

CITY OF HIGHWOOD  
REGULAR MEETING OF THE CITY COUNCIL  
CITY COUNCIL CHAMBERS  
Tuesday February 06, 2018 at 7:30 P.M.  
AGENDA

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**CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Review of Minutes to be Approved
  - 3.1. City Council: January 16, 2018
  - 3.2. Committee of the Whole: January 16, 2018
4. Appointments (Mayor Pecaro)
5. Approval of Warrant List:
  - 5.1. 02/06/2018 AP Warrant List
6. Public Input Items Not On Agenda
7. Mayor's Report
  - 7.1. Anne Flanigan Bassi-Moraine Township Tax Preparation Assistance for Low Income Tax Payers
8. Committee Reports
9. Treasurer's Report
10. Clerk's Report

**ACTION ITEMS**

11. Unfinished Business
12. New Business
  - 12.1. Consideration of a Motion Authorizing the City Manager to Enter into an Agreement with a Class A Certified Water Operator to Provide Consulting Services to the City of Highwood at a Rate of \$2,400 per Month, Contingent on Approval by the City Attorney.
13. Executive Session (If Necessary)
14. Any Action Necessary Coming Out of Executive Session
15. Adjournment

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13. Executive Session (If Necessary)
14. Any Action Necessary Coming Out of Executive Session
15. Adjournment

CITY OF HIGHWOOD  
**COMMITTEE OF THE WHOLE MEETING**  
CITY COUNCIL CHAMBERS  
**Tuesday February 06, 2018 at 6:00 P.M.**  
AGENDA

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**CALL TO ORDER**

- 1. Roll Call**
- 2. Public Hearing - None**
- 3. Review of Minutes to be Approved**
  - 3.1. City Council: January 16, 2018
  - 3.2. Committee of the Whole: January 16, 2018
- 4. Appointments (Mayor Pecaro)**
- 5. Review of Bill Warrant List**
  - 5.1. 02/06/2018 AP Warrant List
- 6. Unfinished Business - None**
- 7. New Business**
  - 7.1. A Discussion on the 2017 Residential Rental Report.
  - 7.2. Consideration of a Motion Authorizing the City Manager to Enter into an Agreement with a Class A Certified Water Operator to Provide Consulting Services to the City of Highwood at a Rate of \$2,400 per Month, Contingent on Approval by the City Attorney.
  - 7.3. An Update to the City Council on a Group of Residents Interested in Forming a Neighborhood Watch Group and a Discussion on Ways the Police Department and City Can Assist and Facilitate.
  - 7.4. A Discussion on a Request from Midwest Young Artists to Implement a Streetlight Banner Project to Highlight the Contributions of Their Organization and Give Them a Fundraising Opportunity.
  - 7.5. A Discussion on a Request from Lake County to Participate in the Development of a Detailed 9-1-1 Consolidation Plan.
- 8. Executive Session (If Necessary)**
- 9. Any Action Necessary Coming Out of Executive Session**
- 10. Adjournment**

