

**MINUTES OF REGULAR SESSION
HIGHLAND CITY COUNCIL
MONDAY, MAY 3, 2021**

Mayor Hemann called the Regular Session to order at 7:10pm. Council members Sloan, Frey, Bellm and Hipskind were present. Others in attendance were Interim City Manager Conrad, City Attorney Michael McGinley, Directors Cook, Gillespie, Imming, Korte, Rosen, and Speraneo, Coordinator Hubbard, Police Chief Becherer, Fire/EMS Chief Wilson, Treasurer Nicolaidis, Deputy City Clerks Hediger and Von Hatten, City Clerk Bellm, one member of the news media and seven citizens.

PROCLAMATION

Mayor Hemann read a document proclaiming the month of May as Motorcycle Awareness Month in Highland.

PUBLIC FORUM

Citizens' Requests and Comments:

Memorial Day Parade and Band Funding Request – Kate Broadhurst, Chairperson for the Memorial Day Parade thank everyone for allowing me to come to the council tonight and to host the parade and ceremony for this year. Last year, we did do a virtual memorial. We are looking forward to getting back to the tradition. On behalf of the VFW Post 5694 and American Legion Post 439 requested permission for the Memorial Day Parade, to be held on Monday, May 31, 2021. We would like to ask for assistance in paying for the high school band for the parade and event. Additionally, we ask for the police department's assistance with traffic control. Ms. Broadhurst invited Mayor Hemann to participate in the parade and the ceremony at the VFW Hall. Parade line up will begin at 12:30pm, on the parking lot south of St. Paul Church. The parade will begin at 1:00pm and end at the VFW Hall. The ceremony at the VFW Hall will begin at 2:00pm. Councilwoman Bellm made a motion to approve the request to hold the Memorial Day Parade and a donation of \$200 to offset the cost of the high school band as requested; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

St. Paul Catholic School – Student Appreciation Day - Kevin McGinley requested permission for the street closure of the 900 Block of Lemon Street, between 9th Street and Main Street, from 8:30am to 2:30pm on May 13, 2021, during activities for Student Appreciation Day. Councilman Frey made a motion to approve the request of the St. Paul's School request per their Special Event Application for closure of Lemon Street, between 9th Street and Main Street, on May 13, 2021, as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Requests of Council:

Councilwoman Bellm thanked the VFW or the American Legion, whomever put the flags up on Saturday. I am not sure why they were up. Others in the room explained the flags were up in honor of May Day, since it was May 1. Councilwoman Bellm acknowledged it was. She stated The Illinois Trekkers were so impressed with Highland and the hospitality.

Staff Reports:

City Manager Chris Conrad notified everyone that the city utility bills coming out this week will have five weeks of utility usage on them. Last month's was only a three-week billing cycle due to software changes.

