

**AGENDA  
REGULAR SESSION  
HIGHLAND CITY COUNCIL  
CITY HALL, 1115 BROADWAY  
TUESDAY, JULY 5, 2022  
7:00 PM**

**NOTE: This is an in person meeting. However, anyone wishing to monitor the meeting via phone may do so by following the instructions on page 3 of this agenda.**

**CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:**

**MINUTES:**

**MOTION** – Approve Minutes of June 20, 2022 Regular Session (attached)

**PUBLIC FORUM:**

A. Citizens' Requests and Comments:

1. Highland Chamber of Commerce –Street Art Festival – Special Event Application and Road Closure – Hillarie Holzinger, Executive Director (attached)

**Anyone wishing to address the Council on any subject may do so at this time.  
Please come forward to the microphone.**

B. Requests of Council:

C. Staff Reports:

**NEW BUSINESS:**

- A. **MOTION** – Approve Mayor's Appointment of Bradley Scott to the Police Pension Board (attached)
- B. **MOTION** – Bill #22-99/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Chamber of Commerce – Street Art Festival (attached)
- C. **MOTION** – Bill #22-100/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Speedway – Summer Nationals Event (attached)
- D. **MOTION** – Bill #22-101/ORDINANCE Amending the Highland Municipal Code, Chapter 78—Utilities, Article II.—Electric Service Regulations, Division 3.—Billing and Rates, Sec. 78—112.—Schedule of Electric Rates (attached)
- E. **MOTION** – Bill #22-102/ORDINANCE Declaring Personal Property of the City Surplus and Authorizing It Sale and/or Disposal, Specifically a 2011 Ford Forestry Bucket Truck (attached)
- F. **MOTION** – Bill #22-103/RESOLUTION Approving Joe Horstmann's Application, on Behalf of Horstmann Premier Financial, and Awarding Certain Financial Incentives Under the city of Highland Façade Improvement Program (attached)

**Continued**

G. **MOTION** – Bill #22-104/RESOLUTION Authorizing the City to Enter a Contract with Nextsite LLC for Research Services (attached)

H. **MOTION** – Bill #22-105/RESOLUTION Approving and Authorizing the Execution of a Proposal for Preliminary Engineering Services with Oates Associates, Inc., for US 40 / Connector Road Intersection Study and Plans, PW-05-22

**REPORTS:**

A. **MOTION** – Accepting Expenditures Report #1222 for June 18, 2022 through July 1,2022 (attached)

**EXECUTIVE SESSION:**

The City Council will conduct an Executive Session pursuant to the Illinois Open Meetings Act, citing the following exemptions allowing such meeting: **5 ILCS 120/2(c)(21) to discuss approval of executive session minutes and 5 ILCS 120/2(c)(2) to discuss collective negotiating matters.**

**NEW BUSINESS (Continued):**

I. **MOTION** – Bill #22-106/RESOLUTION Approving a Collective Bargaining Agreement with the Fraternal Order of Police – Patrol Officers’ Unit

J. **MOTION** – Bill #22-107/RESOLUTION Approving a Collective Bargaining Agreement with the Fraternal Order of Police – Sergeants’ Unit

**ADJOURNMENT:**

Continued



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Breann Vazquez, ADA Coordinator, by 9:00 AM on Tuesday July 5, 2022.

**BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.**

**Directions for Public Monitoring of Highland City Council Meetings:**

In an effort to protect as many individuals as possible, including the leaders of our communities statewide, Governor J.B. Pritzker has issued a number of directives, one of which was to suspend the provisions of the Illinois Open Meetings Act (5 ILCS 120), requiring or relating to in-person attendance by members of a public body. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present;” and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted, are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to their meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well as their activities relating to COVID-19.

In following this directive, the City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

**618-882-5625**

Once connected, you will be prompted to enter a conference ID number.

**Conference ID #: 867900**

This will allow a member of the public to hear the city council meeting.

**Note:** This is for audio monitoring of the meeting, only. Participants will not be able make comments.

Anyone wishing to address the city council on any subject during the Public Forum portion of the meeting may submit their questions/comments in advance via email to or, by using the citizens' portal on the city's website found here: [https://www.highlandil.gov/citizen\\_request\\_center\\_app/index.php](https://www.highlandil.gov/citizen_request_center_app/index.php).

Any comments received prior to 3:00 PM on the day of the meeting, will be read into the record.

**CITY OF HIGHLAND – SPECIAL EVENT APPLICATION**

**Name of Event:** Street Art Festival

**Type/Purpose of Event:** Festival

**Location of Event:** Highland Downtown Square/Plaza Park

**Sponsoring Organization/Individual:** Highland Chamber of Commerce

**Event Responsible Party:** Highland Chamber of Commerce (Hillarie Holzinger, Exec Dir)

**Address:** 1216 Main St., Highland, IL 62249

**Phone:** 618-654-3721

**Email:** [Hillarie@HighlandIllinois.com](mailto:Hillarie@HighlandIllinois.com)

**Secondary Contact:** Jan Korte-Couch

**Address:** 1216 Main St., Highland, IL 62249

**Phone:** 618-654-3721

**Email:** [Jan Korte-Couch](mailto:Jan Korte-Couch)  
[jankortecouch@gmail.com](mailto:jankortecouch@gmail.com)

**Date(s) of Set-up:** Friday, September 16 & Saturday, September 17

**Event Date(s)/Times:** Street Art Festival September 17 11:00 am –7:00 pm. Set-Up to begin 5:30 am September 17. Rain date September 18

**Date(s) of Tear-down:** Saturday, September 17 & Sunday, September 18

**Expected Attendance:** Unsure

**Alcohol License Required:** Yes, we are requesting approval for sale of liquor on city property, but license request will be submitted by the Highland Jaycees.

If yes, application received: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Sound Amplification System Utilized:** Yes. Hours of operation Saturday, September 17 8:00 am – 7:00 pm. Or rain date if necessary

**City Services Requested – Please attach additional documents (maps, detailed information), where needed. Write “Not applicable” if no services requested.**

(Directors must initial behind requests)

**Street Dept:** Signage, Barricades, Street Closures (Specify): **Public Works Director:** \_\_\_\_\_  
Request the Streets around the square (excluding Broadway) to be blocked from **10pm** Friday September 16 through **4:00 pm** Sunday September 18. If we have a rain out on Saturday, everything will be shifted to Sunday.

**Electric Dept:** Electrical Service, Lighting (Specify): **Electric Dept. Director:** \_\_\_\_\_  
We request the electric on the square to be turned on from Friday September 16 at 5pm through Saturday, September 17 at 9:00 pm. If we have to shift to Sunday due to rain, our request would be needed on Sunday, September 18 from 8:00am – 9:00pm.

**Public Safety:** Security, First Aid, Traffic Control (Specify): **Public Safety Director:** \_\_\_\_\_

**HCS Services:** Wi-Fi or other technological needs (Specify): **HCS Director:** \_\_\_\_\_  
We request WIFI service available on the square during the festival starting on Friday, Sept. 16 at 5:00 pm through Sunday, Sept. 18 at 8:00 pm. This covers any rain out issues.

**Other City Services:** Restrooms, City Officials, Refuse Dumpsters (Specify): **Department:** \_\_\_\_\_  
Will request use of restrooms with additional toilet paper available for this event. We request 1 (4 yd.) dumpster to be delivered **Friday morning (9/16/22)** behind Plaza Park and picked up **Monday morning (9/19/22)**.

**Parks & Rec Dept.** – Please place 4 picnic tables on the Southwest side of the square for the Kids Korner on **Friday (9/16/22)** and can be picked up on **Monday (9/19/22)**.

We would like use of Plaza Park for the day. We also need sprinklers to be turned off on the square from **Thursday, (9/15/22)** through **Monday, (9/19/22)** to cover any possible rain delay issues.

**Thank You!**

*William Holridge*  
Event Sponsor Responsible Party

5/16/2022

Date

City Manager

## Application Checklist (Attachments):

Deputy Clerk Initial  
Upon receipt or waiver:

- Certificate of Insurance: (attached) \_\_\_\_\_
  - Must be General liability
  - \$1 Million per occurrence/\$2 million aggregate
  - City named as "additional insured" If Event is on city property.
- Site Plan Rendering \_\_\_\_\_
  - \* See attached Map
- Evacuation Plan \_\_\_\_\_
  - \* Attached
- Fire Plan \_\_\_\_\_
  - \*\* See Attached
- Parking Plan \_\_\_\_\_
  - \*\* See Attached
  
- Schedule City Council Meeting for announcement \_\_\_\_\_
  - **Date:** \_\_\_\_\_
  
- Application Submittal (60+ days) \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

HIGHL10 OP ID: MD

DATE (MM/DD/YYYY)

05/16/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> SIUA Inc/Rogier Insurance 1016 Laurel St PO Box 98 Highland, IL 62249-0098 Rogier Insurance Agency, Inc.	<b>CONTACT NAME:</b> Rogier Insurance Agency, Inc. <b>PHONE (A/C, No, Ext):</b> 618-654-2151 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> 618-654-3826
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Highland Chamber of Commerce 1216 Main Street Highland, IL 62249	<b>INSURER A : Nationwide Insurance</b> <b>NAIC #</b> 42579	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACPLGPO7195646816	07/06/2021	07/06/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

HIGHLA8

Highland Chamber of Commerce  
 ATTN: Hillarie Holzinger  
 1216 Main Street  
 Highland, IL 62249

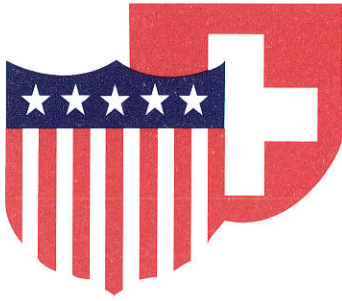
### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
 Rogier Insurance Agency, Inc.

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# City of Highland

**MEMO TO:** City Council Members

**FROM:** Mayor Kevin B. Hemann

**SUBJECT:** Appointment to Police Pension Board

**DATE:** June 30, 2022

A vacancy exists on the Police Pension Board due to the resignation of Mrs. Bonnie McGinley.

Mr. Bradley Scott has expressed an interest in serving in this position. His application is enclosed in your council packet. I am asking that you approve the appointment of Bradley Scott to fill this vacancy. If appointed, he would be up for reappointment May 1, 2024.

If you have any questions regarding this appointment, please contact me.

**APPLICATION FOR APPOINTMENT TO  
CITY OF HIGHLAND BOARDS AND COMMISSIONS**



Please print or type.

Name Bradley Steven Scott  
First Middle Last

Home Address 80 Liberty Lane Highland 62249  
Street City Zip

Date of birth: 07/25/1962 Do you reside within the City limits?  Yes  No How long? 32 years

Home Telephone 618-791-2832 Daytime Telephone \_\_\_\_\_

Occupation Retired Place of Employment Edward Jones

E-Mail Address(es) bradscott62@gmail.com

Have you ever been convicted of a felony?  Yes  No

List Board(s) or Commission(s) you're interested in: Police Pension Board

What experience do you possess that you believe qualifies you to serve? 22 years  
in financial services industry (Edward Jones). 10 years as General  
Partner 11 years as Financial Advisor. 20+ years in human resources.

Please list your interests/hobbies: Pickle ball, hiking, grandparenting

You may attach additional information to support this application.

References: Rob Bowman \_\_\_\_\_  
Name Address Phone  
Brad Korte \_\_\_\_\_  
Name Address Phone

I certify that the information given herein is true and complete. By signing this application, I hereby authorize an investigation of all statements contained in this application for appointment as may be necessary in arriving at a decision regarding the possibility of appointment.  
Information submitted on this application is public information. A false or misleading statement will be cause for elimination from consideration.

Signature of Applicant Bradley Scott Date 6/24/22

Return completed applications to:  
Lana Hediger, Deputy Clerk  
City Hall, 1115 Broadway  
PO Box 218  
Highland, IL 62249

Or you may fax to: (618.654.4768)

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING  
ALLOCATION OF HOTEL / MOTEL TAX FUNDING  
(Highland Chamber of Commerce– Street Art Festival)**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

*See* 65 ILCS 5/8-3-14; and

**WHEREAS**, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

**WHEREAS**, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

**WHEREAS**, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

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Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



## HOTEL/MOTEL FUND APPLICATION

(For Funding Requests in excess of \$1,500)

### Organization Information

- 1) Name and Address of Applicant (Organization): Highland Chamber of Commerce
- 2) Website Address: highlandillinois.com
- 3) Contact Person:
  - a) Name: Hillarie Holzinger or Jan Korte-Couch
  - b) Phone: 618-654-3721
  - c) Fax: 618-654-8966
  - d) Email: hillarie@highlandillinois.com or jankortecouch@gmail.com
- 4) Is this a Non-Profit Organization? Yes X No \_\_\_\_\_
- 5) Status of Organization (i.e. Foundation, Corporation, etc): Chamber
- 6) Agency Tax ID # 37-1257841

### Event Information

Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

- 7) Fiscal Year of the Event: 2022-2023
- 8) Name of the Event: Street Art Festival
- 9) Date(s) of the Event: September 17, 2022
- 10) Location of the Event: Downtown Square
- 11) Description of the Event: The Street Art Festival is a one-day event, where the streets around the Downtown Square are transformed into a massive canvas. Many businesses sponsor artists to showcase their diverse ability with chalk on the asphalt. After 20 years Street Art (SAF) has become one of Highland's most unique events, bringing in artists and visitors from all over.

Several civic clubs play a significant role in this event for the Chamber and the Highland Community. The Highland Jaycees hosts the beverage stand, which is just one of the various vendors on location for the event. The Kids Korner, manned by Highland's IFBW civic club, has been an integral part of SAF since its inception. As a major supporter of arts and entertainment in Highland, the Highland Arts Council sponsors one of our largest squares – the Michelangelo.

Adding to the creative atmosphere is a Makers Market, which provides vendors an opportunity to sell their exclusive, unique creations. Musical entertainment on the gazebo, and a demonstration artist are also significant pieces to this is a one-of-a-kind festival which brings attendees to Highland for a day of entertainment and culture.

12) Funding Request Amount: \$5,000.00

13) Projected Attendance for the Event: 2,000 +

14) Expected Overnight Stays for the Event: unknown

15) Description / Purpose of Funding Request: As the pandemic eases, people want to get out more than ever. Getting SAF back to full spectrum and optimizing new opportunity, we want to significantly increase marketing and awareness. With our goal to increase attendance and participation, it's essential to increasing marketing. This can be achieved through social media, video marketing, email blasts, digital/print advertising, and signage. While some of these avenues are free, most of them will create extra cost for ultimate success and growth of Street Art. With potential to grow this event, we hope to utilize every marketing avenue available. We also want to include a demonstration artist this year, which will incur an additional fee.

16) Other Sources of Project Funding:

Individual Donations: \$ N/A

Grants: \$ N/A

Private Businesses: \$ \_\_\_\_\_

17) Do you anticipate the need for "in-kind" services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

The Chamber requests closure and cleaning of the streets around the square on Friday, September 16. We request electric boxes to be turned on to be used for food/beverage vendors, Makers Market vendors and for the demonstration artist.

18) Continuing / New Activity:

a) Is this event... New \_\_\_\_\_ Continuing X

b) Do you expect it to be an Annual Event? Yes X No \_\_\_

c) Do you anticipate requiring regular and continued funding? Yes X No \_\_\_

d) Did you receive funding last year? Yes X No \_\_\_\_\_

e) If "d" = yes i) What amount did you receive? \$1,500.00

19) Sponsors

If applicable, please list key sponsors that donate funds or provide "in-kind" services, along with the pledged amount anticipated for the event.

SPONSOR

AMOUNT OF SPONSORSHIP

Sponsors have not yet been solicited for the event and change each year. Sponsor donations go towards artists awards, staff time, update and purchase new signage and other miscellaneous expenses.

1

2

3

4

5

20) Benefits to City Tourism: Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Highland.

In the recent past, SAF attracted approximately 2000 – 2500 attendees, and our goal is to increase awareness as well as attendance as we build and grow this event. Currently we have a larger Maker's Market vendor list, a strong candidate for a demonstration artist, and new sponsorship options. With these combined efforts and a strong advertising campaign, this year's Street Art Fest has significant potential to be bigger than ever.

21) Additional Information: Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Highland (attachments are welcomed).

With new business ventures around the Square, SAF will help showcase new, as well as existing businesses, this year and in the future. The Downtown Square is one of Highland's greatest attractions, and with it comes new business and great opportunity. With this year's event, SAF food/beverage co-chairs have contacted the local restaurants to offer "taste of Highland" opportunity, if they want to be part of this event. We also plan to encourage all businesses around the square to take advantage of this day to entice people to visit their businesses for a special "art" sale/opportunity.

22) Event / Project Budget Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

**Revenues:**

Hotel / Motel Tax Grant	\$5,000
Sponsors	\$17,000
Other Income (depends on attendance)	\$600
Concessions	\$900
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Revenues:</b>	<b>\$23,500</b>

**Expenses:**

Expenditure Types	Amount
Marketing	\$5,000 _____
Entertainment	\$1,500 _____
Supplies	\$2,350 _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL EXPENSES:</b>	<b>\$8,850 _____</b>

23) Attach Event Plan and Budget; Timeline for upcoming event; Marketing efforts

24) Can event occur without city financial assistance:  Yes (yes, but with MANY limitations)  
 No

25) Has event previously been held in Highland:  Yes  No

If yes, how many years in existence? 21

26) Projected sales tax generation: Event \_\_\_\_\_ Indirect \_\_\_\_\_ (Unknown)

27) Number of volunteers associated with event? 30+

28) Nonprofit or for profit event? \_\_\_\_\_ (the Chamber is a non profit organization)

29) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan?  Yes  No



30) Why should event be funded? Attach narrative. Funding from Highland's Hotel/Motel Tax, will help us broaden awareness of SAF and draw more attendees to Highland for the event. This is a one-of-a-kind event in a 50 mile radius and growing SAF will bring more awareness to Highland and it's great reputation in promoting our City and the arts! Many dedicated residents and businesses help with SAF, which promotes Highland and the many wonderful reasons to LIVE, WORK, SHOP and PLAY here.

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Fund. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds. By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Fund as administered by the City of Highland in compliance with current federal, state and local laws.

Highland Chamber of Commerce

Applicant

Silvia Lopez

Signature of Representative / Officer

Exec. Dir.

Title

6/17/22

Date

2022 SAF Projected Expenses

MARKETING	Lory Theater	\$ 400.00
	Facebook	\$ 400.00
	IL South Tourism	\$ 500.00
	The Buzz	\$ 300.00
	The Pioneer	\$ 1,000.00
	Shopper's Review	\$ 300.00
	Misc. Print/Digital Ads	\$ 2,100.00

TOTAL \$ 5,000.00

ENTERTAINMENT	WDLJ	\$ 400.00
	Demo Artist	\$ 100.00
	Live Music	\$ 1,000.00

TOTAL \$ 1,500.00

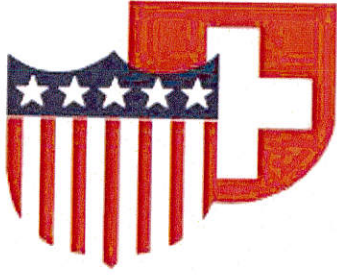
SUPPLIES/MISC	TOTAL	\$ 2,350.00
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GRAND TOTAL \$ 8,850.00

### 2022 SAF Projected Revenue

Hotel/Motel Grant	\$ 5,000.00
Sponsor	\$ 17,000.00
Other Income	\$ 600.00
Concessions	\$ 900.00

\$ 23,500.00



# CITY OF HIGHLAND

**To:** Mayor and Council Members  
**From:** Mallord Hubbard, Economic Development Coordinator  
**Date:** June 29, 2022  
**Subject:** Approval of Hotel/Motel Funding for 2022 Street Art Festival

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## RECOMMENDATION

I am recommending the Council consider approval of Hotel/Motel funds to the Highland Chamber of Commerce for the 2022 Street Art Festival.

## DISCUSSION

Staff has reviewed the application request and determined that it meets the requirement for Hotel/Motel tax funding.

## FISCAL IMPACT

Subject to approval, funding in the amount of \$5,000 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by:

Mallord Hubbard, Economic Development Coordinator

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING  
ALLOCATION OF HOTEL / MOTEL TAX FUNDING  
(Highland Speedway– Summer Nationals)**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

*See* 65 ILCS 5/8-3-14; and

**WHEREAS**, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

**WHEREAS**, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

**WHEREAS**, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

---

Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

---

Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



## HOTEL/MOTEL FUND APPLICATION

(For Funding Requests Equal to or Less than \$1,500)

### Contact Information:

Organization Name: Highland Speedway

Contact Person: Susan Zobrist

Phone: 618-410-4075

Fax: \_\_\_\_\_

Email: highlandspeedway@home1el.com

### Event Information:

1. Name of the Event: Summer Nationals

2. Date(s) of the Event: July 9, 2002

3. Location of the Event: Highland Speedway

4. Description of the Event & Purpose of Funding Request:

Premier Racing event  
Want to promote event

5. Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

We draw visitors from several states and they will need overnight stays. This is part of a regional series

6. Funding Request Amount: \$ 1,500

7. Projected Attendance for the Event: 2500-

8. Expected Overnight Stays for the Event: ?

## A Guide to the IMUA Net Metering Fair Solar Credit Model

The Fair Solar Credit (FSC) is calculated for each member utility using a model that incorporates many different inputs. The overriding philosophy governing this model is that the FSC should closely reflect the “avoided cost” that the utility experiences when it receives excess energy from the solar customer. This avoided cost reflects the theoretical value of energy from the regional grid, as well as, capacity costs, transmission costs, and distribution losses that are no longer incurred by the utility upon receipt of the solar customer’s energy.

