

CITY OF HIGHWOOD
COMMITTEE OF THE WHOLE MEETING
CITY COUNCIL CHAMBERS
Tuesday January 02, 2018 at 6:00 P.M.
AGENDA

CALL TO ORDER

- 1. Roll Call**
- 2. Public Hearing - None**
- 3. Review of Minutes to be Approved**
 - 3.1. City Council: December 19, 2017
 - 3.2. Committee of the Whole: December 19, 2017
- 4. Appointments (Mayor Pecaro)**
- 5. Review of Bill Warrant List**
 - 5.1. 01/02/2018 AP Warrant List
- 6. Unfinished Business - None**
- 7. New Business**
 - 7.1. Consideration of an Ordinance Approving and Adopting a Non-Harassment Policy Including Sexual Harassment.
 - 7.2. Consideration of an Ordinance Amending 4-1-7: Classification of Licenses in the Highwood City Code to Add a Class B Liquor License.
- 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 December 19, 2017 at 7:30 P.M.

CALL TO ORDER by Mayor Pecaro at 7:30 P.M.

1. Roll Call

Present: Mayor Pecaro, Aldermen: Grice, Falberg, Hospodarsky, Slavin

Absent: Aldermen: Fiore, Peterson

Also Present: City Attorney Jablecki, Assistant City Manager Martin, City Clerk Baruffi

Also Absent: City Manager Coren

2. Pledge of Allegiance

All present recited the Pledge of Allegiance.

3. Review of Minutes to be Approved

- 3.1. Moved by Alderman Grice, seconded by Alderman Hospodarsky to approve the **City Council: December 05, 2017 minutes** as presented. All present voting aye, by voice vote, motion carried.
- 3.2. Moved by Alderman Grice, seconded by Alderman Slavin to approve the **Committee of the Whole: December 05, 2017 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 Grice, seconded by Alderman Hospodarsky, to approve the **12/19/2017 AP Warrant List** as presented for payment. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Grice, Hospodarsky, Slavin, Falberg

Absent: Aldermen: Fiore, Peterson

6. Public Input Items Not On Agenda

7. Mayor's Report

- 2nd Meeting in January 2018, Celebrate Highwood will present Make A Wish Society with a check.
- Wishing everyone a safe and happy new year as this is the last meeting of the year.

8. Committee Reports

9. Treasurer's Report

10. Clerk's Report

ACTION ITEMS

11. Unfinished Business

12. New Business

12.1. **17-R-42** Moved by Alderman Falberg, seconded by Alderman Grice to authorize a **Resolution Approving an ARC Application for Starbucks Improvements- Expanded Patio, Sidewalks, Sign, and Landscaping**. All present voting aye, by voice vote, motion carried.

12.2. **17-R-43** Moved by Alderman Slavin, seconded by Alderman Falberg to authorize a **Resolution Authorizing a Renewal of Workers' Compensation & General Liability Insurance Coverage**, modifying to include cyber liability insurance and data breach up to \$2500.00. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Slavin, Falberg, Grice, Hospodarsky

Absent: Aldermen: Peterson, Fiore

12.3. **17-O-38** Moved by Alderman Grice, seconded by Alderman Slavin to waive the first reading and approve an **Ordinance Modifying the Matrix Under 3-2A-1'Fees Established' of the Highwood City Code to Decrease Metra Lots Daily Fee from \$2.25 to \$2.00**. all present voting aye, motion carried.

Vote:

Yes: Aldermen: Grice, Slavin, Falberg, Hospodarsky

Absent: Aldermen: Fiore, Peterson

12.4. Moved by Alderman Falberg, seconded by Alderman Grice to approve a **Motion Approving a Second Amendment to the City of Highwood Snow Removal and Salt Application Agreement**. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Falberg, Grice, Hospodarsky, Slavin

Absent: Aldermen: Fiore, Peterson

The fixed amount is \$25,000.00 per month for 5 months, but are on call 24/7.

12.5. **17-O-39** Moved by Alderman Falberg, seconded by Alderman Grice to waive the first reading and approve an **Ordinance Approving Certain Amendments to Title 11, Chapter 6 of the Highwood Zoning Ordinance and Corresponding Map Amendments Related Thereto with Regard to the Zoning Classifications, Restrictions, and Regulations of Properties Located Within the Business Districts**. All present voting aye, motion carried.

Vote:

Yes: Aldermen: Falberg, Grice, Hospodarsky, Slavin

Absent: Aldermen: Peterson, Fiore

13. Executive Session (If Necessary)

14. Any Action Necessary Coming Out of Executive Session

15. Adjournment Moved by Alderman Slavin, seconded by Alderman Hospodarsky to adjourn the meeting. All present voting aye, by voice vote, motion carried.
Mayor Pecaro adjourned the meeting at 7:41 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 December 19, 2017 at 6:00 P.M.

