

**AGENDA
REGULAR SESSION
HIGHLAND CITY COUNCIL
CITY HALL, 1115 BROADWAY
MONDAY, MAY 16, 2022
7:00 PM**

NOTE: This is an in person meeting. However, anyone wishing to monitor the meeting via phone may do so by following the instructions on page 4 of this agenda.

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

MOTION – Approve Minutes of May 2, 2022 Regular Session (attached)

PROCLAMATION:

- ♦ Mayor Hemann will read a document proclaiming the week of May15 through 21, 2022 as EMS Week.
- ♦ Mayor Hemann will read a document proclaiming the month of May as Motorcycle Awareness Month.

SWEARING IN:

Mayor Hemann will recognize promotions within the ranks of the Highland Police Department by swearing in Officer Kenneth McCoy as Sergeant and Sergeant Damian Feeny as Lieutenant.

PUBLIC FORUM:

A. Citizens' Requests and Comments:

1. St. Paul Catholic Church – Kirchenfest – Special Event Application and Road Closure Request – Keith Hagler, Representative (attached)
2. Highland Community School and Louis Latzer Library - Learning Concert – Special Event Application – Donna Plocher, Representative (attached)
3. VFW Post 5694 and American Legion Post 439 – Memorial Day Parade – Special Event Application –Kate Broadhurst, Representative (attached)

**Anyone wishing to address the Council on any subject may do so at this time.
Please come forward to the microphone.**

B. Requests of Council:

C. Staff Reports:

1. Discussion on Purchasing Policy

NEW BUSINESS:

- A. **MOTION** – Bill #22-67/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for 2022 VFW Memorial Day Ceremony (attached)
- B. **MOTION** – Bill #22-68/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for 2022 4th of July Fireworks Display (attached)

Continued

- C. **MOTION** – Approve Request for Proposals for Employee Benefit Broker (attached)
- D. **MOTION** – Approve Mayor’s Reappointment of Fred Donini to the Police & Fire Commission (attached)
- E. **MOTION** – Approve Mayor’s Reappointment of Sharon Rusteberg to the Telecommunications Advisory Board (attached)
- F. **MOTION** – Bill #22-69/ORDINANCE Amending Chapter 6, of the Code, Alcoholic Liquor, to Increase the Number of C Liquor Licenses to Six (attached)
- G. **MOTION** – Bill #22-70/RESOLUTION Issuing a “C” Liquor License for Korte Meat Processors, Inc., Pursuant to Chapter 6, of the Code, Entitled Alcoholic Liquor (attached)
- H. **MOTION** – Bill #22-71/ORDINANCE Amending City Code Sections 18-1-1 and 18-10-2 for Purposes of Updating the Electrical Code to the Most Current Version (attached)
- I. **MOTION** – Bill #22-72/ORDINANCE Amending City Code Sections 2-261 and 2-262 Pertaining to the Ambulance Service, the Type of Services to be Rendered, the Area to be Served, and the Charges to be Made for the Ambulance Service (attached)
- J. **MOTION** – Bill #22-73/RESOLUTION Waiving Competitive Bidding Requirement and Authorizing Purchase of Two Lifepak 15 Cardiac Monitor/Defibrillators for EMS Department (attached)
- K. **MOTION** – Bill #22-74/RESOLUTION Approving and Authorizing the Execution of A Proposal for Preliminary Engineering Services with Oates Associates, Inc., for 6th Street Reconstruction, Phase 2 and 3, PW-04-22 (attached)
- L. **MOTION** – Bill #22-75/ORDINANCE Declaring Personal Property Surplus and Authorizing its Sale and/or Disposal, Specifically Property from the Old Police Station (attached)
- M. **MOTION** – Bill #22-76/ORDINANCE Declaring Personal Property Surplus and Authorizing its Sale and/or Disposal, Specifically Two Police Cars (attached)
- N. **MOTION** – Bill #22-77/ORDINANCE Approving and Authorizing the City Manager to Execute a Development Agreement Pursuant to 65 ILCS 5/8-1-2.5, with Warson Development, LLC, and Other Actions Related Thereto (attached)

REPORTS:

- A. **MOTION** – Accepting Expenditures Report #1219 for April 30, 2022 through May 13,2022 (attached)

Continued

EXECUTIVE SESSION:

The City Council will conduct an Executive Session pursuant to the Illinois Open Meetings Act, citing the following exemptions, allowing the meeting: **5 ILCS 120/2(c)(6) to discuss setting of a price for sale or lease of property owned by the public body.**

ADJOURNMENT:

Continued



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Breann Vazquez, ADA Coordinator, by 9:00 AM on Monday, May 16, 2022.

