

**MINUTES OF SPECIAL SESSION  
HIGHLAND CITY COUNCIL  
MONDAY, JANUARY 10, 2020**

The January 10, 2020, meeting of the City Council was held at City Hall at 1115 Broadway. Mayor Michaelis called the Special Session to order at 8:30am. When the roll was called, Council members Sloan and Bellm were present. Councilman Frey and Hipskind were absent. Councilman Hipskind arrived after the Pledge of Allegiance. Others in attendance were City Manager Mark Latham, City Attorney Michael McGinley, Directors Conrad, Cook, Imming, Korte, Rosen and Slover; EMS Captain/Supervisor Wilson, Planning & Zoning Administrator Speraneo, Economic & Business Recruitment Coordinator Mallord Hubbard, Highland Police Department personnel including, Jackie Heimburger, Aric Steinbeck, David Sirianni and Shawn Bland, Deputy City Clerk Hediger, and seven members of the public. No members of the news media were present.

The Pledge of Allegiance to the U. S. Flag was recited.

**PUBLIC FORUM**

No citizens came forward to address the council.

**NEW BUSINESS**

Bill #20-04/ORDINANCE Approving and Authorizing Execution of an Economic Development Agreement Pursuant to 65 ILCS 5/8-1-2.5, with Trouw Nutrition USA, LLC, and Other Actions Related Thereto – Councilwoman Bellm made a motion to approve Bill #20-04/ Ordinance #2993, approving and authorizing execution of an Economic Development Agreement pursuant to 65 ILCS 5/8-1-2.5, with Trouw Nutrition USA, LLC, and other actions related thereto, as attached; seconded by Councilwoman Sloan. Roll Call Vote: Sloan, Bellm, and Hipskind voted aye, none nay. Motion carried.

Bill #20-05/ORDINANCE Approving and Authorizing Execution of a Development Agreement for a Project in TIF Number 1 Project Area, with Trouw Nutrition USA, LLC, and Other Actions Related Thereto – Councilwoman Bellm made a motion to approve Bill #20-05/ Ordinance #2994, approving and authorizing execution of a Development Agreement for a project in TIF Number 1 Project Area, with Trouw Nutrition USA, LLC, and other actions related thereto, as attached; seconded by Councilwoman Sloan. Roll Call Vote: Sloan, Bellm, and Hipskind voted aye, none nay. Motion carried.

Presentation of Capital Projects – City Manager Latham gave some background on this process. When he arrived in Highland in 2005, the Comprehensive Plan was not complete. \$30,000 had already been spent on its preparation. Jim Burgett, retired Superintendent of Schools was brought in to lead the

effort to create a mission statement and a vision. Then, goals were prioritized, including construction of the peripheral route that was conceptualized when Bob Nagel was serving as mayor. The Non-Home Rule Sales Tax was instituted for that and other roadway projects. In 2016 goals were prioritized again with public safety facilities at the top of the list. Mark indicated that it is time again. Councilman Hipskind asked if a copy of the goals from 2016 was available. They were not readily available.

#### General Administration – Director of Finance Kelly Korte

Director Korte reviewed the capital projects as currently prioritized for the General Administration Department. She reported that General Admin doesn't have a lot of big capital projects. We will be assisting with the Wayfinding Signage project, especially in conjunction with the Broadway Streetscape project. We put money in the budget for a software upgrade, if needed. We have been using the same software since 2009. We continue to use it to support all the city functions. We are looking at upgrading to a new version and are maintaining and evaluating to make sure it provides the services we need. The roof replacement on city hall has been in the capital plan for some time. The last time it was evaluated, it only needed a few repairs, rather than a total replacement. At some point in time, it will be needed and will be a very big project for our budget. Other than those items, General Administration helps out sometimes to help another department complete a capital project.

Councilwoman Bellm asked if the funds indicated for those projects have been set aside. Director Korte indicated that they have been included in the current budget for those projects, not in a reserve account.

Councilman Hipskind asked how many of the General Administration projects were completed from the 2016 prioritization list. Director Korte reported that we focused on maintaining reserves in order to keep our Moody's rating up, which was just reaffirmed with another good rating. City Hall storage was another focus. Currently General Admin stores everything next door and we make sure we stay on top of the records retention schedules to maintain enough storage space. Another item was to continue to improve the facility with regard to the ADA Plan, and we just completed that. Councilman Hipskind asked if there was anything on the 2016 list that wasn't accomplished. Director Korte indicated that finding a city-wide electronic records storage solution in an on-going project.

