligently pursue completion of such residence. Failure to diligently pursue completion shall be deemed a violation of this Ordinance. The Petitioner shall always maintain the site safe and secure at all times. Further, such residence shall be in full compliance with all requirements of the Zoning Code, Building Code and all other applicable ordinances and governmental regulations, other than the variations granted herein.~~

ADOPTED this ___ day of October 2023, pursuant to a roll call vote as follows:

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

AYES:

NAYS:

ABSENT:

APPROVED by the City Council of the City of Highwood this ____ day of October 2023.

Mayor Charles Pecaro

ATTEST:

Scott Coren, City Clerk

STATE OF ILLINOIS)
)SS.
COUNTY OF LAKE)

CLERK’S CERTIFICATE

I, the undersigned, the duly qualified Clerk of the City of Highwood, Lake County, Illinois, and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

CITY OF HIGHWOOD ORDINANCE 23-O-13

AN ORDINANCE AMENDING ORDINANCE 2004-O-02 ALLOWING FOR THE SINGLE-FAMILY HOME DEVELOPMENT AT “0” WRENDALE PIN 1615422025

adopted at a meeting of the said City of Highwood at which a quorum was present held pursuant to the provisions of the Illinois Open Meeting Act.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of October 2023.

Deputy Clerk- City of Highwood



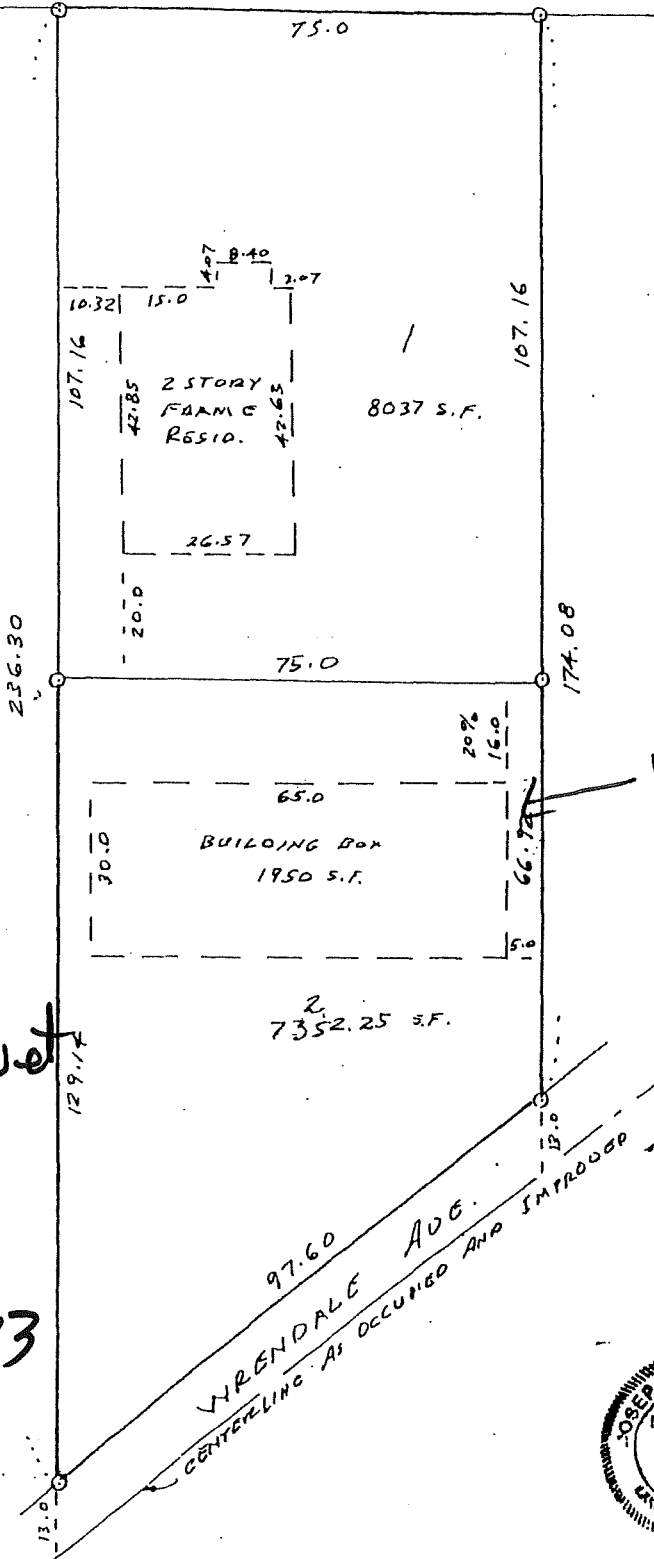
SURVEYING CO., LAND SURVEYORS
8 SKOKIE HIGHWAY SUITE 204
LAKE BLUFF, ILLINOIS 60044

JAMES E. MORDINI'S SUBDIVISION
OF

THE WEST 75 FEET OF THE EAST 150 FEET (AS MEASURED ALONG THE NORTH LINE THEREOF) OF LOT 30
IN THE PLAT OF HIGHWOOD, BEING EVERT'S AND JEFFREY'S DIVISION OF LAND IN SECTIONS 14 AND 15
IN TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT
THEREOF, RECORDED AUGUST 22, 1868, IN BOOK "A" OF PLATS, PAGE 93, IN LAKE COUNTY, ILLINOIS.
SCALE: 1" = 20'

FOR:
JAMES E. MORDINI
2685 GREENWOOD
HIGHLAND PARK, ILLINOIS

PRAIRIE AVE.



James Mordini @
concast.net

Jim Mordini
847-331-8873





Handwritten signature

Untitled Map

Write a description for your map.

Legend

-  Aurelio Landscaping and Pavers of Highland Park
-  Wrendale Ave