### Overview of Fair Solar Credit Methodology

#### Note about Electricity Units and Definitions

kW: a kilowatt is a measure of power delivered each instant

MW: a megawatt is 1000 kW

kWh: a kilowatthour is a measure of energy delivered (e.g., 1 kW delivered for 1 hour = 1 kWh)

MWh: 1000 kWhs

\$/MWh: traditional units used to describe wholesale energy market price

¢/kWh: traditional units used to describe retail electric rates

Conversion Example:  $\$50/\text{MWh} = 5\text{¢}/\text{kWh}$

Energy: quantity of power used over time (e.g., 500 kWh)

Capacity: a measure of the capability of a supply resource to deliver power (usually measured in kW – or MW which is 1000 kW)

Transmission: typically charged using a rate equal to \$/kW based on the peak demand (for example, if peak demand is 10 MW – usually established during the summer months – and the transmission rate is \$5/kW per month – then the annual transmission cost is  $(10 \text{ MW}) * (\$5/\text{kW per month}) * 12 \text{ months} * 1000 \text{ kW per MW} = \$600,000$

Distribution Losses: the difference between metered energy delivered to retail customers and metered energy received from wholesale supplier. Losses are primarily comprised of distribution transformer losses, thermal losses in distribution wires, and unmetered energy.

LMP: locational marginal price – the wholesale price of energy determined on an hourly (“real-time”) basis at thousands of “nodes” across the RTO.

RTO: regional transmission operator – the entity responsible for operating the wholesale markets and operating the regional transmission system

MISO: the RTO for southern Illinois

PJM: the RTO for most of northern Illinois

Capacity Price: the wholesale market value of capacity – determined via the RTO – compensates generators for “standing ready to deliver energy”

NREL: the National Renewable Energy Lab – a federal entity (part of DOE) that maintains a solar irradiance model that allows developers to predict the theoretical output of a solar facility based upon GPS coordinates, panel orientation, and other factors.

kW<sub>AC</sub>: the power output capability of a solar array measured after inversion to alternating current (somewhat lower than the DC rating of the same array)

kW<sub>DC</sub>: the power output capability of the solar array measured prior to inversion to AC. The difference between AC and DC levels is attributable to the inverter efficiency.



Energy: The value of energy is based upon the wholesale market price as determined by the RTO on an hourly basis (LMP). Prices for each hour for each utility are captured in the model. For Highland, MISO publishes hourly prices at the “AMIL.IP.IMEA” node and this price most closely reflects the hourly value of wholesale energy.

The next step in the process of valuing solar energy is to calculate the “solar-weighted LMP” to match the projected output of a typical facility. IMUA used the NREL System Advisory Model (SAM) to produce the expected hourly solar production for each IMUA member. The default system inputs were used to show the value of each kilowatt of solar installation using 1.2 kW of DC for each 1 kW of AC sizing. Further the SAM model assumed rooftop configuration with no additional shading or snow coverage. Every utility was separately modeled to adjust for the weather and geographic variances of each member system.

IMUA utilizes the annual hourly LMPs for the prior calendar year for our model (currently calendar year 2021). The LMP value is expressed in \$/MWh and was multiplied by the expected solar production for each hour of the year. The summation of total energy revenue generated was then divided by the expected annual solar production to generate the solar-weighted LMP for each utility.

For 2021, the model indicates that the solar weighted energy value for Highland is about 3.99 cents/kWh.

Capacity – The installation of solar generating facilities has the potential for the avoidance of capacity charges depending upon the production of the system at peak time periods. In order to model the potential impact of solar on the avoidance of capacity charges, IMUA used the NREL solar production forecasts that corresponded to the peak time periods. In both the MISO and PJM markets the primary time period for peak energy usage is during the weekday early evening of the month of July. IMUA modeled the expected system output of solar facilities located throughout the state for 5:00PM (Hour Ending 17:00) for each weekday of July. The modeled output suggested that the average available output during that time period for solar facilities was approximately 33% of the installed capability. For example, a system that is sized at 10 kW of AC output would on average produce 3.2 kW of AC output at 5:00PM in July. Given that capacity charges for both PJM and MISO are currently set on an annual basis, IMUA determined the annual expected capacity savings for each kW of installed solar capacity by applying the rates set in the PJM and MISO capacity auctions.

For 2021, the model indicates that the capacity credit value for Highland (entirely associated with MISO) is about .04 cents/kWh.

Transmission – The installation of solar generating facilities has the potential for the avoidance of certain transmission charges depending upon the production of the system at peak time periods. IMUA used the NREL solar production forecasts that corresponded to the peak time periods. The primary time period for peak energy usage is the weekday early evening of the month of July. IMUA modeled the expected system output of solar facilities located throughout the state for 5:00PM for each weekday of July. The modeled output suggested that the average available output during that time period for systems was approximately 33%.

Note that for Highland, the avoided transmission costs are on the Ameren system, and add to the FSC by an amount of 1.08 cents/kWh.

Distribution Losses: The last element of the FSC is the credit for distribution losses. The model assumes 6% actual losses on the Highland system and amount to 0.3064 cents/kWh.

Example	Annual Numbers				Averages				Payback in Years (estimated)	
	Before Solar	Old Policies	Proposed Policies	Change	Monthly Change	Old Monthly Bill	Proposed Monthly Bill	Monthly Bill Before Solar	Old Payback	New Payback
1	\$1,224.50	\$425.36	\$429.91	\$4.55	\$0.38	\$35.45	\$35.83	\$102.04	12.5	12.6
2	\$2,324.42	\$1,351.70	\$1,454.83	\$103.13	\$8.59	\$112.64	\$121.24	\$193.70	10.3	11.5
3	\$2,245.84	\$853.90	\$1,042.42	\$188.52	\$15.71	\$71.16	\$86.87	\$187.15	7.2	8.3
4	\$2,397.63	\$1,547.62	\$1,518.83	-\$28.79	-\$2.40	\$128.97	\$126.57	\$199.80	11.8	11.4
5	\$1,704.91	\$566.95	\$614.92	\$47.97	\$4.00	\$47.25	\$51.24	\$142.08	8.8	9.2
6	\$2,245.72	\$723.24	\$864.24	\$141.00	\$11.75	\$60.27	\$72.02	\$187.14	6.6	7.2
7	\$5,880.58	\$2,992.33	\$3,302.52	\$310.19	\$25.85	\$249.36	\$275.21	\$490.05	6.9	7.8
8	\$4,132.00	\$2,447.02	\$2,661.30	\$214.27	\$17.86	\$203.92	\$221.78	\$344.33	8.9	10.2
9	\$2,917.07	\$1,037.35	\$1,338.71	\$301.36	\$25.11	\$86.45	\$111.56	\$243.09	5.3	6.3

Average Monthly Increase      \$11.87  
Average Annual Increase          \$142.47

**ORDINANCE NO:** \_\_\_\_\_

**AN ORDINANCE AMENDING CITY CODE, CHAPTER 78 – UTILITIES, ARTICLE II.  
– ELECTRIC SERVICE REGULATIONS, DIVISION 3. – BILLING AND RATES,  
SEC. 78 – 112. – SCHEDULE OF ELECTRIC RATES**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, City has determined it necessary to amend the City Code to reflect changes in the Commercial Demand Service Rate charged by the Light & Power Department for electricity; and

**WHEREAS**, the Director of Light & Power has informed the City Council that the definition for Commercial Demand Rates needs to be amended to reflect an upper limit to electricity needed by a commercial customer; and

**WHEREAS**, the Director of Light & Power has informed the City Council that the paragraph entitled “Off-peak power” currently in the City Code is obsolete and should be removed as part of the amendment to the City Code; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Code to reflect the changes to the City Code as stated herein.

**NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Illinois, as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* Chapter 78 - Utilities, Article II. – Electric Service Regulations, Division 3.  
– Billing and Rates, Sec. 78 – 112. – Schedule of Electric Rates, shall now state:

Sec. 78-112. Schedule of electric rates.

(d) Commercial rate (GS2)—General Service—Demand metered

- (1) Defined: Any nonresidential customer who has a demand meter and has a monthly usage of 8,000 or more kwh or a demand that is greater than or equal to 20 kilowatts (kw), but not more than 5,000 kilowatts (kw). The city will install a demand type meter for any nonresidential customer who has 8,000 or more kwh usage in a month, or a three-phase service of any size, or a single-phase service larger than 200 amperes.
- (2) GS2 rates:
  - a. Customer charge: \$37.50 per month, and
  - b. Energy charge:  
First 365 × kw dem., \$0.0446 per kwh  
Over 365 × kw dem., \$0.0379 per kwh
  - c. Demand charge: \$6.76 per kw for billing kilowatts as defined below.
  - d. Determination of billing demand: The monthly billing kilowatt demand for any month shall be the maximum 15-minute integrated kilowatt demand recorded during that month.
  - e. Primary meter discount: A two percent discount will be applied to all primary metered customer's kwh and kw demand usage before being billed on the current rate schedule. Primary metering is available at the sole discretion of the city.
  - f. Power factor: Customer shall be responsible for maintaining power at above 85 percent lagging. If the customer's power factor falls below 85 percent lagging, city will provide written notice to the customer of requirement to improve power factor above threshold level of 85 percent lagging. If the customer fails to correct power factor within 90 days of such notice to a level acceptable to city, city shall have the right to apply power factor correction facilities outside of the customer's facilities at the cost of the customer or to adjust the customer's monthly billable demand upwards one percent for each one percent under the required 85 percent month power factor level.

*Section 3.* That this Ordinance shall be known as Ordinance No: \_\_\_\_\_ and shall be effective upon adoption with implementation date of \_\_\_\_\_

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

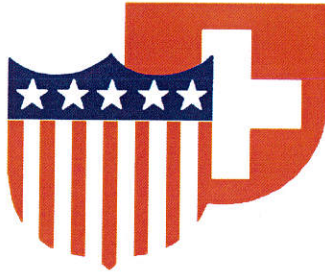
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Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



# City of Highland

## Department of Light and Power

**Memo to:** Chris Conrad, City Manager  
**From:** Dan Cook, Director of Light & Power  
**Date:** June 24, 2022  
**Subject:** GS2 Commercial Demand Service Rate Description

### RECOMMENDATION


I recommend that you seek council approval to amend our current ordinance Chapter 78, Article II, Division 3, Sec.78-112(d)(2) related to Commercial Demand Service Rate description as attached.

### DISCUSSION


While reviewing the current Rate ordinance pertaining to GS2, Commercial Demand Rates, it was found that the definition was qualified by a lower demand limit, however there was no upper limit specified. The lack of an upper limit could expose the city to carry costs that it should not incur, therefore I have rewritten the proposed definition to include an upper limit. There was also a paragraph entitled "Off-peak power" which is obsolete in our current system and therefore I suggest removing it.

### CONGURRENCE

Recommended by: \_\_\_\_\_

  
Daniel Cook, Director of Light & Power

Approved by: \_\_\_\_\_

  
Chris Conrad, City Manager

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE DECLARING PERSONAL PROPERTY OF THE CITY OF  
HIGHLAND SURPLUS AND AUTHORIZING ITS SALE AND/OR DISPOSAL,  
SPECIFICALLY A 2011 FORD FORESTRY BUCKET TRUCK**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, 65 ILCS 5/11-76-4 provides that whenever a municipality in the state of Illinois owns any personal property which, in the opinion of a simple majority of the corporate authorities then holding office, is no longer necessary or useful to, or in the best interests of the municipality to keep, a majority of the corporate authorities at any regular or special meeting called for that purpose, may: (1) by Ordinance authorize the sale of such personal property in whatever manner they designate with or without advertising the sale; or (2) may authorize any municipal officer to convert that personal property to the use of the City; or (3) may authorize any municipal officer to convey or turn in any specified article of personal property as part payment on a new purchase of any similar article; and

**WHEREAS**, Light & Power currently owns a 2011 Ford forestry bucket truck, VIN# 3FRXF7FC7BV620302, with approximately 97591 miles (“Ford Forestry Bucket Truck”); and

**WHEREAS**, in the opinion of this City Council, the Ford Forestry Bucket Truck is no longer necessary or useful to, or in the best interests of the City to retain, and should be declared surplus personal property; and

**WHEREAS**, the Director of Light & Power has informed the City Council the Ford Forestry Bucket Truck will be sold for the highest value possible, or disposed of if any are deemed to have no little or no value; and

**WHEREAS**, City has determined the City Manager, or his designee, is permitted to sell the surplus personal property, specifically the Ford Forestry Bucket Truck, for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee; and

**WHEREAS**, City has determined it to be in the best interest of public health, safety, general welfare and economic welfare to declare the aforementioned personal property surplus, and sell and/or dispose of the same.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Highland, Illinois, as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.



*Section 2.* The City personal property, specifically the aforementioned Ford Forestry Bucket Truck, is hereby declared no longer useful to the City or necessary for City purposes, that the City personal property is declared surplus, and that it is in the best interest of the City to sell and/or dispose of the same.

*Section 3.* The City Manager, or his designee, is directed and authorized to sell and/or dispose of the surplus personal property, as the City Manager, or his designee, sees fit.

*Section 4.* The City Manager, or his designee, is directed and authorized to sell the surplus personal property for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee.

*Section 5.* This Ordinance shall be known as Ordinance No. \_\_\_\_\_ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

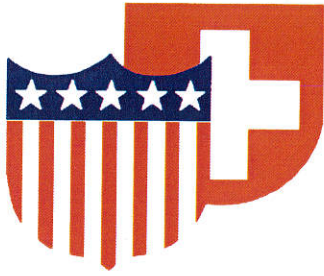
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Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



# City of Highland

## Department of Light and Power

**Memo to:** Chris Conrad, City Manager  
**From:** Dan Cook, Director of Light & Power  
**Date:** June 24, 2022  
**Subject:** Declaration of a Forestry Truck as Surplus

### RECOMMENDATION

I ask that you seek council approval to declare the truck listed below as surplus and allow its sale at auction.

- 2011 Ford Forestry bucket truck VIN# 3FRXF7FC7BV620302 97591 miles

### CONCURRENCE

Recommended by:   
Daniel Cook, Director of Light & Power

Approved by:   
Chris Conrad, City Manager

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING JOE HORSTMANN’S APPLICATION, ON BEHALF OF HORSTMANN PREMIER FINANCIAL, AND AWARDED CERTAIN FINANCIAL INCENTIVES UNDER THE CITY OF HIGHLAND FAÇADE IMPROVEMENT PROGRAM**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, Joe Horstmann (“Developer”) is the owner of Horstmann Premier Financial at 1016 Pine Street in Highland, Illinois (“Property”); and

**WHEREAS**, Developer has submitted a Façade Improvement Program Application (“Application”) (See **Exhibit A**); and

**WHEREAS**, Developer has submitted a Façade Improvement Program Agreement (“Agreement”) (See **Exhibit B**); and

**WHEREAS**, City wishes to encourage Developer to make improvements and repairs to the exterior facade of Developer’s commercial building in City Business District A, and assist Developer with costs, including:

1. Tuckpointing of the Property - \$2,800.00
2. Business sign (South Side) - \$1,500.00
3. Business sign (East Side) - \$4,550.00
4. Commercial Front Door & Install - \$2,000.00
5. Siding (East Side) - \$3,500.00

Total Estimated Project Costs: \$14,350.00

(“Project”); and

**WHEREAS**, under the City Façade Improvement Program, City will incentivize Developer up to 25% of eligible costs of the Project up to \$10,000.00; and

**WHEREAS**, under the City Façade Improvement Program, Developer's \$14,350.00 Project is eligible for up to \$3,587.50 in incentive payments from City; and

**WHEREAS**, because the Property is located in City Business District A, the Project is eligible for reimbursement of certain expenditures related to repair and improvement of the exterior façade at the Property; and

**WHEREAS**, City has determined it is in the best interest of public health, safety, general welfare, and economic welfare to approve the Application and Agreement submitted by Developer (*See Exhibits A, B*); and

**WHEREAS**, the City Council also finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to approve the Application and Agreement submitted by Developer (*See Exhibits A, B*).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Highland as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The Application and Agreement submitted by Developer (*See Exhibits A, B*) are approved.

*Section 3.* The City Manager and/or Mayor is authorized and directed, on behalf of the City of Highland, to execute the Application and Agreement submitted by Developer (*See Exhibits A, B*).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

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Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



**Facade Improvement Program Application**

Property Address: 1016 Pine Highland

Owner Name: Joe Horstmann

Phone Number: 618-339-4054

Address: 2117 S+Michael Ct S

Email: joe-horstmann@yahoo.com

Current Tenant(s): N/A

Estimated Project Cost: 14,350

Requested Reimbursement Amount (max 25% of Project Costs): 3587

Proposed Improvements	Estimated Cost Per Improvement
1. Tuckpointing South side	2800
2. Business sign South side	1500
3. Business sign East side	4550
4. Commercial front Door + Install	2000
5. Siding EAST SIDE	3500
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Please attach the following and label as numbered attachments:


**Attachment #1:** Current photos of the façade(s)

**Attachment #2:** Proposed rendering

**Attachment #3:** Any other applicable attachments (quotes from contractors, material samples, color swatches, narrative statements, etc.)

1. Developer understands the Prevailing Wage Act of the State of Illinois and judicial interpretation thereof, requires that recipients of municipal grants pay laborers, mechanics and other workers the general prevailing rate of hourly wages for work performed on projects financed by municipalities (See 820 ILCS 130, Prevailing Wage Act).
2. Developer states that he/she shall pay laborers, mechanics and other workers who performed work on the Project pursuant to the Prevailing Wage Act of the State of Illinois and according to the most recent Madison County Prevailing Wages.

  
Signature

  
Date

Please submit applications to Mallord Hubbard, Economic Development Coordinator, at [mhubbard@highlandil.gov](mailto:mhubbard@highlandil.gov) or at City Hall, 1115 Broadway.

A







Business Sign

Tuckpointing

**FAÇADE IMPROVEMENT PROGRAM AGREEMENT  
BUSINESS DISTRICT A**

This Façade Improvement Program Agreement (“Agreement”) is entered into on the date and by execution shown hereafter, by and between the City of Highland, an Illinois Municipal Corporation ("City") and Joe Horstmann (“Developer”). City and Developer may be referred to individually as “Party” and together as “Parties.” This Agreement shall be effective when signed by both Parties, and approved by the corporate authorities of the City of Highland, Illinois (the “Effective Date”):

**PREAMBLES**

**WHEREAS**, City is an Illinois municipal corporation pursuant to the laws and constitution of the State of Illinois with general powers as a unit of local government within its corporate limits; and

**WHEREAS**, Developer is the owner of 1016 Pine Street in Highland, Illinois ("Property"), which is located in City Business District A; and

**WHEREAS**, Developer has submitted a “Façade Improvement Program Application” (*See Exhibit A*); and

**WHEREAS**, City wishes to encourage Developer to make improvements and repairs to the exterior facade of Developer’s commercial building in City Business District A, and assist Developer with costs, including:

1. Tuckpointing of the Property - \$2,800.00
2. Business sign (South Side) - \$1,500.00
3. Business sign (East Side) - \$4,550.00
4. Commercial Front Door & Install - \$2,000.00
5. Siding (East Side) - \$3,500.00

Total Estimated Project Costs: \$14,350.00

("Project"); and

**WHEREAS**, under the City Façade Improvement Program, City will incentivize Developer up to 25% of eligible costs of the Project up to \$10,000.00; and

**WHEREAS**, under the City Façade Improvement Program, Developer’s \$14,350.00 Project is eligible for up to \$3,587.50 in incentive payments from City; and

**WHEREAS**, because the Property is located in City Business District A, the Project is eligible for reimbursement of certain expenditures related to repair and improvement of the exterior façade at the Property; and

**WHEREAS**, to ensure the Project is constructed in a manner consistent with City's applicable ordinances and regulations, City and Developer deem it in their mutual interest to enter into an agreement with regard to any conditions or other factors affecting the health, safety, general welfare, and economic welfare of City residents and users of the Property; and

**WHEREAS**, the Project at the Property will help to eradicate blight, enhance property values, improve aesthetics, and otherwise benefit and protect the health, safety, general welfare, and economic welfare of City residents, including, but not limited to, anyone utilizing the Property; and

**WHEREAS**, City has determined the Project is consistent with the objectives of the City's Business District A Plan, and it is in the best interest of City to promote repair, improvement, renovation, addition, rehabilitation and expansion of the Property through the use of the Façade Improvement Program and Business District A funds.