#### Building & Zoning – Administrator Breann Speraneo

Building & Zoning Administrator Speraneo reviewed the capital projects as currently prioritized for the Building & Zoning Department. They included the following:

- Updating the Building and Zoning fee schedules to remove inconsistencies so that we are providing the best services and that we are charging a fair amount for them.
- Updating the Zoning Code to remove inconsistencies. It makes every aspect of our job difficult if we don't have the code to fall back on.
- Employee Training and continuing education; we are trying to bring more inspections in-house; this is a department where you really need to stay current on new building trends, so we are continually seeking education and training.
- Demolition of buildings that are safety hazards; there are a lot of old homes in town that haven't been maintained in quite a while. If possible, we'd like to see a new home on the property that would add value. This is important in order to keep the town thriving. We are doing this slowly so that we are not sitting on too many properties at one time.

With regard to equipment, after we get the EnerGov software, we want to upgrade our computers to make sure they are compatible and that we are good to go for a few years so we are starting with a clean slate. Finally, the EnerGov software implementation is priority number one. We will be investing \$60,000 in this fiscal year and \$34,000 in the next fiscal year, as we will be sharing the expense with the police department.

Councilwoman Bellm clarified that the software implementation and the computer upgrades are in this year's and next year's budgets. Breann indicated that the software implementation was in this year's budget and the computer upgrades will be in next year's budget.

Councilwoman Bellm asked if there was any money in the budget for demolitions. Breann indicated that the demolitions were paid out of General Administration funds. That has hit the Building & Zoning budget and will be refunded to General Admin as funds become available. She indicated that in the future it will be budgeted for in advance.

Councilman Hipskind asked if there are any capital plans that you inherited from 2016, that you believe are unrealistic to be completed. Breann explained that the Building & Zoning Department has been through so many changes that they have, in effect, hit the reset button. They have a plan for going forward. Director Korte added that in 2016, the three main priorities for Building & Zoning were to institute rental inspections, continue increased focus on code enforcement, and institute a program to restore the historic part of town. All of those have been accomplished.

#### Public Safety and Police Department – Chief of Police Chris Conrad

Chief Conrad reviewed the capital projects as currently prioritized for the Police Department. They included the following:

- Fire Station 1 remodel/renovation; the station is 40 years old and currently not ADA compliant.
- A new Public Safety facility; it is currently in the redesign phase and we hope to have this out for bids this summer.
- PD staffing; the Deputy Chief position is currently being informally staffed by an officer who is on light duty and his help is invaluable. It is a much-needed position. Personnel costs are about 87% of the PD budget, annually.
- Squad car fleet rotation, includes unmarked cars; we replace one or two vehicles per year, including equipment. It takes about five years to hit 100,000 miles on a squad car.
- We have implemented a citywide camera system, which includes badge-pass capability. We are budgeting \$12,000/year to continue to add components to this system.
- Portable radio will be due for replacement in 2024-25. We will spread the replacement costs over two-three years. We can't wait for failure of the radio system, as it is a life-safety issue for officers.
- In-car computer/video systems; we installed a state of the art system in 2013. We can replace these components one at a time over several years.
- Digital fingerprint scanner. This machine is very expensive. We will not replace it until it is inoperable.

#### EMS and Fire Department – Chief Brian Wilson

Chief Wilson reviewed the capital projects as currently prioritized for the EMS and Fire Department. They included the following for the EMS Department:

- When a vehicle gets to about 10 years, you start having more repair costs and we tend to get more patient complaints. Rather than buying the ambulances outright, we intend to continue to utilize low-interest loans to purchase used vehicles. Or we might look at putting a new chassis under a vehicle if the box is still in good condition. That can be done for about 2/3 the cost of a new vehicle.
- Cardiac monitors have to be replaced fairly regularly. We budget that out over several years.

Fire Department priorities included:

- Personnel costs are not near what they are on the EMS side. We have about 32 volunteers.

- Trucks; we just acquired three used trucks at an affordable cost. We have sold three of the four surplus trucks for a total of about \$86,000.
- Self-contained breathing apparatus will be replaced at three per year.
- Turnout gear will be replaced at about five sets per year.

#### Public Works – City Manager Latham

City Manager Latham noted that Director Joe Gillespie is out due to surgery. He explained that he has been looking into acquiring R-O-W needed for Vulliet Road. Only two of the eight property owners contacted have indicated that they would give R-O-W. If we can get the R-O-W, we will move forward with that project. Councilman Hipskind asked if the roadways had ever been graded to prioritize them for improvement. Mark indicated that they have been, noting that the Non-Home Rule Sales Tax was instituted to pay for roadway projects.