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
<hr/>					
ADELINA ELIZALDE-RAMIREZ	Invoice: 080499	OVERPAYMENT REIMBURSEMENT-TICKET 01-21-927 REFUNDS	01/31/18 \$25.00	01/31/18	\$25.00
Vendor Total for: ADELINA ELIZALDE-RAMIREZ		(Fiscal YTD Payments: \$0.00)			\$25.00
<hr/>					
AGUSTIN GARCIA	Invoice: 020118	MILEAGE REIMBURSEMENT 51-00-655 AUTOMOTIVE FUEL/O	02/01/18 \$118.77	02/01/18	\$118.77
Vendor Total for: AGUSTIN GARCIA		(Fiscal YTD Payments: \$1,484.02)			\$118.77
<hr/>					
AMERICAN WATER WORKS ASSN.	Invoice: 020118	ANNUAL MBRSHIP 4/1/18-3/31/19 51-00-561 DUES & MEMBERSHIP	02/01/18 \$83.00	02/01/18	\$83.00
Vendor Total for: AMERICAN WATER WORKS ASSN.		(Fiscal YTD Payments: \$0.00)			\$83.00
<hr/>					
B&F CONSTRUCTION CODE SERVICES	Invoice: 48588	HYDRANT FLOW TESTS/FLUSHING 51-00-516 REPAIR & MAINT HY	01/19/18 \$7,053.75	01/19/18	\$7,053.75
Vendor Total for: B&F CONSTRUCTION CODE SERVICES		(Fiscal YTD Payments: \$5,110.00)			\$7,053.75
<hr/>					
BURRIS EQUIPMENT	Invoice: SI47447	HYUNDAI 740 REPAIR 01-41-512 REP & MAINT - EQU	01/23/18 \$1,330.04	01/23/18	\$1,330.04
Vendor Total for: BURRIS EQUIPMENT		(Fiscal YTD Payments: \$13,701.11)			\$1,330.04
<hr/>					
CITY OF HIGHWOOD/JAIME LITJENS	Invoice: 012418	PETTY CASH REIMBURSEMENT-ALL DEPTS	01/24/18	01/24/18	\$442.17
		01-11-652 OPERATING SUPPLIE	\$54.65		
		01-11-651 OFFICE SUPPLIES	\$19.56		
		01-11-928 MISCELLANEOUS EXP	\$190.38		
		01-11-655 AUTOMOTIVE/FUEL/O	\$8.03		
		01-11-513 REP & MAINT - VEH	\$8.69		
		01-21-652 OPERATING SUPPLIE	\$26.05		
		01-21-561 DUES	\$20.00		
		01-44-551 POSTAGE	\$24.81		
		51-00-552 TELEPHONE	\$90.00		

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: CITY OF HIGHWOOD/JAIME LITJENS		(Fiscal YTD Payments: \$1,200.71)			\$442.17
COMCAST CABLE					
	Invoice: 010818-2616	4 WALKER 51-00-571 UTILITIES	01/08/18 \$84.90	01/08/18	\$84.90
	Invoice: 011418-3409	REC CENTER 2 MONTHS 01-51-571 UTILITIES	01/14/18 \$249.80	01/14/18	\$249.80
Vendor Total for: COMCAST CABLE		(Fiscal YTD Payments: \$3,174.90)			\$334.70
COMED					
	Invoice: 011718-4012	WAUKEGAN/CLAY 01-41-572 STREET LIGHTING	01/17/18 \$4,012.12	01/17/18	\$4,012.12
Vendor Total for: COMED		(Fiscal YTD Payments: \$61,178.58)			\$4,012.12
CONSTELLATION ENERGY SVCS (INTEGRYS)					
	Invoice: 2209901	4 WALKER/REC CENTER 51-00-571 UTILITIES 01-51-571 UTILITIES	01/08/18 \$428.73 \$771.12	01/08/18	\$1,199.85
Vendor Total for: CONSTELLATION ENERGY SVCS (INTEGRYS)		(Fiscal YTD Payments: \$4,053.17)			\$1,199.85
CORE AND MAIN LP					
	Invoice: H996534	WATER DEPT-BUILDING MAINTENANCE 51-00-511 REP & MAINT - BU	10/23/17 \$1,118.18	10/23/17	\$1,118.18
	Invoice: I347209	WATER DEPT-EQUIPMENT REPAIR 51-00-512 REP & MAINT - DE	01/17/18 \$660.00	01/17/18	\$660.00
Vendor Total for: CORE AND MAIN LP		(Fiscal YTD Payments: \$30,227.55)			\$1,778.18
DAVID WENTZ					
	Invoice: 011718	PD-OPERATING SUPPLIES 01-21-652 OPERATING SUPPLIE	01/17/18 \$50.00	01/17/18	\$50.00
Vendor Total for: DAVID WENTZ		(Fiscal YTD Payments: \$0.00)			\$50.00
DE LAGE LANDEN FINANCIAL SERVICES					
	Invoice: 57034762	PD-COPIER LEASE 01-21-573 MISC. SERVICE CON	12/15/17 \$283.69	12/15/17	\$283.69

