

**HIGHLAND, ILLINOIS  
MINUTES OF REGULAR SESSION  
INDUSTRIAL DEVELOPMENT COMMISSION  
HIGHLAND PUBLIC SAFETY BUILDING, 12990 TROXLER AVENUE  
WEDNESDAY, OCTOBER 4, 2023  
12:00 PM**

**Call to Order:**

The October 4, 2023, meeting of the Industrial Development Commission was called to order at 12:10 PM by Chairman Jim Meridith and the Pledge of Allegiance was recited.

**Roll Call:**

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

Members absent: Chairman Jim Meridith.

Also present: Economic Development Coordinator Mallord Hubbard; City Manager Chris Conrad; and, Recording Secretary Megan Von Hatten. In addition, one member of the public present, Leroy Dressel.

**Approval of Minutes:**

Josh Kloss made a motion to approve the minutes of the September 6, 2023, Regular Session meeting; seconded by Jon Greve. All members voted aye; none voted no; the motion carried.

**Reports:**

**Treasurer's Report – Jon Greve**

Balance in the account as of September 30, 2023, was \$52,510.11 which includes a \$25,000.00 C/D held at Bradford Nation Bank. Jon stated he has sent the check out to the CEO Program for \$1000 and has not cleared the bank yet..

**Developments and other City Projects – Mallord Hubbard**

- Items approved at the September Combined Planning and Zoning Board meeting included approval of 100 Faith Drive to be rezoned and a Planned Unit Development approval to allow for convalescent care within the R-3 district. Highland Community School requested a Special Use Permit that was approved for Solar Array at the Middle School.
- November Combined Planning and Zoning items include Preliminary and Final plats for Flax Meadow Townhomes.
- The construction company for the Pizza Hut project notified the city of a 8 week timeline for build out.
- A New shoe store, Shoe Sensation, is locating in the old rental store in Northtown.
- 1014 Laurel Street the developer intends to apply for a Special Use Permit to make the two second floor units into short-term rentals.

- Roy Wells plans to demolish the building once occupied by Becker insurance; intention is to make it a parking lot. The building once occupied by Jus Teazin salon will be renovated to provide additional dining area for Tullaghans
- Fathom Jiu Jitsu (occupying the former It's Party Time space) is now open and has its ribbon cutting on October 4, 2023.

#### **Update on Highland Communication Services – City Manager Conrad**

No Update

#### **Update on Workforce Initiatives – Mallord Hubbard**

Mallord reported no updates on this subject.

#### **New Business:**

#### **Report on Monthly Tax Revenues – Chris Conrad**

City Manager Conrad reported on revenues for September

- Sales Tax:
  - \$326,854.19 for the month
  - This is up about \$95K over last year for the year, or about 3%.
- Business District Tax:
  - \$74,080 for the month.
  - This is flat as compared to last year up about 1 % year over year.
- NHRST:
  - \$190,127.97 for the month
  - This is up about \$40K for the year over last year.
- Telecom/ Excise:
  - \$9,357.33 for the month
  - This is down about 2% over last year.
- Income Tax:
  - \$89,568.25 for the month
  - This is down about \$47K for the year, which is about 3% for the year so far.
- Use Tax:
  - \$22,696.16 for the month
  - Down about \$9K for the year. This month was down about \$13K over last year September which erased essentially flat collections up to this point of the budget year.
- Gaming:
  - \$15,450.07 for the month
  - We are up about \$1500 over last year, so flat year over year.

#### **Recommendation on Development Agreement with The Glick Company for project located at 2667 Northtown Way.:**

Mallord provided the members of the Industrial Development Commission with information regarding the recommendation see attached.

Jon Greve made a motion to approve the recommendation on the Development Agreement with The Glick Company for project located at 2667 Northtown Way.,

seconded by Marshall Rinderer. 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, November 1, 2023.

**Adjournment**

Marshall Rinderer made a motion to adjourn; seconded by Josh Kloss. Vice-Chairman Diane Korte-Lindsey announced the meeting adjourned at 12:32 PM.



**City of Highland, Illinois  
Business Assistance Program**

# City of Highland



## Business Assistance Application

**Project Name:**

Shoe Sensation

**Address of Proposed Project:**

2667 Northtown Way

### Applicant Information:

**Company Name:** The Glik Company

**Office Phone:** 618-876-6717 X112

**Company Address:** 25 ABC PARKWAY

**Alt.Phone:**

**City, State, Zip:** COLLINSVILLE IL 62234

**Fax:**

**Contact Person/Title:** JAMES GLIK

**Years in Business:** 126 YEARS

**Email:** jamesglik@gliks.com

**Type of Business:** Corporation  YES Partnership  Sole Proprietor  Trust  LLC

<u>Project Costs:</u>	Projected Costs
Architectural & Engineering Fees	\$6,000
Legal & Other Professional Fees	
Cost of Marketing the Sites	
Purchase Land	
Purchase of Existing Facility	
Demolition Cost	\$22,000
Site Improvements	
Rehab, remodel of existing building	\$237,000
Construction of New Building(s)	
Contingency	\$10,000
Working Capital (Equity)	
Other (Please Specify)	



