

**MINUTES OF REGULAR SESSION  
HIGHLAND CITY COUNCIL  
TUESDAY, FEBRUARY 17, 2015**

Mayor pro tem Frey called the Regular Session to order at 7:00pm. Council members Frey, Bellm and Nicolaides were present. Councilman Schwarz and Mayor Michaelis were absent. Others in attendance were City Manager Mark Latham, City Attorney John Long; Directors Cook, Imming, Korte, Peck, Rosen and Schoeck; Police Chief Bell, EMS Captain Crosby, Lt. Conrad, HCS Manager Robinson, Library Director Kim, Deputy City Clerk Hediger, City Clerk Bellm and 38 citizens.

**MINUTES**

Councilwoman Bellm made a motion to approve the minutes of the February 2, 2015 Regular Session as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

**PROCLAMATIONS**

Kim Weis, President and Katie Klaus, Reporter, along with four other members of Highland High School FFA were present as Mayor *pro tem* Frey read a document proclaiming the week of February 21 – 28, 2015 as FFA Week in the City of Highland.

Vince Hughes, Assistant Principal at HHS, was present as Mayor *pro tem* Frey read a document proclaiming March 1-14, 2015 as “14 deVICE-Free Nights” in the City of Highland. These nights are to encourage families in the community to put down electronic devices and participate in activities that bring the family together. Unplug from electronics and plug into something else. Mr. Hughes reported that Highland Parks & Recreation will be hosting things in conjunction with this to encourage people of all ages to do things together. On March 5 Parks & Rec will host a family fitness challenge at Glik Park; they are also planning a whiffle ball tournament. Mayor *pro tem* Frey expressed this is a very good cause and I encourage everyone to participate.

**PUBLIC FORUM**

Citizens’ Requests and Comments:

*Highland Arts Council 2015 Art in the Park Funding Request* – Lynnette Schuepbach, Representative of Highland Arts Council, presented a poster symbolizing the 2014 event to the City of Highland for their past support of Art in the Park. Miss Schuepbach requested the support as last year, for this year’s event. Councilwoman Bellm made a motion to approve support of the Art in the Park as attached with funding of \$8,000 from the hotel/motel tax fund; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides, and Frey voted aye, none nay. Motion carried.

*Rusty Rodz Car Club 2015 Cruise on the Square Request* – Mike Tatum, President requested permission to host their cruises the last Saturday of each month May through October with closure of the streets immediately around the Square and use of the gazebo and its utilities. Councilwoman Bellm made a motion to approve the request of Rusty Rodz Car Cruises with street closures and use of the gazebo for the last Saturday of each month from May through October, 4:30pm – 8:00pm as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

*Highland Tree Commission – Spring Bloom Festival Funding Request* – Tree Commission Members Barb Stallard, Bob Coleman, Darrell Newman and Sheila Gruender were present. Mrs. Stallard stated, last year, we expanded our Arbor Day planting event into the Spring Bloom Festival. We have the Green Team come out from the HHS to help with the plantings, still, but we have added events to bring more people to the event. Our intent is to expand the event and eventually turn it over to Parks & Recreations, and allow us to do fundraising through the event versus hosting the event. This year, we will be expanding the event hours to 9am – 3pm. We will be having a speaker from The Wild Bird Sanctuary. Mark Rosen is working on getting a sponsor to cover that cost. We had over 400 people attend the event, last year. Last year, we requested \$2,000 in funding. We produced banners and signs that will be reused this year. This year, we are requesting \$1,500 in assistance to cover advertising in The Pioneer, Highland News Leader, and flyers.

Darrell Newman stated he often meets up with former students, uptown, that participated years ago; they talk about how they remember planting the trees and how they now plant bushes and trees at their homes. The memorial trees have been a good opportunity as a way to remember those how have passed away. The Parks & Recreation have worked with the Boy Scouts to develop a GPS program of the trees, which eventually will be available at the KRC for people to use to locate the memorial trees. Councilwoman Bellm made a motion to grant the Tree Commission their request of \$1500 for funding of the Spring Bloom Festival; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

*Highland Lions Club Annual Memorial Day Biathlon Request* – Ryan Goodwin, Race Chairman, stated this year's event will be held Monday, May 25, 2015. The cycling portion will be lengthened from 15 miles to 20 miles. This will get us more in line with other biathlon events, and it will allow us to utilize and showcase the new peripheral route. The problem is that it will cross three state highway intersections. Mr. Goodwin stated we have been working with Chief Bell and the police department to address that. Councilwoman Bellm made a motion to approve the Highland Lions Club Memorial Day Biathlon on Monday, May 25, 2015 as requested; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

*Highland Speedway 2014 Track Events Approval Request* – Wayne Steiner, President of Madison County Fair Association and Sue Zobrist, MCFA and Track Manager were present. Mr. Steiner noted the council has been provided with the schedule of track events, which includes the Madison County Fair dates of July 21-25. The speedway season will begin March 15, with a Play Date. The first race night will be Saturday, March 21 and the last night of the scheduled season will be August 29. Councilman Frey noted there is three nights in September that are listed as "TBA", which is set aside for concerts that are being planned at Madison County Fair Grounds. Councilwoman Bellm made a motion to approve the track events and Madison County Fair on the dates provided and including everything on the list of events as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

*Relevant Pregnancy Options Center Walk for Life/5K Life Run Request* – Tricia Blasdel, Executive Director requested permission to host the Walk for Life/5K Life Run on Saturday, September 26 with the route the same as in years past. She stated she has spoken with Chief Bell and he agrees that our walk and run route is safe and acceptable. Councilwoman Bellm made motion to approve Relevant Pregnancy Options Center’s Walk for Life/5K Life Run on Saturday, September 26 with use of the streets and gazebo facilities as requested; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Requests of Council:

No requests or comments provided.

