

Committee of the Whole Meeting
City Hall
1707 St Johns Avenue,
Highland Park, IL 60035
November 24, 2025
5:30 PM
Agenda

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I. Call to Order

II. Approval of Minutes

- A. Approval of the Minutes of the Regular Meeting of the Committee of the Whole Held on November 10, 2025

III. Scheduled Business

- A. Utility Billing Leak Adjustment Policy

IV. Other Matters

V. Adjournment

Staff Report



Meeting Date: November 24, 2025

Staff Contact: Ashley Palbitska, Assistant to the City Manager/Deputy City Clerk

Department: City Manager's Office

Title: Approval of the Minutes of the Regular Meeting of the Committee of the Whole Held on November 10, 2025

Recommendation:

For the City Council's approval are the minutes of the Regular Meeting of the Committee of the Whole held on September 25, 2025.

Attachments:

1. MIN COTW 11-10-2025

Minutes of a of a Regular Committee of the Whole of the City of Highland Park

MEETING DATE: November 10, 2025

MEETING LOCATION: City Hall 1707 St Johns Avenue, Highland Park, IL 60035

I. Call to Order

At 5:30 PM, Mayor Rotering called the meeting to order and asked for a roll call:

Present: Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg

Absent: None

Staff Present: City Manager Neukirch, Director of Public Works Bannon, Community Development Director Fontane, Assistant City Manager Jason, Police Chief Jogmen, Finance Director McCaulou, Fire Chief Schrage, Commander Curran, Communications Manager Bennett, Assistant to the City Manager Palbitska, Marketing Coordinator Larson

Also Present: Corporation Counsel Elrod

II. Approval of Minutes

A. Approval of the Minutes of the Regular Meeting of the Committee of the Whole Held on October 20, 2025

Councilmember Blumberg moved to approve the Minutes of the Regular Meeting of the Committee of the Whole Held on October 20, 2025. Councilmember Center seconded the motion. Upon a voice vote, the Mayor declared the motion passed.

MOVER:	Councilmember Blumberg
SECONDER:	Councilmember Center
AYES:	Mayor Rotering, Councilmembers Center, Bruckman, Ross, Tapia, Lidawer, Blumberg
NAYS:	None

III. Scheduled Business

A. 2026 City-Sponsored Events

City Manager Neukirch provided opening comments as it relates to the presentation for 2026 City-Sponsored Events.

Assistant City Manager Jason and Marketing Coordinator Larson presented a high level overview about the 2026 slate of events and provided follow-up information that was requested by the Council.

The Council and staff discussed Council's previous request to consider updating the slate of 2026 events to include World Music Fest and Oktoberfest as City produced stand-alone events. They discussed third parties that have requested financial or in-kind sponsorship by the City to include Arts on Sheridan, Port Clinton Art Festival and the Randolph Market Vintage Shindig.

City Manager Neukirch noted that a majority of the Council was interested in incorporating World Music Fest into other programming, specifically theming the Port Clinton Friday Night Concert series per staff recommendation, having the City produce Oktoberfest with strong support for the event to be held in the Ravinia Business District, provide an in-kind contribution up to \$5,000 to Arts on Sheridan and Port Clinton Art Festival, and not offering an in-kind contribution for the Randolph Street Market Vintage Shindig.

B. Review Spring Clean-Up Program

City Manager Neukirch and ACM Jason provided comments regarding the annual Spring Clean-Up Program.

The Council and staff discussed whether or not to continue offering Spring Clean-Up in 2026.

A majority of the Council were in favor of continuing to offer the program in 2026.

VI. Adjournment

Councilmember Lidawer moved to adjourn the Committee of the Whole meeting. Councilmember Tapia seconded the motion. Upon a voice vote, Mayor Rotering declared the motion passed unanimously.

The Committee of the Whole adjourned its meeting at 6:49 PM.

Respectfully Submitted,

Ashley Palbitska
Assistant to the City Manager/Deputy City Clerk

Staff Report



Meeting Date: November 24, 2025
Staff Contact: Christine Icasiano, Executive Assistant
Keith Miller, Utilities Superintendent
Department: Finance Department

Title: Utility Billing Leak Adjustment Policy

Recommendation:

Review of the City's current policy and procedures for utility bill leak adjustments and consideration of policy modifications.

Policy Consideration:

Currently, the City follows sections 50.211 (Maintenance of Service Pipes) and 50.285 (Leaks; Adjustment of Water Bills) when a customer requests a utility bill adjustment due to a leak. These requests are reviewed and processed on a case-by-case basis by the Finance and Public Works Departments. City Code Sections 50.211 (Maintenance of Service Pipes) and 50.285 (Leaks; Adjustment of Water Bills) establish the City's authority and framework for addressing leak-related issues, which allows one adjustment every five years per service address with proof that a licensed plumber has fixed the leak. Council feedback is requested pertaining to the following new policy considerations:

- **Third-Party Liability:** The City does not provide leak adjustments caused by third parties. This includes, but is not limited to, theft, vandalism, negligence, construction damage, or leaks at unoccupied or vacant properties.
- **Tampering or Unauthorized Access:** The City does not provide adjustments if the water meter at the subject property has been accessed, tampered with, or turned on/off by anyone other than an authorized City employee, resulting in water loss.
- **Wholesale Accounts:** The City does not provide adjustments for wholesale accounts.
- **Mechanical Issues:** The City does not provide adjustments for mechanical or system issues, including errors or failures in pool, pond, sprinkler, or irrigation system control settings.

- Pool and Sprinkler Leaks: The City does not provide leak adjustments for pool, sprinkler, or irrigation systems.
- Plumbing Work Not Related to Water Leaks: The City does not provide adjustments for plumbing work that does not directly repair or address the water leak that caused the water usage issue.
- Capping Leaks: The City does not provide adjustments for issues related to capped leaks.

Following policy feedback, staff will draft an administrative order to guide staff operations and a formal application process as part of the program.

Core Priorities:

Attachments:

None