



# CITY OF HIGHWOOD

## Application and Information for City Boards, Commissions and Committees

Name: Mr./Mrs./Miss/Ms. \_\_\_\_\_

### **Home Information**

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_ Length of Residence: \_\_\_\_\_

### **Business Information**

Occupation: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Business Address: \_\_\_\_\_

Special Interests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Civic Activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Indicate the Boards, Committees or Commissions in which you are interested – Rank in order of preference

Appearance Review Commission	_____	Liquor Control Commission	_____
Zoning Board of Appeals	_____	Police Pension Board (If Eligible)	_____
Plan Commission	_____	Fire & Police Commission	_____
911 Board	_____	Recreation Board	_____
Library Board	_____	Heritage Committee	_____
Fort Sheridan Joint Plan Commission	_____		

Do you perceive any *potential* conflict of interest for any position that you seek? \_\_\_\_\_

If Yes, please indicate any questions or concerns:

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Please provide a brief statement concerning your interest and/or qualifications for serving on a Board, Committee or Commission. Use an additional sheet of paper if you wish.

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The undersigned understands and acknowledges that information contained in this application will be retained in the files of the City of Highwood along with the City's evaluation thereof, for future use in consideration of the undersigned's application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please mail / return form to: Highwood City Hall, c/o Applications,  
17 Highwood Avenue, Highwood, Illinois, 60040

If you have any questions or comments, please feel free to call Highwood City Hall at  
847.432.1924

**For use by The City of Highwood**

**Comments**

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**Disposition**

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## **CITY OF HIGHWOOD – MUNICIPAL GOVERNMENT INFORMATION**

The following is provided to assist you, as an applicant, in understanding Highwood's City Government and the basic function of the Boards, Commissions and Committees that are an essential element of that structure.

### **MAYOR AND CITY COUNCIL**

The citizens elect the Mayor and eight (8) Aldermen. They serve four (4) year terms. The Mayor and City Council are the legislative branch of the City and are responsible for interpreting the wishes of the community and determining the policies under which the City operates. Further, the Mayor is the executive officer responsible for implementing City policy through the Department Heads of the City and City employees. Each member of the City Council acts as a liaison to each Board, Committee or Commission.

### **CITY ADMINISTRATOR**

The City Administrator is appointed by the Mayor, with the advice and consent of the City Council. The City Administrator is responsible for implementing the day-to-day operation of the City through its Department Heads, as directed by the Mayor. He is also responsible for otherwise performing such duties as are assigned by the Mayor.

### **CITY ATTORNEY**

The City Attorney is appointed by the Mayor, with the advice and consent of the City Council. The City Attorney is responsible for drafting the City's Ordinances and also provides legal advice to the City Council, City staff and the City's Boards, Committees and Commissions, as they may require. The City Attorney also acts as the City's Ethics Officer.

### **CITY CLERK**

The City Clerk is responsible for the maintenance of the official records of the City as required by statute and by the Mayor and City Council. The Clerk acts as custodian of the City Seal which is required on many documents, publishes legal notices, oversees City elections and performs other duties as stated in statute or ordinances. The City Clerk is elected and serves a four (4) year term.

### **CITY TREASURER**

The City Treasurer is responsible for the maintenance of the financial records of the City as required by statute and by the Mayor and City Council. The Treasurer acts as custodian of City funds, oversees the City appropriations, tax levy, other financial obligations and performs other duties as stated in statute or ordinances. The City Treasurer is elected and serves a four (4) year term.

## **BOARDS, COMMISSIONS AND COMMITTEES**

There are currently eleven independent Boards, Commissions and Committees that are authorized by action of the City Council or otherwise required by State Law. Many are appointed to advise and assist the City Council in its policy decisions. These Boards, Commissions and Committees also conduct hearings that pertain to their functions. All members of these Boards, Committees and Commissions are subject to the State of Illinois Gift Ban Act and may also be required to file an annual Statement of Economic Interest with the County Clerk. All positions are non-compensated.

**Emergency Telephone System (9-1-1) Board:** Consists of seven (7) members who serve one (1) year terms. Members include the Chief of Police, Fire Chief, and Civil Defense Director, along with four (4) other members who are appointed by the Mayor with the advice and consent of the City Council. The Board administers funds from the 9-1-1 telephone surcharge, and is responsible for the planning, implementation, upgrade and maintenance of the City's 9-1-1 emergency telephone system.