**NOW, THEREFORE**, in consideration of the premises and agreements set forth below, the Parties, for and in consideration of the representations relative to the proposed improvements to the Property by the Developer, hereby agree as follows:

**Section 1. Incorporation of Recitals.** The Parties agree that all of the recitals contained in the Preambles to this Agreement are true and correct, and said recitals are hereby incorporated into the Agreement as though they were fully set forth in this Section 1.

**Section 2. Obligations of the Developer.** Upon the approval by City of the Agreement, Developer shall proceed with the Project as described above, and construction of the exterior façade improvements shall commence within ninety (90) days. The Project shall be substantially complete within twelve (12) months of the date of approval by City of this Agreement. Any extension of time permitted for Developer to substantially complete the Project pursuant to the Agreement shall be agreed to in writing by both parties. Specifically, Developer agrees as follows:

1. Developer will complete the Project in accordance with this Agreement, and the Façade Improvement Program plans shall be submitted to City for review. This includes any renovations which may be needed for exterior construction and improvements.
2. Developer will obtain any and all building and zoning permits in association with the Project, including permits for construction, repair, demolition, and/or renovation on the Property, consistent with the City's most recently adopted Building Code requirements.
3. City shall be entitled to a comprehensive inspection of the Property for the purpose of identifying potential fire, safety, electric, plumbing, and general building safety concerns to ensure the health, safety and welfare of the general public.
4. Developer is fully responsible for identifying and mitigating any building-related concerns identified by City.

5. Developer understands and agrees all City Zoning Ordinances, Land Development Codes, Landscape and Screening Codes, Building Code requirements and other City ordinances shall remain in full force and effect.
6. Developer shall submit to the City Clerk a written statement in the form attached to this Agreement as **Exhibit B** ("Form of Request for Reimbursement") setting forth the amount of cost incurred by the Developer to complete the Project. Each Request shall be accompanied by such bills, invoices, lien waivers or other evidence City may require for documenting Developer's costs incurred for the Project. Developer may continue to provide Requests until all Project costs have been incurred and the Project is completed. City reserves the right to request any information from Developer deemed necessary by City to verify any information associated with this Agreement.
7. Developer understands the Prevailing Wage Act of the State of Illinois and judicial interpretation thereof, requires that recipients of municipal grants pay laborers, mechanics and other workers the general prevailing rate of hourly wages for work performed on projects financed by municipalities (*See* 820 ILCS 130, Prevailing Wage Act).
8. Developer states that he/she shall pay laborers, mechanics and other workers who performed work on the Project pursuant to the Prevailing Wage Act of the State of Illinois and according to the most recent Madison County Prevailing Wages.

**Section 3. Obligations of the City.** The City agrees to provide assistance to the Developer under the Façade Improvement Program as follows:

1. The Façade Improvement Program will provide up to 25% of the documented cost to improve the exterior façade of eligible commercial buildings in Business District A.
2. The maximum payment under the Façade Improvement Program, regardless of the total cost to improve the exterior façade of eligible commercial buildings in Business District A, shall not exceed \$10,000.00.
3. To be eligible for payment under the Façade Improvement Plan, the minimum total cost to improve the exterior façade of eligible commercial buildings in Business District A shall be \$10,000.00.
4. City shall allocate \$75,000.00 from Business District A sales tax proceeds for the Façade Improvement Program, with said proceeds to be paid out from May 1 to April 30 of any given year where the Façade Improvement Plan has been approved by City.
5. City shall award Façade Improvement Program incentives according to the order in which the applications were accepted by City as approved.

6. City shall not award incentives under the Façade Improvement Program in an amount to exceed \$75,000 in any given year; the cap for Façade Improvement Program incentives shall be \$75,000 for each year the Program has been authorized by City.
7. The Façade Improvement Program shall include total approved costs incurred by commercial building owners, whether incurred personally or paid to third-party independent contractors, for improvements and repairs to the exterior facades of commercial buildings in Business District A.
8. Reimbursement of approved Project costs may be made within 45 days of passing inspection and receipt verification, but City shall not be obligated to make any payment according to any deadline.

CITY'S OBLIGATION TO REIMBURSE DEVELOPER UNDER THIS AGREEMENT IS A LIMITED OBLIGATION PAYABLE SOLELY FROM THE CITY'S PORTION OF THE TAXES GENERATED BY BUSINESS DISTRICT A AND DEPOSITED IN CITY'S FUNDS FROM TIME TO TIME AND SHALL NOT BE A GENERAL OBLIGATION OF CITY OR SECURED BY THE FULL FAITH AND CREDIT OF CITY.

**Section 4. Indemnification.** Developer shall indemnify and hold harmless City, its agents, officers, lawyers, and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses (including any liabilities, judgments, costs and expenses and attorneys' fees) which may arise directly or indirectly from: (i) the failure of Developer or any contractor, subcontractor or agent or employee thereof to timely pay any contractor, subcontractor, laborer or material man; (ii) any default or breach of the terms of this Agreement by Developer; (iii) any negligence, or reckless or willful misconduct of Developer or any contractor, subcontractor or agent or employee thereof working on the Project; (iv) any claim brought against City arising in any way from this Agreement or the Project. Developer shall, at its own cost and expense, appear, defend and pay all charges of attorneys, costs and other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against City, its agents, officers, officials, lawyers, or employees in any such action, Developer shall, at its expense, satisfy and discharge the same.

In no way limiting the foregoing, Developer shall also indemnify and hold harmless City, its agents, officers and employees against all damages, claims, suits, liabilities, judgments, fines, penalties, costs and expenses (including attorneys' fees) which may arise directly or indirectly from any violation of the Illinois Prevailing wage Act, 820 ILCS 130/0.01 *et. seq.*, in connection with the Project.

**Section 5. Default and Remedies.** Except as otherwise provided in this Agreement, in the event of any default in or breach of any term or conditions of this Agreement by either party or any successor or assign, the defaulting or breaching party (or successor or assign) shall, upon written notice from the other party, proceed immediately to cure or remedy such default or breach as follows: (a) in the event of a nonmonetary default, within thirty (30) days

after receipt of notice, commence to cure or remedy such default, and (b) in the event of a monetary default, within ten (10) days after receipt of notice, commence to cure or remedy such default. In case such cure or remedy is not taken or not diligently pursued, or the default or breach shall not be cured or remedied within a reasonable time, the aggrieved party may institute such proceedings as may be necessary or desirable in its opinion to cure and remedy such default or breach, including without limitation proceedings to compel specific performance by the defaulting or breaching party. If either party shall prevail in any court proceeding to enforce any term, covenant or condition hereof, the non-prevailing party shall reimburse the prevailing party its costs and reasonable attorneys' fees on account of such proceeding.

**Section 6. Assignment.** This Agreement may not be assigned by Developer without prior written approval of City.

**Section 7. Partial Invalidity.** If any section, subsection, term or provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of said section subsection, term or provision of this Agreement or the application of the same to parties or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

**Section 8. Termination of Agreement.** Developer may opt out of this Agreement following written notice of at least sixty (60) days. If Developer opts out of this Agreement, Developer shall return all monies paid by City to Developer pursuant to this Agreement within sixty (60) days. City reserves the right to opt out of this Agreement, with sixty (60) days' notice to developer, should Developer not perform pursuant to this Agreement. In the event City opts out of this Agreement, Developer shall return any monies paid by City to Developer pursuant to this agreement within sixty (60) days. Developer's failure to return all monies paid by City within sixty (60) days shall be deemed a breach of this Agreement by Developer, and City reserves all rights at law and equity to recover monies paid by City to Developer, including costs of collection (Court Costs, Attorneys' Fees, Interest at 9% per annum, any other costs associated with collection).

**Section 9. Entire Agreement.** This Agreement constitutes the entire agreement between the Parties. No representation or covenant made by either party shall be binding unless contained in this agreement or subsequent written amendments hereto agreed upon by both Parties.

**Section 10. Notices.** All notices, demands, requests, consents, approvals or other instruments required or permitted by this Agreement shall be in writing and shall be executed by the party or an officer, agent or attorney of the party, and shall be deemed to have been effective as of the date of actual delivery, if delivered personally, if emailed, or as of the third (3<sup>rd</sup>) day from and including the date of posting, if mailed by registered or certified mail, return receipt requested, with postage prepaid, addressed as follows:

To the Developer:

Joe Horstmann

1016 Pine Street

Highland, IL 62249

To the City:

Attention: Chris Conrad

City Manager

City of Highland

PO Box 218. 1115 Broadway

CITY OF HIGHLAND, ILLINOIS:

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Christopher Conrad, City Manager

DEVELOPER:

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Joe Horstmann



# CITY OF HIGHLAND

To: Chris Conrad, City Manager  
From: Mallord Hubbard, Economic Development Coordinator  
CC: Mayor and City Council  
Date: June 29, 2022  
Re: Approval of Façade Improvement Program Agreement with Joe Horstmann of Horstmann Premier Financial located at 1016 Pine Street.

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**RECOMMENDATION:** Staff is recommending the approval of a Façade Improvement Program Agreement with Joe Horstmann of Horstmann Premier Financial located at 1016 Pine Street.

---

**DISCUSSION:** The Façade Improvement Review Committee has reviewed the application and determined eligible improvements estimated to be \$14,350. Proposed improvements (with estimates) include:

1. Tuckpointing of Property \$2,800
2. Signage \$6,050
3. Door Install \$2,000
4. Siding \$3,500

Staff has verified these improvements have yet to begin construction and qualify to receive the grant.

**FISCAL IMPACT:** Developer will be eligible for a maximum of \$3,587.50 (25% of estimated eligible project costs) to be reimbursed at the completion of the work and after invoices have been submitted. Reimbursement will be issued from Business District A.

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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY OF HIGHLAND  
TO ENTER A CONTRACT WITH NEXTSITE LLC FOR  
RESEARCH SERVICES**

**WHEREAS**, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

**WHEREAS**, the Director of Economic Development has informed the City Council that City needs additional assistance with research services targeted towards bringing commercial developments to City; and

**WHEREAS**, NextSite, LLC has proposed an agreement with City to provide research services targeted towards bringing commercial developments to City (*See Exhibit A*; hereinafter “Agreement”); and

**WHEREAS**, the proposed Agreement will provide research services targeted towards bringing commercial developments to City at the following cost:

1. Year one: \$7,500.00
2. Year two: \$7,500.00
3. Year three (renewal of contract; no obligation): \$10,000 per year

*See Exhibit A*; and

**WHEREAS**, City has determined the terms of the Agreement are fair and reasonable, and City has determined the Agreement should be approved; and

**WHEREAS**, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to enter the Agreement (*see Exhibit A*).

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:**

*Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

*Section 2.* The City Manager and/or Mayor is authorized and directed to execute whatever documents are necessary to enter the Agreement with NextSite, LLC for research services (*see Exhibit A*).

*Section 3.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

---

Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois



## **AGREEMENT TO PROVIDE RESEARCH SERVICES**

**THIS AGREEMENT** is an addendum to the previous agreement to provide Research, Marketing and Consulting Services. entered into by and between NextSite, LLC, an Alabama limited liability company (hereinafter referred to as “Consultant”) and the City of Highland, Illinois (hereinafter referred to as “Client”) on this the **15<sup>th</sup>** day of **October, 2022**, as follows:

**WHEREAS**, the Client desires to have performed those services identified on Exhibit A attached hereto (the “Project”) relating to the agreement with the City of Highland, Illinois, which it believes will promote the efficient operation of the Client; and,

**WHEREAS**, Consultant has made a proposal to the Client to provide research, marketing and consulting services related to the Project to the Client as further forth below.

### **W-I-T-N-E-S-S-E-T-H:**

**NOW, THEREFORE**, this agreement is made and entered into on the date first above written by and between the Client and Consultant, by which Consultant will provide research, to the Client as hereinafter specified, through individuals possessing a high degree of professional skill where the personality of the individual will play a decisive role as follows:

#### **1. SCOPE OF SERVICES**

Consultant agrees, for the consideration stated herein, to provide research services to the Client for the Project as set out in Exhibit A. The engagement will focus on the site(s) identified by the Client and Consultant that warrant pro-active recruitment of commercial development and redevelopment.

#### **2. TIME OF PERFORMANCE**

Consultant shall provide services pursuant to this agreement and expeditiously and in good faith conduct its work in such a manner as to complete its commitments for Client within **two (2)** calendar years which shall be calculated as **October 15<sup>th</sup>, 2022**, to **October 14<sup>th</sup>, 2024**.

Consultant shall commence, carry on and complete the Project with all practicable dispatch, in a sound, economical and efficient manner, in accordance with the provisions hereof and applicable laws. In accomplishing the Project, Consultant shall take such steps as are appropriate to ensure that the work involved is properly coordinated with related work and policies being carried on by the Client.

### **3. COMPENSATION**

The Client agrees to pay Consultant for the services as set forth herein, the sum of **\$7,500** for the first year. The compensation for year two shall be **\$7,500**. Payment is to be made upon receipt of the invoices from NextSite, LLC. The client shall have the right to renew the contract for additional years, starting in year three, at the rate of **\$10,000** per year and thereafter under the same payment terms, as mutually agreed between Client and Consultant. Client shall pay Consultant in U.S. dollars within thirty (15) days of receipt of invoices.

Client acknowledges that affiliates and strategic partners of Consultant act in the capacity of a real estate advisory service business and may earn fees for services including development, leasing and real estate advisory fees in the performance of such affiliates services as part of the scope of the Project. The fees earned by such affiliates and strategic partners are not the responsibility of the City of Highland, Illinois.

### **4. CLIENT RESPONSIBILITIES**

In addition to paying Consultant for services according to the preceding paragraph, the Client shall also provide for Consultant: access to relevant personnel, facilities, and materials including, but not necessarily limited to, those items specified in Consultant's proposal to Client, and such records, reports, and information as reasonably requested by Consultant and in Client's possession.

### **5. LEVEL OF COMPETENCE**

Consultant represents and warrants to the Client that it and all of its employees that will be working on the project for the Client are qualified and competent to perform the services required.

Such personnel shall not be employees of or have any pre-existing contractual relationship with the Client. All of the services required hereunder will be performed by Consultant or under its supervision.

The Project Directors for the performance of services by Consultant pursuant to the terms and conditions of this agreement will be Charles Branch, SVP of Business Development. Consultant will also use additional employees to assist with the performance of this Agreement as Consultant deems appropriate in Consultant's discretion.

**6. MATERIALS/CONFIDENTIALITY**

The Client agrees to cooperate with and provide Consultant with access to facilities and information within its reasonable possession and control, requested by Consultant for its review and use in performing the services herein. Provided, however, all such documents, information, results, memoranda and all other written information ("information") shall be held confidential by Consultant and any of its sub-contractors and shall not, without the prior written consent of the Client, be used for any purpose other than the performance of this agreement nor be disclosed to any other entity not connected with performance of this agreement. Upon completion of services, Consultant shall return all such information to the Client. The Client shall retain ownership of all such information provided by Client.

**7. INTELLECTUAL PROPERTY**

The Client and Consultant, jointly and separately, acknowledge and agree that the intellectual property of both parties shall remain owned by the respective party. Except for Consultant's periodic and final reports generated for performance of this agreement to or for the Client, reports, memorandums, electronic mail, facsimile transmissions and other written and prepared documents shall be owned by the party who authored, generated or who originally possessed the same and nothing in this agreement shall contravene said rights.

**8. INFORMATION AND REPORTS**

Consultant shall furnish the Client, upon request, electronic copies of all documents and other material prepared or developed as part of the project. Such requests shall be reasonable and within normal business practices for such work.

**9. COPYRIGHT INFORMATION**

The Client acknowledges that all intellectual property developed during the course of this agreement by Consultant shall belong exclusively to Consultant. However, the Client may utilize any of the foregoing for and on behalf of its internal operations, to support existing business and entrepreneurial growth and all commercial development efforts in its communities and county, but will take steps reasonably necessary with its employees with respect to the use, copying, protection and security of the foregoing.

**10. APPLICABLE LAWS**

Consultant shall register and comply with all State or Federal laws and/or regulations as they may relate to the services or activities of the Consultant to the Client.

**11. INSURANCE**

Consultant shall carry all appropriate and necessary insurance to be in compliance with state and national laws regarding the insurance coverage of its employees.

**12. CONFLICT OF INTEREST**

The Consultant represents and warrants to the Client, to the best of its knowledge, that neither it nor its Project Directors are aware of any conflict of interest which exists by means of its provision of services to the Client pursuant to the terms and conditions of this agreement.

**13. NOTICES/PARTIES REPRESENTATIVES**

The primary representative of the Client for this agreement shall be Scott Dunakey, Director of Community Development, City of Highland, Illinois.

All notices, bills, and invoices required by this agreement shall be sufficient if sent by the parties hereto in the United States Mail, postage prepaid thereon to the addresses noted below:

Client: Breann Vazquez  
City of Highland, Illinois  
115 Broadway  
P.O. Box 218  
Highland, Illinois 62249  
(618) 654-7115  
[bvazquez@highlandil.gov](mailto:bvazquez@highlandil.gov)

Consultant: NextSite LLC  
880 Montclair Road  
Suite 625  
Birmingham, AL 35213  
Attention: Chuck Branch

**14. REPRESENTATIVE CAPACITY**

While Consultant's role will be that of consultant to the Client, Consultant shall be and remain an independent contractor and not act in the role of an agent or legal representative on behalf of the Client. Consultant shall not have the authority to bind or obligate the Client, its officers, agents or employees. Client acknowledges that one of the key benefits of this engagement is local support of the community's existing businesses and entrepreneurial opportunities both of which fall outside the scope of NextSite's services beyond the delivery of the research and market analysis.

**15. MISCELLANEOUS**

Each party to this agreement represents and warrants to the other as follows:

- A. That it is an individual of the age of majority or otherwise a legal entity duly organized and in good standing pursuant to all applicable laws, rules and regulations.
- B. That each has full power and capacity to enter into this agreement, to perform and to conclude the same including the capacity, to the extent applicable, to grant, convey and/or transfer; areas, assets, facilities, properties, (both real and personal), permits, consents and authorizations and/or the full power and right to acquire and accept the same.
- C. That to the extent required, each party has obtained the necessary approval of its governing body, board, council or other appropriate governing body and a resolution or other binding act has been duly and properly enacted by such governing body or board authorizing this agreement and said approval has been reduced to writing and certified or attested by the appropriate official of the party.
- D. That each party has duly authorized and empowered a representative execute this agreement on their respective behalf and the execution of this agreement by such representative fully and completely binds the party to the terms and conditions hereof.

E. That absent fraud, the execution of this agreement by a representative of the party shall constitute a certification that all such authorizations for execution exist and have been performed and the other party shall be entitled to rely upon the same. To the extent a party is a partnership, limited liability company or joint venture, the execution of this agreement by any member thereof shall bind the party and to the extent that the execution of agreement is limited to a manager, managing partner or specific member then the person so executing this agreement is duly authorized to act in such capacity for the party.

F. That each party represents and warrants to the other that, to the best of its knowledge, there is no litigation, claim or administrative action threatened or pending or other proceedings to its knowledge against it which would have an adverse impact upon this transaction or upon either's ability to conclude the transaction or perform pursuant to the terms and conditions of this agreement.

G. That each party has obtained any and all required permits, approvals and/or authorizations from third parties to enable it to fully perform pursuant to this agreement.

**Third Party Beneficiaries:** It is the intent of the parties hereto that there shall be no third-party beneficiaries to this agreement, except that, the Client may share any research, market analysis, reports, etc. generated by the Consultant as part of the engagement, with agencies and authorities working for or on behalf of the Client.

**Final Integration:** This agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. In the event of a direct conflict between the provisions hereof and any prior agreement or amendment, the latter shall supersede the former. All written or oral understandings and agreements heretofore had between and among the parties are merged into this agreement, which alone fully and completely expresses their understandings. No representation, warranty, or covenant made by any party which is not contained in this agreement or expressly referred to herein have been relied on by any party in entering into this agreement.



**Force Majeure:** Neither party to this agreement shall hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.

**Amendment in Writing:** This agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by all of the parties.

**Binding Effect:** This Agreement shall bind the parties and their respective personal representatives, successors, and assigns. If any provision in this agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

**Captions:** The captions of this agreement are for convenience and reference only, are not a part of this agreement, and in no way define, describe, extend, or limit the scope or intent of this agreement.

**Construction:** This agreement shall be construed in its entirety according to its plain meaning and shall not be construed against the party who provided or drafted it.

**Governing Law:** The laws of the State of Illinois, but without regard to conflict of laws principles, shall govern the validity of this agreement, the construction of its terms, the interpretation of the rights, the duties of the parties, the enforcement of its terms, and all other matters relating to this agreement.

**Prohibition on Assignment and Delegation:** No party to this agreement may assign or delegate its interests or obligations hereunder without the written consent of all other parties hereto obtained in advance of any such assignment or delegation. No such assignment or delegation shall in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning or delegating party shall in all respects remain liable hereunder irrespective of such assignment or delegation.

**Waiver:** Non-enforcement of any provision of this agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remaining terms and conditions of the agreement.