**Please include a narrative that will address the following:**

1. Description of Business / Company [Major shoe retailer for all ages](#)
2. Project Description
  - a. Construction information that may include the number of square feet to be demolished and constructed, the number and square footage of units, parking, and the number of construction phases; [Local Korte Construction doing work](#)
  - b. Evaluation of site or other constraints; [Asbestos removal & disposal](#)
  - c. Benefit or Service to the Community; [Supply shoes for the entire family for Highland and surrounding communities](#)
3. A request for the City’s assistance with the project that specifies the type(s) of assistance needed and why it is needed. [Location to attract a possible tenant and fit their needs.](#)
4. Construction start date and timeline for Project Completion. [Oct start Nov complete. If not completely by Nov 10 deal is off with review for 2024](#)
5. Applicant may need to also submit any additional information such as site plans, environmental studies, marketing studies, business plans, engineering or architectural drawings to be included for review and consideration.

**Certification of Applicant**

The applicant certifies that it will comply with all the rules, regulations, and ordinances of the City of Highland. Applicant hereby certifies that all information contained above and in exhibits attached hereto is true to his/her best knowledge and belief and are submitted for the purpose of obtaining financial assistance from the City of Highland, Illinois. Additional cost, above the amount of deposit, incurred by the City for outside professional review or expertise will be the responsibility of the applicant.

Applicant Signature

Print Name and Title

[James Glik](#)  
[Vice President](#)

Date

Print Company Name  
[THE GLIK COMPANY](#)

**Return Application to City**  
of Highland  
Attn: Mallord Hubbard 1115  
Broadway, PO Box 218  
Highland, IL 62249  
(618) 654-9891

# City of Highland



## **Guidelines for Business Districts**

The economic incentive guidelines for the City of Highland's Business Districts include the following:

1. **Municipal Sales Tax Rebate:** Reimburse up to 100% of the incremental 1% City sales tax for a period up to 10 years or until the maximum funding is reached in combination with the other funding assistance

Up to 100% of the incremental Municipal portion of the Retailer's Occupation Tax and the Municipal portion of the Service Occupation Tax (collectively referred to as the "municipal sales tax") generated by the subject business may be rebated to a property owner or business, subject to a development agreement, for up to a period of 10 years, but not to exceed the term of Business District No. 1. The municipal sales tax rate is 1% of qualifying purchases, less the collection fees imposed by the Illinois Department of Revenue. In order to receive a municipal sales tax rebate, the business must agree to provide the City with evidentiary documentation of sales taxes paid to the State (ST-1 Form or other applicable filings with the State). To determine "incremental" sales taxes, the base year sales tax collections shall be deducted from the current year sales tax collections. The base year shall be the most recent fiscal year of the business or the most recent 12 months of sales tax collections by the business prior to the effective date of the development/redevelopment agreement providing for sales tax rebates.

2. **Municipal Property Tax Rebate:** Rebate up to 100% of the City's portion of the property taxes on the incremental increase in the EAV for up to 10 years or until the maximum funding is reached in combination with the other funding assistance.

Up to 100% of the City's portion of the incremental ad valorem property tax levied against the property, subject to a development agreement, may be rebated to a property owner for a period of up to 10 years, but not exceed the term of Business District No. 1. In recent years, the City's portion of the tax levy for any given property has been approximately 17% to 18% of the total tax levy that includes all taxing districts such as the school district, township, etc. To determine "incremental" property taxes, the base year equalized assessed valuation (EAV) or Taxable Value of the property shall be deducted from the current year EAV or Taxable Value. The current tax rate shall then be applied to the incremental EAV. The base year EAV shall be the most recent year in which property taxes were paid in full prior to the effective date of the development agreement providing for property tax rebates.

**The Municipal Library Taxes and Non Home Rule Sales Taxes** are not eligible to be used as an incentive, rebate, or waiver.



3. **Rebate of City Imposed Fees:** Consider rebating permit fees.

Up to 100% of the City imposed fees relating to redevelopment, such as permit fees, connection fees, etc. may be rebated by the City, subject to a development agreement and any governing law relating to such fees.

4. **Maximum funding assistance calculation** based on 20% of the City approved eligible project costs. For renovation of buildings in the downtown area that are over 35 years of age, the total dollar amount of economic incentives may go up to 50% of the total City approved eligible project costs except as otherwise deemed appropriate by the City. Generally, the City does not include financial or interest charges in the eligible costs.
5. Both parties must agree upon the base EAV at the time of the agreement.
6. Pay out as long as they're in business, up to the maximum funding approved in agreement.