City Manager Latham reviewed the capital projects as currently prioritized for the Public Works Department. They included the following for Streets & Alley (roadways):

- Signalization of the intersection at Highway 40, Hemlock, and FrankWatson Parkway. Attorney McGinley indicated that there is a hearing on January 14, with the judge and hopefully, we will be able to move forward on this project after that meeting.
- Broadway resurfacing (Helvetia to Iberg); this has been in the plans for about five years. There should be a preconstruction meeting next week. Stutz is the contractor. The state is covering 80% and city pays 20%.
- IL State Route 160 Shared Use Path; this will facilitate the kids in that area getting to school.
- Broadway streetscape; this project will include new lighting. Once it is completed, Broadway will be resurfaced from Lemon Street to Laurel Street.

Several other items are more in the nature of on-going (annually) projects, such as: Sealcoating streets, general maintenance of city streets, sidewalk replacement (in-house and contracted); and, old town pavement rehabilitation.

Councilman Hipskind asked if the sidewalks are graded like the streets are. Mark indicated that they are.

There was a brief discussion about Oak Street. City Manager Latham indicated that we are hoping to begin construction on a solution in 2022. Chief Conrad indicated that First Student is working with the city so that now the only buses using Oak Street, are there to pick up or drop off students.

Mark reported that there is money in the budget to pave Bellm Road from SR 160 to Iberg. There are also plans to put a large sewer main under Sixth Street.

Priorities for Water Distribution include:

- Continue to perform water main replacements as allowed, at \$400,000 per year.
- Maintenance on the water storage tanks, contracted out at \$170,000 per year.
- Spillway wall repair is needed.
- Replacement of the Keeven water line which runs along SR 143 across the lake. It runs all the way to the I-70 rest area.
- Heartland Conservancy shared costs. Responsible for the 319 grants that are helping 40 landowners around the lake do conservation projects to decrease siltation into Silver Lake.
- Future water treatment plant construction.

Priorities for Sanitary Sewer include:

- We are upgrading the Water Reclamation Facility right now.
- Trunk Main Rehabilitation
- Lining sanitary sewer mains with cured-in-place-pipe (CIPP).

### Parks & Recreation – Director Mark Rosen

City Manager Latham noted that the final payment on the Korte Recreation Center will be made in October of this year. Mark would like to see that money shifted into the Parks & Recreation Department in order to accomplish some large capital projects.

Director Rosen noted that his list of capital projects is a continuation of the list from 2016. Grants are available to help with some of his projects. Those capital projects include the following:

- The Glik Park parking lot has been a priority since 2016.
- Replacement of ceiling tiles in the Weinheimer has also been on the list since 2016.
- New projects since 2016 include:
- Korte Recreation Center HVAC, we have had some major repairs already.
- Inline Hockey is turning out to be very popular, we'd like to transition the old tennis courts for this purpose.
- The dam on Old City Lake is slowly eroding.
- The lake study will be very important in order to help get the 319 Grant again.
- The outdoor pool have been a priority since at least 2010. The pool turned 30 years old. Some grant money is available for that.

Councilman Hipskind thinks the parks look great. He asked how the increase in minimum wage is going to affect the ability to accomplish priorities. Mark indicated that we will have to cut back services. We will likely have to start closing the KRC an hour earlier, cutting back on staff hours, being creative, requiring more hours from our salaried staff, and increasing fees.

Councilman Hipskind asked who prepares the grant applications. Mostly in-house, unless they are very technical. Councilman Hipskind suggested that a position might be created for a grant writer. Breann Speraneo offered to help where possible. Councilwoman Sloan noted that we could possibly get an intern to do grant-writing. Director Korte indicated that the IML has a grant finder website which could help.

Councilman Hipskind asked if the Disney Grant will help complete the all-abilities playground. Mark indicated that it will be completed this summer.

Councilman Hipskind asked what the short-term plan is for the outdoor pool. Mark indicated that he is going to try to lift the deck panels to level the surface. Councilman Hipskind inquired about the baby pool filters. Mark indicated that the filter system is in great shape. The problem is that we couldn't push enough water into the baby pool to provide enough turnover for safe levels in the baby pool.

Mayor Michaelis inquired about Hoffman Park. He doesn't see it used very often. Mark indicated that it does get used, but not much. The equipment will need to be replaced or removed because we can't get parts for it.

Councilwoman Bellm made a motion to recess for ten minutes; seconded by Councilwoman Sloan. All members voted aye; none voted no. The motion carried.

Mayor Michaelis reconvened the Special Session at 10:20 a.m. The roll was called. Council members Sloan, Bellm, and Hipskind were present. Councilman Frey was absent.