CALL TO ORDER by Mayor Pecaro at 6:00 P.M.

1. Roll Call

Present: Mayor Pecaro, Aldermen: Grice, Hospodarsky, Slavin Alderman Falberg arrived at 6:15 P.M.

Absent: Aldermen: Peterson, Fiore

Also Present: Assistant City Manager Martin, City Attorney Jablecki, City Clerk Baruffi,

Also Absent: City Manager Coren

2. Public Hearing - None

3. Review of Minutes to be Approved

3.1. **City Council: December 05, 2017**

3.2. **Committee of the Whole: December 05, 2017**

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

4. Appointments (Mayor Pecaro)

5. Review of Bill Warrant List

5.1. **12/19/2017 AP Warrant List**

Discussion ensued. The Mendino Excavating hauling bill is averaging \$3500-5000.00 per month, with a yearly total thus far of \$45,000.00. The need for pictures of who is dumping at the Highwood water tower. It was decided to install surveillance cameras.

6. Unfinished Business - None

7. New Business

7.1. Consideration of a **Resolution Approving an ARC Application for Starbucks Improvements-Expanded Patio, Sidewalks, Sign, and Landscaping.**

Lesley Netzer, Starbucks's representative described the expanding seating and use and functionality of the proposed changes. This would also improve the drive-up configuration, the patio moving south, and the movement of the sign.

7.2. Consideration of a **Resolution Authorizing a Renewal of Workers' Compensation & General Liability Insurance Coverage.**

Discussion ensued. Was decided to obtain and quote and modify the liability insurance coverage to include cyber insurance and data breach up to \$2500.00.

7.3. Consideration of an **Ordinance Modifying the Matrix Under 3-2A-1'Fees Established' of the Highwood City Code to Decrease Metra Lots Daily Fee from \$2.25 to \$2.00.**

The lowering of the daily fee is due to the new meters not built to accept coins.

7.4. Consideration of a **Motion Approving a Second Amendment to the City of Highwood Snow Removal and Salt Application Agreement.**

The agreement is from November 1st – April 1st. After discussion the Council was in agreement with the motion.

- 7.5. Consideration of an **Ordinance Approving Certain Amendments to Title 11, Chapter 6 of the Highwood Zoning Ordinance and Corresponding Map Amendments Related Thereto with Regard to the Zoning Classifications, Restrictions, and Regulations of Properties Located Within the Business Districts.**

Leslie Overhaul, gave an overview of the changes. It was suggested to take a look at the downtown plan every 5 years regarding the planning and zoning.

- 7.6. **A Discussion on Facebook Metrics.**

Assistant City Manager Martin reviewed the proposed update to the Facebook page, with the ability to integrate information with both Celebrate Highwood and the Highwood Library.

8. Executive Session (If Necessary)

9. Any Action Necessary Coming Out of Executive Session

Other Issues:

Lakeview and Clay Avenue overnight parking:

- o Alderman Slavin inquired as to then regulations of overnight parking on these two streets. He suggested a booklet with 20 stickers could be purchased and used when needed.
- o Alderman Slavin also suggested having parking zones.

Currently, there is a \$90.00 quarterly pass available to Highwood residents only that also have a current Highwood vehicle registration sticker. The 2" rule for snow still applies.

Council limited the overnight parking privilege for visitors on any street to 3 calls per address.

Discussion ensued. The suggestion of passport parking versus stickers was discussed.

Hotel Moraine:

- o Blue signs and small lights have not been approved.

242 Greenbay Road

- o Mayor Pecaro requested Assistant City Manager Martin to contact the current owner regarding the safety and liability issues of the openness of the property.

Insurance for landlords

- o Attorney Jablecki reported the 2nd meeting in January a discussion of required insurance for landlords will be addressed.

NSSRA

- o Alderman Hospodarsky gave a report regarding the status of the agency finding a possible new building.

Sister City

- o Discussion ensued. Guidelines need to be determined.

- 10. Adjournment** Moved by Alderman Slavin, seconded by Alderman Falberg to adjourn the meeting. All present voting aye, but voice vote, motion carried. Mayor Pecaro adjourned the meeting at 7:25 P.M.