BE ADVISED this is a public meeting conducted in accordance with Illinois state law and may be recorded for audio and video content. City reserves the right to broadcast or re-broadcast the content of this meeting at City's sole discretion. City is not responsible for the content, video quality, or audio quality of any City meeting broadcast or re-broadcast.

Directions for Public Monitoring of Highland City Council Meetings:

In an effort to protect as many individuals as possible, including the leaders of our communities statewide, Governor J.B. Pritzker has issued a number of directives, one of which was to suspend the provisions of the Illinois Open Meetings Act (5 ILCS 120), requiring or relating to in-person attendance by members of a public body. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present;” and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted, are suspended. Public bodies are encouraged to postpone consideration of public business where possible. When a meeting is necessary, public bodies are encouraged to provide video, audio, and/or telephonic access to their meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to their meeting schedules or the format of their meetings due to COVID-19, as well as their activities relating to COVID-19.

In following this directive, the City of Highland is providing the following phone number for use by citizens to call in just before the start of this meeting:

618-882-5625

Once connected, you will be prompted to enter a conference ID number.

Conference ID #: 867900

This will allow a member of the public to hear the city council meeting.

Note: This is for audio monitoring of the meeting, only. Participants will not be able make comments.

Anyone wishing to address the city council on any subject during the Public Forum portion of the meeting may submit their questions/comments in advance via email to lhediger@highlandil.gov or, by using the citizens' portal on the city's website found here: https://www.highlandil.gov/citizen_request_center_app/index.php.

Any comments received prior to 3:00 PM on the day of the meeting, will be read into the record.

PROCLAMATION

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, nurses, and medical technicians; paramedics, firefighters, educators, administrators, and others; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I, Kevin B. Hemann, Mayor of the City of Highland, in recognition of this event, do hereby proclaim the week of May 15 - 21, 2022 as

EMERGENCY MEDICAL SERVICES WEEK

and encourage the community to observe this week with appropriate programs, ceremonies, and activities.

Dated this 16th day of May, 2022.

Mayor

PROCLAMATION

WHEREAS, safety is the highest priority for the highways and streets of our City and State; and

WHEREAS, the great State of Illinois is proud to be a national leader in motorcycle safety, education and awareness; and

WHEREAS, motorcycles are a common and economical means of transportation that reduces fuel consumption and road wear, and contribute in a significant way to the relief of traffic and parking congestion; and

WHEREAS, it is especially meaningful that the citizens of our city and state be aware of motorcycles on the roadways and recognize the importance of motorcycle safety; and

WHEREAS, the members of A.B.A.T.E. of Illinois, Inc. (A Brotherhood Aimed Toward Education), continually promote motorcycle safety, education, and awareness in high school drivers' education programs and to the general public in our City and State, presenting motorcycle awareness programs to over 120,000 participants in Illinois over the past five years; and

WHEREAS, all motorcyclists should join A.B.A.T.E. of Illinois, Inc. in actively promoting the safe operation of motorcycles as well as promoting motorcycle safety, education, awareness and respect of the citizens of our City and State; and

WHEREAS, the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations; and

WHEREAS, during the month of May, all roadway users should unite in the safe sharing of roadways within the City of Highland, and throughout the great State of Illinois.

NOW, THEREFORE, I, Kevin B Hemann, Mayor of the City of Highland, Illinois, in recognition of 35 years of A.B.A.T.E. of Illinois, Inc., and over 352,318 registered motorcyclists statewide, and in recognition of the continued role Illinois serves as a leader in motorcycle safety, education and awareness, do hereby proclaim the month of May, 2022, as

MOTORCYCLE AWARENESS MONTH

in the City of Highland, and urge all motorists to join in an effort to improve safety and awareness on our roadways.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Highland to be affixed this 2nd day of May, 2022.