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
Vendor Total for: DE LAGE LANDEN FINANCIAL SERVICES		(Fiscal YTD Payments: \$2,269.52)			\$283.69
DEMUTH, INC.					
	Invoice: HP3947	B BOX WORK SHERIDAN ROAD 51-00-516 REPAIR & MAINT HY	12/05/17 \$350.00	12/05/17	\$350.00
Vendor Total for: DEMUTH, INC.		(Fiscal YTD Payments: \$150,550.00)			\$350.00
DIAMBRI & CARAVELLO					
	Invoice: 29020	HIGHWOOD VS. CINQUI 01-14-533.5 CITY PROSECUTOR -	01/23/18 \$862.50	01/23/18	\$862.50
	Invoice: 29021	HIGHWOOD DUI 01-14-533.5 CITY PROSECUTOR -	01/23/18 \$330.00	01/23/18	\$330.00
	Invoice: 29022	MONTHLY PROSECUTIONS 01-14-533.5 CITY PROSECUTOR -	01/23/18 \$800.00	01/23/18	\$800.00
Vendor Total for: DIAMBRI & CARAVELLO		(Fiscal YTD Payments: \$26,617.55)			\$1,992.50
FEDEX					
	Invoice: 6-059-40328	BUILDING DEPT-POSTAGE 01-44-926 REIMBURSABLE EXPE	01/17/18 \$35.00	01/17/18	\$35.00
Vendor Total for: FEDEX		(Fiscal YTD Payments: \$228.88)			\$35.00
FIRST ENVIRONMENTAL LABORATORIES, INC.					
	Invoice: 138722	WATER ANALYSIS 51-00-518 WATER ANALYSIS	01/11/18 \$108.00	01/11/18	\$108.00
Vendor Total for: FIRST ENVIRONMENTAL LABORATORIES, INC.		(Fiscal YTD Payments: \$828.00)			\$108.00
FOX VALLEY FIRE & SAFETY					
	Invoice: IN00147140	WATER DEPT-FIRE EXTING. SERVICE 51-00-511 REP & MAINT - BU	01/26/18 \$35.00	01/26/18	\$35.00
	Invoice: IN00147141	PD-FIRE EXTINGUISHER SERVICE 01-21-511 REP & MAINT - BUI	01/26/18 \$156.50	01/26/18	\$156.50
	Invoice: IN00147142	REC CENTER-FIRE EXTINGUISHER SERVIC 01-51-511 REP & MAINT - BUI	01/26/18 \$42.50	01/26/18	\$42.50
Vendor Total for: FOX VALLEY FIRE & SAFETY		(Fiscal YTD Payments: \$35.00)			\$234.00
GUARDIAN					
	Invoice: 011918-7639	FEB 2018 PREMIUM	01/19/18	01/19/18	\$1,147.68

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FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-00-218.02 DENTAL INS WH PAY			\$1,147.68
Vendor Total for: GUARDIAN		(Fiscal YTD Payments: \$3,646.06)			\$1,147.68
GW & ASSOCIATES, PC					
	Invoice: 1801005	DECEMBER 2017 SERVICES	01/15/18	01/15/18	\$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: \$66,250.00)			\$7,000.00
HAEGER ENGINEERING					
	Invoice: 81082	428 GREEN BAY ROAD	01/11/18	01/11/18	\$567.16
		01-11-532 ENGINEERING	\$567.16		
Vendor Total for: HAEGER ENGINEERING		(Fiscal YTD Payments: \$5,689.93)			\$567.16
HEARTSMART.COM					
	Invoice: 79941	PD-OPERATING SUPPLIES-IPRF GRANT	11/17/17	11/17/17	\$2,156.00
		01-21-652 OPERATING SUPPLIE	\$2,156.00		
Vendor Total for: HEARTSMART.COM		(Fiscal YTD Payments: \$.00)			\$2,156.00
HIGHLAND PARK FORD LINCOLN SUPER STORE					
	Invoice: 95463	PD-VEHICLE MAINTENANCE	12/04/17	12/04/17	\$48.20
		01-21-513 REP & MAINT - VEH	\$48.20		
Vendor Total for: HIGHLAND PARK FORD LINCOLN SUPER STORE		(Fiscal YTD Payments: \$300.08)			\$48.20
HOME DEPOT CREDIT SERVICES					
	Invoice: 60795	REC CENTER-BUILDING MAINTENANCE	12/29/17	12/29/17	\$126.82
		01-51-511 REP & MAINT - BUI	\$126.82		
	Invoice: 6114049	PD-BUILDING MAINTENANCE	12/13/17	12/13/17	\$199.00
		01-21-511 REP & MAINT - BUI	\$199.00		
Vendor Total for: HOME DEPOT CREDIT SERVICES		(Fiscal YTD Payments: \$536.22)			\$325.82
IEPA					
	Invoice: 011718-L17-5226	BILL #4-WASTEWATER PROJECT	01/17/18	01/17/18	\$6,603.08
		51-00-700 IL EPA LOAN REPAY	\$4,445.61		