Respectfully Submitted,

Karin J. Baruffi, City Clerk

Reviewed and Approved by Council on:

HIGHWOOD - AP WARRANT LIST

JANUARY 02, 2018

List #223

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
AFLAC	Invoice: 461216	JANUARY 2018 01-00-218.06 AFLAC WH PAYABLE	12/12/17 \$257.85	12/12/17	\$257.85
Vendor Total for: AFLAC		(Fiscal YTD Payments: \$1,821.35)			\$257.85
AGUSTIN GARCIA	Invoice: 121517	MILEAGE REIMB. 11/26-12/15/17 51-00-655 AUTOMOTIVE FUEL/O	12/15/17 \$105.93	12/15/17	\$105.93
Vendor Total for: AGUSTIN GARCIA		(Fiscal YTD Payments: \$1,378.09)			\$105.93
ATHANAS FENCE COMPANY	Invoice: 1415	WATER PLANT FENCE 51-00-511 REP & MAINT - BU	10/04/17 \$4,000.00	10/04/17	\$4,000.00
Vendor Total for: ATHANAS FENCE COMPANY		(Fiscal YTD Payments: \$3,361.00)			\$4,000.00
BECK'S HEATING	Invoice: 48574	CITY HALL FURNACE REPAIR 01-11-511 REP & MAINT - BLD	12/18/17 \$244.00	12/18/17	\$244.00
Vendor Total for: BECK'S HEATING		(Fiscal YTD Payments: \$11,736.00)			\$244.00
BLECK	Invoice: 25386	WASHINGTON ST VACATION 01-41-535 ENGINEERING FEES	11/30/17 \$158.96	11/30/17	\$158.96
Vendor Total for: BLECK		(Fiscal YTD Payments: \$853.00)			\$158.96
BOTACH TACTICAL	Invoice: 1113146	PD-OPER. SUPPLIES (SAFETY GRANT) 01-21-652 OPERATING SUPPLIE	11/13/17 \$980.60	11/13/17	\$980.60
Vendor Total for: BOTACH TACTICAL		(Fiscal YTD Payments: \$2,074.20)			\$980.60
BURRIS EQUIPMENT	Invoice: PI82504	PW-REPAIR/MAINTAIN DEPT. EQUIP. 01-41-512 REP & MAINT - EQU	12/19/17 \$187.44	12/19/17	\$187.44
Vendor Total for: BURRIS EQUIPMENT		(Fiscal YTD Payments: \$13,513.67)			\$187.44

HIGHWOOD - AP WARRANT LIST

JANUARY 02, 2018

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
CANDY BARUFFI					
	Invoice: 121517	MILEAGE REIMBURSEMENT 01-11-655 AUTOMOTIVE/FUEL/O	12/15/17 \$14.98	12/15/17	\$14.98
Vendor Total for: CANDY BARUFFI					(Fiscal YTD Payments: \$160.73) \$14.98
COMED					
	Invoice: 121317-4012	WAUKEGAN/HIGHWOOD 01-41-572 STREET LIGHTING	12/13/17 \$3,696.89	12/13/17	\$3,696.89
	Invoice: 121517-0008	428 GB RD.-FINAL BILL 01-22-571 UTILITIES	12/15/17 \$146.60	12/15/17	\$146.60
Vendor Total for: COMED					(Fiscal YTD Payments: \$56,998.46) \$3,843.49
CRAFTWOOD LUMBER & HARDWARE					
	Invoice: 241138	REC CENTER 01-51-511 REP & MAINT - BUI	12/20/17 \$29.89	12/20/17	\$29.89
Vendor Total for: CRAFTWOOD LUMBER & HARDWARE					(Fiscal YTD Payments: \$1,526.80) \$29.89
CRITICAL REACH					
	Invoice: 18-224	APBNET BULLETIN SERVICE 2018 01-21-561 DUES	12/05/17 \$145.00	12/05/17	\$145.00
Vendor Total for: CRITICAL REACH					(Fiscal YTD Payments: \$.00) \$145.00
DIAMBRI & CARAVELLO					
	Invoice: 28908	HWD VS CINQUI 01-14-533.5 CITY PROSECUTOR -	12/13/17 \$202.50	12/13/17	\$202.50
	Invoice: 28947	HWD DUI 01-14-533.5 CITY PROSECUTOR -	12/13/17 \$522.50	12/13/17	\$522.50
	Invoice: 28949	MONTHLY PROSECUTIONS 01-14-533.5 CITY PROSECUTOR -	12/13/17 \$800.00	12/13/17	\$800.00
Vendor Total for: DIAMBRI & CARAVELLO					(Fiscal YTD Payments: \$25,092.55) \$1,525.00
GUARDIAN					
	Invoice: 121917-7639	JANUARY 2018 01-00-218.02 DENTAL INS WH PAY	12/19/17 \$1,147.68	12/19/17	\$1,147.68
Vendor Total for: GUARDIAN					(Fiscal YTD Payments: \$2,498.38) \$1,147.68