**Agreement Date/Counterparts:** The date of this agreement is intended as and for a date for the convenient identification of this agreement and is not intended to indicate that this agreement was necessarily executed and delivered on said date. This instrument may be executed in any number of counterparts, each of which so executed shall be deemed an original, but all such counterparts shall together constitute but one and the same instrument.

CLIENT:  
City of Highland, Illinois  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

CONSULTANT:  
NextSite, LLC  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Exhibit A



We are excited to announce a new partnership! Our team has partnered with the commercial development advisory firm, NextSite, to further strengthen our ability to attract new retail & commercial business investment within our service territory.

Through this partnership, Ameren and NextSite will begin a more detailed focus on driving new businesses to communities within our service territory. These opportunities will help to breathe new life into Main Street and neighborhoods, development and redevelopment opportunities, and additional tax revenues for local government agencies. We carefully chose this partnership based on NextSite's proprietary data solutions approach, access to national accounts and the success they've achieved throughout the nation.

In the months ahead, Ameren will be working with NextSite to boost commercial development all across our service territory by engaging with our communities to provide local market assessments, customer journey and consumer travel pattern analyses, property assessments and pro-active outreach to expanding commercial/retail enterprises seeking new growth opportunities.

For those interested communities, Ameren has secured an added value option by negotiating preferential pricing of NextSite's services and solutions to meet your community's unique growth opportunities.

Sincerely,

The Ameren Economic Development Team

## Research

Within the first 60 days of the agreement, NextSite will identify the appropriate radius, drive time and custom trade areas based on feedback from key community contacts, analysis of peer communities, onsite market visits and analysis of consumer travel patterns and customer journey. The research provided will be:

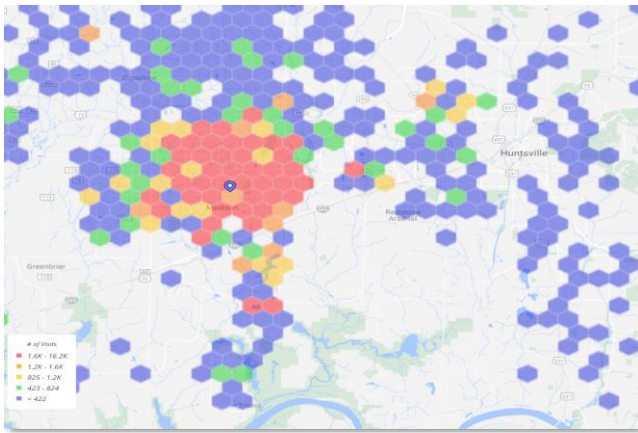
- Radius Analysis
- Drive Time Analysis
- Customer Journey Analysis
- Custom Trade Area Analysis
- Demographic Trend Analysis
- Consumer Spending Patterns
- Retail GAP/Leakage Analysis
- Peer Community Analysis
- Retail VOID Analysis
- Tapestry Segmentation
- Site Maps
- Retail Landscape Maps
- Traffic Count Maps
- Retail Marketing Guide
- Prior/Impact/Rebound COVID-19 Customer Journey Analysis
- On-Demand Reports

*"NextSite has proven to be an invaluable team member on several high-profile projects that we have delivered over the years. The quality of data and analytics provided by NextSite has helped us ensure that these projects truly serve the communities in which they are located."*

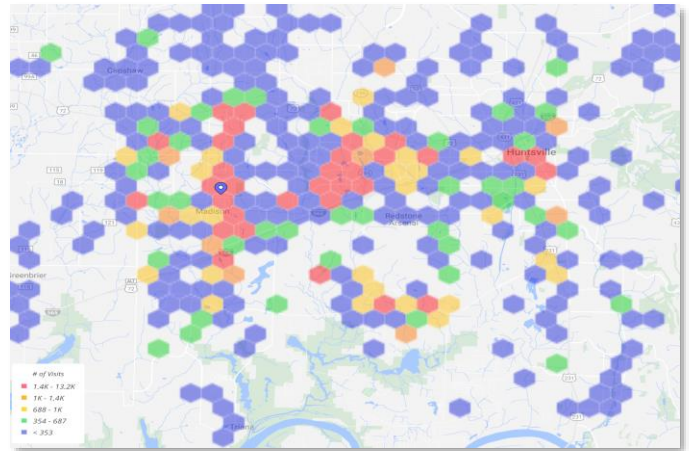
**John Gunderson**  
**President – Daniel Communities**

# Customer Journey and Custom Trade Area Research & Analysis

Consumer Travel Patterns using Mobile Device Tracking data allows NextSite to visualize the Common Evening, Common Daytime and Path to Purchase locations of consumers based on visits to a designated retailer or multi-tenant commercial location. This data helps identify clusters of consumers and is often the baseline in our understanding the size and scope of custom trade areas.



Home Location



Work Location

## Publix / Hughes Rd

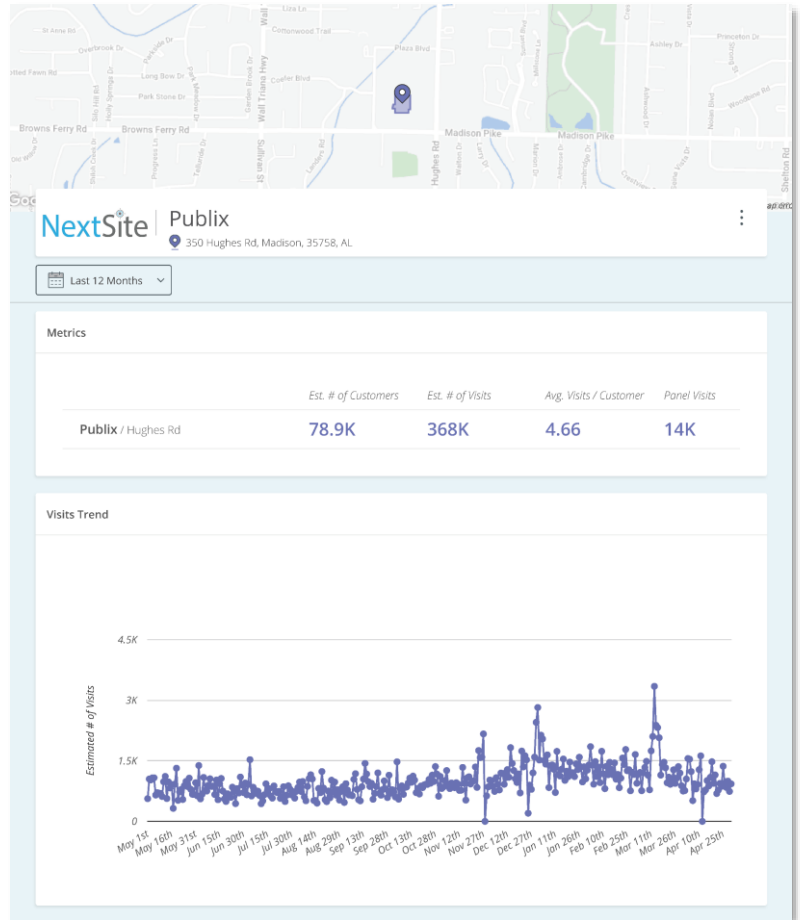
Prior		Post	
Venue Name	Foot-Traffic	Venue Name	Foot-Traffic
1 Midtown Marketplace / Wall Triana Highway	3.4%	1 Midtown Marketplace / Wall Triana Highway	2.12%
2 Bridge Street Town Centre / The Bridge St	2.75%	2 Walmart Supercenter / Madison Blvd	0.87%
3 Bob Jones High School / Hughes Rd	1.2%	3 Applebee's / Hughes Road	0.48%
4 Hogan Family YMCA / Park Square Ln	1.13%	4 La Placita / Hughes Rd	0.46%
5 The Shoppes Of Madison / Us 72 And Wall Triana Hwy	1.02%	5 Bob Jones High School / Hughes Rd	0.41%
6 Walmart Supercenter / Madison Blvd	0.94%	6 Promenade of Madison / Hwy 72 W	0.4%
7 Madison Public Library / Plaza Blvd	0.77%	7 Bridge Street Town Centre / The Bridge St	0.39%
8 La Placita / Hughes Rd	0.56%	8 The Shoppes Of Madison / Us 72 And Wall Triana Hwy	0.3%
9 Good Samaritan Hospice / Hughes Rd Ste 12	0.51%	9 Madison Centre / Madison Blvd	0.29%
10 Madison Church of Christ / Hughes Rd	0.43%	10 Sam & Greg's Pizzeria / Hughes Rd	0.29%

Post – Prior Location

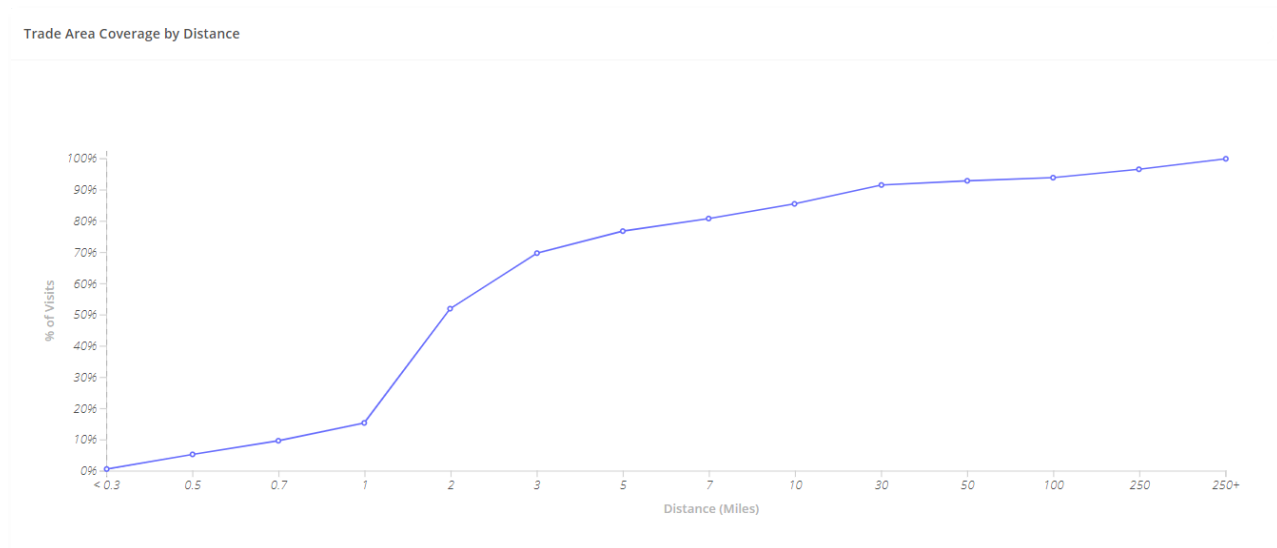
# Customer Journey and Custom Trade Area Research & Analysis

Customer Journey Analytics based on a market's primary retailer/commercial assets allows NextSite to gain insight into customer shopping habits and travel patterns as well as assess a community's ability to draw consumers into the market from the surrounding areas. We also create Customer Journey analysis for the Downtown corridors to better understand visit traffic and length of stay.

Estimated Number of Customers, Estimated Number of Visits and Visits Trends – The Customer Journey Analytics report highlights the number of unique customers visiting the primary retailer (or targeted location) as well as the total number of visits.

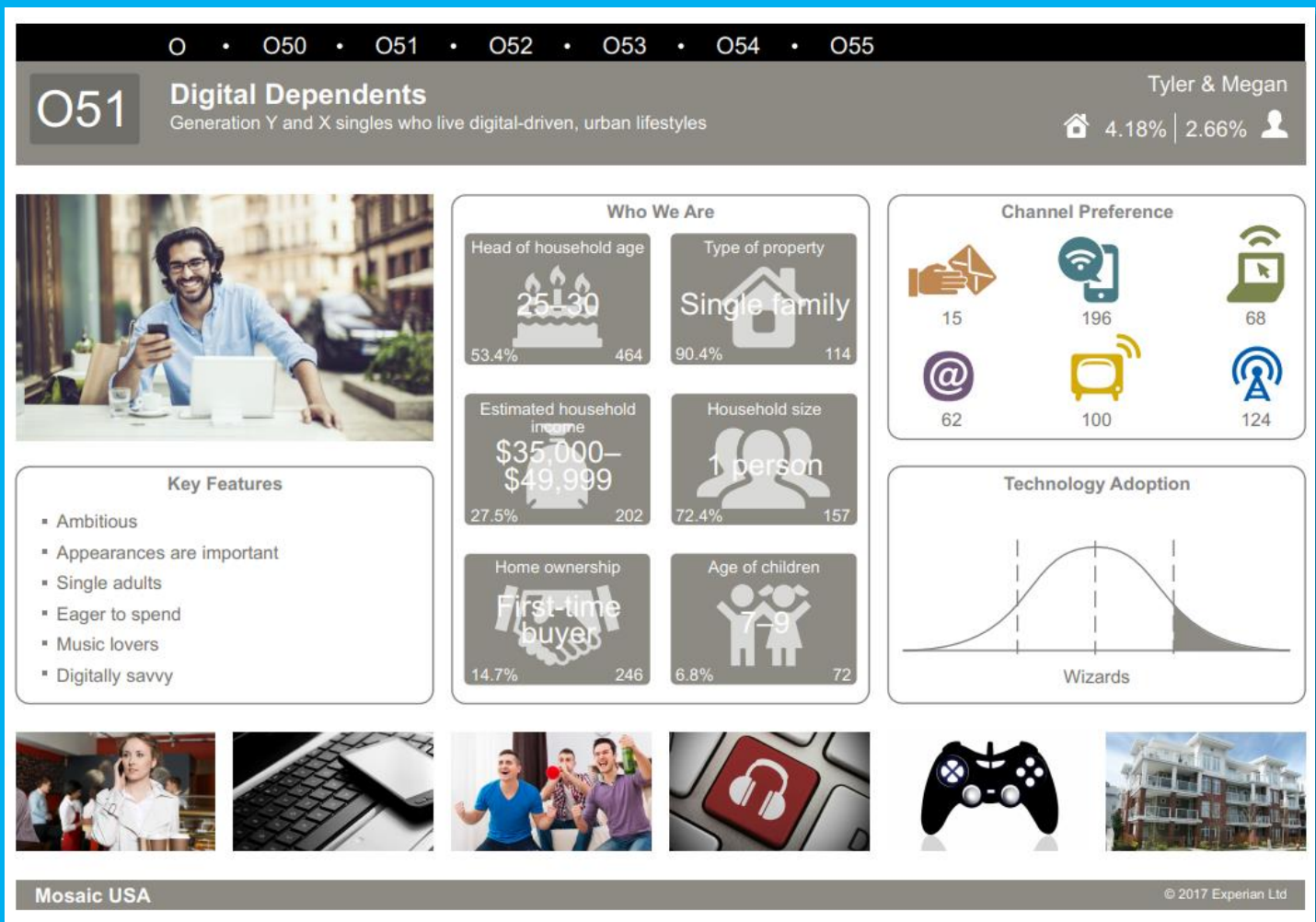


Trade Area Coverage by Distance highlights the distance that a retailer or other commercial asset is able to draw customers.



# Tapestry Segmentation

Retailers today know the psychographic profiles of their target consumer. Through this data, we review segmentation groups and match the consumer profile of your community's shoppers to prospective retailers. This data can also be critical to retailers regarding the types of product and services offered once the location decision has been reached.



## Dawsonville, GA

Regional Trade Area  
Retail GAP & Leakage  
Calculated using TAS Retrieval  
Latitude: 34.421268 Longitude: -84.116943  
May 20, 2020



Totals	2019 Supply (\$)	2019 Demand (\$)	GAP/Surplus (\$)
Total retail trade including food and drink (NAICS 44, 45 and 722)	3,405,466,549	4,799,695,545	1,394,228,997
Total retail trade (NAICS 44 and 45)	3,063,759,448	4,278,200,691	1,214,502,243
<b>Motor Vehicle Parts and Dealers</b>			
	2019 Supply (\$)	2019 Demand (\$)	GAP/Surplus (\$)
Motor vehicle and parts dealers (NAICS 441)	574,289,858	1,160,763,809	586,473,952
Automobile dealers (NAICS 4411)	483,494,309	1,011,096,520	547,602,211
New car dealers (NAICS 44111)	416,872,017	915,747,347	498,875,330
Used car dealers (NAICS 44112)	46,622,293	95,349,173	48,726,880
Other motor vehicle dealers (NAICS 4412)	36,456,298	80,233,452	44,778,153
Recreational vehicle dealers (NAICS 44121)	6,035,288	23,451,000	16,946,678
Motorcycle, boat, and other motor vehicle dealers (NAICS 44122)	28,820,010	56,751,455	27,931,475
Boat dealers (NAICS 441222)	21,663,099	18,000,892	-3,662,207
Motorcycle, ATV, and all other motor vehicle dealers (NAICS 441228)	7,156,911	38,750,593	31,593,682
Automotive parts, accessories, and tire stores (NAICS 4413)	75,340,250	69,433,838	-5,906,412
Automotive parts and accessories stores (NAICS 44131)	46,546,053	41,494,076	-5,153,377
Tire dealers (NAICS 44132)	28,692,197	27,939,161	-753,035
<b>Furniture and Home Furnishings Stores</b>			
	2019 Supply (\$)	2019 Demand (\$)	GAP/Surplus (\$)
Furniture and home furnishings stores (NAICS 442)	78,191,832	80,752,926	2,561,094
Furniture stores (NAICS 4421)	22,628,913	48,163,853	25,534,940
Home furnishings stores (NAICS 4422)	55,562,919	32,589,074	-22,973,345
Floor covering stores (NAICS 44221)	11,431,225	5,034,773	-6,396,452
Other home furnishings stores (NAICS 44229)	44,131,694	27,554,301	-16,577,394
Window treatment stores (NAICS 442291)	23,948	1,363,454	1,369,506
All other home furnishings stores (NAICS 442299)	44,107,747	26,190,847	-17,946,900
<b>Electronics and Appliance Stores</b>			
	2019 Supply (\$)	2019 Demand (\$)	GAP/Surplus (\$)
Electronics and appliance stores (NAICS 443)	33,260,054	72,435,830	39,175,776
Household appliance stores (NAICS 443141)	3,873,117	11,731,990	8,058,873
Electronics stores (NAICS 443142)	29,596,937	60,703,840	31,116,903
<b>Building Material and Garden Equipment and Supplies Dealers</b>			
	2019 Supply (\$)	2019 Demand (\$)	GAP/Surplus (\$)
Building material and garden equipment and supplies dealers (NAICS 444)	286,006,442	322,664,347	36,657,905
Building material and supplies dealers (NAICS 4441)	247,727,749	277,098,481	29,370,731
Home centers (NAICS 44411)	140,247,771	152,478,916	3,231,145
Paint and wallpaper stores (NAICS 44412)	18,482,522	7,413,556	-11,068,966
Hardware stores (NAICS 44413)	4,619,247	29,068,472	19,478,224
Other building material dealers (NAICS 44419)	75,378,209	85,107,537	17,729,328
Lawn and garden equipment and supplies stores (NAICS 4442)	38,278,693	45,585,807	7,287,174
Outdoor power equipment stores (NAICS 44421)	1,993,223	6,982,349	4,989,128
Nursery, garden center, and farm supply stores (NAICS 44422)	36,285,470	38,583,518	2,298,048

Once the Retail Trade Areas are identified, we begin the process of performing detailed demographic research, GAP/Leakage analysis across all retail categories and household- level consumer expenditure reviews. Our Custom Demographic Research includes Historical, Current and Projected Demographics from multiple sources. Once caveat – we have found most retailers/restaurants are more interested in the demand side of the trade area and not the supply side.

## Demographic Trends

Calculated using TAS Retrieval  
Latitude: 33.732780 Longitude: -84.920127  
Jan 3, 2020



## Consumer Spending Patterns - Annual Expenditure

2019 Expenditure  
Calculated using TAS Retrieval

Feb 26, 2020

Latitude: 34.269508 Longitude: -86.207939



Alberville, AL	Regional Trade Area
Total Health Care	\$209,292,549
Total drugs	\$17,642,076
Prescription drugs	\$7,278,641
Nonprescription drugs	\$4,646,996
Nonprescription vitamins	\$5,716,439
Health Insurance	\$155,150,980
Total commercial health insurance (Not BCBS)	\$26,723,481
Preferred provider health plan (Not BCBS)	\$26,723,481
Total Blue Cross, Blue Shield	\$37,422,172
Preferred provider health plan (BCBS)	\$26,023,658
Health maintenance organization (BCBS)	\$9,444,600
Commercial medicare supplement (BCBS)	\$1,146,997
Other health insurance (BCBS)	\$806,869
Health maintenance organization (not BCBS)	\$26,432,678
Medicare payments	\$39,340,119
Total Commercial medicare supplements and other health insurance	\$25,232,617
Commercial medicare supplement (Not BCBS)	\$15,407,993
Other health insurance (Not BCBS)	\$6,799,562
Long-term care insurance (Not BCBS)	\$3,025,041
Total medical supplies	\$6,314,477
Eyeglasses and contact lenses	\$2,445,825
Hearing aids	\$580,281
Topicals and dressings	\$3,288,484
Total Medical services	\$30,184,913
Physician's services	\$6,756,203
Dental services	\$10,724,062
Eyecare services	\$2,020,016
Service by professionals other than physician	\$2,878,171
Lab tests, x-rays	\$1,824,052
Hospital room and services	\$5,358,337
Other medical care services	\$815,984
Total Reading	\$3,443,065
Magazine/Newspaper subscriptions	\$1,718,475
Magazines/Newspapers, non-subscription	\$318,279
Book's not thru book clubs	\$1,406,311



## Community Peer Analysis

Retailers tend to locate in similar communities and/or trade areas. By identifying similar communities from a demographic and business scope, we can combine the city peers with the Retail VOID Analysis to further understand the opportunities for our Opportunity Target list.