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		51-00-740 INTEREST EXPENSE	\$2,157.47		
Vendor Total for: IEPA		(Fiscal YTD Payments: \$80,298.28)			\$6,603.08
ILL. SECTION AMERICAN WATER WORKS ASSOC					
	Invoice: 200033629	WATER DEPT-TRAINING 51-00-563 TRAINING	01/29/18 \$460.00	01/29/18	\$460.00
Vendor Total for: ILL. SECTION AMERICAN WATER WORKS ASSOC		(Fiscal YTD Payments: \$.00)			\$460.00
ILLINOIS PUBLIC RISK FUND					
	Invoice: 46180	MARCH WORKERS COMP 01-51-465 WORKERS COMP INS 01-44-465 WORKERS COMP INS 01-11-465 WORKERS COMP INS 01-21-465 WORKERS COMP INS 01-21-465 WORKERS COMP INS 51-00-454 WORKER'S COMP INS 01-41-465 WORKERS COMP INS	01/16/18 \$205.67 \$75.35 \$126.60 \$4,445.26 \$277.41 \$1,062.23 \$1,348.48	01/16/18	\$7,541.00
Vendor Total for: ILLINOIS PUBLIC RISK FUND		(Fiscal YTD Payments: \$55,349.00)			\$7,541.00
J J SERVICE CENTER					
	Invoice: 18840	PD-VEHICLE MAINTENANCE 01-21-513 REP & MAINT - VEH	01/10/18 \$132.78	01/10/18	\$132.78
Vendor Total for: J J SERVICE CENTER		(Fiscal YTD Payments: \$8,245.65)			\$132.78
J.G. UNIFORMS, INC.					
	Invoice: 31346	PD-UNIFORMS 01-21-653 UNIFORMS	01/16/18 \$690.00	01/16/18	\$690.00
Vendor Total for: J.G. UNIFORMS, INC.		(Fiscal YTD Payments: \$353.80)			\$690.00
JAVIER'S GARAGE					
	Invoice: 854	WATER DEPT-VEHICLE MAINTENANCE 51-00-513 REP & MAINT - VEH	01/15/18 \$50.00	01/15/18	\$50.00
Vendor Total for: JAVIER'S GARAGE		(Fiscal YTD Payments: \$.00)			\$50.00
JOLANTA A. ZINEVICH, LLC					
	Invoice: 00125	PIERI MATTER	01/14/18	01/14/18	\$12,202.17



# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-14-533.8 LAWSUIT SETTLEMEN	\$12,202.17		
Vendor Total for: JOLANTA A. ZINEVICH, LLC		(Fiscal YTD Payments: \$0.00)			\$12,202.17
KATHLEEN W. BONO, CSR					
	Invoice: 7652	PIERI MATTER 01-14-533.8 LAWSUIT SETTLEMEN	01/14/18 \$1,170.00	01/14/18	\$1,170.00
Vendor Total for: KATHLEEN W. BONO, CSR		(Fiscal YTD Payments: \$968.00)			\$1,170.00
KEYTH SECURITY					
	Invoice: 611470	WD-BUILDING MAINTENANCE 51-00-511 REP & MAINT - BU	12/13/17 \$10.60	12/13/17	\$10.60
Vendor Total for: KEYTH SECURITY		(Fiscal YTD Payments: \$455.00)			\$10.60
LEAF					
	Invoice: 8062915	ADMIN COPIER LEASE PMT-FEB 2018 01-11-573 MISC. CONTRACT SE	01/21/18 \$269.00	01/21/18	\$269.00
Vendor Total for: LEAF		(Fiscal YTD Payments: \$2,447.90)			\$269.00
M.E. UNIFORMS					
	Invoice: 010971	PD-UNIFORMS 01-21-653 UNIFORMS	12/19/17 \$641.40	12/19/17	\$641.40
Vendor Total for: M.E. UNIFORMS		(Fiscal YTD Payments: \$0.00)			\$641.40
MORTON SALT, INC					
	Invoice: 5401495430	BULK SAFE T SALT 01-41-573 MISC SERVICE CONT	01/19/18 \$9,248.74	01/19/18	\$9,248.74
	Invoice: 5401501428	BULK SAFE-T-SALT 01-41-573 MISC SERVICE CONT	01/24/18 \$2,745.41	01/24/18	\$2,745.41
Vendor Total for: MORTON SALT, INC		(Fiscal YTD Payments: \$29,866.07)			\$11,994.15
MUTUAL SERVICES OF HIGHLAND PARK					
	Invoice: 556260	PD-VEHICLE MAINTENANCE 01-21-513 REP & MAINT - VEH	01/24/18 \$12.80	01/24/18	\$12.80
Vendor Total for: MUTUAL SERVICES OF HIGHLAND PARK		(Fiscal YTD Payments: \$2,509.90)			\$12.80