**Appearance Review Committee:** Consists of five (5) members appointed by the Mayor with the advice and consent of the City Council for five (5) year overlapping terms. The Committee is responsible for reviewing building facades in the business district, sign permits and parking lots and plans for new and remodeled buildings.

**Board of Fire and Police Commissioners:** Consists of three (3) members, each serving three (3) year overlapping terms. The Members are appointed by the Mayor with the advice and consent of the City Council. The Board is responsible for all appointments, promotions, and major disciplinary actions in the Police and Fire Departments (greater than the Chief, such as outright dismissals). The Board conducts entrance and promotional examinations.

**Fort Sheridan Joint Plan Commission:** Consists of seven (7) members (four (4) from the City of Highland Park and three (3) from the City of Highwood) serving three (3) year overlapping terms. Members are appointed by the Mayor of each City, with the advice and consent of the respective City Councils. The members of the Joint Plan Commission elect the Chairman. The Joint Plan Commission is responsible for holding public hearings and making recommendations regarding the Comprehensive Plan, annexations, subdivision, and all zoning, and applications for variations from the provisions of the zoning ordinances, special use permits, and appeals from orders or decisions made by the Zoning Administrator, regarding property at the former Fort Sheridan military reservation.

**Heritage Committee:** Consists of seven (7) members (two (2) from the City of Highland Park, two (2) from the City of Highwood, and one (1) from the Homeowners Association created for the Historic District) serving \_\_\_ year terms. The Highland Park/Highwood members are appointed by the Mayor of each City, with the advice and consent of the respective City Council. Of the two (2) members appointed by the City of Highwood, one (1) shall reside in the Historic District and the other member may reside anywhere within the City of Highwood. The Heritage Committee is responsible for performing yearly inspections of each significant building and landscape to determine whether there are any violations of the conservation easement, review proposed additions or alterations, and review any proposed subdivision, other than the subdivision of any building and

condominium units, or permits for construction or demolition of contributing buildings to the National Historic Landmark District, alterations or repair.

**Library Board:** Consists of nine (9) members who serve three (3) year overlapping terms. Members are appointed by the Mayor with the advice and consent of the City Council. The Library Board is responsible for the management and operation of the City Library.

**Liquor Control Commission:** Consists of the Mayor and such members as the Mayor may appoint, with the advice and consent of the City council, to assist and advise the Mayor in his role as Liquor Control Commissioner of the City of Highwood. This includes the power to hold hearings, to grant, suspend and/or revoke for cause liquor licenses; to receive complaints from any citizen within the City that any provisions of the State laws or the Highwood Ordinance have been or are being violated, and to act upon such complaints in the manner provided by law.

**Parks and Recreation Board:** Consists of five (5) to seven (7) members appointed by the Mayor with the advice and consent of the City Council for five (5) year overlapping terms. The Board is responsible for the management and operation of the Recreation Center, including development of programs.

**Plan Commission:** Consists of seven (7) members who serve three (3) year overlapping terms. Members are appointed by the Mayor with the advice and consent of the City Council. The members of the Plan Commission elect the Chairman. The Plan Commission is responsible to the City Council for holding public hearings and making recommendations regarding the Comprehensive Plan, annexations, sub-division, and zoning. However, the Plan Commission does not have jurisdiction over the property annexed at the former Fort Sheridan military reservation.

**Police Pension Board:** Consists of five (5) members/trustees who serve two (2) year terms, including two (2) civilians appointed by the Mayor, two (2) members elected from the police force, and one (1) member elected from the beneficiaries of the Police Pension Fund. The Police Pension Board determines eligibility of applicants, distributes funds, manages, invests, and controls the Police Pension Fund.

**Zoning Board of Appeals:** Consists of seven (7) members who serve three (3) year overlapping terms. Members are appointed by the Mayor with the advice and consent of the City Council. The Zoning Board is responsible to hear and make recommendations on applications for variations from the provisions of the zoning ordinances, special use permits, and to hear and rule on appeals from orders or decisions made by the Zoning Administrator.