City	State	1 mi Population	1 mi Avg HH Inc	3 mi Population	3 mi Avg HH Inc	5 mi Population	5 mi Avg HH Inc	10 mi Population	10 mi Avg HH Inc	15 mi Population	15 mi Avg HH Inc	30 mi Population	30 mi Avg HH Inc
Helena	AL	5,024	\$103,865	26,935	\$92,463	73,575	\$90,981	210,068	\$88,893	454,198	\$86,166	908,208	\$79,590
<b>Madison</b>	<b>AL</b>	<b>8,812</b>	<b>\$113,684</b>	<b>49,065</b>	<b>\$110,755</b>	<b>85,976</b>	<b>\$102,928</b>	<b>228,925</b>	<b>\$82,083</b>	<b>379,206</b>	<b>\$83,488</b>	<b>655,196</b>	<b>\$79,149</b>
Pelham	AL	3,058	\$74,583	25,096	\$84,026	72,192	\$93,686	242,573	\$102,070	520,639	\$90,692	933,906	\$79,628
Canton	GA	5,221	\$59,640	32,886	\$76,476	68,905	\$86,506	211,833	\$98,818	507,579	\$111,279	2,614,040	\$109,314
Evans	GA	3,392	\$130,989	38,499	\$112,586	95,887	\$103,386	246,378	\$83,817	394,943	\$73,525	595,863	\$70,346
Ridgeland	MS	8,579	\$66,428	45,911	\$82,047	88,397	\$91,590	228,733	\$85,089	386,871	\$77,709	507,587	\$75,680
Hendersonville	TN	5,327	\$88,316	48,461	\$88,269	91,230	\$92,283	297,041	\$83,410	577,581	\$78,667	1,421,892	\$89,506
Mount Juliet	TN	5,294	\$98,310	33,901	\$96,633	83,722	\$90,059	248,449	\$87,145	709,674	\$75,195	1,604,437	\$90,244

## Retail VOID Analysis

Retail VOID Analysis is used to determine the distance from a market to the next nearest location of any retailer. This allows us to see which retailers have shown a propensity to located in markets with similar demographic profiles. When combined with Peer Analysis, VOID Analysis can make a compelling argument for a retailer or restaurant to locate in your community.

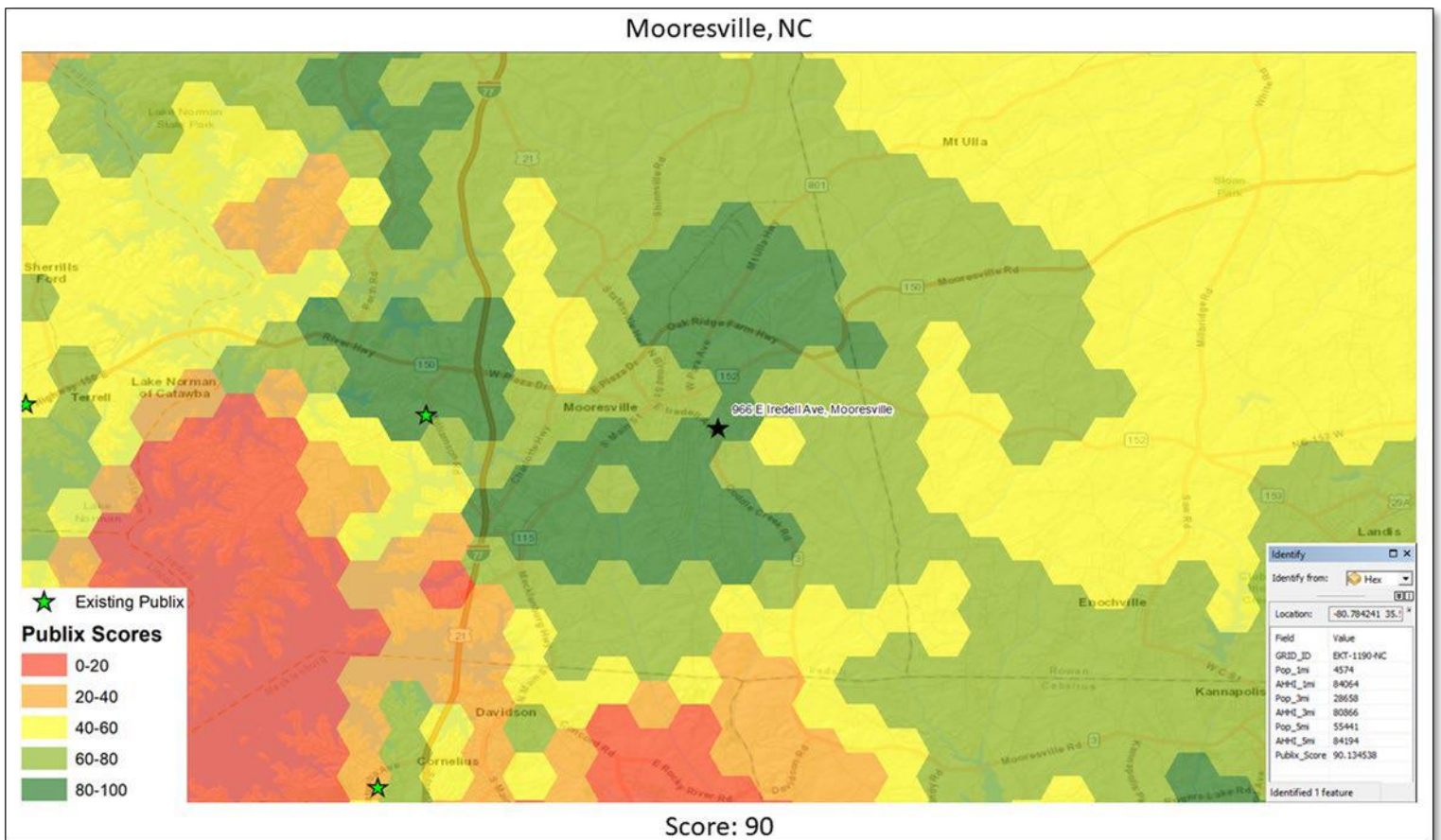
City	State	5 mi Population	5 mi Avg HH Inc	Ace Hardware	Harbor Freight Tools	Tractor Supply Co.	At Home	Publix Supermarkets	The Fresh Market	Mooyah	Culver's	Jason's Deli	Newk's Eatery
Helena	AL	73,575	\$90,981	16	3	9	6	1	14	5	5	7	8
<b>Madison</b>	<b>AL</b>	<b>85,976</b>	<b>\$102,928</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>9</b>	<b>1</b>	<b>10</b>	<b>83</b>	<b>1</b>	<b>4</b>	<b>6</b>
Pelham	AL	72,192	\$93,686	12	1	10	5	2	10	5	5	5	5
Canton	GA	68,905	\$86,506	8	0	6	15	2	13	120	6	16	3
Evans	GA	95,887	\$103,386	1	7	5	7	2	7	136	6	6	70
Ridgeland	MS	88,397	\$91,590	3	1	13	2	157	2	133	201	2	1
Hendersonville	TN	91,230	\$92,283	6	5	3	10	0	21	21	2	11	16
Mount Juliet	TN	83,722	\$90,059	8	9	3	2	2	19	19	2	2	17

## Site Identification Model

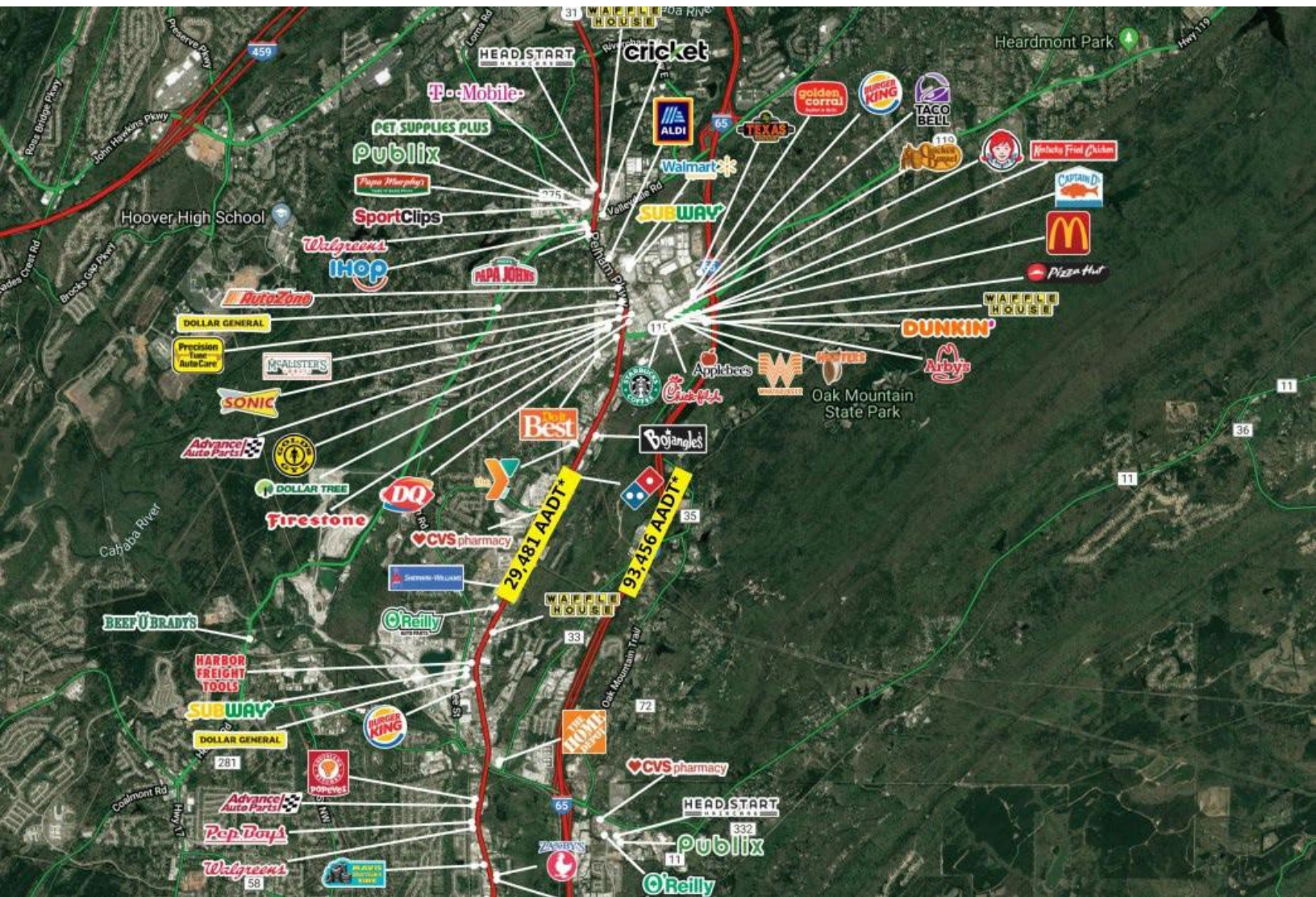
NextSite has developed a proprietary site identification model that estimates the suitability of a community/site for any given retailer based on the propensity of that retailer to locate in similar areas. Our model analyzes over 250 retail chains with more being added every day. This tool, based on proven statistical methods and back tested on recent site decisions by multiple concepts, allows us to quickly identify markets and sub-markets that match existing locations of the target retailer/restaurant. This information becomes part of our pro-active outreach to developers, tenant reps and retailers.

Using Publix as an example, NextSite's algorithm first looks at the location characteristics of every open or coming soon Publix location. These parameters include radius-based population, average household income, segmentation, and distance to next nearest location to create a Publix profile. The algorithm then compares this profile to a set of over 1.6 million evenly distributed points throughout the country and gives each point a score based on that point's similarity to the average Publix location. These scores provide NextSite and our Publix developer contacts target markets for potential Publix expansion.

The same process is used to identify potential sites for restaurants, service providers, retail and additional grocery concepts.



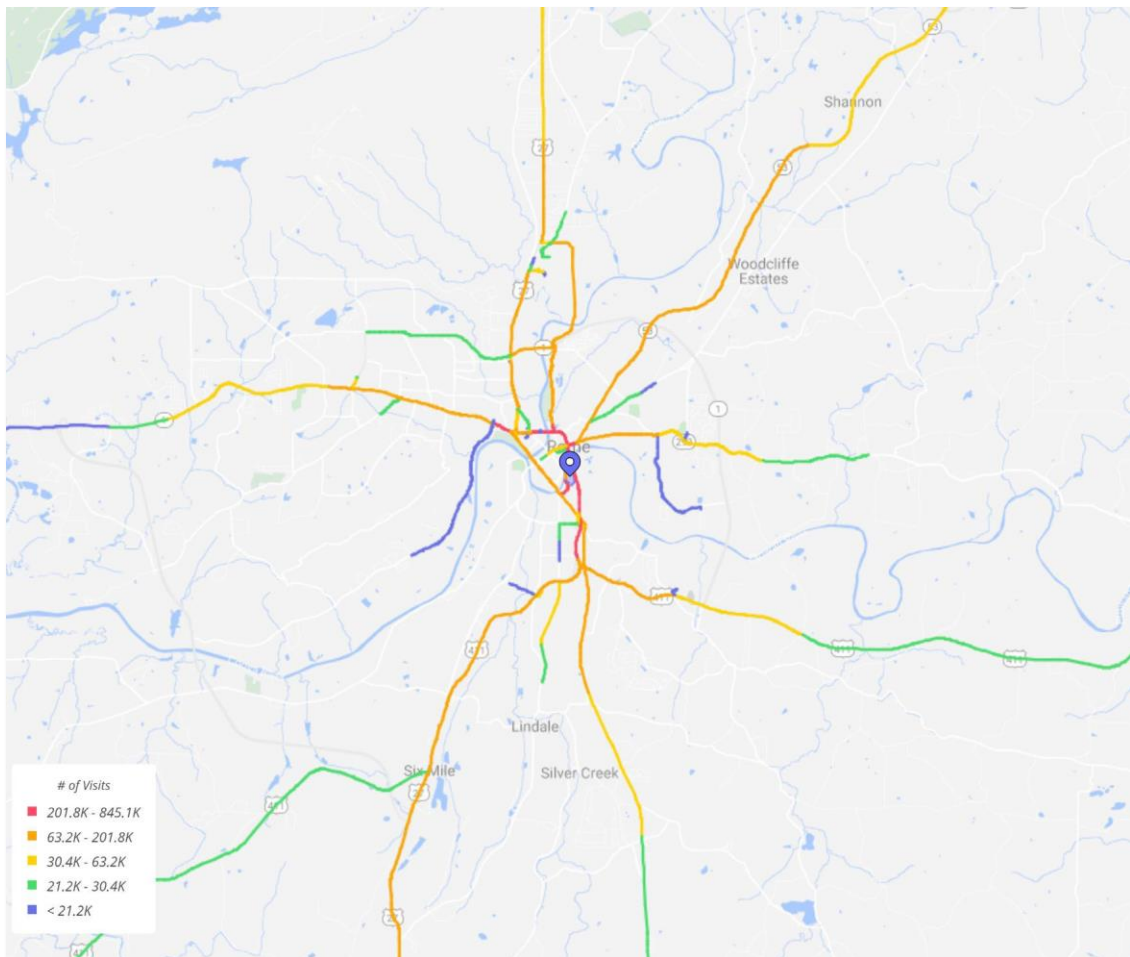
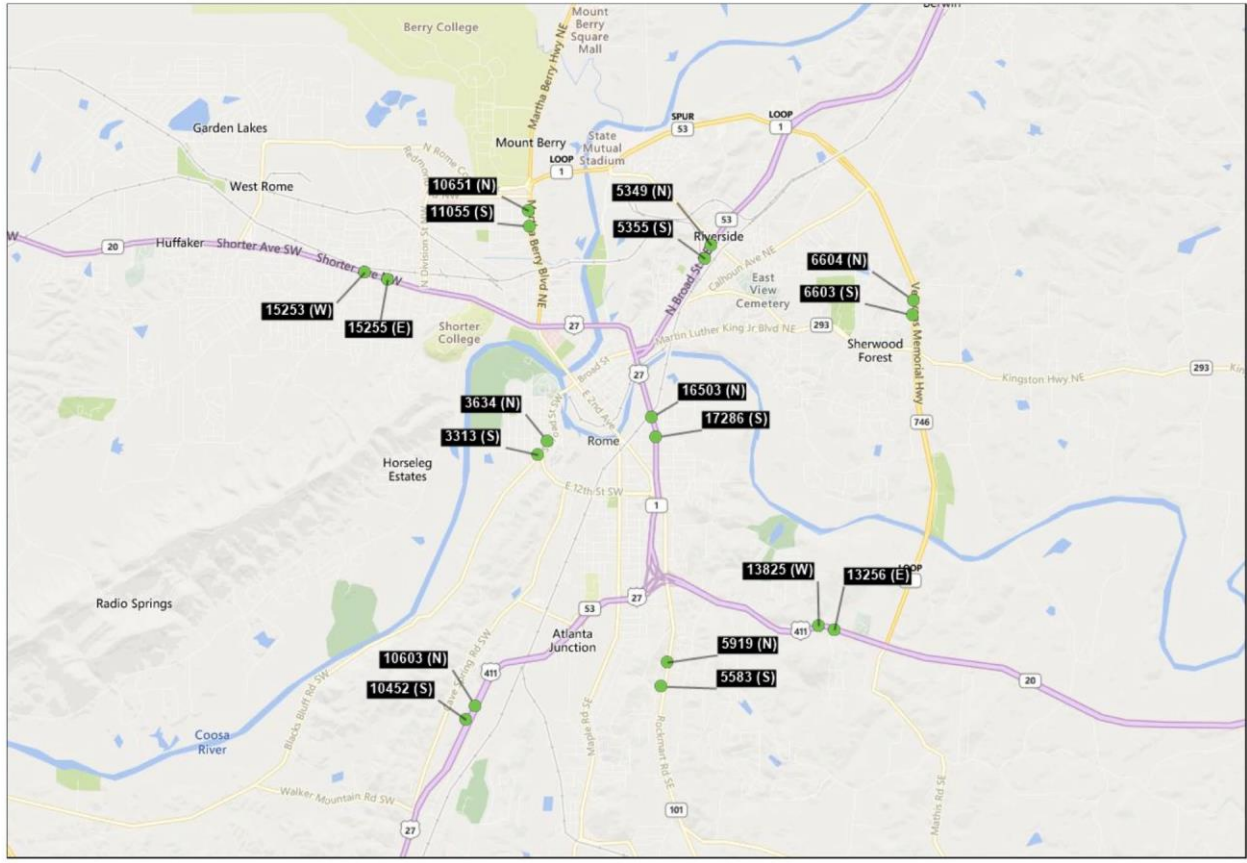
## Major Retail Landscape Aerial



Understanding the location of current retailers in your community and the various retail trade corridors provides valuable insight into co-location opportunities, competitors and available sites for development/redevelopment. We extend this analysis to understand the retailer mix in competitor communities.

# Traffic Count Maps

Rome, GA - Traffic Count Map





Our process begins with establishing your Basecamp Account and issuing our Getting Started document to the identified primary contact(s) in your community. Simultaneously we begin the research and market analysis. As we complete components of the process, we upload the research, analysis and strategy to your Basecamp Account. Basecamp is also used to upload custom research, updated research and updates on conferences, retail trends and recruitment updates.

A screenshot of a Basecamp project page for "Harpersfield-Geneva JEDD, OH Ohio". The page has a blue header with the project name and a navigation bar with tabs for Overview, Messages, To-Dos, Calendar, Writeboards, Time, and Files. The main content area is titled "Project overview & activity" and shows a chronological list of activity items. Each item includes a date, a type (Comment, Message, File), and a link to the activity. The activity items are grouped by date: Friday, 29 May 2020; Monday, 27 April 2020; Monday, 20 April 2020; Tuesday, 14 April 2020; Friday, 27 March 2020; Friday, 20 March 2020; and Tuesday, 17 March 2020. The files are primarily PDFs and XLS files related to the Harpersfield Township, OH project, including documents on baseline, COVID-19 impact, traffic count, and regional trade area analysis.