Mayor



CITY OF HIGHLAND SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

PURPOSE: The City of Highland supports various community activities and festivals throughout the year. Establishing public safety and coordinating needs between the events and the city are the overall goals of this process. It is the responsibility of the specific event Sponsors to obtain, complete, and follow through the application process for city approval.

SPECIAL EVENT: A "Special Event" is defined as: (1) any event, race, gathering, demonstration, or service; (2) that occurs partially or completely within the jurisdiction of the City of Highland; (3) is expected to draw crowds in excess of one hundred fifty (150) attendees; and (4) is expected to or could disrupt normal daily functions within the City of Highland including but not limited to traffic congestion and excess noise; or could create a public health/safety concern without proper precautions or prior planning. Specific examples would include (but are not limited to): The Kirchenfest, Schweizerfest, 5K runs, parades, Art in the Park, Fourth of July Festivities, Madison County Fair, etc. The City Manager will make the final determination as to whether an event qualifies. This will be based upon the totality of the circumstances presented.

PROCEDURE:

1. All Requests will be directed to Highland City Hall, to the attention of the Deputy City Clerk.
2. Applications will be available at Highland City Hall, Monday-Friday, 8:00 am to 5:00 pm or online through the City's web site.
3. Applications will be completed by the Event Sponsor and submitted at least 60 days prior to the event. The application must be signed by the Event Sponsor Responsible Party. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified by the Deputy Clerk. Failure to provide information will result in denial of application.
4. The Deputy City Clerk will forward the application to all city departments that have responsibilities relating to the event. If necessary, a committee meeting involving the event Sponsor and city stakeholders may take place to clarify questions, determine specific needs, and address concerns.
5. The event Sponsor is required to obtain final approval for the special event from the City Manager. The City Council may announce the special event to the public at a scheduled Council meeting.

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: 2022 St. Paul Kirchenfest

Type/Purpose of Event: [X] Festival [X] Race [] Other Fundraiser [] Service [] Parade [] Demonstration [] Other (please specify):

Location of Event: Grounds of St. Paul Church - 1412-9th Highland and Surrounding City Streets

Sponsoring Organization/Individual: St. Paul Catholic Church

Event Responsible Party: Fr. Pat Jakel - Pastor

Address: 1412-9th Street Highland, IL 62249

Phone(s): 618-654-2339

Email: pjakel@stpaulhighland.org

Secondary Contact: Linda Hagler

Address: 13680 Michael Road Highland, IL 62249

Phone(s): 618-334-6901

Email: klhagler@yahoo.com

Date(s) of Set-up: Monday - August 22nd - Friday - August 26th

Event Date(s) / Times:

Friday, August 26, 2022 - 6 AM - 11:30 pm

Saturday, August 27, 2022 - 7 AM - Midnight

Sunday, August 28, 2022 - 7 AM - 8:30 pm

Date(s) of Tear-down: Monday, August 29th, 2022

Expected Attendance: 15,000 plus

Alcohol License Required: [X] Yes [] No
If yes, application received: [] Yes [X] No In process

Sound Amplification System utilized: [X] Yes [] No
If yes, hours of operation: same hours under event times

Funding request of the Council: [] Yes [X] No
Amount requested and purpose:

City Services Requested – Please attach additional documents (maps, detailed information), where needed. Write “Not applicable” if no services requested.

(Directors must initial behind requests)

Street Dept: Signage, Barricades, Street Closures (Specify): Public Works Director: _____

See attachment

Electric Dept: Electrical Service, Lighting (Specify): Electric Dept. Director: _____

See attachment

Public Safety: Security, First Aid, Traffic Control (Specify): Public Safety Director: _____

See attachment

HCS Services: Wi-Fi or other technological needs (Specify): HCS Director: _____

Not applicable

**Other City Services: Restrooms, City Officials (Sign approval), Refuse Dumpsters (Specify):
Department: _____**

See attachment

Application Checklist (Attachments):

Deputy Clerk Initial
Upon receipt or waiver: _____

- Certificate of Insurance: ~~(attached)~~ _____
○ Must be General liability *IN PROCESS*
○ \$1 Million per occurrence/\$2 million aggregate
○ City named as “additional insured” If Event is on city property.