HIGHWOOD - AP WARRANT LIST

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
GW & ASSOCIATES, PC					
	Invoice: 1712808	NOVEMBER 2017 SERVICES	12/15/17	12/15/17	\$7,000.00
		01-11-531.1 ACCOUNTING	\$4,550.00		
		51-00-531.1 ACCOUNTING	\$2,100.00		
		53-00-531.1 ACCOUNTING SERVIC	\$350.00		
Vendor Total for: GW & ASSOCIATES, PC		(Fiscal YTD Payments: \$59,250.00)			\$7,000.00
HIGHLAND PARK FORD LINCOLN SUPER STORE					
	Invoice: 94319	PD-VEHICLE MAINTENANCE	11/01/17	11/01/17	\$73.46
		01-21-513 REP & MAINT - VEH	\$73.46		
	Invoice: 95269	PD-VEHICLE MAINTENANCE	11/28/17	11/28/17	\$43.82
		01-21-513 REP & MAINT - VEH	\$43.82		
Vendor Total for: HIGHLAND PARK FORD LINCOLN SUPER STORE		(Fiscal YTD Payments: \$182.80)			\$117.28
IEPA					
	Invoice: 121417-5227	BILL #4-DRINKING WATER PROJECT	12/14/17	12/14/17	\$65,496.76
		51-00-700 IL EPA LOAN REPAY	\$44,096.59		
		51-00-740 INTEREST EXPENSE	\$21,400.17		
	Invoice: 121417-5364	BILL #2-DRINKING WATER PROJECT	12/14/17	12/14/17	\$14,801.52
		51-00-700 IL EPA LOAN REPAY	\$10,433.13		
		51-00-740 INTEREST EXPENSE	\$4,368.39		
Vendor Total for: IEPA		(Fiscal YTD Payments: \$.00)			\$80,298.28
ILLINOIS PUBLIC RISK FUND					
	Invoice: 46179	FEB 18 WORKERS COMP/ADMIN FEES	12/18/17	12/18/17	\$7,541.00
		01-51-465 WORKERS COMP INS	\$205.67		
		01-44-465 WORKERS COMP INS	\$73.75		
		01-11-465 WORKERS COMP INS	\$126.60		
		01-21-465 WORKERS COMP INS	\$4,445.26		
		01-22-465 WORKERS COMP INS	\$277.41		
		51-00-454 WORKER'S COMP INS	\$1,062.23		
		01-41-465 WORKERS COMP INS	\$1,350.08		
Vendor Total for: ILLINOIS PUBLIC RISK FUND		(Fiscal YTD Payments: \$47,808.00)			\$7,541.00
KATHLEEN W. BONO, CSR					
	Invoice: 7633	FIRE & POLICE COMM. MTFG 12/12/17	12/18/17	12/18/17	\$538.00
		01-14-533.8 LAWSUIT SETTLEMEN	\$538.00		
Vendor Total for: KATHLEEN W. BONO, CSR		(Fiscal YTD Payments: \$430.00)			\$538.00

HIGHWOOD - AP WARRANT LIST

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List #223

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
LEXIPOL LLC					
	Invoice: 22739	2018 LAW ENFORCE. ONLINE SUBSCRIPTI 01-21-561 DUES	12/01/17 \$5,990.00	12/01/17	\$5,990.00
Vendor Total for: LEXIPOL LLC			(Fiscal YTD Payments: \$0.00)		\$5,990.00
MENDINO EXCAVATING, INC.					
	Invoice: 974659	MISC DIRT DUMP/HAUL 01-41-574 MISC HAULING/DIRT	12/18/17 \$2,651.00	12/18/17	\$2,651.00
Vendor Total for: MENDINO EXCAVATING, INC.			(Fiscal YTD Payments: \$45,569.83)		\$2,651.00
MPC COMMUNICATIONS & LIGHTING, INC					
	Invoice: 17-1383	PD-NEW VEHICLES 33-00-862 POLICE CAPITAL	12/05/17 \$275.00	12/05/17	\$275.00
	Invoice: 17-1386	PD-NEW VEHICLES 33-00-862 POLICE CAPITAL	12/08/17 \$6,878.40	12/08/17	\$6,878.40
Vendor Total for: MPC COMMUNICATIONS & LIGHTING, INC			(Fiscal YTD Payments: \$34,117.55)		\$7,153.40
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 554974	PW-OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	12/18/17 \$25.17	12/18/17	\$25.17
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK			(Fiscal YTD Payments: \$2,484.73)		\$25.17
NAPA AUTO PARTS					
	Invoice: 961267	PW-OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	12/15/17 \$14.48	12/15/17	\$14.48
	Invoice: 961644	PW-OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	12/19/17 \$37.65	12/19/17	\$37.65
	Invoice: 961646	PW-OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	12/19/17 \$85.98	12/19/17	\$85.98
	Invoice: 961707	PW-OPERATING SUPPLIES 01-41-652 OPERATING SUPPLIE	12/20/17 \$25.79	12/20/17	\$25.79
Vendor Total for: NAPA AUTO PARTS			(Fiscal YTD Payments: \$3,261.51)		\$163.90
NORTH SHORE AUTO SPA & DETAIL CENTER					
	Invoice: 246	PD-VEHICLE MAINTENANCE 01-21-513 REP & MAINT - VEH	10/31/17 \$160.00	10/31/17	\$160.00