NEW BUSINESS

Approve Mayor's Reappointments of Members of the Industrial Development Commission, Including: Jim Meridith, Diane Korte-Lindsay, Jon Greve, Marshall Rinderer, and Josh Kloss – Councilman Frey made a motion to approve the mayor's reappointments of members of the Industrial Development Commission, including: Jim Meridith, Diane Korte-Lindsay, Jon Greve, Marshall Rinderer, and Josh Kloss, for one-year terms, as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-60/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Parks and Recreation Google Virtual Advertising – Councilwoman Bellm made a motion to approve Bill #21-60/Resolution #21-05-2814 authorizing allocation of hotel/motel tax funding for Parks and Recreation Google virtual advertising, in the amount of \$795, as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-61/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for the High School Band Performance at the Memorial Day Ceremony – Councilman Frey made a motion to approve Bill #21-61/Resolution #21-05-2815 authorizing allocation of hotel/motel tax funding for the high school band performance at the Memorial Day Ceremony, in the amount of \$200, as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-62/ORDINANCE Designating Depositories for the Funds and Money of the City – Councilwoman Bellm made a motion to approve Bill #21-62/Ordinance #3102 designating depositories for the funds and money of the city as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-63/RESOLUTION Authorizing and Approving City Manager's Total Compensation Package – Councilman Frey made a motion to approve Bill #21-63/Resolution #21-05-2816 authorizing and approving city manager's total compensation package as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-64/RESOLUTION Authorizing Employment Agreement Between City and Christopher Conrad, City Manager – Councilwoman Bellm made a motion to approve Bill #21-64/Resolution #21-05-2817 authorizing employment agreement between City and Christopher Conrad as City Manager as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-65/RESOLUTION Appointment of Megan R. Von Hatten as Authorized Agent for Illinois Municipal Retirement Fund – Councilman Frey made a motion to approve Bill #21-65/Resolution #21-05-2818 appointment of Megan R. Von Hatten as authorized agent for Illinois Municipal Retirement Fund as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Approve Notice of Municipal Letting, Bid #E-01-21 for the Purchase of Replacement Street Lights for Willow Creek Subdivision – Councilwoman Bellm made a motion to approve Notice of Municipal Letting, Bid #E-01-21 for the purchase of replacement streetlights for Willow Creek Subdivision as attached; seconded by Councilman Frey. Light & Power Director Dan Cook presented photos showing the disrepair of the existing light structures, which are thirty-five years old. The homeowners’ association has been very cooperative with us. The agreement was that the homeowners’ association would pay for the parts, but the city would maintain them. These fixtures are beyond repair and it is getting difficult to get parts. There are thirty-three fixtures in total. We have worked with Bill Sullivan, representative of the homeowners’ association on this. Councilwoman Sloan inquired what would we normal pay for the fixtures. Director Cook reported we would normally pay \$300-\$400 for a normal fixture. The homeowners’ association will pay the difference. Under the agreement, we are going to install the fixtures and the city is going to take over ownership upon installation. Councilwoman Bellm inquired if this is going to be financed. Director Cook reported one-third is required with the purchase order; one-third is due on delivery; and, one-third on final installation. Councilwoman Bellm asked this is not going to be financed over several years. Councilman Frey inquired these will be metal poles. Bill Sullivan replied yes, with LED fixtures. Councilman Frey asked do we have an estimated lifespan for these. Director Cook speculated twenty years. These are the same poles you see at the library and down Broadway. They are of good quality. With the ones in library parking lot, we have not done any touchup to them; they are about eight years old. Mr. Sullivan stated we, initially, picked out some fixtures, but then decided to go the city and find out what they were using. Director Cook showed a picture of the sample light already installed. Councilman Hipskind asked are there any other subdivisions that want lights and are not getting them right now. Director Cook responded not that I am aware of. We occasionally will get a report of a light out or not enough lighting in an area. What we find is a bulb or photocells that needs to be replaced. If it is the fixture, itself, they are being replaced with LED units, which have a longer lifespan and are more efficient. If referring to the units off Vulliet Road, those were provided by Ameren. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Approve Notice of Municipal Letting, Bid #PR-03-21 for the Purchase of One New Pickup Truck – Councilman Frey made a motion to approve Notice of Municipal Letting, Bid #PR-03-21 for the purchase of one new pickup truck as attached; seconded by Councilwoman Bellm. Councilwoman Sloan noted in reading over the bid packet, and knowing how long it needs to take to get vehicles, she asked is there any way to change the thirty-day delivery requirement. Parks & Recreation Director Rosen responded I did not give that a thought. City Attorney McGinley advised that an amended motion would be needed to include wording ‘or at earliest convenience of successful bidder’. Councilman Frey made a motion to amend motion to keep the time for bids to be submitted, but to allow additional time for delivery; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion amended. Roll Call Vote on the amended motion: Councilmembers Frey, Bellm and Hipskind voted aye, none nay. Councilwoman Sloan abstained. Motion carried as amended.

Bill #21-66/RESOLUTION Waiving Normal & Customary Bidding Procedures and Authorizing the Purchase of Dispatch Consoles for the New Public Safety Building – Councilwoman Bellm made a motion to approve Bill #21-66/Resolution #21-05-2819 waiving Normal & Customary Bidding Procedures and authorizing the purchase of dispatch consoles for the new public safety building as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-67/RESOLUTION Waiving Normal & Customary Bidding Procedures and Authorizing the Purchase of Appliances for the New Public Safety Building from Broadway Battery & Tire –

