

**HIGHLAND, ILLINOIS
MINUTES OF REGULAR SESSION
INDUSTRIAL DEVELOPMENT COMMISSION
CITY HALL, 1115 BROADWAY
WEDNESDAY, SEPTEMBER 2, 2020
12:00 PM**

This meeting was held telephonically, due to the city's COVID-19 response.

Call to Order:

The September 2, 2020, meeting of the Industrial Development Commission was called to order at 12:05 PM by Vice-Chairman Korte-Lindsey. The meeting was held via telephone conference due to the city's COVID-19 response.

Roll Call:

Members present via telephone: Vice-Chairman Diane Korte-Lindsey, Treasurer Jon Greve, and Marshall Rinderer.

Members absent: Chairman Jim Meridith. Josh Kloss will be appointed by the Mayor this month and his first meeting will be in October.

Also present via telephone: Director of Community Development Breann Speraneo; Economic Development Coordinator Mallord Hubbard; Director Angela Imming; and, Recording Secretary Lana Hediger.

Approval of Minutes:

Marshall Rinderer made a motion to approve the minutes of the August 5, 2020, Regular Session meeting of the Industrial Development Commission; seconded by Jon Greve. All members voted aye; none voted no; the motion carried.

Reports:

Treasurer's Report

Jon reported that a \$500 check and a \$1,500 check were written to Renew Functional Medicine, based on the vote at the June meeting. Those checks have cleared leaving a balance of \$15,886.21 in the IDC account. There is also the \$60,000 CD with a one-year term, the maturity date of which is 2/3/2021. Marshall made a motion to accept the Treasurer's report; seconded by Jon. All members voted aye; none voted no; the motion carried.

Updates on other job inquiries

Breann Speraneo reported that the Schlafly project is going pretty well. She and others from the city had a successful meeting with the Schlafly team at their St. Louis location, recently. We are moving forward with this and Breann and a member of the Schlafly team are working together to get some details ironed out.

Also from the Schlafly meeting, the city was introduced to an entrepreneur friend of theirs who builds scooters. They need a source for bending metal, and Breann has introduced

them to Highland Machine in hopes of bringing additional manufacturing business to Highland.

Trouw Nutrition is doing some additions to their main Highland facility on Matter Drive. We have received some inquiries at Building & Zoning from contractors looking to bid on their project. They are planning to use this facility for production and storage. They have also been in contact with Mallord.

Mallord reported that Tru-Buy contacted the City about some improvements that they want to make to the façade of their store. He will work with them to see what can be done to assist them in making those improvements.

Breann noted that the Cypress Lounge building is for sale. She and Mallord will be offering that as an option for anyone inquiring about business locations. She added that Aaron Schuster has remodeled the old Sammie's Ice Cream building, and it is available for rent as office space.

Update on Highland Communication Services

Director Angela Imming reported that HCS has again hit a record high with 2,460 customers. She was unable to report the revenue for the month as she does not expect to get those numbers for another two or three days. One of the two major things that HCS is working on, is the housing unit off of Flax Drive. They are finishing the internal cabling this week and they are currently moving their people over to the Villas housing development off of 143. They continue to push the development and circuit installation for the new television products. They will not launch the first group of test customers until the middle to end of October.

Marshall asked how we are looking on the completion of the system build-out within city limits. Director Imming indicated that is on hold pending the revenue from COVID. The intention was to start that in May, but was held off until we are sure that the revenues were not too adversely affected by the pandemic. She reported that at her last check the numbers were only off by ½ of a percent of what was forecasted. She expects that will probably be discussed at their staff meeting next Tuesday. Diane asked what areas are not yet being served. They are: Lakeview Hills Estates and Prestige Estates.

Update on Disaster Relief Initiatives

Mallord Hubbard reported that there were a couple of programs deployed that we worked hard to disseminate information on...the Emergency Mortgage Assistance and Emergency Rental Assistance programs. These were put out by the State of Illinois. Mallord is frustrated with them as the programs are announced, the applications are opened up, and then rapidly closed. More lead time would be beneficial. These are posted on the city's website and on social media. He encourages people to check those outlets often. More programs are being developed. The county is offering a forgivable loan program. It has already been closed. The hope is that it will be reopened if they can get more funding for it. The State of Illinois is also expecting to offer round two of their Business Interruption Grant program.

Mallord spoke with the owner of Rail Shake who indicated that she hasn't always felt as though the city was fully behind the businesses. He empathized with her and assured her that we are doing all we can to get the information out. Not having a business registry puts the city as a disadvantage when it comes to contacting the businesses. He tries to work with the Chamber to get information out to as many as possible as quickly as possible. He will continue to work with her to garner ideas on how we can do better.

Mallord reported that It's Party Time just completed deployment of their on-line shopping cart. Director Imming visited their site and verified that the shopping cart is operational. The IDC members will be asked to vote on payment of the \$500 E-commerce grant to It's Party Time at the October 7 meeting. There were 10 grants available. So far we have no other applicants.

Breann added that, as of today, bars and restaurants were shut down for indoor dining again. This E-commerce grant could help them.

FEMA Map Update – Mallord Hubbard

Breann reported that construction of the culvert has been completed. A letter together with "as built" drawings has been sent to FEMA, requesting that the flood elevation levels be dropped.

Jon asked if FEMA would be coming out to do their own inspection of the culvert. Breann didn't know whether they would or not.

New Business:

Harrison Edwards PR & Marketing Contract – Request for IDC Support

After discussion regarding available IDC funding and timing of payments to cover the Harrison Edwards contract, Mallord indicated that the \$17,500 (representing the fixed costs associated with the contract) would initially be paid out of the Economic Development Fund, and the IDC could reimburse from their funds after the CD matures, adding that any variables associated with this arrangement would be paid with Community Development funds, not to be reimbursed by IDC.

Angela Imming will be overseeing the work under this contract and communicating directly with Harrison Edwards. She is hopeful that this will produce a roadmap for long-term use in marketing Highland.

Jon Greve moved to recommend approval of the agreement to the city council, and if approved, the IDC would provide the funding of \$17,500, with the understanding that it would not be paid out of the IDC funds until the CD matures in February of 2021; seconded by Marshall Rinderer. Marshall asked if Harrison Edwards would be able to meet with the IDC during this process. Angela indicated that could be set up. Breann stated that as the primary stake holders she believes that the IDC members should be

included in a Zoom meeting at the very least. All members voted aye; none voted no. The motion carried.

Next Meeting:

The next regular meeting of the Industrial Development Commission is scheduled for Wednesday, October 7, 2020.

Adjournment

John Greve made a motion to adjourn; seconded by Marshall Rinderer. All members voted aye; none voted no. The motion carried and the meeting adjourned at 12:42 PM.