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

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Vendor	Invoice	Description	Inv. Date	Due Date	Amount
NAPA AUTO PARTS					
	Invoice: 963659	PW-WIPER BLADES 01-41-513 REP & MAINT - VEH	01/10/18 \$20.98	01/10/18	\$20.98
	Invoice: 965490	REC CENTER-STEINER PARTS 01-51-512 REP & MAINT - EQU	01/29/18 \$227.63	01/29/18	\$227.63
Vendor Total for: NAPA AUTO PARTS			(Fiscal YTD Payments: \$3,676.80)		\$248.61
NORTH SHORE GAS					
	Invoice: 011818-0001	HW TRAIN STATION 01-41-571 UTILITIES	01/18/18 \$395.35	01/18/18	\$395.35
	Invoice: 012318-0001	5 WESTERN 51-00-571 UTILITIES	01/23/18 \$34.56	01/23/18	\$34.56
Vendor Total for: NORTH SHORE GAS			(Fiscal YTD Payments: \$1,029.50)		\$429.91
NSSRA					
	Invoice: 56	2017 INCLUSION BALANCE 01-51-915 NSSRA	01/11/18 \$553.08	01/11/18	\$553.08
Vendor Total for: NSSRA			(Fiscal YTD Payments: \$40,355.99)		\$553.08
PDC LABORATORIES					
	Invoice: 886715	WATER ANALYSIS 51-00-518 WATER ANALYSIS	01/15/18 \$85.00	01/15/18	\$85.00
Vendor Total for: PDC LABORATORIES			(Fiscal YTD Payments: \$2,863.00)		\$85.00
PELLEGRINO TOSI					
	Invoice: 1773	ADA GAS ALLOWANCE JAN 2018 01-51-472 AUTOMOBILE ALLOWA	02/01/18 \$50.00	02/01/18	\$50.00
Vendor Total for: PELLEGRINO TOSI			(Fiscal YTD Payments: \$445.00)		\$50.00
PEPSI BEVERAGES COMPANY					
	Invoice: 96772562	REC CENTER CONCESSIONS 01-52-928 MISCELLANEOUS EXP	01/23/18 \$378.85	01/23/18	\$378.85
Vendor Total for: PEPSI BEVERAGES COMPANY			(Fiscal YTD Payments: \$1,378.51)		\$378.85
PETER BAKER & SON COMPANY					
	Invoice: 19221	ASPHALT	01/14/18	01/14/18	\$247.00