HIGHWOOD - AP WARRANT LIST

JANUARY 02, 2018

List #223

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: NORTH SHORE AUTO SPA & DETAIL CENTER		(Fiscal YTD Payments: \$310.00)			\$160.00
NORTHSHORE TRUCK & EQUIPMENT CO					
	Invoice: 26377	F450 REPAIR 01-41-513 REP & MAINT - VEH	12/18/17 \$144.65	12/18/17	\$144.65
Vendor Total for: NORTHSHORE TRUCK & EQUIPMENT CO		(Fiscal YTD Payments: \$.00)			\$144.65
P.F. PETTIBONE & CO.					
	Invoice: 173457	PD- UNIFORMS 01-21-653 UNIFORMS	11/29/17 \$275.45	11/29/17	\$275.45
Vendor Total for: P.F. PETTIBONE & CO.		(Fiscal YTD Payments: \$.00)			\$275.45
PHOENIX MIDWEST CONSULTANTS					
	Invoice: 12272017HW	DECEMBER 2017 SERVICES 01-44-926 REIMBURSABLE EXPE	12/27/17 \$2,175.00	12/27/17	\$2,175.00
Vendor Total for: PHOENIX MIDWEST CONSULTANTS		(Fiscal YTD Payments: \$39,751.59)			\$2,175.00
PRO DATA PAYROLL SERVICES					
	Invoice: 392837	WEEK ENDING 12/16/17 01-11-531.3 PAYROLL SERVICE	12/20/17 \$129.35	12/20/17	\$129.35
Vendor Total for: PRO DATA PAYROLL SERVICES		(Fiscal YTD Payments: \$2,043.65)			\$129.35
REGIONAL EMERGENCY DISPATCH					
	Invoice: 184-18-01	JAN 2018 FIRE ALARM MONITORING 01-22-556 DISPATCHING	12/15/17 \$3,177.41	12/15/17	\$3,177.41
Vendor Total for: REGIONAL EMERGENCY DISPATCH		(Fiscal YTD Payments: \$22,241.87)			\$3,177.41
SCOPELLITI LANDSCAPING, INC.					
	Invoice: 20690	FALL LANDSCAPING 01-41-573 MISC SERVICE CONT	12/15/17 \$1,235.16	12/15/17	\$1,235.16
	Invoice: 20691	LANDSCAPING-SEPT.-FLOWER CARE 01-41-573 MISC SERVICE CONT	12/15/17 \$246.50	12/15/17	\$246.50
	Invoice: 20692	PARKWAY REPAIR SHERIDAN RD 01-41-573 MISC SERVICE CONT	12/15/17 \$107.13	12/15/17	\$107.13
	Invoice: 20693	EVERTS PARK REHAB	12/15/17	12/15/17	\$1,266.25

HIGHWOOD - AP WARRANT LIST

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List #223

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
	Invoice: 20694	01-41-573 MISC SERVICE CONT TREE PLANTING 2017	\$1,266.25 12/15/17	12/15/17	\$6,423.50
	Invoice: 20695	01-41-573 MISC SERVICE CONT FALL LANDSCAPING-CLEAN UP	\$6,423.50 12/15/17	12/15/17	\$609.00
	Invoice: 20696	01-41-573 MISC SERVICE CONT FALL LANDSCAPING	\$609.00 12/15/17	12/15/17	\$116.00
	Invoice: 20697	01-41-573 MISC SERVICE CONT FALL LANDSCAPING	\$116.00 12/15/17	12/15/17	\$841.00
	Invoice: 20698	01-41-573 MISC SERVICE CONT FALL LANDSCAPING	\$841.00 12/15/17	12/15/17	\$519.78
Vendor Total for: SCOPELLITI LANDSCAPING, INC.			(Fiscal YTD Payments: \$22,678.14)		\$11,364.32
SE ENTERPRISES					
	Invoice: 17-187285	FIRE STATION CLEAN OUT	12/13/17	12/13/17	\$3,083.65
	Invoice: 17-187286	01-22-511 REP & MAINT - BUI SNOW PLOWING SRVS. 17/18-PMT#3/5	\$3,083.65 12/15/17	12/15/17	\$25,000.00
Vendor Total for: SE ENTERPRISES			(Fiscal YTD Payments: \$45,161.27)		\$28,083.65
STREICHER'S					
	Invoice: 1290616	PD-UNIFORMS	12/04/17	12/04/17	\$149.97
Vendor Total for: STREICHER'S		01-21-653 UNIFORMS	\$149.97		\$149.97
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T1813301	OCTOBER SERVICES	11/13/17	11/13/17	\$491.49
	Invoice: T1816538	16-00-840 COMMUNICATION CHA NOVEMBER 2017	\$491.49 12/12/17	12/12/17	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND		16-00-840 COMMUNICATION CHA	\$491.49		\$982.98
VISION SERVICE PLAN OF ILLINOIS					
	Invoice: 804636248	JANUARY 2018	12/17/17	12/17/17	\$243.63
Vendor Total for: VISION SERVICE PLAN OF ILLINOIS		01-00-218.09 EMPLOYE VISION WH	\$243.63		\$243.63
GENERAL FUND					\$49,952.44