**Harpersfield-Geneva JEDD, OH** Ohio

**Overview** Messages To-Dos Calendar Writeboards Time Files

**Project overview & activity**

FRIDAY, 29 MAY 2020

- Comment [Re: Taco Bell](#)
- Message [Taco Bell](#)

MONDAY, 27 APRIL 2020

- File [Geneva, OH - Retailer Peers.xlsx](#)

MONDAY, 20 APRIL 2020

- File [Stakeholder Questionnaire NextSite- Harpersfield OH \(1\).docx](#)

TUESDAY, 14 APRIL 2020

- File [Harpersfield Township, OH - Baseline - SPIRE Institute - Custom...cs.pdf](#)
- File [Harpersfield Township, OH - COVID-19 Impact - SPIRE Institute - ...cs.pdf](#)
- File [COVID-19 Impact Tracking.pdf](#)

FRIDAY, 27 MARCH 2020

- Message [Spire Institute - Field Growth](#)

FRIDAY, 20 MARCH 2020

- File [Harpersfield Township, OH - Traffic Count Map.pdf](#)

TUESDAY, 17 MARCH 2020

- File [Harpersfield Township, OH - SPIRE Institute - Customer Journey ...cs.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Site Map.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Segmentation.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Retail GAP & ...qe.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Demographic Trends.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Consumer Spen...ns.pdf](#)
- File [Harpersfield Township, OH - Regional Trade Area - Community Overview.pdf](#)
- File [Harpersfield Township, OH - 10 Minute Drive Time - Retail GAP &...qe.pdf](#)



# CITY OF HIGHLAND

To: Chris Conrad, City Manager  
From: Mallord Hubbard, Economic Development Coordinator  
CC: Mayor and City Council  
Date: June 30, 2022  
Re: Approval of Agreement with NextSite LLC for Research Services

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**RECOMMENDATION:** Staff is recommending the approval of an agreement with NextSite to provide research services.

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**DISCUSSION:** Staff is amending an existing Agreement with Nextsite to continue utilizing the research component of their services. Staff has found the data provided by the company to be essential in assisting in the recruitment of new commercial development. The Agreement will last for a period of two years, with an option to renew after year 3.

Staff has engaged with another company to gauge pricing for similar services, and has determined the pricing is consistent. Due to our satisfaction with the current research tools provided by NextSite, Staff has determined the better option is to continue the NextSite partnership.

**FISCAL IMPACT:** The cost of the services include \$7,500 annual payments for year 1 and 2, with the option of renewal in year 3 at a cost of \$10,000. Funding will be allocated from the Economic Development budget for this item.

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RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROPOSAL FOR PRELIMINARY ENGINEERING SERVICES WITH OATES ASSOCIATES, INC., FOR US 40 / CONNECTOR ROAD INTERSECTION STUDY AND PLANS, PW-05-22**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 *et seq.* of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to construct a new intersection of US Route 40 / Sycamore / New Connector Road just east of the HSHS Hospital (“Project”); and

WHEREAS, City has consulted with Oates Associates, Inc. (hereinafter “Oates”), an engineering firm, to assess the existing and future needs related to the Project; and

WHEREAS, Oates has submitted a “Proposal” to City for preliminary engineering services to address the existing and future needs regarding the Project (*See Exhibit A*); and

WHEREAS, Oates has agreed to furnish engineering services on an hourly basis for an estimated fee of \$136,000.00 (**Exhibit A**) including:

1. Intersection design;
2. Traffic study;
3. Construction documents;

and

WHEREAS, City finds that the terms of the Oates Proposal (**Exhibit A**) are fair and reasonable, and City finds the Oates Proposal (**Exhibit A**) should be approved; and

WHEREAS, City has determined it to be in the best interests of the health, safety, general welfare, and economic welfare of City to approve the Oates Proposal (**Exhibit A**); and

WHEREAS, City finds that the City Manager and/ or Mayor should be authorized and directed, on behalf of City, to execute and date the Oates Proposal, and any other documents necessary to give effect to the Oates Proposal (**Exhibit A**).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Highland as follows:

*Section 1.* The foregoing recitals are incorporated herein as findings of the City

Council of the City of Highland, Illinois.

*Section 2.* The Oates Proposal for the Project (**Exhibit A**) is approved.

*Section 3.* The City Manager and/or Mayor is authorized and directed, on behalf of the City of Highland, to execute and date the Oates Proposal for the Project, or any other documents necessary to give effect to the Oates Proposal (*See Exhibit A*).

*Section 4.* This Resolution shall be known as Resolution No. \_\_\_\_\_ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council and approved by the Mayor of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the \_\_\_ day of \_\_\_\_\_, 2022, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

NOES:

ABSENT:

APPROVED:

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Kevin B. Hemann, Mayor  
City of Highland  
Madison County, Illinois

ATTEST:

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Barbara Bellm, City Clerk  
City of Highland  
Madison County, Illinois





Collinsville  
100 Lanter Court, Suite 1  
Collinsville, IL 62234  
618.345.2200

St. Louis  
720 Olive, Suite 700  
St. Louis, MO 63101  
314.588.8381

Belleville  
20 East Main Street  
Belleville, IL 62220  
618.416.4688

St. Charles  
820 South Main, Suite 309  
St. Charles, MO 63301  
636.493.6277

May 25, 2022

Mr. Joe Gillespie  
Director of Public Works  
City of Highland  
1113 Broadway, PO Box 218  
Highland, Illinois 62249-0218

Re: US Route 40 / Connector Road Intersection  
Study and Plans  
Oates Project No. 221059

Dear Mr. Gillespie:

We propose to render professional engineering services in connection with the new intersection of US Route 40 / Sycamore / New Connector Road just east of the new hospital (hereinafter called the "Project").

Our Basic Services will consist of survey, preparation of an Intersection Design Study, traffic study, and construction documents, all as set forth in the attached Estimate of Person Hours. We will also furnish such Additional Services as you may request.

You agree to pay us for our Basic Services and any authorized Additional Services at the hourly rates set forth on Exhibit A. Billings for Basic Services are estimated at \$136,000.

All services are provided subject to the General Conditions shown on the attached Exhibit A. This proposal and the attachments represent the entire understanding between you and Oates Associates, Inc. with respect to the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign the enclosed copy of this letter in the space provided below and return it to us.

Sincerely,

**OATES ASSOCIATES, INC.**

Steven M. Keil, PE, PLS  
Project Manager

Jeffrey R. Rensing, PE, SE  
Project Principal

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **EXHIBIT A HOURLY RATE SCHEDULE**

Principal Engineer	230.00
Senior Professional II	215.00
Senior Professional I	205.00
Professional IV	185.00
Professional III	170.00
Professional II	140.00
Professional I	125.00
Junior Professional	100.00
Technician III	150.00
Technician II	125.00
Technician I	90.00
Technician	75.00
Technician Intern	60.00

The above hourly rates are effective as of July 1, 2022 and are subject to adjustment annually.

### **TERMS**

When used below, the term "we" and "our" refers to Oates Associates, Inc. and its consultants, stockholders, agents and employees. The term "you" and "your" refers to the person or entity to whom this proposal is addressed.

### **PAYMENT PROVISIONS**

We will bill you monthly for services and reimbursable expenses. Our invoices are due and payable within 30 days of issuance. If invoices are not paid when due, we will stop work on the project until paid. In addition, a late charge of 1-1/2% per month will be assessed on invoices not paid within 30 days.

We will bill you for any direct costs we incur in the prosecution of this work. Direct costs may include subconsultants we contract to perform a portion of our scope. Reimbursable expenses will also include any out of pocket costs directly related to this project. Basis for billings of reimbursable expenses will be actual cost.

The above financial arrangements are on the basis of prompt payment of our bills and the orderly and continuous progress of the Project. We would expect to start our services promptly after receipt of your acceptance of this proposal. If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation taking into consideration the impact of such delay including but not limited to changes in price indices and pay scales applicable to the period when services are in fact being rendered.

### **GENERAL LIABILITY AND LIMITATION THEREOF**

We agree to hold you harmless and to indemnify you on account of any liability due to bodily injury or property damage arising directly out of our negligent acts, but such hold harmless and indemnity will be limited to that covered by our comprehensive general liability insurance. At your request, we will provide certificates evidencing such coverage and, if available, will purchase additional limits of liability that you may require as a separate cost item to be borne by you.

### **LIMITATION OF LIABILITY**

You recognize that our fee includes an allowance for funding a variety of risks which are imposed on us by virtue of our involvement in and association with your project. One of these risks stems from the potential for human error. In order for you to obtain a reduction in fee by virtue of a smaller allowance for risk funding, you agree to limit our professional liability to you for any and all claims, losses, expenses, injuries or damages (including consequential damages) to the extent caused by our professional acts, errors, or omissions, such that our total aggregate liability to you shall not exceed the total compensation received by us under this agreement, or the sum of \$50,000, whichever is greater. If you wish to discuss higher limits and the charges involved, you should speak with our personnel.

### **THIRD PARTY CLAIMS**

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either you or us. Our services under this Agreement are being performed solely for your benefit, and no other entity shall have any claim against us because of this Agreement or the performance or nonperformance of services hereunder. You agree to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

# **EXHIBIT A**

## **GENERAL CONDITIONS (continued)**

### **OWNERSHIP AND USE**

Upon full payment of all sums due or anticipated to be due us under this Agreement and upon performance of all your obligations under this Agreement, the latest original Drawings and Specifications and the latest electronic data prepared by us for the Project shall become your property. This conveyance shall not deprive us of the right to retain electronic data or other reproducible copies of the Drawings and Specifications or the right to reuse information contained in them in the normal course of our professional activities. We shall be deemed the author of such electronic data or documents, shall retain all rights not specifically conveyed, and shall be given appropriate credit in any public display of such Drawings and Specifications. We will, however, retain ownership and possession of original recorded plats.

You will not use or authorize any other person to use the Drawings, Specifications, electronic data and other instruments of service on other projects, for additions to this Project or for completion of this Project by others so long as we are not adjudged to be in default under this Agreement. Reuse without our professional involvement will be at your sole risk and without liability to us. You agree to indemnify and hold us and our subconsultants or agents harmless from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of unauthorized reuse of Drawings, Specifications, electronic data or other instruments of service.

### **TIMING OF STANDARDS**

We endeavor to perform our services in accordance with standards, building codes, and ordinances in effect at the time of service using that level of care and skill ordinarily exercised by members of the profession currently practicing in the same or similar locality and under similar conditions. You understand that these standards and level of care and skill change with time and that substantially delayed use of our documents without our involvement is at your own risk.

### **TERMINATION, SUSPENSION OR ABANDONMENT**

You recognize that if you terminate, suspend or abandon this project we will incur many costs which we would not have incurred had the project continued to completion. Therefore it is agreed that an equitable adjustment to our compensation shall include but not be limited to all reasonable costs incurred by us on account of suspension or abandonment of the Project, for preparation of documents for storage; maintaining space and equipment pending resumption; orderly demobilization of staff; maintaining employees on a less than full-time basis; terminating employment of personnel because of suspension; rehiring former employees or new employees because of resumption; reacquainting employees with the Project upon resumption; and making revisions to comply with Project requirements at the time of resumption.

### **DISPUTE RESOLUTION**

In an effort to resolve any conflicts that arise during the design or construction of the Project or following the completion of the Project, you and we agree that all disputes between us arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

### **UNFORESEEN CONDITIONS**

Our services may be provided to assist you in making changes to an existing facility for which you shall furnish documentation and information upon which we may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by you, we shall not be required to perform or to have others perform destructive testing or to investigate concealed or unknown conditions.

### **RELIANCE ON INFORMATION**

In the event documentation or information furnished by you is inaccurate or incomplete, all resulting damages, losses and expenses, including the cost of our Additional Services, shall be borne by you. You shall indemnify and hold harmless Oates Associates, Inc. our subconsultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, which arise as a result of documentation or information furnished by you.

### **CONSTRUCTION MEANS AND METHODS**

Performance of our services does not imply liability by us for Contractor means, methods, techniques, sequences or procedures of construction selected by Contractor or safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor furnishing and performing their work. Accordingly we can neither guarantee the performance of the construction contracts by Contractor nor assume responsibility for Contractor failure to furnish and perform work in accordance with Contract Documents.

### **JOBSITE SAFETY**

Insofar as jobsite safety is concerned, we are responsible solely for our own and our employees' activities on the jobsite, but this shall not be construed to relieve you or any construction contractors from their responsibilities for maintaining a safe jobsite. Neither our professional activities nor the presence of our employees and subconsultants, shall be construed to imply we have any responsibility for methods of work performance supervision, sequencing of construction, or safety in, on, or about the jobsite. You agree that the general contractor is solely responsible for jobsite safety, and you warrant that this intent shall be made evident in your agreement with the general contractor. You also warrant we shall be made an additional insured under the general contractor's general liability insurance policy.

### **HAZARDOUS MATERIALS**

As used in this Agreement, the term "hazardous materials" shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gasses and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

You and we acknowledge that our scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event that we or any other party encounter any hazardous materials, or should it become known to us that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of our services, we may, at our option and without liability for consequential or any other damages, suspend performance of our services under this Agreement until you retain appropriate consultants or contractors to identify and abate or remove the hazardous materials and warrant that the jobsite is in full compliance with laws and regulations regarding such materials.

FIRM: OATES ASSOCIATES, INC.  
 ROUTE: US Route 40 / Sycamore St / Connector Road  
 SECTION: Highland  
 COUNTY: Madison  
 JOB NO.: 221059  
 PTB NO.: X

**SUMMARY OF PERSON HOURS & COST**

TASK	PRIN.	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL HOURS	TOTAL COST
<b>BILLING RATES:</b>	\$230	\$215	\$170	\$140	\$125	\$125	\$75		
1.0 FIELD SURVEYS	0	6	0	20	36	52	20	134	\$16,590
2.0 INTERSECTION DESIGN STUDY	0	16	64	0	166	0	0	246	\$35,014
3.0 PROJECT DEVELOPMENT REPORT	0	4	0	0	16	0	0	20	\$2,860
4.0 UTILITY & RAILROAD COORDINATION	0	2	0	0	12	0	0	14	\$1,930
5.0 HYDRAULIC REPORT	0	0	0	0	0	0	0	0	\$0
6.0 BRIDGE CONDITION REPORT	0	0	0	0	0	0	0	0	\$0
7.0 GEOTECHNICAL REPORT	0	0	0	0	0	0	0	0	\$0
8.0 TYPE SIZE & LOCATION PLANS	0	0	0	0	0	0	0	0	\$0
9.0 STRUCTURE PLANS	0	0	0	0	0	0	0	0	\$0
10.0 DRAINAGE	0	12	0	0	36	0	0	48	\$7,080
11.0 PRELIMINARY PLANS - ROAD	0	36	0	0	108	0	0	144	\$21,240
12.0 FINAL PLANS - ROAD	0	56	0	0	192	0	0	248	\$36,040
13.0 RIGHT OF WAY	0	8	0	20	0	8	0	36	\$5,520
14.0 CONSTRUCTION PHASE SERVICES	0	0	0	0	0	0	0	0	\$0
15.0 ADMINISTRATION / MANAGEMENT	0	28	0	1	1	0	0	30	\$6,285
16.0 QA/QC	0	16	0	0	0	0	0	16	\$3,440
<b>TOTAL HOURS:</b>	0	184	64	41	567	60	20	936	
<b>ESTIMATE OF LABOR COST:</b>	\$0	\$39,560	\$10,880	\$5,740	\$70,819	\$7,500	\$1,500		\$135,999
<b>ESTIMATE OF DIRECT COSTS:</b>									\$ -
<b>0% CONTINGENCY:</b>									\$0
<b>ESTIMATE OF TOTAL COST:</b>									\$135,999

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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
<b>1.0 FIELD SURVEYS</b>	6		20	36	52	20	134	Rte 40 2000', Connector 300, & Sycamore 300'
<b>1.1 horizontal &amp; vertical control</b>	2		6		16	4	28	NAD 83 (2011) & NAVD 88, GPS derived
research control location / coordinates, elevations, closure rou	1		2				3	
set control point monuments in field					4		4	
set control point coordinates & elevations / GPS					4		4	
traverse between control points in field			1		4		5	
elevation loop between benchmarks in field			1		4	4	9	
office calculations / coordinates, elevations, closure	1		2				3	
<b>1.2 topography</b>	2		10	12	32	16	72	2600'
locate existing utilities			4				4	
topo / profile / cross sections (surface features)	1		4		32	16	53	2 days for 2 people for Rte 40 pavt shots
drone survey	1		2	12			15	document existing conditions
supplemental field surveys								n/a
<b>1.3 hydraulic survey</b>								n/a
<b>1.4 process survey data for CADD</b>	2		2	24			28	
draw existing topo	1		2	8			11	includes data collector processing
create & process TIN surface	1			8			9	
field review and edit topo & TIN				8			8	
<b>1.5 staking</b>			2		4		6	n/a
set proposed centerline control points & ties								n/a
set / tie boring locations for soil surveys / foundations			2		4		6	
stake centerline for field check								n/a
locate utility conflict potholes								excavation by others
<b>2.0 INTERSECTION DESIGN STUDY</b>	16	64		166			246	IDS and traffic study
<b>2.1 data collection</b>	4	28		72			104	
determine design vehicle / road classifications		1		4			5	
traffic counts		3		16			19	pneumatic tube, electronic, manual
signal warrants (tabulate and summarize)	1	2		4			7	
schematic intersection layout	1	2		8			11	
coordination with IDOT (growth rate, ADT, layout)	1	4		8			13	verify design & review requirements
traffic study (attracted traffic, traffic patterns)	1	16		32			49	anticipated traffic
ground level photographs								
<b>2.2 analysis</b>	4	8		22			34	
capacity analysis (HCS / Sunchro) AM & PM	1	4		8			13	
storage lengths - AM & PM	1	1		2			4	
turning movements (AutoTurn)	1	2		8			11	
justification / request approval for design exceptions	1	1		4			6	

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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
<b>2.3</b> IDS submittals	8	28		72			108	
title block & location map	1	1		4			6	
elements controlling design & general notes		1		4			5	
capacity design study table	1	2		4			7	
traffic data table & turning movement diagrams	1	2		8			11	
signal phasing diagram								assumes signal not warranted
intersection layout and pavement markings	1	4		16			21	
horizontal & vertical alignment	1	2		4			7	
plot, print & submit draft IDS for LA & IDOT review	1	4		8			13	
respond to review comments	1	8		16			25	
plot, print & submit final IDS for IDOT approval	1	4		8			13	
<b>3.0</b> PROJECT DEVELOPMENT REPORT	4			16			20	assumes no PDR required
<b>3.1</b> preliminary forms & submittals	4			16			20	
review funding application								n/a
initial coordination meeting data form								n/a
environmental survey request	2			12			14	biological & cultural surveys only
environmental survey request - special waste	2			4			6	required for work on State ROW, report by IDOT
<b>3.2</b> meetings								
<b>3.3</b> report								
<b>3.4</b> analysis & text								
<b>3.5</b> attachments & exhibits								
<b>3.6</b> submittals								
<b>4.0</b> UTILITY & RAILROAD COORDINATION	2			12			14	
<b>4.1</b> utilities	2			12			14	
request type, size & location of existing facilities	1			4			5	send topo drawing to utilities
verify type, size & location of existing facilities	1			4			5	send preliminary plans to utilities
confirm conflicts & verify adjustment / relocation work				4			4	send pre-final plans & schedule to utilities
coordination meetings with utilities								not included
review utility adjustment / relocation plans from utilities								not included
utility agreements								not included
<b>4.2</b> railroads								n/a
<b>5.0</b> HYDRAULIC REPORT								n/a
<b>6.0</b> BRIDGE CONDITION REPORT								n/a
<b>7.0</b> GEOTECHNICAL REPORT								not included
<b>8.0</b> TYPE SIZE & LOCATION PLANS								n/a
<b>9.0</b> STRUCTURE PLANS								n/a

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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
<b>10.0 DRAINAGE</b>	12			36			48	
<b>10.1 storm sewer design</b>	4			16			20	approx 350'
storm sewer schematic layout								completed in connector study
drainage area computations	1			4			5	
inlet computations / type, size and layout	1			4			5	
storm sewer computations / type and size	1			4			5	
final storm sewer layout	1			4			5	
<b>10.2 culvert design</b>	4			8			12	2 culverts
schematic drainage layout								completed in connector study
drainage area computations				1			1	
discharge computations	1			1			2	
calculate natural conditions	1			2			3	
size proposed culvert	1			1			2	
culvert profile and layout	1			2			3	
outlet treatment				1			1	
<b>10.3 ditch design</b>	4			12			16	approx 800'
schematic ditch layout	1			2			3	
drainage area computations				2			2	
discharge computations	1			2			3	
compute ditch capacities	1			2			3	
propose ditch profile and layout	1			2			3	
ditch lining (velocity studies)				2			2	
<b>11.0 PRELIMINARY PLANS - ROAD</b>	36			108			144	Route 40 and connector road Stub
<b>11.1 data collection/ criteria</b>	2			6			8	
develop design criteria								completed in connector study
develop existing & proposed typical sections	2			6			8	1 ex and 2 prop
pavement cores								n/a
<b>11.2 horizontal alignment</b>	4			8			12	
set centerline location	2			4			6	
lay out pavement/ shoulders/ medians	2			4			6	
review right-of-way requirements								
review utility conflicts								
<b>11.3 vertical alignment</b>	4			8			12	
set centerline profile	2			4			6	
review storm sewers/ culverts/ ditches	1			2			3	
review utility conflicts	1			2			3	
develop preliminary earthwork								see 11.6