Councilman Frey made a motion to approve Bill #21-67/Resolution #21-05-2820 waiving Normal & Customary Bidding Procedures and authorizing the purchase of appliances for the new public safety building from Broadway Battery & Tire as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-68/ORDINANCE Declaring Miscellaneous Items of Personal Property Surplus and Authorizing Their Sale or Disposal – Councilwoman Bellm made a motion to approve Bill #21-68/Ordinance #3103 declaring miscellaneous items of personal property surplus and authorizing their sale or disposal as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-69/ORDINANCE Declaring Personal Property of the City Surplus and Authorizing its Sale and/or Disposal, Including a 1998 Ford Ranger – Councilman Frey made a motion to approve Bill #21-69/Ordinance #3104 declaring personal property of the City surplus and authorizing its sale and/or disposal, including a 1998 Ford Ranger as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-70/ORDINANCE Declaring Personal Property of the City Light & Power Department Surplus and Authorizing its Sale and/or Disposal, Specifically Transformers and a Generator – Councilwoman Bellm made a motion to approve Bill #21-70/Ordinance #3105 declaring personal property of the City Light & Power Department surplus and authorizing its sale and/or disposal, specifically transformers and a generator as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-71/RESOLUTION Approving Possible Payment of Sewer Backup Claim for Billy and Brandi Holman at 101 Walnut Street – Councilman Frey made a motion to approve Bill #21-71/Resolution #21-05-2821 approving possible payment of sewer backup claim for Billy and Brandi Holman at 101 Walnut Street as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-72/RESOLUTION Approving Payment of Sewer Backup Claim to Roger and Diane Busch for 607 9th Street – Councilwoman Bellm made a motion to approve Bill #21-72/Resolution #21-05-2822 approving payment of sewer backup claim to Roger and Diane Busch for 607 9th Street as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-73/ORDINANCE Approving Agreement Waiving Collection of Recapture Fees Per Agreement Related to Construction of Roadway Connecting Quail and Falcon Drives – Councilman Frey made a motion to approve Bill #21-73/Ordinance #3106 approving agreement waiving collection of recapture fees per agreement related to construction of roadway connecting Quail and Falcon Drives as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-74/RESOLUTION Approving Change Order #1, Final and Balancing, for U.S. 40 / Hemlock / Frank Watson Parkway, Pw-18-17, for an Increase in Cost of \$5,141.82 – Councilwoman Bellm made a motion to approve Bill #21-74/Resolution #21-05-2823 approving Change Order #1, Final and Balancing, for U.S. 40 / Hemlock / Frank Watson Parkway, Pw-18-17, for an increase in cost of \$5,141.82 as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-75/RESOLUTION Approving Affiliation Agreement for Highland Communication Services, between Vivicast Media, LLC and Scripps Networks – Councilman Frey made a motion to approve Bill #21-75/Resolution #21-05-2824 approving affiliation agreement for Highland Communication Services, between Vivicast Media, LLC and Scripps Networks as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #21-76/RESOLUTION Approving a Collective Bargaining Agreement Between the City and the International Association of Fire Fighters, Local 3672, on Behalf of the Emergency Medical Technicians – Councilwoman Bellm made a motion to approve Bill #21-76/Resolution #21-05-2825 approving a collective bargaining agreement between the City and the International Association of Fire Fighters, Local 3672, on behalf of the Emergency Medical Technicians as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

REPORT

Accepting Expenditure Listing #1194 - Payment Dates April 21 – May 3, 2021 – Councilman Frey made a motion to accept Expenditure Listing #1194 - Payment Dates April 21 – May 3, 2021 as attached; seconded by Councilwoman Bellm. Councilwoman Bellm inquired is this replacing what was the warrants that we approved. City Manager Conrad explained what you are looking at is an expenditure listing of payments made. A couple times per year, we would have issues with the timing of invoices received and getting approval for payment to their due date. The warrant process was approval to pay. Looking at statues, we are getting approval from the council through approval of Normal & Customary Bidding Procedure, or approval of waiving of that process and approval of purchases, or the award of bids. With the warrant process, if by chance something did not pass, because of one item, we would not be paying bills that we should be paying. With this process, at least once a month the treasurer submits a list to the council of payments that have been paid. This is an acceptance of those paid expenditures. Also, once a year, we will review our purchasing policy, and the council will approve that. The purchasing policy has the bid process explained. Councilwoman Bellm acknowledged the warrants did get messy a couple times. City Manager Conrad added by the time we receive invoice in the mail and until approval of the council, we would be late in payment, due to the time lapse. This allows payments to be made. Councilwoman Bellm acknowledged anything over a certain amount has to come to the council for approval anyways. City Manager Conrad affirmed that is correct. This is simply a change in how we handle payment of invoices. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Councilwoman Bellm made a motion to temporarily adjourn this regular session to enter into executive session under the Illinois Open Meetings Act under 5 ILCS 120/2(c)(21) to discuss the approval of executive session minutes. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried. Open Meeting temporarily adjourned at 7:43pm.

Mayor Hemann reconvened the Regular Session at 7:50pm. Council members Hipskind, Bellm, Frey and Sloan were present. Others in attendance were Interim City Manager Conrad, Attorney McGinley, Chief Becherer, Deputy City Clerks Hediger and Von Hatten, and City Clerk Bellm.

Mayor Hemann stated nothing discussed in Executive Session would be acted upon in Open Session this evening.

Councilwoman Bellm made a motion to adjourn; seconded by Councilman Frey. All aye, none nay. Motion carried and meeting adjourned at 7:51pm.

Kevin B. Hemann, Mayor

Barbara Bellm, City Clerk