HIGHWOOD - AP WARRANT LIST

JANUARY 02, 2018

List #223

Amount

MOTOR FUEL TAX	\$25,000.00
911 EMERGENCY FUND	\$982.98
CAPITAL PROJECT FUND	\$7,153.40
WATER & SEWER	\$87,566.44
GARBAGE FUND	\$350.00
Grand Total:	\$171,005.26

HIGHWOOD - AP WARRANT LIST

JANUARY 02, 2018

List #223

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
AMALGAMATED BANK OF CHICAGO						
	Invoice: 3697CAB	BOND ISSUE 3697CAB 37-00-710 PRINCIPAL PAYMENT	051051	12/18/17	206	\$115,000.00
Vendor Total for: AMALGAMATED BANK OF CHICAGO						(Fiscal YTD Payments: \$964,392.50) \$115,000.00
CENTRAL BANK						
	Invoice: 120117-6351	BOND REPAYMENT 01-41-735 PRINCIPAL PAYMENT 01-41-740 INTEREST EXPENSE	051052	12/18/17	206	\$8,066.34
Vendor Total for: CENTRAL BANK						(Fiscal YTD Payments: \$24,199.02) \$8,066.34
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY						
	Invoice: 32	SERIES 2013-DRINKING WATER 51-00-224 IEPA PAYABLE- LT 51-00-740 INTEREST EXPENSE	051053	12/18/17	206	\$37,624.34
Vendor Total for: ILLINOIS ENVIRONMENTAL PROTECTION AGENCY						(Fiscal YTD Payments: \$50,738.28) \$37,624.34
NUESTRO CENTER						
	Invoice: 121817	ESCROW REFUND 78-00-258.7NUESTRO CENTER -	001211	12/18/17	206	\$267.06
Vendor Total for: NUESTRO CENTER						(Fiscal YTD Payments: \$267.06) \$267.06
TRAVELERS						
	Invoice: 121217-5193	LIABILITY RENEWAL 1/1/18 01-11-573 MISC. CONTRACT SE	051054	12/18/17	206	\$1,504.00
Vendor Total for: TRAVELERS						(Fiscal YTD Payments: \$1,504.00) \$1,504.00
						GENERAL FUND \$9,570.34
						TIF PROJECT/EXPENSE FUND \$115,000.00
						WATER & SEWER \$37,624.34
						ESCROW FUND \$267.06
						Grand Total: \$162,461.74



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MEMORANDUM

TO: Highwood City Council
FROM: City Attorney James V. Ferolo
DATE: December 28, 2017
RE: Public Act 100-0554

On November 16, 2017, the Governor signed Public Act 100-0554, which, among other things, amends Section 70-5 of the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, to require governmental units to adopt a sexual harassment policy, by either an ordinance or a resolution, which complies with the law’s new requirements. Under the Illinois Human Rights Act and Title VII of the Civil Rights Act of 1964, employers are required to have an anti-harassment policy that, at minimum, contains the following elements:

1. A statement of the illegality of sexual harassment;
2. The definition of sexual harassment under State law;
3. A description of sexual harassment, utilizing examples;
4. The employer’s internal complaint process including accessible avenues for complaint, prompt, thorough, and impartial investigation, and penalties;
5. Assurance that the employer will take immediate and appropriate corrective action when it determines that harassment has occurred;
6. Assurance that employer will protect the confidentiality of the individuals bringing harassment complaints to the extent possible;
7. Assurance that employees who make good faith complaints of harassment, provide information relate to such complaints, or cooperate in the an investigation, proceeding, or hearing will be protected against retaliation;
8. The legal recourse, investigative and complaint process available through the Illinois Human Rights Department and Illinois Human Rights Commission.

Public Act 100-0554 expands these minimum requirements to include a reference to protections under the Whistleblower Act and consequences for knowingly making a false report. The Illinois Whistleblower Act, 740 ILCS 174, protects against retaliation when an employee discloses information in a court, administrative hearing, or any other proceeding and has reasonable cause to believe that the information discloses a violation of a State or federal law, rule or regulation. The adoption of a compliant sexual harassment policy (or amendments to an existing sexual harassment policy that comply with the new law) must occur no later than sixty (60) days of the legislation’s effective date (i.e., on or prior to Tuesday, January 16, 2018).

