

**MINUTES OF REGULAR SESSION  
HIGHLAND CITY COUNCIL  
MONDAY, SEPTEMBER 16, 2024**

City Clerk Bellm called the Regular Session to order at 6:30pm at the Highland Area Senior Center. Council members Frey, Bellm, and Napper were present. Mayor Hemann and Councilwoman Sloan were absent. Others in attendance were City Attorney Kathryn Warren, Directors Gillespie, Rosen, and Widman, Managers Koehnemann, Pinsker and Wilken, Coordinator Hubbard, Treasurer Nicolaides, Officer Flake, Deputy City Clerk Hediger, City Clerk Bellm, and 14 citizens.

**ELECTION OF MAYOR PRO TEM**

City Clerk Bellm asked for a motion to elect one councilperson to serve as mayor pro tem during the temporary absence of Mayor Hemann. The mayor pro tem shall perform the duties and possess all the rights and powers of the mayor and shall vote in his/her capacity as councilperson only. Councilman Frey made a motion to elect Councilwoman Peg Bellm as mayor pro tem during the temporary absence of Mayor Hemann. Motion seconded by Councilman Napper. All aye, none nay. Motion carried.

**MINUTES**

Councilman Frey made a motion to approve the minutes of the September 3, 2024 Regular Session as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

**PROCLAMATION**

Pro Tem Mayor Peg Bellm read a document proclaiming the week of September 17 through 23, 2024 as Constitution Week. Marilyn McCall and four other representatives of the Daughters of the American Revolution accepted the proclamation.

**PUBLIC FORUM**

Citizens' Requests and Comments:

*Veterans Day Parade – Special Event Application* – Kenny Kapp, Representative, along with Lenny Gall and John Kapp were present representing Moose Lodge #2479. Lenny Gall requested permission for the annual Veterans' Day Parade on Sunday, November 10, 2024. The event is a joint effort with V.F.W. Post #5694 and American Legion Post #439 on Sunday, November 10, 2024. The parade will start at 1:00pm, beginning at the intersection of Olive Street and Main Street, then proceeding west on Main Street to the Square. A brief ceremony will follow the parade at the Square, with all area veterans welcomed. The Moose Lodge sponsors the parade. Councilman Frey made a motion to approve Moose Lodge #2479 request to sponsor the Veterans' Day Parade and use of the Square on Sunday, November 10, 2024 as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

*HHS Homecoming Parade – Special Event Application* – Clint Hamilton, HHS Athletic Director, requested road closures on Wednesday, October 2, 2024, per the application, for the annual high school

homecoming parade. The parade participants will gather near the elementary school area on Lindenthal Avenue, beginning at 5:00pm. The parade will begin at 6:00pm and proceed to the Square. We will have an assembly at the Square following the parade. Councilman Napper made motion to the Highland High School's request to hold HHS Homecoming Parade on October 2, 2024, as per application attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

*St. Paul Catholic School Fall Festival – Special Event Application* – Kaitlin Kampwerth, Head of Viking Backing Club, requested the closure of Main Street, between Olive and Lemon Streets, from 4:30pm – 8pm. Councilman Frey made a motion to approve St. Paul Catholic School's request for road closure, on October 18, 2024, 4:30pm-8pm, as requested. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

#### Requests of Council:

No comments or requests.

#### Staff Reports:

Acting City Manager Joe Gillespie reminded everyone that this Thursday will be the last Thursday night concert on the Square. We will be blocking off Main Street from Washington to Laurel, for safety.

They will begin putting curbs in on the 6<sup>th</sup> Street Project, starting tomorrow.

We have a survey out on the city's website for an enhancement grant that we will be applying for the multi-use trail. This will be for funding to construct a trail going from VFW Road across VFW property to the new elementary school. Councilman Napper asked, since the VFW property is not in the city limits, will that hamper the project. Director Joe Gillespie responded it will not. We will obtain an easement for that right of way. Councilwoman Bellm pointed out the survey helps with obtaining the grant funding. Director Gillespie acknowledged the public participation does help with the scoring process of the grant.

