

**MINUTES OF REGULAR SESSION  
HIGHLAND CITY COUNCIL  
MONDAY, JUNE 6, 2011**

Mayor Michaelis called the Regular Session to order at 7:00m. Council members present were Nicolaides, Bellm, and Bardill. Councilman Schwarz was absent. Others in attendance were City Manager Mark Latham, City Attorney Doug Gruenke, Directors Cook, Gillespie, Rosen, Rusteberg, and Scheck, Officer Damian Finney, Steve Ferguson; City Staff: Tracey Robinson; Treasurer Foehner, Deputy City Clerk Hediger, City Clerk Bellm, 28 citizens, and 1 member of the news media.

**MINUTES**

Councilman Bardill made a motion to approve the minutes of the May 16, 2011 Regular Session as attached; seconded by Councilwoman Bellm. Councilwoman Bellm stated Page 2, Paragraph 4, Sentence 7 should state, 'a flat rate increase of \$8.00 per month', not '\$8.00 per year'. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay, to approve the minutes as corrected. Motion carried.

**PRESENTATION**

Jim Langfield, Treasurer for City of Springfield and a member of the Illinois Municipal Treasurers' Association, presented an award to Finance Director Sharon Rusteberg for her years of service to the organization and read a proclamation by IMTA declaring June 13 as Sharon Rusteberg Day. Other members of IMTA from Granite City, Fairview Heights and State Rep. Dan Biason, were present. *Councilman Schwarz arrived at 7:06pm.*

**PUBLIC FORUM**

Citizens' Requests and Comments:

*Pregnancy Care Center Walk for Life 5K Life Run Request* – Carrie Adolph, Executive Director of Pregnancy Care Center, located at 410A Pine Street, requested permission for use of the Square to hold their third annual "Walk for Life" event and a 5K Run in the downtown area on Saturday, September 10, 2011, 6:00AM – 11:00AM. Councilwoman Bellm made a motion to approve the request of the Pregnancy Care Center to use the Square and streets of Highland on Saturday, September 10, 2011 to hold their 4<sup>th</sup> Annual Walk for Life and 5K Run fundraiser, between 6AM – 11AM as requested; seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

*Sam McConville – Eagle Scout Project Request* – Sam McConville, Kevin McConville, and Todd Zobrist, member of Highland EMS came forward. Sam McConville stated his Eagle Scout project is to raise money for placement of 9-1-1 reflective address signs around Highland. Mr. Zobrist has been working on this program himself in conjunction with Madison County for the past two years,

in rural areas. I would like to bring the signs to the City of Highland, to assist in getting EMS and fire crews to homes. Mayor Michaelis asked how these signs would work with brick mailboxes or what if people do not want this sign. Mr. Todd Zobrist responded if they do not want to upgrade they do not have to. There are different ways to mount signs to different types of mailbox posts or we will put a stake in next to the mailbox post. However, we can get this done. Councilman Bardill inquired about situations where there are mailboxes for several residences grouped together on one side of the road, but the house may be on the other side. Mr. McConville responded that is when an arrow decal would be placed on the sign with the house number pointing to the direction of that location. Mr. McConville explained, in order for the BSA Council to approve this, we cannot charge for the signs. The signs cost \$10, not including the decals. Mr. Zobrist has put together a toolbox with an assortment of screws and bolts. We want to hold awareness fundraisers at Trubuy and other locations to provide information and seek donations. If you drive around the city, you will notice these signs stand out, which is extremely helpful when time is critical for emergency response. Councilman Bardill made a motion to approve Sam McConville's Eagle Scout Project request as presented tonight; seconded by Councilwoman Bellm. All council members voted aye, none nay. Motion carried.

*BSA Troop 1040 – Silver Lake Park Campout Request* – Scott Schuepbach and John Daiber, BSA Troop 1040 Assistant Troop Masters, requested permission for the troop to camp at the Silver Lake Park archery area June 17-19, 2011. Mr. Schuepbach stated there would not be any canoeing this time. The Cubs are having a Cub Campout that weekend; our boys will be assisting with that. In addition to this request, Mr. Schuepbach asked council to consider streamlining the approval process for scout troops to camp at the park. Typically, troop meetings fall on same night as council meetings, so it makes it difficult for someone to get here. Mayor Michaelis explained, a few months ago, we had several requests and people were not showing up to answer questions the council may have had regarding their requests. Director Rosen acknowledged the scouts come out each year and have the same requests each year. Mr. Daiber explained it is difficult to plan when trying to coordinate dates with the number of kids we have and their other activities. A lot of times, it comes down to short notice planning and then we have issues with getting the approval because of the council meeting schedule. City Attorney Gruenke advised, if the council wants to delegate the authority to Director Rosen, that could be done. Director Schoeck stated the certificate of insurance may have to be specific to the date(s), if that is what our insurance carrier requires, rather than a blanket of dates. Mr. Schuepbach stated the certificate of insurance can be quickly obtained online with the BSA Council. Councilwoman Bellm made a motion to approve BSA Troop 1040 campout request for June 17-19, 2011 with proper certificate of insurance and indemnification on file and to allow future requests for campouts to be coordinated with Director Rosen; motion seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