The ordinance before the Council, if adopted, will place Highwood in compliance with Public Act 100-0554.

CITY OF HIGHWOOD ORDINANCE _____

**AN ORDINANCE APPROVING AND ADOPTING
A NON- HARASSMENT POLICY INCLUDING SEXUAL HARASSMENT**

**ADOPTED BY THE CITY COUNCIL
OF THE
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS
ON
THE ___ DAY OF _____, 2018**

Published in pamphlet form by authority of the City Council
of the City of Highwood, Lake County, Illinois
on this _____ day of _____, 2018

City-wide

Mayor: Charlie Pecaro
City Clerk: Candy Baruffi
City Manager: Scott Coren
City Attorney: James V. Ferolo
Klein, Thorpe, Jenkins, Ltd

Aldermen

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

ORDINANCE NO. _____

**AN ORDINANCE APPROVING AND ADOPTING
A NON-HARASSMENT POLICY INCLUDING SEXUAL HARASSMENT**

WHEREAS, the City of Highwood is a home rule unit of government under Section 6(a); Article VII of the 1970 Constitution of the State of Illinois, and may exercise powers pertaining to its local governmental affairs; and

WHEREAS, the Illinois General Assembly recently enacted Public Act 100-0554, which requires all governmental units to adopt by resolution or ordinance a policy prohibiting sexual harassment; and

WHEREAS, the City of Highwood has determined it is in the best interests of the City to adopt the Non-Harassment Policy, attached hereto as "**Exhibit A**," in order to comply with Public Act 100-0554.

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

SECTION 1: Each of the Whereas clauses above are incorporated by reference into this Section 1 and made a part hereof as material and operative provisions of this Resolution.

SECTION 2: That the Mayor and City Council approve and adopt the Non-Harassment Policy, attached hereto as **Exhibit "A"** and incorporate said Policy herein by reference as if it were fully set forth herein.

SECTION 3: The Policy, attached hereto as **Exhibit "A"**, shall be and remain in effect in until such time as it is further revised or amended by the City Council.

SECTION 4: This ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form as provided by law.

SECTION 5: Any and all ordinances, sections or subsections of ordinances in conflict herewith are hereby repealed.

SECTION 6: 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 ___ day of _____, 2018, pursuant to a roll call vote as follows:

Andy Peterson	_____	Chris Grice	_____
Eric Falberg	_____	James Hospodarsky	_____
Mike Fiore	_____	M. Brad Slavin	_____

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the City Council of the City of Highwood this ___ day of _____, 2018.

Mayor Charles Pecaro

ATTEST:

City Clerk

EXHIBIT “A”

NON-HARASSMENT POLICY

The City of Highwood considers sexual harassment to be illegal and a violation of Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act. The City will not tolerate harassment of City employees by anyone, including any supervisor, co-worker, contractor vendor, client or customer of the City.

Definition. Harassment consists of unwelcome conduct, whether verbal, physical, or of a visual nature, that is based upon a person's protected status, including sex, race, color, ancestry, national origin, religion, age, disability, veteran status or other protected status under applicable law. The City will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature, when (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (b) submission to or rejection of such conduct is used as a basis for any employment decision affecting such individuals; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment. Examples of sexual harassment include but are not limited to:

Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;

Non-Verbal: Making suggestive or insulting noises, gestures, leering, whistling or obscene gestures; and

Physical: Touching, pinching, brushing the body, coercing sexual intercourse or assault.

Supervisor's Responsibility. Each Supervisor has the responsibility to maintain his or her workplace free from harassment. This duty includes informing all employees of the substance of this policy and assuring them that prompt action will be taken in response to claims of harassment including remedial action when circumstances dictate. If a Supervisor receives a complaint of harassment directly from an employee, or becomes aware of such conduct, the complaint shall be immediately reported to the City Manager, or her/his designee.

Employee's Responsibility. Any employee who believes that he or she has been the subject of harassment should report the alleged incident as soon as possible (preferably within 48 hours) to either his or her Supervisor or the City Manager. No one making a complaint in good faith will be retaliated against even if the complaint is not substantiated.

Complaint Procedure. An investigation of all complaints will be undertaken immediately and, if appropriate, prompt action will be taken to alleviate the offensive conduct. The City recognizes that the issue of whether harassment has occurred requires a factual determination based on all the evidence received. To the fullest extent practicable, the City will keep complaints and the terms of their resolution confidential. Any supervisor, agent, employee or non-employee who has been found by the City to have harassed a City employee will be subject to appropriate disciplinary actions depending upon the totality of circumstances; this action could range from a warning up to and including discharge.

Retaliation. Retaliation against anyone for reporting harassment, assisting in making a complaint, cooperating in an investigation of harassment, or otherwise engaging in conduct protected by the Illinois Whistleblower Act is prohibited and is grounds for discipline up to and including termination. Victims and witnesses are encouraged to come forward.