In providing such incentives, it is not the policy or intent of the City to create an unfair advantage of one business over a like-kind business. Incentives will be used to help make projects feasible by helping to offset extraordinary project costs that may include, but not necessarily limited to:

- Architectural/Engineering fees (except for those associated with the actual design of private buildings and site improvements);
- Site Clean-up;
- Building renovation and retrofitting, including bringing up to code compliance;
- Property assembly costs, including acquisition of real and personal property;
- Building demolition;
- Excavation/storm detentions;
- Storm sewers;
- Sanitary sewer extensions;
- Water main extensions;
- Gas main extensions;
- Electric service extensions;
- Construction of public streets;
- Construction of public sidewalks;
- Traffic signalization;
- Legal and accounting fees incurred by private parties or the City with respect to Business District development agreements; and
- Financing interest costs

The City may consider providing economic incentives to retail and service businesses not necessarily needing assistance with overcoming the extraordinary costs outline above. In these situations, the incentive will be limited to such businesses that are not already represented or are substantially underrepresented in Highland. Businesses that will draw from a trade area considerably larger than the City of Highland may be considered for incentives as well (e.g., automobile dealerships). The burden of proof that the market will support such businesses to receive assistance without unduly harming existing like kind businesses, shall rest with the applicant and must be verified by an independent expert retained by the City.

Additional policy guidelines and requirements include the following:

1. The project is consistent with the City's Zoning Ordinance and Comprehensive Plan.
2. All work performed on the subject property shall be in accordance with the City of Highland Codes, and any other applicable state or federal regulations.
3. At the time of application for economic incentives, all taxes, applicable fees or other debts owed to the City by the applicant or property owner are paid up-to-date.
4. Application for economic incentives may only be made by a person or persons having an actual interest in the subject property. This includes the owner of record, beneficial owner of a trust, agent for the owner or purchaser, redeveloper, or any person having made an offer, which offer has been accepted, to purchase the subject real estate.
5. If the applicant for Business District #1 funding assistance does not own the property, but is a tenant of the property, then the tenant/applicant must have the written permission of the property owner. If the applicant does not own the property but is a prospective purchaser or redeveloper of the property, then they must submit either a fully executed contract to purchase the subject property or an option contract.
6. It is not the intent Economic incentives will not be provided for conversion of existing residential buildings into commercial or other uses, unless such conversions are necessary for the preservation of historically or architecturally significant buildings.
7. All economic incentives will be based on a "pay-as-you-go" basis. In other words economic incentives will not be provided up front, but instead, on a reimbursement basis from certain tax revenues generated by the subject business and/or real property on an annual basis (see **Nature of Economic Incentives**).
8. Except as otherwise waived by the City, the total dollar amount of economic incentives shall not exceed 20% of the total projects costs associated with commercial projects or 33% of industrial projects. For renovation of buildings in the downtown area that are over 35 years of age, the total dollar amount of economic incentives shall not exceed 50% of the total project costs except as otherwise deemed appropriate by the City.
9. The economic incentives provided for in this policy are not an entitlement nor are they to be applied retroactively to development or redevelopment projects undertaken by private parties. The amount and terms of any economic incentives to be provided are determined on a case-by-case basis and shall be subject to an agreement between the City and the private party to be the beneficiary of such economic incentives.
10. The owner of record, beneficial owner of a trust, agent for the owner or purchaser, redeveloper, or any person having made an offer, which offer has been accepted, to purchase the subject real estate, agrees to purchase at least **twenty (20) percent** of the materials used for the redevelopment from suppliers located within the corporate boundaries of the City.

**BUSINESS DISTRICT INCENTIVE "Shoe Sensation"**

All numbers are estimates. The final incentives would be based on actual numbers provided through the required documentation.

<b>\$ 55,000</b>	<b>MAXIMUM BUSINESS DISTRICT INCENTIVES</b> 20% of eligible costs = \$275,000 x 20% = \$55,000
<b>\$ -</b>	<b>FEE REIMBURSEMENTS</b> Based on actual costs Building Permit Plumbing Permit Electrical Permit Certificate of Occupancy Site Plan Review (Zoning Code Req.) Exterior Plan Review by others ( estimate)  Electric Connection Fees Water Connection Fees (2") 1" (\$1050) 1.5"(\$1500) 3" (\$3900) 4" (\$5200) Sewer Connection Fees
<b>\$ -</b>	<b>PROPERTY TAX REBATE</b> Reimburse up to 75% of the City's portion of property taxes from the <u>incremental</u> EAV up to 10 years.
<b>\$ 6,750/ yr</b>	<b>SALES TAX REBATE</b> Reimburse up to 75% of the incremental 1% City sales tax up to 10 yrs. (\$900,000-0*.01*.75=\$6,750 Annually)

**\$ 55,000** Estimated Incentive Total over 10 year Time Period  
**Total package shall not exceed 20% of the Total Projected Costs**

Encourage 20% local suppliers.

This represents a general offer. All details and offers must be approved by the City Council and an agreement must be agreed upon and signed by both parties.

Incremental - means the additional or new taxes, above the base year taxes.