Staff Reports:

*Presentation of Strategic Plan Update* – City Manager Latham stated the last Strategic Plan was done in 2006. As things change, it is important to revisit and revise. A team was put together to initiate the process. IT Director Angela Imming explained we started out by doing a SWOT analysis for each area – Strengths, Weaknesses, Opportunities and Threats – and discussed how we would execute if the plan is approved. Our overall goals are to keep the community safe, clean and secure, create a financially secure community government, have a sustainable local economy, and revitalize historic communities and businesses and to provide excellent services.

Chief Bell stated our goals are to keep citizens safe throughout the community at all time; provide emergency preparedness expertise to all city staff; keep all areas of community well maintained; and address traffic flows; and, prepare for a new public safety facility. Financial objectives that we want to do are to provide assistance to single families in our old areas of town to assist with repairs and promote homeownership, and improve grant seeking opportunities. Action items are to look out our citizens’ perception of safety and survey our citizens as far as how safe they feel they are. As part of emergency preparedness, we will be reviewing our plans for various emergencies and the responses. All departments are meeting and discussing this already, after the large power outage we experienced last August. With the new quadrants, we are going to monitor safety and flow controls, based upon how traffic flow changes occur. We want to preserve single-family homes within the older sections of town. Some things we are looking at is providing purchasing incentives to first-time homebuyers who purchase in the older section of town. They would have to show that they are going to live within that residence. We are going to work more diligently at getting grants for equipment and training for the fire department. Highland is fortunate to have a very large active volunteer department, which is low-cost for our community, but we must continue to provide them with the appropriate training and equipment. Councilwoman Bellm encouraged making sure that the communication devices work across all emergency staff and departments, as part of all of this.

Chief Bell presented on behalf of Joe Gillespie on the Community Services area of the plan. He stated it is important to get the messages out to community for not only emergencies, but at all times. Additionally, it is important that citizens be able to communicate and get information to the correct people without having to make how many calls and transferred before an issue is resolved. We want to communicate what Highland has to offer and all the things the City does for the citizens. Gary Crosby is working to put together a book listing the department contact information, events the city puts on, and services provided. Chief Bell pointed out it is important that we continually update Facebook pages, Twitter accounts, etc. so that things remain fresh and relevant.

Director of Finance Kelly Korte stated our department looked at how secure our area is. We did identify a few weaknesses, such as our reliance on state and federal funding, which can be slow to pay. There is the gap that between rate studies, which causes departments to dip into reserves to cover

operation and maintenance costs. While we are fortunate that the city has reserves, we have been dipping into those reserves lately. Property taxes have suffered with the rise in foreclosures. Getting people to purchase homes versus rental will assist with keeping property values up. Action items are that we want to seek and secure all grant funding possible and increase growth of our commercial area. Our department is going to look at tracking reserves more closely.

Community Development Lisa Peck stated the goals for sustaining the local economy include creating a formal retention and expansion plan, attracting new businesses, and increase employment opportunities. The best way to create business growth and employment is to encourage entrepreneurial growth. We also want to capitalize on the assets we have, primarily HCS. We also want to increase emphasis on code enforcement, particularly in the older section of town, while encouraging homeownership in this area. Additionally, we want to strengthen our relationship with existing employers. Councilwoman Bellm noted she sees a reoccurring theme throughout this plan of encouraging ownership and revitalization of the older area of town.

Angela Imming, IT Director, stated my team was put in charge of looking at how to revitalize the older sections of town and downtown business area. She expressed this is something she is very passionate about, as she owns a historical home in the older area of town. Generally, there is safety in all areas of town. The weakness is that we have many dilapidated homes in the older sections of town and the businesses in the historical area of town are very fragile. Because of the failing nature of the homes, it gives an appearance of being unsafe. Some of the threats that we face are the potential the closure of the outdoor pool, fragile small businesses in the downtown area, and high rental property rates. The number one goal is to increase property value. Other goals are to increase the support of small downtown businesses. Create a homebuyer incentives program to promote single-family ownership and renovations and improvements. We would market this as "HIPP" and provide workshops to teach people how to care for older historical homes. Things we need to look at are what we are going to do if the pool closes at Lindenthal Park. What will we provide for children in the older area of town? Measurable goals will be if we are increasing property values. Is the number of rental properties going down? We will look at the number of complaints and the values of properties in this area.