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-41-515 REP & MAINT - ST	\$247.00		
Vendor Total for: PETER BAKER & SON COMPANY		(Fiscal YTD Payments: \$261,545.74)			\$247.00
PHOENIX MIDWEST CONSULTANTS					
	Invoice: 01312018HW	JANUARY 2018 SERVICES 01-44-926 REIMBURSABLE EXPE	01/31/18 \$3,063.36	01/31/18	\$3,063.36
Vendor Total for: PHOENIX MIDWEST CONSULTANTS		(Fiscal YTD Payments: \$41,926.59)			\$3,063.36
PINNERR ELECTRIC, INCORPORATED					
	Invoice: 17210	JANUARY 2018 SERVICES 01-41-572 STREET LIGHTING	01/24/18 \$1,150.00	01/24/18	\$1,150.00
	Invoice: 2994	BANNER ARM REPAIR SHERIDAN RD 01-41-516 REP & MAINT - STR	01/18/18 \$487.50	01/18/18	\$487.50
Vendor Total for: PINNERR ELECTRIC, INCORPORATED		(Fiscal YTD Payments: \$35,439.24)			\$1,637.50
PLATINUM SYSTEMS					
	Invoice: K-112897	PD-COMPUTER SUPPORT 01-21-573 MISC. SERVICE CON	01/23/18 \$761.25	01/23/18	\$761.25
	Invoice: K-113042	REMOTE SUPPORT 51-00-535 COMPUTER SUPPORT	01/30/18 \$26.25	01/30/18	\$26.25
Vendor Total for: PLATINUM SYSTEMS		(Fiscal YTD Payments: \$7,273.98)			\$787.50
PRO DATA PAYROLL SERVICES					
	Invoice: 394131	WEEK ENDING 1/13/18 01-11-531.3 PAYROLL SERVICE	01/17/18 \$413.75	01/17/18	\$413.75
	Invoice: 394747	WEEK ENDING 1/27/18 01-11-531.3 PAYROLL SERVICE	02/02/18 \$107.75	02/02/18	\$107.75
Vendor Total for: PRO DATA PAYROLL SERVICES		(Fiscal YTD Payments: \$2,280.75)			\$521.50
RAY O'HERRON CO., INC.					
	Invoice: 1801430-IN	PD-TRAINING 01-21-563 TRAINING	01/08/18 \$321.45	01/08/18	\$321.45
Vendor Total for: RAY O'HERRON CO., INC.		(Fiscal YTD Payments: \$2,824.74)			\$321.45
REGIONAL EMERGENCY DISPATCH					
	Invoice: 184-18-02	FEBRUARY 2018 FIRE ALARM MONITORING	01/15/18	01/15/18	\$3,177.41

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-22-556 DISPATCHING			\$3,177.41
Vendor Total for: REGIONAL EMERGENCY DISPATCH			(Fiscal YTD Payments: \$28,596.69)		\$3,177.41
RIPPLE PUBLIC RELATIONS					
	Invoice: 012018	JANUARY RETAINER 01-11-573 MISC. CONTRACT SE	02/01/18 \$500.00	02/01/18	\$500.00
Vendor Total for: RIPPLE PUBLIC RELATIONS			(Fiscal YTD Payments: \$4,500.00)		\$500.00
S.E. SNOW & ICE CONTROL INC.					
	Invoice: 18-182544	INSTALLMENT 4/5 15-00-653 STREET SALT & SAN	01/17/18 \$25,000.00	01/17/18	\$25,000.00
Vendor Total for: S.E. SNOW & ICE CONTROL INC.			(Fiscal YTD Payments: \$50,675.00)		\$25,000.00
SCHELL SEALCOATING CO.					
	Invoice: 213	CHRISTMAS LIGHT REMOVAL 01-41-921 HOLIDAY LIGHTING	01/24/18 \$700.00	01/24/18	\$700.00
Vendor Total for: SCHELL SEALCOATING CO.			(Fiscal YTD Payments: \$56,490.00)		\$700.00
SE ENTERPRISES					
	Invoice: 18-182504	SALTING SERVICES 01-41-573 MISC SERVICE CONT	01/11/18 \$75.00	01/11/18	\$75.00
	Invoice: 18-182553	SHOVELING-SIDEWALKS 01-41-573 MISC SERVICE CONT	01/17/18 \$150.00	01/17/18	\$150.00
	Invoice: 18-182554	ADMIN/PD SALTING/SHOVELING 01-41-573 MISC SERVICE CONT	01/18/18 \$75.00	01/18/18	\$75.00
	Invoice: 18-182610	ADMIN/PD SALTING/SHOVELING 01-41-573 MISC SERVICE CONT	01/23/18 \$75.00	01/23/18	\$75.00
Vendor Total for: SE ENTERPRISES			(Fiscal YTD Payments: \$73,244.92)		\$375.00
SILVA POWER AND COMMUNICATIONS, LLC					
	Invoice: 1928	MOTION SENSOR INSTALL-PW 01-41-511 REP & MAINT - BUI	01/12/18 \$225.00	01/12/18	\$225.00
Vendor Total for: SILVA POWER AND COMMUNICATIONS, LLC			(Fiscal YTD Payments: \$15,072.50)		\$225.00
STAPLES ADVANTAGE					
	Invoice: 8048244960	ADMIN-OPERATING SUPPLIES	01/13/18	01/13/18	\$113.77