- Site Plan Rendering *Attached* _____

Evacuation Plan *Attached* _____

Fire Plan *Attached* _____

Parking Plan *Attached* _____

Schedule City Council Meeting for announcement _____

o **Date:** _____

Application Submittal (60+ days) _____

[Handwritten Signature]
Event Sponsor Responsible Party

4-27-22
Date

City Manager

Date

April 29, 2022

Mr. Kevin Hemann
And Highland City Council Members
1115 Broadway
Highland, IL 62249

RE: City of Highland Support for the 2022 Kirchenfest – 50th Annual

Dear Mr. Hemann and City Council Members:

The 2022 St. Paul Kirchenfest is scheduled for Friday August 26th, Saturday, August 27th and Sunday August 28th. During the past 50 years, this event has continually grown in size and has been well attended by both Highland residents and visitors from near and far. Our hope is we will have record crowd attendance given it's our 50th Anniversary.

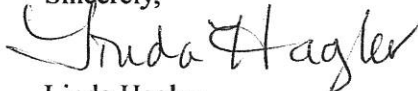
The Kirchenfest is one of the largest festivals of its kind in Southern Illinois and certainly is the largest within the City of Highland. Our festival attracts visitors to this community from many surrounding communities, as well as each of the surrounding states. While the St. Paul Parish benefits directly from this event, I believe that the City of Highland and its businesses are also positively impacted by the exposure of this festival.

The Kirchenfest has a reputation for being a family event that provides good food, fun, and entertainment in a clean environment. This year, our festival will include a 5K and 2K run (Strassenlauf), a buffet-style chicken dinner, flea market, a mega raffle, 15 or 54 mile bike ride (KirchenRIDE-“Wurstride”), and a Polka Mass under the tent. Also, this year we will have a drive-thru for our chicken dinner. These events will compliment our food and drink stands, our children's game stands, and our line-up of quality entertainment.

I would like to ask for the City of Highland's assistance in continuing this annual festival. I would appreciate your consideration of the requests listed on the following page. Please be assured that we will continue to provide the necessary insurance and licenses for your inspection and that we will also include the City of Highland as an additionally insured party on our liability insurance policy.

On behalf of the parishioners of St. Paul Catholic Church, I would like to thank you for your assistance in the past and I respectfully request your assistance in 2022.