### Electric Department – Director Dan Cook

Director Cook reviewed the capital projects as currently prioritized for the Electric Department. They included the following:

- Smart meter deployment will continue.
- Lighting on Broadway will be done in conjunction with the Broadway Streetscape project. Phases 1 and 2 in different years.
- Sharpshooters Trail lighting may be upgraded to something similar to what is in Rinderer Park.

- Power plant roof repair.
- Nordberg louvers need to be upgraded. This will help in the summer and winter.
- Annual pole testing may be bumped up to 20% each year for 5 years, then no testing for the next 5 years.
- Tap changer on Eastside substation is scheduled for replacement this year.
- Aerial bank at Weinheimer; we are investigating costs.
- 34.5 breaker installation at power plant
- Tree trimming equipment and an extra man. Would like to add one man and one truck in order to have two full crews; one to maintain focus on large projects and one to do smaller projects, as needed.
- Eliminate the 2400 volt circuits, hopefully in the next two years.
- Customer portal; this can help customers budget properly when understand their usage.
- Bellm Road R-O-W purchase participation due to installation of a cross tie from 160 over to Bellm Road.
- New SCADA (*Supervisory Control And Data Acquisition*) system; may upgrade or go with a new platform
- Eastside Circuit 223 upgrade; we will do that in-house
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- 138 kV line trimming; will have to do one more time; must be contracted out
- Miscellaneous costs associated with redundant feed; shooting for 2023
- Westside substation breaker upgrades; a few years down the road; replace before catastrophic failure

Other capital items include:

- Sonetices headset
- Spare catalysts (2)
- Thumper / Radar machine; 15 years old
- GPS unit for data collection
- Upgrade Christmas arches to LED lights (\$1,000 per arch)
- Power plant pickup truck replacement
- Phase 1 of Christmas pole decorations; current ones are 40 years old (total project which includes Phase 1, Phase 2, and Walnut Street, is estimated at approximately \$60,000)

Director Cook reviewed his goals from 2016. They were:

- Smart Meters; this will be finished next year
- 2<sup>nd</sup> electric feed to city; that will hopefully be done by 2023
- Facebook presence (this is done, but may be revamped soon to be more consistent with other city departments)
- Pole survey and replacements; we have adopted a yearly project (100 poles were replaced this year)
- RP3 Certification (Reliable Public Power Provider); this has been accomplished
- Convert lighting to LED citywide; as lighting needs replacement, they are being replaced with LED
- New SCADA within 10 years
- Integrate field devices to SmartGrid in 5-7 years

Councilman Hipskind asked if there was anything from 2016 that you weren't able to do. Dan quickly reviewed the 2016 list again.

Councilman Hipskind asked if all the items outlined will be able to be accomplished with electric department revenues if there are no problems that divert the funds. Director Cook indicated that was correct. Dan indicated that a cost of service study was done years ago and a rate increase was recommended. The council said, “No.” We will need to sometime soon.

Director Korte noted to the council that this five-year capital plan process is the first step in the budget process every year.

#### Highland Communication Services – Director Angela Imming

Director Imming began by saying that Phase 1 of the fiber build out will be complete by the end of 2020. Phase 2 will be the electric service area outside city limits, which we are looking at self-funding.

Councilwoman would like to see Phase 2 now, because people need it.

Director Imming indicated that other capital items include: components for the head end. This type of equipment generally has a life-span of 3-5 years. We are offering PremView which is very popular; off-site storage...so far no takers; dark fiber; and, NextGen TV services (less cost for equipment equals better return on investment). We would like to have customers do their own service changes on-line, which would lower our overhead costs and the customer experience would be better and more immediate.

Projects as prioritized for the IT Department included:

- Day to day staff-managed activities transitioned to customer-driven (HCS, KRC, utilities, etc.)
- Smart meter integration
- Time / attendance tracking for payroll
- Budgeting data in real-time
- Document management
- Cemetery data onto new system
- Employee portal
- Programmable logic controllers for WTP and WRF
- Revisit virtual server platform (5 ½ years since migration)

City Manager Latham asked where the council wants to go from here. His hope is that the council can see that there is quite a bit of planning that goes into the budget. He asked if the council wants to go with what the directors have presented or submit other priorities. Councilwoman Bellm trusts that the directors know their departments and their needs; and if it needs to be done and it can be afforded, she trusts them. Councilman Hipskind indicated that he would like to submit priorities to the City Manager, so as not to drag out the meetings on Monday nights. He would also like to repeat this meeting annually, as he found it very helpful. He excused himself and left the meeting at 11:20 a.m.

Councilwoman Sloan made a motion to adjourn; seconded by Councilwoman Bellm. All council members voted aye, none nay. Motion carried and meeting adjourned at 11:21 a.m.

Joseph R. Michaelis, Mayor

Lana R. Hediger, Deputy City Clerk