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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
<b>11.4</b> preliminary design development	8			18			26	
pavement analysis & design	1			2			3	use pavement design from us 40/ troxler project
intersection / interchange geometrics design	4			8			12	
develop construction staging	2			4			6	
guardrail/ barriers requirements								n/a
signage/ pavement markings								n/a
utility relocation requirements	1			4			5	review utility conflicts
layout entrances								
s/w ramp layouts								n/a
<b>11.5</b> preliminary plan development	10			36			46	4 shts @ 12 hrs ea, Rte 40 & connector stub
plan- alignment/ stationing/ curve data	1			4			5	
pavement/ shoulders/ medians/ curbs/ sidewalks	1			4			5	
intersections/ interchanges labeling	1			2			3	
intersection site distance								
entrances/ access roads labeling	1			4			5	
guardrail/ barriers								n/a
bridge approach pavement								n/a
construction limits	1			4			5	
right-of-way/ owners	1			4			5	
benchmarks/ control points	1			2			3	
profile- grades/ elevations/ curve data	1			2			3	
storm sewers/ culverts/ ditches labeling	2			10			12	
retaining walls								n/a
parking								n/a
structural plan coordination								n/a
<b>11.6</b> preliminary cross-sections/ earthwork	4			20			24	approx 40 sects @ .5 hr ea
cut existing sections/ develop existing cross-section elevations	1			2			3	
proposed roadway templates	1			12			13	
end areas/ earthwork estimate	1			2			3	
plot & label ROW	1			4			5	
<b>11.7</b> submittals	4			12			16	
preliminary alignment								n/a
preliminary plan	1			4			5	
pre-final plan (field check)	2			4			6	
cost estimate	1			4			5	
<b>12.0 FINAL PLANS - ROAD</b>	56			192			248	
<b>12.1</b> cover sheet and general notes	3			8			11	
location map/ project limits				2			2	
index of sheets	1			2			3	
standard drawings index	1			2			3	
general notes	1			2			3	



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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
12.2 quantities	8			32			40	
pay items & code numbers	1			4			5	
pavement schedule & quantities	1			4			5	
entrances schedule & quantities								n/a
storm sewer schedule & quantities	1			4			5	
pavement markings schedule & quantities	1			4			5	
removals schedule & quantities	1			4			5	
earthwork schedule & quantities	1			4			5	
other schedules & quantities	1			4			5	
summary of quantity schedule	1			4			5	
12.3 typical sections	2			4			6	refine from preliminary
existing/ proposed typical sections - label pay-items/ thickness	1			2			3	
structural pavement design table	1			2			3	
12.4 construction detail sheets	2			4			6	
side streets & entrances								n/a
pavement details								n/a
s/w ramp details/ sheets								n/a
drainage structures	2			4			6	
retaining walls								n/a
guardrail/ barriers								n/a
survey tie points								n/a
12.5 intersection/ interchange sheets	4			12			16	US 40 / connector
intersection/ interchange geometrics/elevations - checking/lab	4			12			16	
pavement joint layouts								not included
ramp profiles/ superelevation tables								n/a
ramp terminal details								n/a
intersection/ interchange cross-section layout								n/a
12.6 maintenance of traffic	4			16			20	
develop construction staging	1			4			5	
staging notes	1			4			5	
staging details	1			4			5	
detour plans								n/a
traffic control plans	1			4			5	
12.7 traffic signal plans								n/a
12.8 specialty plan sheets	6			24			30	
pavement markings	2			8			10	
signing plans								n/a
lighting plans								n/a
erosion control	2			8			10	disturbance over 1.0 Ac
SWPPP	2			8			10	

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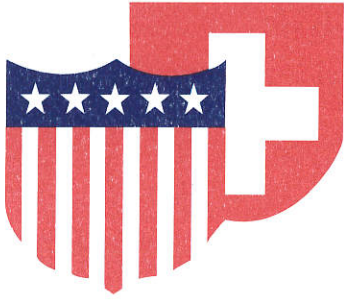
ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
<b>12.9</b> road plan/profile sheets	4			12			16	4 shts @ 4 hrs ea
plan- alignment/ stationing/ curve data	1			2			3	
pavement/ shoulders/ medians				4			4	
intersections/ interchanges	1			2			3	
entrances/ access roads	1			2			3	
guardrail/ barriers								n/a
storm sewers/ culverts/ ditches								n/a
construction limits	1			2			3	
cross-references								n/a
<b>12.10</b> cross sections	4			16			20	approx 40 sects @ .5 hr ea
hand edits	1			6			7	
proposed ditches/ culverts/ storm sewer	1			4			5	
proposed ROW limits	1			4			5	
earthwork end areas	1			2			3	
matchlines/ cross-references								
<b>12.11</b> contract documents	11			32			43	
check sheets	1			4			5	
supplemental specifications	1			2			3	
interim special provisions (ISP)	1			2			3	
special provisions	4			16			20	
estimate of time	2			4			6	
estimate of cost	2			4			6	
<b>12.12</b> bidding documents (local letting only)	3			12			15	
notice to contractors	1			4			5	
proposal	1			4			5	
schedule of prices	1			4			5	
<b>12.13</b> final PS&E submittal	5			20			25	
plot and assemble final plans	1			4			5	
copy and review final CADD files								
copy and assemble computations	1			4			5	
copy and assemble contract documents	1			4			5	
final submittal and close-out	1			4			5	
obtaining signatures	1			4			5	
<b>13.0</b> RIGHT OF WAY	8		20		8		36	
<b>13.1</b> survey	8		20		8		36	
research record information	2		4				6	
review title reports								
review locations in field / set survey limits	1		2				3	
locate and tie existing monumentation					8		8	
reconcile monumentation with record information	2		6				8	
establish existing ROW & property lines	3		8				11	

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ESTIMATE OF PERSON HOURS

TASK	SR. PROF. II	PROF. III	PROF. II	PROF. I	TECH. II	TECH. INTERN	TOTAL	SCOPE OF WORK
13.2 documents								to be negotiated later if required
13.3 submittals								
13.4 negotiations / acquisitions								to be negotiated later if required
<b>14.0 CONSTRUCTION PHASE SERVICES</b>								to be negotiated later.
<b>15.0 ADMINISTRATION / MANAGEMENT</b>	28		1	1			30	
	28		1	1			30	
scope of work reviews	2						2	
scheduling	4						4	
budget control	4						4	
manpower planning	4						4	
project team meetings (including start-up meeting)	2		1	1			4	
contract administration	6						6	
billings	6						6	
<b>16.0 QA/QC</b>	16						16	
16.1 QA/ QC plan								n/a
16.2 submittal reviews	16						16	
geotechnical reports								
drainage reports								
structure reports / TS&L drawings								
preliminary structure plans								
preliminary road plans	4						4	
pre-final plans	4						4	
final plans	4						4	
final documents	4						4	
16.3 quality reviews								



# City of Highland

**MEMO TO:** Christopher Conrad, City Manager  
**FROM:** Joe Gillespie, Director of Public Works  
**DATE:** June 28, 2022  
**SUBJECT:** US 40 and Sycamore Intersection, PW-05-22  
Recommendation for Approval of Preliminary Engineering Services

## RECOMMENDATION

I recommend that you request council approval of a preliminary engineering services agreement with Oates Associates for the above referenced project for an estimated not to exceed \$136,000.00.

## DISCUSSION

The police department is looking to sell the southern portion of the property where the new public safety building is constructed. An intersection to access directly from US Hwy. 40 will greatly increase the value, interest, and viability of the property. The services include an intersection design study (required by IDOT), traffic study (required by IDOT), and construction documents ready for bidding. The public works department will oversee the engineering design and eventual construction.

## FISCAL IMPACT

The police department has budgeted funds for this work.

## CONCURRENCE

Recommended by: \_\_\_\_\_  
Joe Gillespie, Director of Public Works

Approved by: \_\_\_\_\_  
Christopher Conrad, City Manager



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
9328	AMAZON CAPITAL SERVICES	QTY 2 - TOPS TIME CARDS, SEMI-MONTHLY, 2 -SIDED	07/01/2022	224.08
9392	LOGSDON STATIONERS, INC.	Supplies for Central Purchasing	07/01/2022	202.81
Total for Department: 000 Balance Sheet Accounts				426.89
Department: 011 General Admin				
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	175.04
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	20.79
9302	Southwestern Illinois Council of Mayors	SWICOM MEETING FOR MAYOR AND CITY MANAGER	06/21/2022	90.00
9318	Lana R Hediger	PER DIEM FOR MCI SUMMER SEMINAR 07/14/2022 - 07/15/2022	06/29/2022	66.00
9319	The Municipal Clerks Of Illinois	MCI SUMMER SEMINAR - M. VON HATTEN 07/14/2022-07/15/2022	06/29/2022	140.00
9320	Megan Von Hatten	PER DIEM FOR MCI SUMMER SEMINAR 07/14/2022 - 07/15/2022	06/29/2022	66.00
9344	CDW G Inc	QTY 4 - DELL 5090 I7-10700 I/16 W10P	07/01/2022	2,285.12
9349	City Utilities	UTILITES - CITY HALL	07/01/2022	802.53
9359	DigitalArtz LLC	Balace to pay for Parking Lot Signs.	07/01/2022	2,254.71
9370	FRONTIER	PHONE CHARGES - ALARM	07/01/2022	46.28
9376	Highland Communication Services	HCS SERVICES - HACSM	07/01/2022	51.95
9378	I.M.L. Risk Management As	FIREWORKS LIABILITY 1/1/2022 - 12/31/2022	07/01/2022	100.00
9391	LEWIS BRISBOIS BISGAARD & SMITH	CITY OF HIGHLAND V. JASON METTLER, ET AL. FILE NO,: 15386-3	07/01/2022	775.00
9395	MADISON COUNTY FAIR ASSOCIATI	FUNDING REQUEST FOR 2022 FAIR - COUNCIL APPROVED 06/20/22	07/01/2022	10,000.00
9397	Mastercard	EMS LUNCH - SERVICE AWARDS	07/01/2022	2,467.66
9444	ST LOUIS POST-DISPATCH	LEGAL AD FOR INSURANCE RFD	07/01/2022	459.12
9449	The Kwik Konnection Printing Inc	3 COL. X 5.5' AS W/COLOR (MEMIROAL dAY)	07/01/2022	198.00
9452	THRYV, INC.	MONTHLY PHONE LISTING	07/01/2022	90.41
9459	Watts Copy Systems Inc	COPIER LEASE/USAGE- FOR BOTH COPIERS IN BACK OFFICE AT CITY HALL	07/01/2022	492.48
Total for Department: 011 General Admin				20,581.09
Department: 012 Police Dept				
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	98.96
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	186.25
9328	AMAZON CAPITAL SERVICES	QTY 2 - AVERY 5 TAB UNPUNCHED DIVIDERS	07/01/2022	108.43
9329	Ameren Illinois	POLICE STATION GAS UTILITIES	07/01/2022	183.85
9340	NATHAN BIGGS	SHIRT AND ORGANIZER N BIGGS	07/01/2022	19.95
9346	Kelcey Chadwick	K Chadwick Pants and Shirts	07/01/2022	124.36
9349	City Utilities	UTILITIES FOR POLICE STATION	07/01/2022	1,525.51
9350	Chris Clewis	CAR 8 FULL DETAIL CLEWIS PAID UPFRONT	07/01/2022	150.00
9352	COMPUSTITCH SCREEN PRINTING A	SHIRTS JACKIE AND EMBROD CHADWICK	07/01/2022	104.00
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	3.31
9359	DigitalArtz LLC	BUSINESS CARDS MCCOY AND FEENY	07/01/2022	85.26
9365	ELLIOTT DATA SYSTEMS INC.	SMARTCARDS FOR PD 100 CARDS	07/01/2022	419.00
9368	Everlasting Etch	EMPLOYEE OF THE MONTH PLAQUE	07/01/2022	14.00
9369	Christopher Flake	Per Diem for Flake for SRO Conference	07/01/2022	80.00
9372	Galls, LLC	LT BARS, SMALL NAME PLATE AND HAT STRAP	07/01/2022	216.48
9373	GILMORE & BELL, P.C	02/01/22 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX)	07/01/2022	1,333.33
9376	Highland Communication Services	PSB TV PHONE AND INTERNET	07/01/2022	509.95
9380	Illinois State Police	COST CENTER 06489 A. KOERKENMEIER	07/01/2022	28.25
9390	Langhauser Sheet Metal Co	CHECK HUMIDITY AND NEW FILTERS 24 24 2	07/01/2022	742.80
9396	MADISON COUNTY INFORMATION T	LEADS LEASE FROM MADISON CO	07/01/2022	48.56
9397	Mastercard	GOING AWAY LUNCH FOR BECHERER	07/01/2022	1,791.83
9398	MCCLATCHY	LEGAL AD - 05/18/2022 - INS. RFD	07/01/2022	44.40
9403	Michael's Swiss Inn & Coffee Shop	COFFEE FOR SIPCA BREAKFAST	07/01/2022	51.00
9409	MOTOROLA SOLUTIONS, INC	911 CONSOLIDATION EQUIPMENT	07/01/2022	15,312.76
9420	OFFICE SOURCE INC	INDEX DIVIDERS	07/01/2022	2.86
9421	O'Reilly Automotive Inc.	TANK HEATER /BACK UP GENERATOR	07/01/2022	218.69
9423	PAETEC	POLICE DEPARTMENT LONG DISTANCE	07/01/2022	0.22
9430	Ray O'Herron Co Inc	QTY 2 - ID TAG	07/01/2022	38.54
9431	RCS Construction Inc	ADDITIONAL CONCRET FOR PARKING IN BACK OF PSB	07/01/2022	14,853.00
9433	Reding Tire & Battery Inc	CAR 5 NEW TIRE 225 60R18	07/01/2022	292.95
9442	Splish Splash Auto Bath LLC	POLICE DEPT CAR WASHES	07/01/2022	146.50
9447	Brad Sutton	TUITION COST @ 50% FOR B SUTTON	07/01/2022	1,229.49
9452	THRYV, INC.	MONTHLY PHONE LISTING	07/01/2022	37.30
Total for Department: 012 Police Dept				40,001.79
Department: 013 Building & Zoning				

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	11.98
9328	AMAZON CAPITAL SERVICES	OOZMAS COMPATIBLE LABELS REPLACEMENT DYMO LABEL MAKER	07/01/2022	27.57
9329	Ameren Illinois	GAS CHARGE	07/01/2022	62.67
9348	City Of Highland	UTILITY CHARGE	07/01/2022	195.38
9391	LEWIS BRISBOIS BISGAARD & SMITH	CITY OF HIGHLAND V. JASON METTLER, ET AL. FILE NO.: 15386-3	07/01/2022	775.00
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-IO	07/01/2022	146.76
9411	MUNICIPAL EMERGENCY SERVICES	WORK PANTS FOR CHRIS	07/01/2022	87.00

Total for Department: 013 Building & Zoning 1,306.36

Department: 014 Fire Dept

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	36.78
9329	Ameren Illinois	GAS CHARGE	07/01/2022	44.46
9349	City Utilities	Utilities	07/01/2022	380.65
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	6.52
9362	ED M. FELD EQUIPMENT CO., INC.	FUNCTIONAL FLOW TESTING	07/01/2022	1,070.00
9373	GILMORE & BELL, P.C	02/01/22 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX)	07/01/2022	1,333.33
9397	Mastercard	GO DADDY.COM RENEWAL 2 YRS	07/01/2022	405.93
9400	MCFA / MABAS 35	MADISON COUNTY DIVISION 35 ANNUAL DUES	07/01/2022	556.50
9464	Woodcrest Small Engine	QTY 1 0.50 3/8 LP SS LKS W/O BL, 2 QTY 18' CHAIN	07/01/2022	146.37

Total for Department: 014 Fire Dept 3,980.54

Department: 017 Streets / PW Admin

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	71.83
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	498.23
9327	Altec Industries Inc	20 FT HOSE 25 IN ID NON- CONDUCTIVE ORANGE	07/01/2022	669.45
9328	AMAZON CAPITAL SERVICES	QTY 1 - HANNAY REELS 9929.8553 - 1" 90 FXF STEEL 4000 PSI	07/01/2022	98.56
9334	Aviston Lumber Company	5 lb. Blue Chalk	07/01/2022	11.99
9338	Belleville News-Democrat	PWA - 52 weeks service of BND - July 2022 - July 2023	07/01/2022	98.39
9349	City Utilities	Utilities	07/01/2022	1,282.08
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	53.33
9356	Cooperative Response Center, Inc	MEMBERSHIP FEE	07/01/2022	27.78
9364	Electrico Inc	IL 160 & Cypress St. - Work Request # C 7106	07/01/2022	265.00
9387	Korte Landscaping	East roundabout replace flowers, weeding, Round Up fertilizer.	07/01/2022	480.00
9391	LEWIS BRISBOIS BISGAARD & SMITH	CITY OF HIGHLAND V. JASON METTLER, ET AL. FILE NO.: 15386-3	07/01/2022	775.00
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-IO	07/01/2022	76.82
9406	Mike A Maedge Trucking Inc	CM6 - Tic. # 1855355, 1822433	07/01/2022	473.51
9416	Northtown Auto & Tractor	Fuel Element, Trans Filter - for Sweeper	07/01/2022	65.37
9417	Nu Way Concrete Forms Troy LLC	14" x 26" Orange Sandbags- 200	07/01/2022	142.00
9418	Oates Associates Inc	Plaza Drive Storage - Drainage Review- Services: 4/30-5/27/22	07/01/2022	580.00

Total for Department: 017 Streets / PW Admin 5,669.34

Total for Fund:001 General Fund 71,966.01

Fund: 007 Community Development Fund

Department: 007 Community Development

9397	Mastercard	MEETING W/DEVELOPER URBAN FARMHOUSE	07/01/2022	240.49
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Total for Department: 007 Community Development 240.49

Total for Fund:007 Community Development Fund 240.49

Fund: 008 Motor Fuel Tax Fund

Department: 008 Motor Fuel Tax

9347	Christ Bros Inc	HMA SC - C N50 Hot Mix	07/01/2022	770.36
9418	Oates Associates Inc	Highland Sidewalk Reconstruction- Professional Services	07/01/2022	12,621.94
9432	Red E Mix LLC	88PCCEP19 PP-1, Tic. # 60137471	07/01/2022	6,899.75
9450	The Sherwin Williams Co	Marking Paint & Beads	07/01/2022	4,507.00

Total for Department: 008 Motor Fuel Tax 24,799.05

Total for Fund:008 Motor Fuel Tax Fund 24,799.05

Fund: 009 Parks & Rec Fund

Department: 009 Korte Rec Center

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	56.75
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	41.78
9348	City Of Highland	KRC	07/01/2022	8,905.67
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	1,161.42
9360	Direct Fitness Solutions	Maintenance on fitness equipment	07/01/2022	483.00
9366	Energy Wise	Repaired pool spa heater and checked on AC leak	07/01/2022	2,894.00
9377	Hillyard St Louis Inc	cleaning supplies for KRC	07/01/2022	945.39

9382	IN THE SWIM	Chlorine tabs	07/01/2022	299.98
9397	Mastercard	Training for lifeguards	07/01/2022	1,109.52
9441	Kendra Sigafoof	REPLACEMENT FOR CK # 8376 - KENDRA SIGAFOOF - KRC PARTY REFUND	07/01/2022	165.00
9454	TK Elevator Corporation	Down payment for elevator safety test	07/01/2022	1,000.00
9457	Wendy Vaughan	Refund for 20 visit value card	07/01/2022	81.00
9458	Watts Copy Systems Inc.	KRC printer bill	07/01/2022	58.26
9463	William F. Brockman Co	concessions supplies for KRC	07/01/2022	340.01