Sincerely,

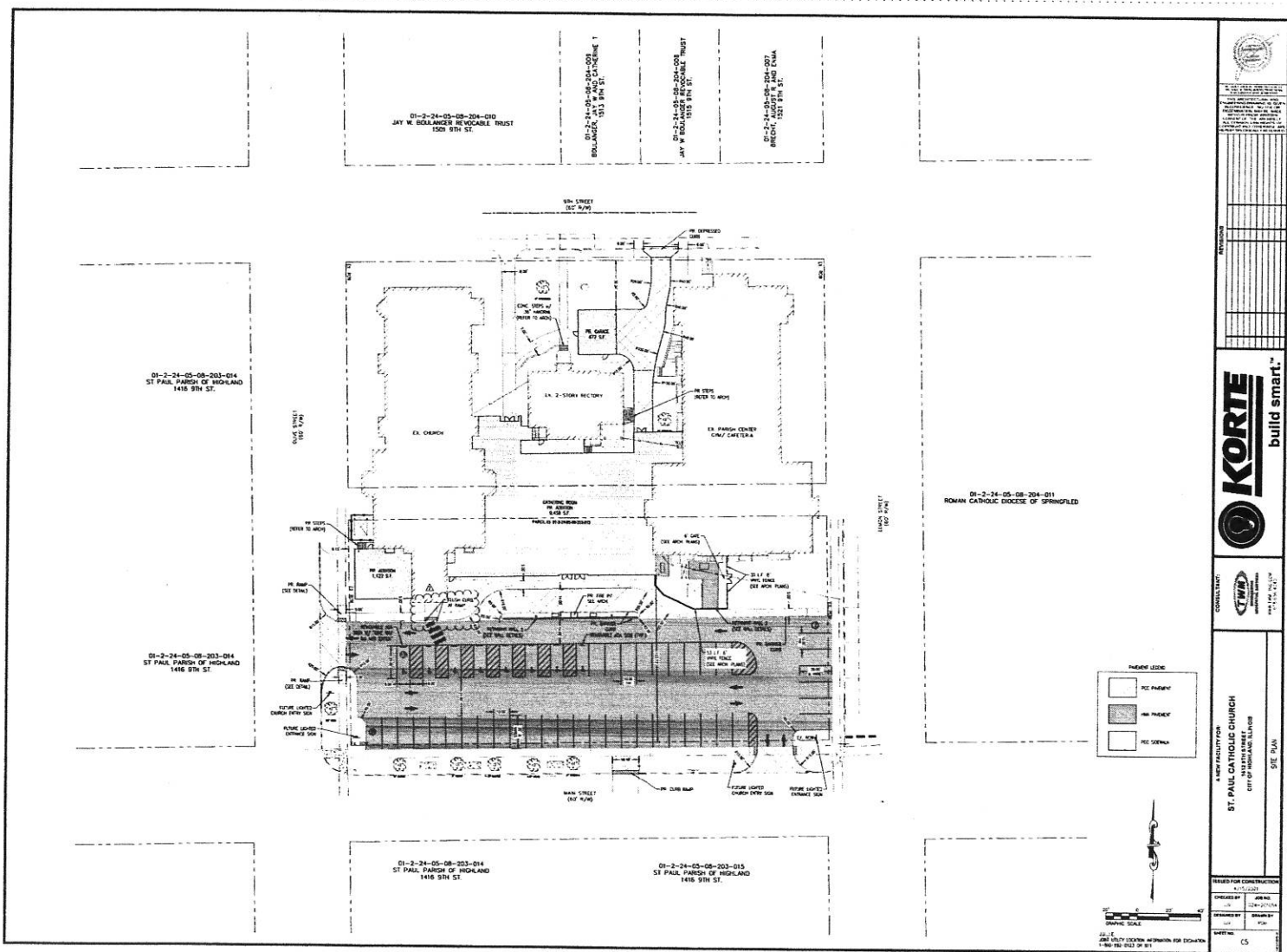


Linda Hagler
General Chairman 2022 Saint Paul Kirchenfest

Attachment to the Letter to City of Highland Mayor and Council Members requesting permission to hold 2022 Kirchenfest

Please consider the following:

- 1) Grant permission to hold the 50th Annual St. Paul Kirchenfest on Friday August 26th, Saturday, August 27th and Sunday, August 28th, 2022.
- 2) Grant permission to use City streets between 7:00AM and 11:00AM on Saturday, August 27th, 2022 for the purpose of holding a 5K and 2K walk/run called the Strassenlauf. The 5K run will be scheduled to begin at approximately 8:00AM and the 2K run/walk will be scheduled to begin at approximately 9:00AM.
- 3) Grant permission to use City streets between 7:00AM and 10:00AM on Sunday, August 28th, 2022 for the purpose of holding a bike ride called the KirchenRide/Wurstride.
- 4) Grant permission to close several City streets beginning on Friday, August 26th and continuing through Monday, August 29th. These streets will include:
 - a. Ninth Street-at the Western side of the Lemon Street intersection
 - b. Ninth Street-at the Easternside of the Cypress Street intersection
 - c. Main Street-at the Western Side of the Lemon Street intersection
 - d. Main Street-at the Eastern side of the Cypress Street intersection
 - e. Olive Street-at the Southern side of the alley between Eighth Street and Ninth Street
 - f. Olive Street-at the Northern side of the alley between Main Street and Broadway
 - g. Lemon Street-between Ninth Street and Main Street (during the run only)
- 5) Grant permission to make a City street ONE WAY beginning Friday August 26th and continuing through Sunday August 28th.
 - a. Lemon Street- 8th Street intersection to Main Street intersection
- 6) Grant permission to reserve the parking spaces on Lemon Street between the former St. Joseph's Hospital lot and the St. Paul Parish Center and the parking spaces on the South side of Ninth Street between Lemon Street and Olive Street for Handicapped Parking, as well as loading and unloading.
- 7) Grant permission to use "Gators" on side streets of the event and within the event
- 8) Grant permission to use the City's electricity, water, sewer, and fire hydrants during the event and grant request for the City's employees and/or crews to connect and disconnect these services as needed.
- 9) Grant permission to contract, through the city, with current disposal service to provide five (5) 20-yard dumpsters for use during the event.
- 10) Grant request for the City to provide police and fire protection during the event.
- 11) Grant request for the City to provide EMT services during the event.
- 12) Grant request for the City to post "No Parking" "One Way" and Handicapped Parking' signs as well as other traffic control devices prior to and during the event, as needed.