*Highland Farmers' Market Funding Request* – Deanna Harlan, Market Master, and Jami Jansen, Chamber of Commerce Executive Director, requested permission to hold the Highland Farmers' Market every Thursday throughout the summer months, beginning June 16. Councilman Schwarz asked how this is being advertised. Mrs. Harlan responded we are using the Chamber of Commerce billboard, newspaper advertisements, new yard signs, and a direct mailer to all residents of Highland. Councilman Schwarz noted the cost of the direct mailers is ~\$2,500, which seems like a lot of money for this. Mrs. Harlan explained the direct mailer is a postcard with notification of the new location, schedule and new logo. Councilman Schwarz pointed out the city does not collect any sales tax from the vendors. Therefore, I do not see any benefit to the city other than drawing people to the Square. I just feel like the advertising costs, in particular the cost of the direct mailers, is a lot to be spending. Mrs. Harlan explained we surveyed those attending last year and found that newspaper and other print media does not work as well anymore. The direct mailer is something people can stick up on the refrigerator as a reminder. Councilman Schwarz stated most of the vendors up there are for-profit, even though many do this as a hobby. I think it would be prudent for some of the vendors to contribute to the cost of the advertising. Mrs. Harlan explained all the vendors have been instructed that, if they are for-profit they are responsible for reporting sales and any sales tax to the State of Illinois. Councilman Schwarz made a motion to approve use of the Square for the Farmers' Market and approve

advertising funds of \$2,500. Motion failed due to lack of a seconded. Councilman Bardill made a motion to approve the request for use of the Square for this year's Farmers' Market and advertising funds in the amount \$5,000; seconded by Councilman Nicolaides. Roll Call Vote: Bardill and Nicolaides voted aye, Schwarz voted nay, and Bellm abstained due to possible participation as a vendor. Mayor Michaelis voted aye. Motion carried.

Requests of Council:

None.

Staff Reports:

*IMUA Names Highland Community of the Year for 2011* – City Manager Latham acknowledged the City of Highland being named Community of the Year for 2011 by the Illinois Municipal Utilities Agency. Highland's receipt of this award goes back to the development and growth of Highland Communication Services.

City Manager Latham recognized Sharon Rusteberg for her many years of dedication and outstanding service to the City of Highland. Since announcing her retirement, she has spent the last six months getting things in order and everyone up to speed with procedures so that there is a smooth transition upon her retirement.

Councilwoman Bellm congratulated the directors and staff on the receipt of the IMUA award and asked the directors to pass along her appreciation for their work.

## **NEW BUSINESS**

Cancel the City Council Meeting Scheduled for July 5, 2011 – Councilman Bardill made a motion to reschedule the City Council Meeting originally scheduled for July 5, 2011; at 7:00pm to Friday, July 1, 2011 at 12:00pm; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Approve Mayor's Appointments to the Industrial Development and Police & Fire Commissions – Councilwoman Bellm made a motion to approve the mayor's re-appointment of Darell Bellm and Jon Greve and the appointment of Rick Frey to the Industrial Development Commission for one-year terms and the re-appointment of Jon Sugg to the Police & Fire Commission for a three-year term as attached; seconded by Councilman Bardill. All council members voted aye, none nay. Motion carried.