An employee who believes that he or she has been the subject of harassment or retaliation for complaining about harassment also has a right to file a charge of civil rights violations with the Illinois Department of Human Rights within 180 days of the harassment, to have that charge investigated by the Department and, if substantial evidence to support the charge is found to exist, to have such an opportunity as is provided by law and applicable regulations to engage in conciliation with the Employer and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269.

False Complaints: False or frivolous complaints refer to cases in which the accuser is acting in bad faith and using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. False accusations of sexual harassment can have serious effects on innocent men and women. Given the seriousness of the consequences for the accused, a false or frivolous complaint is a severe offense that can result in disciplinary action up to and including termination.

AGENDA MEMO
Committee of the Whole
December 19, 2017

ISSUE STATEMENT

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

BACKGROUND/HISTORY

The City of Highwood has received a request from the current owners of Ballaro to add a Class B liquor license as they prepare to open the new restaurant at 200 Green Bay Road. The Class B license allows for a full liquor bar as well as retail sale of wine and beer.

Passing this ordinance will allow the City to issue the license and allow them to begin the process of approval by the State of Illinois. The initial fee for the license is \$10,000.

STAFF/COMMITTEE RECOMMENDATION

Staff recommends approval of this ordinance.

ALTERNATE CONSIDERATION

Not approving the ordinance would be an alternate consideration.

ATTACHMENTS

-Ordinance

CITY OF HIGHWOOD ORDINANCE _____

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES
IN THE HIGHWOOD CITY CODE TO ADD A CLASS B LIQUOR
LICENSE**

**ADOPTED BY THE CITY COUNCIL
OF THE
CITY OF HIGHWOOD, LAKE COUNTY, ILLINOIS
ON
THE 19th DAY OF DECEMBER 2017**

Published in pamphlet form by authority of the City Council
of the City of Highwood, Lake County, Illinois
on this 19th day of December, 2017

City-wide

Mayor: Charlie Pecaro
City Clerk: Candy Baruffi
City Manager: Scott Coren
City Attorney: James V. Ferolo
Klein, Thorpe, Jenkins, Ltd

Aldermen

Matt Feddermann
Chris Grice
Mike Fiore
Andy Peterson
M. Brad Slavin
Eric Falberg

ORDINANCE NO _____

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES
IN THE HIGHWOOD CITY CODE TO ADD A CLASS B LIQUOR
LICENSE**

WHEREAS, the City of Highwood is a home rule unit of government under Section 6(a); Article VII of the 1970 Constitution of the State of Illinois, and may exercise powers pertaining to its local governmental affairs; and

WHEREAS, the City of Highwood has received a request for a Class B liquor license from the restaurant moving into 200 Green Bay Road,

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

SECTION 1: Section 4-1-7: Classification of Licenses of the Highwood City Code is hereby amended to provide as follows [deleted language stricken]:

B. Class B License: Restaurant or bar full license with retail wine or beer.

1. License holder is authorized to sell beer, wine, and spirits on premises. The license holder may also sell bottles of wine or beer in the original package as the manufacturer intended for sale.
2. The number of licenses allowed shall be eight (8). ~~seven (7)~~.
3. Alcohol sales may not be conducted between one o'clock (1:00) A.M. and five o'clock (5:00) A.M. Monday through Thursday, or three o'clock (3:00) A.M. and five o'clock (5:00) A.M. Friday through Sunday, New Year's Day, Thanksgiving and the day after St. Patrick's Day.
4. Spirits may not be sold on the premises in their original package for consumption off premises.
5. The initial fee for a class B license shall be ten thousand dollars (\$10,000.00). The annual fee for a class B license shall be three thousand five hundred dollars (\$3,500.00).

SECTION 2: This ordinance shall be in full force and effect from and after its adoption and publication in pamphlet form (which publication is hereby authorized) as provided by law.

ADOPTED this 19th day of December 2017, pursuant to a roll call vote as follows:

Chris Grice _____
James Hospodarsky _____
Eric Falberg _____

Mike Fiore _____
M Brad Slavin _____
Andy Peterson _____

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by the City Council of the City of Highwood this 19th day of December, 2017.

Mayor Charles Pecaro

ATTEST:

City Clerk

STATE OF ILLINOIS)
)SS.
COUNTY OF LAKE)

CLERK'S CERTIFICATE

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

**AN ORDINANCE AMENDING 4-1-7: CLASSIFICATION OF LICENSES
IN THE HIGHWOOD CITY CODE TO ADD A CLASS B LIQUOR
LICENSE**

ORDINANCE NO. _____

adopted at a meeting of the said City of Highwood at which a quorum was present held pursuant to the provisions of the Illinois Open Meeting Act on the 19th day of December, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand this 19th day of December, 2017.

City Clerk

(seal)