01-2-24-05-08-204-010
JAY W. BOLLANDER REVOCABLE TRUST
1501 9TH ST.

01-2-24-05-08-203-001
BOLLANDER, JAY W. TRUST
1501 9TH ST.

01-2-24-05-08-204-008
JAY W. BOLLANDER REVOCABLE TRUST
1501 9TH ST.

01-2-24-05-08-204-007
BOLLANDER, JAY W. TRUST
1501 9TH ST.

01-2-24-05-08-203-014
ST PAUL PARISH OF HIGHLAND
1416 9TH ST.

01-2-24-05-08-203-014
ST PAUL PARISH OF HIGHLAND
1416 9TH ST.

01-2-24-05-08-203-014
ST PAUL PARISH OF HIGHLAND
1416 9TH ST.

01-2-24-05-08-203-014
ST PAUL PARISH OF HIGHLAND
1416 9TH ST.

01-2-24-05-08-203-015
ST PAUL PARISH OF HIGHLAND
1416 9TH ST.

01-2-24-05-08-204-011
ROMAN CATHOLIC DIOCESE OF SPRINGFIELD

PROPOSED LEGEND

- RCC FINISH
- ▨ RCC FINISH
- RCC ORIGINAL

GRAPHIC SCALE

0 10 20 30 40

1" = 10'-0"

DATE: 01-24-05

PROJECT: ST. PAUL CATHOLIC CHURCH

NO. 100-203-014

CONSULTANT

KORTE build smart.™

ST. PAUL CATHOLIC CHURCH
1416 9TH STREET
CITY OF HIGHLAND, ILLINOIS

DATE: 01-24-05

ISSUED FOR CONSTRUCTION

DATE: 01-24-05

PROJECT: ST. PAUL CATHOLIC CHURCH

NO. 100-203-014

DATE: 01-24-05



CITY OF HIGHLAND

SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

PURPOSE: The City of Highland supports various community activities and festivals throughout the year. Establishing public safety and coordinating needs between the events and the city are the overall goals of this process. It is the responsibility of the specific event Sponsors to obtain, complete, and follow through the application process for city approval.

SPECIAL EVENT: A “Special Event” is defined as: (1) any event, race, gathering, demonstration, or service; (2) that occurs partially or completely within the jurisdiction of the City of Highland; (3) is expected to draw crowds in excess of one hundred fifty (150) attendees; and (4) is expected to or could disrupt normal daily functions within the City of Highland including but not limited to traffic congestion and excess noise; or could create a public health/safety concern without proper precautions or prior planning. Specific examples would include (but are not limited to): The Kirchenfest, Schweizerfest, 5K runs, parades, Art in the Park, Fourth of July Festivities, Madison County Fair, etc. The City Manager will make the final determination as to whether an event qualifies. This will be based upon the totality of the circumstances presented.