City Manager Latham pointed out strategic plans are used in the budget process. Some of these items will require funding as well as changes to ordinances. Property values are declining and we need to look at ways to change that trend. Councilwoman Bellm noted new people looking at Highland are going to come to downtown, look at the Square and the two or three blocks off the Square and by the schools.

## **NEW BUSINESS**

Bill #15-14/ORDINANCE Amending Chapter 78, Article VII, Division 3, Section 78-732, of the Code of Ordinances (Schedule of FTTP Rates and Charges) To Add Rates and Charges for a "PRI (Primary Rate Interface) Circuit" and for Additional Minutes of Long Distance Calling While Using a "PRI (Primary Rate Interface) Circuit" – Councilwoman Bellm made a motion to approve Bill #15-14/Ordinance #2672 amending Chapter 78, Article VII, Division 3, Section 78-732, of the Code of Ordinances (Schedule of FTTP Rates and Charges) to add rates and charges for a "PRI (Primary Rate Interface) Circuit" and for additional minutes of long distance calling while using a "PRI (Primary Rate Interface) Circuit" as attached; seconded by Councilman Nicolaidis. Councilwoman Bellm asked what all that means. HCS Manager Tracey Robinson explained a PRI is actually a type of phone circuit, which allows for 23 lines total. Roll Call Vote: Bellm, Nicolaidis and Frey voted aye, none nay. Motion carried.

Bill #15-15/RESOLUTION Approving a Services Agreement with Modis, Inc. for the Purpose of Obtaining Temporary IT Staffing Services – Councilwoman Bellm made a motion to approve Bill #15-15/Resolution #15-02-2295 approving a services agreement with Modis, Inc. for the purpose of obtaining temporary IT Staffing Services as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Bill #15-16/RESOLUTION Authorizing and Directing Application to the East-West Gateway Council of Governments for a Surface Transportation Program-Suballocated (STP-S) Grant, for the Purpose of Resurfacing Broadway from Helvetia Drive East to Iberg Road – Councilwoman Bellm made a motion to approve Bill #15-16/Resolution #15-02-2296 authorizing and directing application to the East-West Gateway Council of Governments for a Surface Transportation Program-Suballocated (STP-S) Grant, for the purpose of resurfacing Broadway from Helvetia Drive East to Iberg Road at attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides, and Frey voted aye, none nay. Motion carried.

Bill #15-17/RESOLUTION Approving Change Order No. 4 for the Cured in Place Pipe Sewer Rehabilitation Project (PW-02-14) – Councilwoman Bellm made a motion to approve Bill #15-17/Resolution #15-02-2297 approving Change Order No. 4 for the Cured in Place Pipe Sewer Rehabilitation Project (PW-02-14) as attached seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Bill #15-18/RESOLUTION Approving Change Order No. 2 for the Iberg Road Extension Project to Obtain the Performance of Construction Work on Phase 1 of New Community Park East of Veterans Honor Parkway – Councilwoman Bellm made a motion to approve Bill #15-18/Resolution #15-02-2298 approving Change Order No. 2 for the Iberg Road Extension Project to obtain the performance of construction work on Phase 1 of new community park east of Veterans Honor Parkway as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Award Bid #E-16-14-R for Purchase of One Ford F150 Supercrew Cab 4x4 Pickup Truck for the Electric Department – Councilwoman Bellm made a motion to approve award Bid #E-16-14-R to Tri-Ford, Inc., in the amount of \$30,104.00 for purchase of one Ford F150 Supercrew Cab 4x4 Pickup Truck for the electric department as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Approve Notice of Municipal Letting, Bid #E-01-15 for Purchase of One Medium Voltage Distribution Switchgear for Suppiger – Councilwoman Bellm made a motion to approve Notice of Municipal Letting, Bid #E-01-15 for purchase of one Medium Voltage Distribution Switchgear for Suppiger as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

Approve Notice of Municipal Letting for 2014 MFT Maintenance Materials (Section 15-00000-00-GM) – Councilwoman Bellm made a motion to approve Notice of Municipal Letting for 2014 MFT Maintenance Materials (Section 15-00000-00-GM) as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried.

## REPORTS

Approve Warrants #976 & #977 – Councilwoman Bellm made a motion to approve Warrant #976 & #977 as attached; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey 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 2(c)(21) to discuss approval of executive session minutes; seconded by Councilman Nicolaides. Roll Call Vote: Bellm, Nicolaides and Frey voted aye, none nay. Motion carried. Meeting adjourned at 8:08pm.

Mayor *pro tem* Frey reconvened the Regular Session at 8:14pm. Council members Bellm, Nicolaides and Frey were present. Councilman Schwarz and Mayor Michaelis were absent. Also present were City Manager Latham, City Attorney Long, Deputy City Clerk Hediger and City Clerk Bellm.

Mayor *pro tem* Frey stated nothing discussed in executive session would be acted upon tonight.

Councilwoman Bellm made a motion to adjourn; seconded by Councilman Nicolaides. All council members voted aye, none nay. Motion carried and meeting adjourned at 8:14pm.

Rick J. Frey, Mayor *pro tem*

Barbara Bellm, City Clerk