

**HIGHLAND, ILLINOIS  
MINUTES OF REGULAR SESSION  
INDUSTRIAL DEVELOPMENT COMMISSION  
CITY HALL, 1115 BROADWAY  
WEDNESDAY, SEPTEMBER 1, 2021  
12:00 PM**

**Call to Order:**

The September 1, 2021, meeting of the Industrial Development Commission was called to order at 12:04 PM by Chairman Jim Meridith.

**Roll Call:**

Members present: Chairman Jim Meridith, Treasurer Jon Greve and Marshall Rinderer.

Members absent: Vice-Chairman Diane Korte-Lindsey and Josh Kloss.

Also present: City Manager Chris Conrad; Economic Development Coordinator Mallord Hubbard; Director of Chamber of Commerce Hillarie Holzinger, SIUE Intern Gretchen Arnold, Representative of SBFG, LLC Gayle Frey and Recording Secretary Megan Von Hatten.

**Approval of Minutes:**

None

**Reports:**

**Recommendation on Development Agreement with SBFG, LLC**

Mallord reported developer SBFG, LLC is proposing a project at 5 Apex Drive, to develop the property through construction of a new office building in an existing professional park. Mallord distributed a Development Agreement to the board. Mallord stated the total project cost are estimated to be \$450,000 and the City has agreed to do 50% reimbursement of the city's portion of the incremental value of the property taxes for 10 years. Mallord reported the city's obligation is a recommendation, that you will find looking at the terms in section 3 of the preambles in the development agreement. Mallord asked Gayle Frey of SBFG, LLC to give any details he would like to provide to the board.

Gayle reported that SBFG built Professional Park in 2005-2006 at that time they built several buildings right off the bat. One building was purchased and is still owned by the same owner today and one building was built for National Bank. However, they have not built a building for 14 years now and have had very little interest in the properties until now.

Mallord added this agreement is necessary in order to allow the developer the ability to complete the deal with their potential tenant of the proposed office building. The building will be 3,000 square feet total, with one space being 1200 sq. ft. and the second being 1,800 sq. ft. Mallord reported they have been made aware the developer & Edward Jones have been involved in negotiations that, but for this Development Agreement, could put the whole deal in jeopardy. The recommendation by the Industrial Development Commission will allow for the project to move forward and be a net positive for both the City & our residents.

Greve made a motion to recommend approval of the Development Agreement with SBFG, LLC at 5 Apex Drive, to the City Council; seconded by Rinderer. All members voted aye; none voted no. The motion carried.

### **Treasurer's Report – Jon Greve**

Treasurer Jon Greve reported the balance in the IDC account at First Mid Bank as of September 1, 2021, was \$57,544.93. There were no transactions during the month. Rinderer made a motion to approve the treasurer's report; seconded by Meridith. All members voted aye; none voted no; the motion carried.

### **Update on job inquiries – Mallord**

- Scooters – Development is going well, they will be opening September 13, 2021.
- Antique furniture store – Besides sharing the location we do not have any further information on this topic at this time. They will be leasing the old CD Meals on the square location.
- Public Safety Building – Chris reported the Public Safety Building is expected to have what we call substantial completion by October 10, 2021. SM Wilson will be removing their project trailer at that point, along with the site manager not being on site every day.

### **Update on Highland Communication Services – Mallord Hubbard**

Mallord reported on Director Imming's behalf stating that HCS now has 2,640 subscribers and ViTV is still doing great with the roll out and we are up to 350 Subscribers.

Mallord stated that HCS has had another round of photos being used for advertising that you will begin seeing on social media.

Chris reported on the social media campaign, providing a snapshot of the data provided from the activity of this campaign from the last 60 days. 137,000 views at a cost of 1.6 cents per view, Citizens of Highland had 481 clicks, Korte Rec Center had 199 clicks, and Highland is the perfect place to call home had 188 clicks.

### **Update on COVID-19 Disaster Initiatives – Mallord Hubbard**

Mallord reported since the last meeting there has been a new program announced by the state, the Back to Business Grant. Mallord stated applications are open for this program. Mallord gave Hillarie a shout for being a partner and raising awareness on this program using her contacts and resources to get the word out. Mallord stated the city will be hosting a workshop on September 9, 2021. One of the Illinois SBDC members from SIUE has been appointed as an Illinois Navigator, this person will be our area representative to come out and help our businesses to apply for this grant. All businesses are eligible to apply but the focus is on the businesses that did not take advantage of prior grants.

Mallord asked Hillarie to give a brief run down on the Job Fair coming up.

Hillarie reported that a Job Fair will be taking place at Gateway in Collinsville on September 22, 2021 from 9:00 a.m. – 12:00 p.m. Hillarie stated she talked to the Executive

Board and requested as a Chamber Director to represent any Highland Businesses that could not attend the Job Fair that day. The businesses will present her with packets and she will be accepting applications along with pre-screenings on their behalf. Hillarie stated she is really looking forward to the opportunity.

### **Approval of Installation of “Live Highland”**

Mallord stated the “Live Highland” sign located on State Route 143 is not looking as spry as it once did. Mallord stated the Chamber of Commerce has been looking into what it would take in getting the sign replaced.

Hillarie reported the original inception of the sign was in 1979, the sign at that point looked a little different but not much as it stands now. The sign was refurbished in 2005 with a vinyl wrap with the wooden poles and shingles. The sign is in disrepair, the polls and shingles are rotten and the vinyl is faded. Hillarie stated she worked with Digital Arts to find the best option with little to no maintenance. Digital Arts came up with an aluminum deposit design. Hillarie provided an Estimate from Digital Arts, \$5,524.82, \$2,500 will be brought to City Council for approval to use the Hotel/Motel Tax funds and \$3,240.82 is being requested from the Industrial Development Commission funds.

No quorum to vote, Rinderer had to abstain

### **Next Meeting:**

Mallord mentioned we will need to have a Special Session next week with the IDC for a Development Agreement with Highland Autowash, LLC. This agreement needs to be moved on quickly as it needs to go to City Council for approval by the next Council meeting on September 21, 2021. A special meeting will be held Wednesday, September 8, 2021 at 1:15

The next regular meeting of the Industrial Development Commission is scheduled for Wednesday, October 6, 2021.

### **Adjournment**

Jon made a motion to adjourn; seconded by Marshall. All members voted aye; none voted no. The motion carried and the meeting adjourned at 12:41PM.