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
		01-11-652 OPERATING SUPPLIE	\$113.77		
Vendor Total for: STAPLES ADVANTAGE		(Fiscal YTD Payments: \$0.00)			\$113.77
STAPLES OFFICE SUPPLY					
	Invoice: 6883	PD-OPERATING SUPPLIES 01-21-652 OPERATING SUPPLIE	12/27/17 \$42.11	12/27/17	\$42.11
Vendor Total for: STAPLES OFFICE SUPPLY		(Fiscal YTD Payments: \$1,611.23)			\$42.11
SYNCB/AMAZON					
	Invoice: 434693939637	ADMIN-OPERATING SUPPLY 01-11-652 OPERATING SUPPLIE	01/03/18 \$19.06	01/03/18	\$19.06
Vendor Total for: SYNCB/AMAZON		(Fiscal YTD Payments: \$2,032.83)			\$19.06
TDS METROCOM					
	Invoice: 012518-1008	JANUARY AND FEBRUARY 2018 01-21-552 TELEPHONE	01/25/18 \$546.72	01/25/18	\$546.72
	Invoice: 012518-6531	PW-JANUARY AND FEBRUARY 2018 01-41-552 TELEPHONE	01/25/18 \$57.24	01/25/18	\$57.24
Vendor Total for: TDS METROCOM		(Fiscal YTD Payments: \$2,688.46)			\$603.96
TECHNOLOGY MANAGEMENT REVOLVING FUND					
	Invoice: T1819764	DECEMBER COMMUNICATION CHARGES 16-00-840 COMMUNICATION CHA	01/16/18 \$491.49	01/16/18	\$491.49
Vendor Total for: TECHNOLOGY MANAGEMENT REVOLVING FUND		(Fiscal YTD Payments: \$4,545.67)			\$491.49
THOMPSON ELEVATOR INSPECTION					
	Invoice: 18-0064	PLAN REVIEW-636 SHERIDAN ROAD 01-44-926 REIMBURSABLE EXPE	01/12/18 \$100.00	01/12/18	\$100.00
Vendor Total for: THOMPSON ELEVATOR INSPECTION		(Fiscal YTD Payments: \$2,251.00)			\$100.00
TOM SCHMIT					
	Invoice: 121817	AMERICAN FLAG 01-11-511 REP & MAINT - BLD	12/18/17 \$40.00	12/18/17	\$40.00
Vendor Total for: TOM SCHMIT		(Fiscal YTD Payments: \$0.00)			\$40.00

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

Vendor	Invoice	Description	Inv. Date	Due Date	Amount
VCG UNIFORM/CARLSON MURRAY					
	Invoice: 19887	PD-UNIFORMS 01-21-653 UNIFORMS	01/02/18 \$393.58	01/02/18	\$393.58
Vendor Total for: VCG UNIFORM/CARLSON MURRAY		(Fiscal YTD Payments: \$317.50)			\$393.58
VISION SERVICE PLAN OF ILLINOIS					
	Invoice: 804751837	FEB 2018 PREMIUM 01-00-218.09 EMPLOYE VISION WH	01/17/18 \$243.63	01/17/18	\$243.63
Vendor Total for: VISION SERVICE PLAN OF ILLINOIS		(Fiscal YTD Payments: \$1,688.29)			\$243.63
WEX BANK					
	Invoice: 52570969	DECEMBER 2017 FUEL 01-44-655 AUTOMOTIVE/FUEL/O 01-21-513 REP & MAINT - VEH 01-21-655 AUTOMOTIVE/FUEL/O 01-41-655 AUTOMOTIVE/FUEL/O 51-00-513 REP & MAINT - VEH 51-00-655 AUTOMOTIVE FUEL/O	01/01/18 \$34.52 \$62.00 \$1,787.80 \$391.45 \$31.00 \$257.11	01/01/18	\$2,563.88
Vendor Total for: WEX BANK		(Fiscal YTD Payments: \$22,863.08)			\$2,563.88
					GENERAL FUND \$68,673.61
					MOTOR FUEL TAX \$25,000.00
					911 EMERGENCY FUND \$491.49
					WATER & SEWER \$20,850.16
					GARBAGE FUND \$350.00
					Grand Total: \$115,365.26