Bill #11-49/ORDINANCE Increasing the Number of Members of the Industrial Development Commission From Three to Five – Councilman Bardill made a motion to approve Bill #11-49/Ordinance #2470 increasing the number of members of the Industrial Development Commission from three to five as attached; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-50/RESOLUTION Determining Prevailing Rate of Wages – Councilwoman Bellm made a motion to approve Bill #11-50/Resolution #11-06-1970 determining prevailing rate of wages as attached; seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-51/RESOLUTION Authorizing City Personnel to do Business with Certain Investment Firms – Councilman Bardill made a motion to approve Bill #11-51/Resolution #11-06-1971 authorizing City Personnel to do business with certain investment firms as attached; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-52/ORDINANCE Declaring Surplus Property – Fiberglass Tank – Councilwoman Bellm made a motion to approve Bill #11-52/Ordinance #2471 declaring (1) 1,200 gallon fractured fiberglass tank as surplus property as attached; seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-53/RESOLUTION Authorizing Purchase of Altec Boom Truck from Global Rental Co., Inc. – Councilman Bardill made a motion to approve Bill #11-53/Resolution #11-06-1972 authorizing purchase of Altec Boom Truck from Global Rental Co., Inc. in the amount of \$60,800 after rental credit of \$9,100 is received by the City of Highland as attached; seconded by Councilwoman Bellm. Councilman Schwarz asked is this replacing a piece of equipment or is it an addition to the fleet. Director Cook explained we have been leasing this unit for about two years ago, at a rate of \$2100 per month for fiber installation. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-54/ORDINANCE Approving Lease-Purchase of “Cardio Equipment” for the Korte Recreation Center - Councilwoman Bellm made a motion to approve Bill #11-54/Ordinance #2472 approving a lease-purchase for seven pieces of cardio equipment for the Korte Recreation Center in the amount of \$25,002 with Pure Fitness Innovations, LLC as attached; seconded by Councilman Bardill. Councilman Schwarz noted I did not see this go out for bid. Director Rosen explained we had two other vendors give us quotes on the same thing. The closest one was \$10,000 higher. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-55/RESOLUTION Authorizing Engineering Services Contract with Oates Associates, Inc. for Broadway Streetscape Master Plan – Conceptual Development - Councilman Bardill made a motion to approve Bill #11-55/Resolution #11-06-1973 authorizing engineering services contract with Oates Associates, Inc. for Broadway Streetscape Master Plan – Conceptual Development, in the amount of \$15,000 as attached; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-56/RESOLUTION Authorizing Execution of Contract with Moran Economic Development for Development of Tax Increment Financing Area #2 – Councilwoman Bellm made a motion to approve Bill #11-56/Resolution #11-06-1974 authorizing execution of contract with Moran Economic Development for development of Tax Increment Financing Area #2, in the amount of \$29,000 as attached; seconded by Councilman Bardill. Councilman Schwarz asked City Manager Latham if he had talked with the school district about this. City Manager Latham responded, briefly. There has not been a lot of discussion, because the exact area has yet to be determined. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Bill #11-57/RESOLUTION Authorizing Execution of Contract with Three-Way Creations for Landscaping Design and Installation Services for New Cemetery Entrance - Councilman Bardill made a motion to approve Bill #11-57/Resolution #11-06-1975 authorizing execution of contract with Three-Way Creations for landscaping design and installation services for new cemetery entrance, for an amount not to exceed \$60,000 as attached; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Approve a Notice of Municipal Letting Bid #PW-01-11 for the Iberg Road and Glik Park Segments of the Multi-Use Trail – Councilwoman Bellm made a motion to approve a Notice of Municipal Letting Bid #PW-01-11 for the Iberg Road and Glik Park Segments of the Multi-Use Trail as attached; seconded by Councilman Bardill. All council members voted aye, none nay. Motion carried.

Approve Funding Agreement with the Illinois Department of Transportation for Intersection Improvements at Hemlock and US Highway 40 – Councilman Bardill made a motion to approve funding agreement with the Illinois Department of Transportation for intersection improvements at Hemlock and

US Highway 40 as attached; seconded by Councilwoman Bellm. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Approve Task Order for Spectrum Engineering to Create Plans and Specifications for the Underground Bore and Fiber Run from Highland to Troy (Bid #E-04-11) - Councilwoman Bellm made a motion to approve Task Order for Spectrum Engineering to create plans and specifications for the underground bore and fiber run from Highland to Troy (Bid #E-04-11), for an amount of \$32,110, as attached; seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried.

Approve a Notice of Municipal Letting Bid #E-04-11 Underground Bore and Fiber Run from Highland to Troy – Councilman Bardill made a motion to approve Notice of Municipal Letting Bid #E-04-11 Underground Bore and Fiber Run from Highland to Troy as attached; seconded by Councilwoman Bellm. All council members voted aye, none nay. Motion carried.

## **REPORTS**

Approve Warrants #843 & #844 – Councilman Bardill made a motion to approve Warrants #843 & #844 as attached; seconded by Councilman Nicolaides. Roll Call Vote: Schwarz, Bardill and Nicolaides voted aye, none nay. Councilwoman Bellm abstained. Motion carried.

Councilwoman Bellm made a motion to temporarily adjourn, to conduct an Executive Session pursuant to the Illinois Open Meetings Act under Section 2(c)(21) for discussion of executive session minutes, 2(c)(2) to discuss collective negotiating matters; seconded by Councilman Bardill. Roll Call Vote: Schwarz, Bardill, Bellm and Nicolaides voted aye, none nay. Motion carried and meeting temporarily adjourned at 7:45pm.

Mayor Michaelis reconvened the Regular Session at 8:07pm. Council members Schwarz, Bardill, Bellm and Nicolaides were present. Others in attendance: City Manager Latham, City Attorney Gruenke, Directors Rusteberg and Cook, Deputy City Clerk Hediger, and City Clerk Bellm.

Mayor Michaelis stated any thing discussed in Executive Session would not be acted upon in Regular Open Session this evening.

Councilwoman Bellm made a motion to adjourn; seconded by Councilman Bardill. All council members voted aye, none nay. Motion carried and meeting adjourned at 8:07pm.

Joseph Michaelis, Mayor

Barbara Bellm, City Clerk