Total for Department: 009 Korte Rec Center 17,541.78

Department: 016 Parks & Recreation

9299	Vandalia Bus Lines Inc	CHARTER BUS CHARGES TO ARTHUR, IL	06/20/2022	1,005.00
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	168.36
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	829.82
9325	Albers Fire Prot. Equipment Inc.	Inspected multiple fire extinguishers at different parks spots	07/01/2022	353.00
9329	Ameren Illinois	Senior center gas	07/01/2022	66.08
9332	Arthur J Lager Monument Company	Concrete planter engravings	07/01/2022	2,800.00
9334	Aviston Lumber Company	pre mix mortar	07/01/2022	7.50
9335	Barco Products Company	PAYMENT FOR EXTON & BARTH BENCHES	07/01/2022	2,652.45
9336	Janice Barlow	REFUND FOR HAMILTON YAH TRIP	07/01/2022	180.00
9337	Carlos Bedoya	4th of July performance	07/01/2022	1,500.00
9339	Shirley Bellm	Refund for Amish Trip	07/01/2022	72.00
9342	Broadway Battery & Tire	Vehicle supplies	07/01/2022	129.00
9344	CDW G Inc	QTY 1 - DELL 3520 I7-1165G7 256/8 W10P	07/01/2022	1,085.37
9348	City Of Highland	football field sprinkler	07/01/2022	13,357.86
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	13.94
9355	CONTINENTAL RESEARCH CORPOR/	all clear cleaner	07/01/2022	230.50
9358	Day 3 Productions	PB and J performer	07/01/2022	250.00
9367	Essenpreis Plumbing & Htg	replaced trip lever	07/01/2022	91.90
9381	Betty Imboden	Refund for YAH trips	07/01/2022	157.00
9388	Jeanne Kusterman	refund for Amish tour trip	07/01/2022	72.00
9393	Linda Lueders	Refund for YAH amish trip	07/01/2022	72.00
9397	Mastercard	QTY 3 - DOT REACHER 48", QTY 3 - REACHER 32"	07/01/2022	932.75
9399	McConnell & Associates Corporation	Sealcoating and crack filling at Spindler trail	07/01/2022	8,068.00
9401	Debra McGrath	Refund for Playground in July	07/01/2022	70.00
9407	Pain Morgan	REFUND FOR HAMILTON YAH TRIP	07/01/2022	85.00
9410	MTI Distributing, Inc.	Wheel and Axle	07/01/2022	341.49
9412	Munie Outdoor Service Inc	Work on irrigation system. Square and Rotary field	07/01/2022	589.24
9413	National Recreation & Park Association	NRPA membership	07/01/2022	175.00
9415	Maurice Niehaus	refund for Hermann YAH trip	07/01/2022	90.00
9426	Pioneer Manufacturing Company	Paint	07/01/2022	688.75
9432	Red E Mix LLC	Concrete for Marquardt bench	07/01/2022	275.00
9434	Margaret Rowold	REFUND FOR HANNIBAL YAH TRIP	07/01/2022	93.00
9438	HAROLD SCHELLENGER	PB and J performance	07/01/2022	150.00
9446	SUMNER ONE, INC.	WCC printer	07/01/2022	56.00
9448	Switzer Food and Supplies	WCC concessions supplies	07/01/2022	997.00
9463	William F. Brockman Co	Glik concessions supplies	07/01/2022	603.32
9464	Woodcrest Small Engine	Speed feed 400 head	07/01/2022	37.99
9466	Zobrist Electric Inc	power at silver lake boat ramp bathroom	07/01/2022	425.00

Total for Department: 016 Parks & Recreation 38,771.32

Department: 503 Swimming Pool Fund

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	40.23
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	30.21
9321	A 1 Security Specialist Inc	New safe installation	07/01/2022	796.00
9348	City Of Highland	Outdoor pool	07/01/2022	1,470.79
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-IO	07/01/2022	79.03
9405	Midwest Pool & Court Co	Chlorine for Outdoor pool	07/01/2022	4,307.30
9424	Pepsi	outdoor pool concession supplies	07/01/2022	1,016.64
9448	Switzer Food and Supplies	Outdoor pool concessions supplies	07/01/2022	491.63

Total for Department: 503 Swimming Pool Fund 8,231.83

Department: 715 Cemetery Fund

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	47.95
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	425.63
9348	City Of Highland	Cemetery Chapel	07/01/2022	62.15

Total for Department: 715 Cemetery Fund 535.73

Total for Fund:009 Parks & Rec Fund 65,080.66

Fund: 050 Street NHR Construction

Department: 050 Street NHR Construction

9418	Oates Associates Inc	Broadway Resurfacing - Prof. Services: : April 30,22 - May 27,22	07/01/2022	1,742.58
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Total for Department: 050 Street NHR Construction 1,742.58

Total for Fund:050 Street NHR Construction 1,742.58

Fund: 101 Electric Fund

Department: 000 Balance Sheet Accounts

9309	EMILY AMOS	Refund Check 022685-000	06/23/2022	27.95
9310	MARLISE BOYER	Refund Check 005925-016	06/23/2022	53.47
9311	CITY OF HIGHLAND	Refund Check 015861-001	06/23/2022	624.18
9312	City of Highland	Refund Check 022365-000	06/23/2022	424.24
9313	BRETT FLESCH	Refund Check 022459-000	06/23/2022	13.05
9314	GAIL KILCAUSKI	Refund Check 022314-000	06/23/2022	16.38
9315	EDDIE & NATASHA PHILLIPS	Refund Check 022293-000	06/23/2022	2.83
9316	TIFFANY PRICE	Refund Check 021630-000	06/23/2022	30.25
9317	KERRY WHEELER	Refund Check 006848-000	06/23/2022	0.75

Total for Department: 000 Balance Sheet Accounts 1,193.10

Department: 101 Electric Admin

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	9.99
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	13.51
9348	City Of Highland	UTILITY CHARGE	07/01/2022	455.90
9356	Cooperative Response Center, Inc	MEMBERSHIP FEE	07/01/2022	83.33
9390	Langhauser Sheet Metal Co	LOCATOR ROOM & METER ROOM AC	07/01/2022	417.60
9391	LEWIS BRISBOIS BISGAARD & SMITH	CITY OF HIGHLAND - LABOR AND EMPLOYMENT FILE NO.: 15386-2	07/01/2022	990.64
9397	Mastercard	GO DADDY.COM RENEWAL 2 YRS	07/01/2022	926.76
9452	THRYV, INC.	MONTHLY PHONE LISTING	07/01/2022	49.79
9455	Transworld Systems Inc	MAY COLLECTION AGENCY DUES	07/01/2022	409.95

Total for Department: 101 Electric Admin 3,357.47

Department: 102 Electric Production

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	2.59
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	16.48
9323	ADR, INC	TOW JEEP LIBERTY / WHITE W/ BROKEN BALL JOINT TO POWER PLANT	07/01/2022	115.00
9329	Ameren Illinois	GAS CHARGE	07/01/2022	51.10
9348	City Of Highland	UTILITY CHARGE	07/01/2022	5,008.38
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-IO	07/01/2022	370.53
9421	O'Reilly Automotive Inc.	1 QTY NEW CV SHAFT, 1 QTY PRY BAR 2004 JEEP LIBERTY	07/01/2022	84.05
9436	Schaeffer Mfg Co	5 GALLON STEEL DRUM DIESEL TREAT 2000 ULTRA LOW SULFUR	07/01/2022	704.70

Total for Department: 102 Electric Production 6,352.83

Department: 104 Electric Distribution

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	191.97
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	351.06
9328	AMAZON CAPITAL SERVICES	60-INCH ECONOMY LINE ALUMINUM CROSS BED TRUCK TOOL BOX LOCA	07/01/2022	783.94
9329	Ameren Illinois	OPTIONAL LIGHTING CHARGE	07/01/2022	32.70
9330	ANIXTER, INC.	PRS30N Pigtail Connector	07/01/2022	1,868.50
9333	Association of Illinois Electric Cooperative	UNDERGROUND TRAINING - REID F., DAVID G., JASON W.	07/01/2022	2,250.00
9371	FROST Electric Supply	4"X 10' Conduit Sch 40 w/ one bell end	07/01/2022	2,145.05
9374	Graybar	White 4X5 Marker Flag- Metal Shaft	07/01/2022	227.74
9379	Illinois Municipal Utilities Association	MAY SAFETY TRAINING	07/01/2022	905.00
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-IO	07/01/2022	407.08
9421	O'Reilly Automotive Inc.	1 QTY CABIN FILTER DIGGER TRUCK ELEC DEPT	07/01/2022	322.59
9428	Power Line Supply	1/2" Flat Washer Galv.	07/01/2022	200.00
9429	R P Lumber Co Inc	WHITE DOOR BOTTOM TO SEAL METER ROOM DOOR	07/01/2022	13.77

Total for Department: 104 Electric Distribution 9,699.40

Total for Fund:101 Electric Fund 20,602.80

Fund: 111 FTTP Fund

Department: 000

9353	GRANT CONE	HCS REFUND	07/01/2022	6.58
9361	JENNIFER DOUGLAS	HCS REFUND	07/01/2022	14.43
9385	Paul Kineke	HCS REFUND	07/01/2022	28.84
9389	ASHLEY LANE	HCS REFUND	07/01/2022	4.44
9394	LYNN LYONS	HCS REFUND	07/01/2022	37.35
9408	JEFFREY MOSS	HCS REFUND	07/01/2022	34.64
9435	RUSSELL CELLULAR - ILHIG	HCS REFUND	07/01/2022	111.97
9437	GEORGE SCHALASKY	HCS REFUND	07/01/2022	12.36
9440	KAREN SHIPPEN	HCS REFUND	07/01/2022	6.19
9443	ST JOSEPH HOSPITAL	HCS REFUND	07/01/2022	1,511.23
9461	HOLLY WHELOCK	HCS REFUND	07/01/2022	87.24

Total for Department: 000 1,855.27



Department: 111

9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	218.30
9326	ALBERS HEATING & AIR CONDITION	COMPLETED MONHTLY MAINTENANCE ON A/C SYSTEMS	07/01/2022	310.00
9329	Ameren Illinois	GAS CHARGE - HCS	07/01/2022	122.42
9343	Calix Networks Inc	XG801 Card - SHIPPING AND HANDELING	07/01/2022	14,829.38
9349	City Utilities	UTILITIES - HCS	07/01/2022	2,540.56
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	4.46
9356	Cooperative Response Center, Inc	MEMBERSHIP FEE	07/01/2022	83.33
9374	Graybar	SLIC 9X36-2TC AERIAL CLOS KIT (Coming)	07/01/2022	2,183.07
9384	KGP Logistics Inc	2 1/2X 3 1/2In Flag 21In Wire	07/01/2022	2,827.70
9391	LEWIS BRISBOIS BISGAARD & SMITI	CITY OF HIGHLAND - LABOR AND EMPLOYMENT FILE NO.: 15386-2	07/01/2022	990.65
9397	Mastercard	FACEBOOK ADS 04/27/2022 - 05/27/2022	07/01/2022	1,000.00
9425	PERSONAL PREFERENCE SERVICES	MONTHLY CLEANING - HCS	07/01/2022	75.00
9452	THRYV, INC.	MONTHLY PHONE LISTING	07/01/2022	53.50
9453	TIVO PLATFORM TECHNOLOGIES LL	NC PT MOBI-910 ACCT'S,136 NDVR ADDT'L USAGE,474 STREAMS ADDT'L	07/01/2022	7,079.50
9459	Watts Copy Systems Inc	COPIER LEASE/USAGE - LANA'S COPIER	07/01/2022	113.24
9465	Duane E. Zobrist	JUNE SIGN RENTAL - RT 40 BY AVISION LUMBER	07/01/2022	100.00

Total for Department: 111 32,531.11

Total for Fund:111 FTTP Fund 34,386.38

Fund: 201 Water Fund

Department: 000 Balance Sheet Accounts

9311	CITY OF HIGHLAND	Refund Check 015861-001	06/23/2022	8.57
9314	GAIL KILCAUSKI	Refund Check 022314-000	06/23/2022	7.41
9315	EDDIE & NATASHA PHILLIPS	Refund Check 022293-000	06/23/2022	1.29
9317	KERRY WHEELER	Refund Check 006848-000	06/23/2022	0.34

Total for Department: 000 Balance Sheet Accounts 17.61

Department: 201 Water Admin

9349	City Utilities	Utilities	07/01/2022	191.31
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	33.22
9356	Cooperative Response Center, Inc	MEMBERSHIP FEE	07/01/2022	27.78
9397	Mastercard	GO DADDY.COM RENEWAL 2 YRS	07/01/2022	10.94

Total for Department: 201 Water Admin 263.25

Department: 202 Water Production

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	213.85
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	124.83
9349	City Utilities	Utilities	07/01/2022	12,691.19
9354	Constellation NewEnergy Gas Division, LI	GAS SERVICE	07/01/2022	-388.96
9366	Energy Wise	Parts,Labor for repair to air handler, outdoor condensing unit	07/01/2022	1,415.00
9375	Hawkins Inc	Chlorine Gas	07/01/2022	1,642.00
9397	Mastercard	GO DADDY.COM RENEWAL 2 YRS	07/01/2022	458.61
9422	Pace Analytical Services Inc	TOC & Field Alkalinity pkg., Total Organic Carbon	07/01/2022	80.00
9451	Thole Fabrication & Welding Inc	1/8 x 8.5 x 11 aluminum plate	07/01/2022	25.00

Total for Department: 202 Water Production 16,261.52

Department: 203 Water Distribution

9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022	27.78
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022	477.37
9338	Belleville News-Democrat	PWA - 52 weeks service of BND - July 2022 - July 2023	07/01/2022	98.40
9349	City Utilities	Utilities	07/01/2022	346.17
9383	JANSEN CHEVROLET	1998 Chev. Cheyenne Truck - Truck Safety Inspection	07/01/2022	20.50
9397	Mastercard	Supply House - 1/2"x1" PVC SCH 40 Male x Socket Adapters	07/01/2022	29.92
9416	Northtown Auto & Tractor	Oil Filter-HD, Rott 4TR 10w30	07/01/2022	87.37
9417	Nu Way Concrete Forms Troy LLC	1/2"x16"x21"Spline Shank Bit	07/01/2022	19.63
9439	Schulte Supply Inc	PL-LID Ford	07/01/2022	765.49
9462	Wilke Truck Service, Inc.	FA1 COW Sand	07/01/2022	98.38

Total for Department: 203 Water Distribution 1,971.01

Total for Fund:201 Water Fund 18,513.39

Fund: 301 Sewer Fund

Department: 000 Balance Sheet Accounts

9311	CITY OF HIGHLAND	Refund Check 015861-001	06/23/2022	8.60
9314	GAIL KILCAUSKI	Refund Check 022314-000	06/23/2022	7.53
9315	EDDIE & NATASHA PHILLIPS	Refund Check 022293-000	06/23/2022	1.31
9317	KERRY WHEELER	Refund Check 006848-000	06/23/2022	0.34

				Total for Department: 000 Balance Sheet Accounts	17.78
Department: 301 Sewer Admin					
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022		3.49
9356	Cooperative Response Center, Inc	MEMBERSHIP FEE	07/01/2022		27.78
9397	Mastercard	INTEGRA OPTICS - MA-SFP-10GB-LR-10	07/01/2022		10.94
				Total for Department: 301 Sewer Admin	42.21
Department: 303 Sewer Collection					
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022		3.58
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022		351.07
9338	Belleville News-Democrat	PWA - 52 weeks service of BND - July 2022 - July 2023	07/01/2022		98.40
9345	CENTRAL RUBBER EXTRUSIONS OF	1"-2 wire hydraulic hose,HY16-16MS, HY16-16FJ hydraulic coupling	07/01/2022		1,395.27
9349	City Utilities	Utilities	07/01/2022		346.18
9363	EJ EQUIPMENT, INC.	Pole Assy. Reri A End, Pole Assy,Reieval/Downhole TL	07/01/2022		356.48
9383	JANSEN CHEVROLET	1998 Chev. Cheyenne Truck - Truck Safety Inspection	07/01/2022		20.50
9386	Kohnen Concrete Products, Inc.	2", 3", 4", 5", 6" Manhole Donuts, 1"x14.5' Manhole Sealant	07/01/2022		1,174.00
9397	Mastercard	VARIDESK CUBE PLUS 40 (BK)	07/01/2022		16.48
9404	Midwest Municipal Supply Inc	12x6" SDR-26 WYE GxG, 6" SDR-26 45 GxS	07/01/2022		309.38
9414	Navy Brand	Sewer Maintainer	07/01/2022		1,475.38
9416	Northtown Auto & Tractor	HYD Transmission	07/01/2022		87.35
9417	Nu Way Concrete Forms Troy LLC	1/2"x16"x21"Spline Shank Bit	07/01/2022		19.62
9439	Schulte Supply Inc	24" Type 1 Reflective Barricade	07/01/2022		477.29
9462	Wilke Truck Service, Inc.	FA1 COW Sand	07/01/2022		98.38
				Total for Department: 303 Sewer Collection	6,229.36
Department: 304 Water Reclamation Facility					
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022		52.96
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022		101.34
9322	ADR HIGHLAND, INC.	Tow - Truck #6 borrowed from W&S.	07/01/2022		355.00
9331	Applied Industrial Technologies	TRICO 31816- SST EXP. CHAMBER 1/2 NPT 25 CU IN	07/01/2022		239.83
9341	Bobcat of St. Louis	Window, D Part # 6729776	07/01/2022		252.99
9349	City Utilities	Utilities	07/01/2022		11,555.16
9397	Mastercard	VARIDESK CUBE PLUS 40 (BK)	07/01/2022		43.88
9402	McKay Auto Parts Inc	Sealant	07/01/2022		15.99
9404	Midwest Municipal Supply Inc	6' Valve Wrench, Valve Box, Valve Box Riser 6" Domestic	07/01/2022		248.36
9416	Northtown Auto & Tractor	Air Brake Hose, 6G-6FSX	07/01/2022		33.02
				Total for Department: 304 Water Reclamation Facility	12,898.53
Department: 305 WRF Pretreatment					
9349	City Utilities	Utilities	07/01/2022		18.00
9351	KIMBERLY A. COLE	Data Management, Industry Compliance, Local LimitUpdate	07/01/2022		210.00
9445	Stinson Leonard Street	Clean Water Act Matters - Professional services	07/01/2022		966.00
				Total for Department: 305 WRF Pretreatment	1,194.00
				Total for Fund:301 Sewer Fund	20,381.88
Fund: 401 Ambulance Fund					
Department: 401 Ambulance Fund					
9298	HFS Bureau of Fiscal Operations- GEMT	PROCEDURE CODE A0427, A0429 3RD & 4TH QTR GEMT PAYMENTS	06/20/2022		96,650.56
9300	Ace Hardware	ACE HARDWARE OPERATING SUPPLIES	06/21/2022		10.57
9301	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING SUPPLIES	06/21/2022		26.72
9324	Airgas USA,LLC	LEASE RENEWAL 07/01/2022 TO 06/30/2025	07/01/2022		1,492.11
9329	Ameren Illinois	GAS CHARGE	07/01/2022		53.36
9349	City Utilities	Utilities	07/01/2022		456.79
9357	Daiber Towing	TOW CHARGE - FORD F 450 UNIT # 1541	07/01/2022		275.00
9373	GILMORE & BELL, P.C	02/01/22 GENERAL OBLIGATION DEBT CERTIFICATES (LIMITED TAX)	07/01/2022		1,333.34
9376	Highland Communication Services	HCS SERVICES - EMS	07/01/2022		281.76
9397	Mastercard	GO DADDY.COM RENEWAL 2 YRS	07/01/2022		76.82
9402	McKay Auto Parts Inc	1 QTY NAPA GOLD AIR FILTER 1 QTY NAPA GOLD AIR FILTER	07/01/2022		74.25
9419	ALEXANDER OCEPEK	REIMBURSEMENT - BOOT REPAIR & RESOLE - A. OCEPEK	07/01/2022		80.00
9421	O'Reilly Automotive Inc.	QTY 1 - BATTERY, QTY 1 - TOOL SET	07/01/2022		198.29
9456	TRIKEN CONSULTING, INC.	PRE-EMPLOYMENT POLYGRAPH - TRAVIS CLARK EMT	07/01/2022		200.00
9460	WAYSTAR	MONTHLY MANAGEMENT FEE / REMITTANCE ADVCE ACCESS FEE	07/01/2022		143.55
9467	Zoll Data Systems Inc	HOSTED BILLING PRO - 3 YR 07/01/2022 - 07/31/2022	07/01/2022		262.12
				Total for Department: 401 Ambulance Fund	101,615.24
				Total for Fund:401 Ambulance Fund	101,615.24

Fund: 713 Solid Waste Fund

Department: 000 Balance Sheet Accounts

9309	EMILY AMOS	Refund Check 022685-000	06/23/2022	24.25
9310	MARLISE BOYER	Refund Check 005925-016	06/23/2022	11.21
9313	BRETT FLESCH	Refund Check 022459-000	06/23/2022	3.07
9314	GAIL KILCAUSKI	Refund Check 022314-000	06/23/2022	6.90
9315	EDDIE & NATASHA PHILLIPS	Refund Check 022293-000	06/23/2022	1.30
9317	KERRY WHEELER	Refund Check 006848-000	06/23/2022	0.59

Total for Department: 000 Balance Sheet Accounts 47.32

Total for Fund:713 Solid Waste Fund 47.32

Fund: 717 Cemetery Board of Managers

Department: 717 Cem Brd of Mgrs

9427	PONTEM SOFTWARE	CM DATA CONVERSION SERVICE	07/01/2022	1,750.00
9432	Red E Mix LLC	Cemetery road	07/01/2022	4,644.00

Total for Department: 717 Cem Brd of Mgrs 6,394.00

Total for Fund:717 Cemetery Board of Managers 6,394.00

**Grand Total** \$ **365,769.80**

Accepted by City Council July 5,2022

Mayor: \_\_\_\_\_ Clerk: \_\_\_\_\_