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

List #225

A/P Manual Check Posting List

Postings from all Check Registration runs(NR) since last Check Voucher run(NCR)

Vendor	Invoice	Description	Check: No	Date	Reg #	Amount
<b>AMALGAMATED BANK OF CHICAGO</b>						
	Invoice: 1855882009	SERIES 2015 BOND-ADMIN FEE 40-00-725 FISCAL AGENT FEES	051143	01/16/18	208	\$475.00
Vendor Total for: AMALGAMATED BANK OF CHICAGO						(Fiscal YTD Payments: \$2,025.00) \$475.00
<b>DE LAGE LANDEN FINANCIAL SERVICES</b>						
	Invoice: 57455526	PD-COPIER LEASE PAYMENT 01-21-573 MISC. SERVICE CON	051140	01/16/18	208	\$283.69
Vendor Total for: DE LAGE LANDEN FINANCIAL SERVICES						(Fiscal YTD Payments: \$2,269.52) \$283.69
<b>LITTLE TOMMY'S PLUMBING SHOP</b>						
	Invoice: 1640-37069	PW-RESPONSE TO LEAK-LAUNDRY TUB 01-41-511 REP & MAINT - BUI	051142	01/15/18	208	\$250.00
Vendor Total for: LITTLE TOMMY'S PLUMBING SHOP						(Fiscal YTD Payments: \$2,607.00) \$250.00
<b>NUESTRO CENTER</b>						
	Invoice: 010218	ADDITIONAL ESCROW REIMBURSEMENT 78-00-258.7NUESTRO CENTER -	001212	01/16/18	208	\$700.00
	Invoice: 012318	ESCROW REFUND 78-00-258.7NUESTRO CENTER -	001213	01/30/18	208	\$678.60
Vendor Total for: NUESTRO CENTER						(Fiscal YTD Payments: \$1,645.66) \$1,378.60
<b>POSTMASTER - HIGHWOOD</b>						
	Invoice: 012018	JANUARY 2018 UTILITY BILLING 51-00-551 POSTAGE 53-00-551 POSTAGE	051144	01/23/18	208	\$531.35
Vendor Total for: POSTMASTER - HIGHWOOD						(Fiscal YTD Payments: \$6,034.16) \$531.35
						GENERAL FUND \$533.69
						DEBT SERVICE \$475.00
						WATER & SEWER \$318.81
						GARBAGE FUND \$212.54
						ESCROW FUND \$1,378.60

# HIGHWOOD - AP WARRANT LIST

FEBRUARY 06, 2018

A/P Manual Check Posting List

Postings from all Check Registration runs(NR) since last Check Voucher run(NCR)

List #225

Amount

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Grand Total:

\$2,918.64



**AGENDA MEMO**  
**Committee of the Whole**  
**February 6, 2018**

**ISSUE STATEMENT**

A motion authorizing the City Manager to enter into an agreement with a Class A certified water operator to provide consulting services to the City of Highwood at a rate of \$2,400 per month, contingent on approval of the City Attorney.

**BACKGROUND/HISTORY**

The Superintendent of the Highwood Water Department recently resigned his position. The City of Highwood needs a Class A certified water operator to continue the operation of the Highwood water plant. There are numerous IEPA requirements including executing an acceptable contract with such a consultant, utilizing their template, in addition to putting that individual's name and certification on our permitting.

The City Manager is in advanced discussions with individuals to fulfill these requirements and requests authority to enter into an acceptable contract for no more than \$2,400 per month for these services. The City of Highwood will continue to review operations closely and Staff will make additional recommendations to the Council on maintenance and staffing as the situation develops further.

**STAFF/COMMITTEE RECOMMENDATION**

Staff recommends approving the motion.

**ALTERNATE CONSIDERATION**

Not approving the motion would be an alternate consideration; not approving would likely result in ceasing operations for a period of time and purchasing water from Highland Park under an intergovernmental agreement.

**ATTACHMENTS**

-None