### **NEW BUSINESS**

Approve Notice of Municipal Letting, Bid #PW-09-24, Public Works Building Roof Replacement – Councilman Frey made a motion to approve Notice of Municipal Letting, Bid #PW-09-24, Public Works Building Roof Replacement as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-91/RESOLUTION Authorizing and Directing Application to the 2024 Cycle 16 Illinois Transportation Enhancement Program (ITEP) for Assistance, for The Purpose of Design and Construction of a Shared Use Path for Use by Both Bicyclists and Pedestrians from the Elementary School to the New Primary School along Lindenthal Avenue, Park Hill Drive, and Poplar Street as well as Within Easements on Both School District and VFW Owned Property – Councilman Frey made a motion to approve Bill #24-91/Resolution #24-09-3128 authorizing and directing application to the 2024 Cycle 16 Illinois Transportation Enhancement Program (ITEP) for assistance, for the purpose of design and construction of a shared use path for use by both bicyclists and pedestrians from the elementary school to the new primary school along Lindenthal Avenue, Park Hill Drive, and Poplar Street as well as within easements on both school district and VFW owned property as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-92/RESOLUTION Making Separate Statement of Findings of Fact in Connection With Ordinance Granting Special Use Permit for a Short-Term Rental Within the R-1-D Single Family Residence District at 608 Pine Street, With Conditions as Listed on the Combined Planning & Zoning Board's Advisory Report, (PIN # 02-2-18-32-19-404-023) – Councilman Frey made a motion to approve Bill #24-92/Resolution #24-09-3129 making separate statement of findings of fact in connection with ordinance granting Special Use Permit for a Short-Term Rental within the R-1-D Single Family Residence District at 608 Pine Street, with conditions as listed on the Combined Planning & Zoning Board's Advisory Report, (PIN # 02-2-18-32-19-404-023) as attached. Motion seconded by Councilman Napper. Councilman Frey expressed I think the Combined Planning & Zoning Board did a fine job with the addressing the neighboring residents' concerns. Councilman Napper noted the neighbors were concerned about noise and privacy. Is there things in place to address those? Deputy City Clerk Lana Hediger read the following conditions requested by the Combined Planning & Zoning Board for their approval recommendation: 'That a limit of ten (10) guests be imposed; that a quiet time be established pursuant to and consistent with the City of Highland's Code of Ordinances, Article 1 and said quiet time be properly communicated to guests; that on-premise parking be evaluated by a representative from the City of Highland Building and Zoning Department and a maximum number of parking spaces be established and approved by the City of Highland Building and Zoning Department; limit of 10 guest be imposed; a quiet time be consistent with City ordinance and that be conveyed to residents; and, the max number of parking spaces and location be approved by city staff. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-93/ORDINANCE Granting a Special Use Permit to Kim and Clint Hamel to allow a Short-Term Rental within the R-1-D Single Family Residence District at 608 Pine Street, With Conditions as Listed on the Combined Planning & Zoning Board's Advisory Report, (PIN # 02-2-18-32-19-404-023) – Councilman Napper made a motion to approve Bill #24-93/Ordinance #3349 granting a Special Use Permit to Kim and Clint Hamel to allow a Short-Term Rental within the R-1-D Single Family Residence District at 608 Pine Street, with conditions as listed on the Combined Planning & Zoning Board's Advisory Report, (PIN # 02-2-18-32-19-404-023) as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-94/RESOLUTION Approving Preliminary Plat for Tut Properties Inc., for Tut Industrial Park, With Conditions as Listed on the Combined Planning & Zoning Board's Advisory Report, PPN: 01-2-24-03-00-000-029, 01-2-24-03-00-000-030, 01-2-24-03-00-000-031, 01-1-24-03-00-000-010 – Councilman Frey made a motion to approve Bill #24-94/Resolution #24-09-3130 approving Preliminary Plat for Tut Properties Inc., for Tut Industrial Park, with conditions as listed on the Combined Planning & Zoning Board's Advisory Report, PPN: 01-2-24-03-00-000-029, 01-2-24-03-00-000-030, 01-2-24-03-00-000-031, 01-1-24-03-00-000-010 as attached. Motion seconded by Councilwoman Bellm. Councilman Napper requested this item be tabled until the issues with the neighboring resident be addressed. He noted Brenda Wetzel was at the Combined Planning & Zoning Board (CPZB) meeting, where she expressed concern about a lack of a buffer. There is a detention pond planned directly behind her property. She is concerned about soil erosion and flooding, as she has some flooding issues already with the property sitting low. Mr. Tut was given an opportunity to say something, but did not. His engineer said this will not be an issue. I would like to table this until we can make a solid decision on this issue. Economic Development Coordinator Mallord Hubbard acknowledged the neighboring resident did express concerns, in addition to some 6-7 concerns city staff had mentioned and addressed with conditions prior the CPZB meeting. Mr. Tut's engineer will address those concerns. This concern of the neighbors was a condition added for such things as screening to be installed for any areas where residential property abuts the development. For the record, Deputy City Clerk pointed out, in the resolution before the council for approval, Section 2, lists eight conditions of approval, with '8. Screening is to be added and indicated on the Final Plat to obstruct sight of industrial uses from residential properties pursuant to and consistent with Section 90-302 of Article IX of the City of Highland Code of Ordinances.' Coordinator Hubbard explained, for any new

developments, the engineers must show that development is not increasing any runoff. Councilwoman Bellm pointed out all those conditions must be checked off before the project moves forward. Director Joe Gillespie explained this Preliminary Plat shows two detention ponds. Their engineers will have to show calculations for their construction, to show they are adequate to not create additional runoff to other properties and handle drainage for this development. We will then submit those plans and figures to our engineers, which is an outside firm, to verify those numbers. Then the final plat will come to the council. Councilman Frey pointed out this just means this can go to the engineers to draw up the final plans. City Attorney Kathryn Warren advised the preliminary plat is drawn by their engineers. The Final Plat is sent out to our engineers to look at those numbers and certified prior to them starting. Councilman Napper responded, okay, as long as residents do not incur any liability. Councilwoman Bellm noted we will move forward with a vote on the resolution for approval of the preliminary plat with conditions as listed, as the request to table died due to a lack of a second the motion. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

## **REPORTS**

Accepting Expenditures Report #1274 for Aug. 31, 2024 through Sept. 13, 2024 – Councilman Frey made a motion to accepting Expenditures Report #1274 for August 31, 2024 through September 13, 2024 as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Frey, Bellm and Napper voted aye, none nay. Motion carried.

Councilman Napper made a motion to adjourn. Motion seconded by Councilman Frey. All aye, none nay. Motion carried. Meeting adjourned at 7:02pm.

Peg Bellm, Pro Tem Mayor

Barbara Bellm, City Clerk