PROCEDURE:

1. All Requests will be directed to Highland City Hall, to the attention of the Deputy City Clerk.
2. Applications will be available at Highland City Hall, Monday-Friday, 8:00 am to 5:00 pm or online through the City’s web site.
3. Applications will be completed by the Event Sponsor and submitted at least 60 days prior to the event. The application must be signed by the Event Sponsor Responsible Party. Incomplete applications will not be accepted. If an application is accepted and later determined to be incomplete, the applicant will be notified by the Deputy Clerk. Failure to provide information will result in denial of application.
4. The Deputy City Clerk will forward the application to all city departments that have responsibilities relating to the event. If necessary, a committee meeting involving the event Sponsor and city stakeholders may take place to clarify questions, determine specific needs, and address concerns.
5. The event Sponsor is required to obtain final approval for the special event from the City Manager. The City Council may announce the special event to the public at a scheduled Council meeting.

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: Highland School of Music Learning Concert

Type/Purpose of Event: [] Festival [] Race [] Other Fundraiser [] Service [] Parade [] Demonstration [X] Other (please specify): Children's concert with Highland School of Music

Location of Event: Highland Gazebo on the Highland Square

Sponsoring Organization/Individual: Highland School of Music/Partnering with Latzer Library

Event Responsible Party: Donna Plocher

Address: 1402 Paradise Dr., Highland

Phone(s): 618-979-7983*

Email: donnaplocher@gmail.com

Secondary Contact: Louis Latzer Library

Address: 1001 9th St., Highland IL

Phone(s): 618-654-5666, Ext 3

Email: dplocher@highlandillibrary.org

Date(s) of Set-up: Tues, June 7, 2022 set up at 4:45 p.m. - 6 p.m.

Event Date(s) / Times: Tues, June 7, 2022 at 6 p.m.

Date(s) of Tear-down: After event 7 or 7:30 p.m. 6/7/2022

Expected Attendance: 50-100 people

Alcohol License Required: [] Yes [X] No
If yes, application received: [] Yes [] No

Sound Amplification System utilized: [] Yes [X] No
If yes, hours of operation: _____

Funding request of the Council: [] Yes [X] No
Amount requested and purpose: _____

Also Highland School of Music 180 Woodcrest Dr. Highland, IL highlandmusic school .com

City Services Requested – Please attach additional documents (maps, detailed information), where needed. Write “Not applicable” if no services requested.

(Directors must initial behind requests)

Street Dept: Signage, Barricades, Street Closures (Specify): **Public Works Director:** _____

~~0~~

Electric Dept: Electrical Service, Lighting (Specify): **Electric Dept. Director:** _____

~~0~~

Public Safety: Security, First Aid, Traffic Control (Specify): **Public Safety Director:** _____

~~0~~

HCS Services: Wi-Fi or other technological needs (Specify): **HCS Director:** _____

~~0~~

Other City Services: Restrooms, City Officials (Sign approval), Refuse Dumpsters (Specify):
Department: _____

~~0~~

Application Checklist (Attachments):

Deputy Clerk Initial
Upon receipt or waiver:

Certificate of Insurance: (attached) _____

- Must be General liability
- \$1 Million per occurrence/\$2 million aggregate
- City named as “additional insured” If Event is on city property.

Site Plan Rendering _____

*Lutzer
Library/
City of
Highland*

Evacuation Plan _____

Fire Plan _____

Parking Plan _____

Schedule City Council Meeting for announcement _____

○ **Date:** _____

Application Submittal (60+ days) _____

Donna J. Plocher May 10, 2022
Event Sponsor Responsible Party Date

City Manager Date



CITY OF HIGHLAND

SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

PURPOSE: The City of Highland supports various community activities and festivals throughout the year. Establishing public safety and coordinating needs between the events and the city are the overall goals of this process. It is the responsibility of the specific event Sponsors to obtain, complete, and follow through the application process for city approval.

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4. The Deputy City Clerk will forward the application to all city departments that have responsibilities relating to the event. If necessary, a committee meeting involving the event Sponsor and city stakeholders may take place to clarify questions, determine specific needs, and address concerns.
5. The event Sponsor is required to obtain final approval for the special event from the City Manager. The City Council may announce the special event to the public at a scheduled Council meeting.

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: Memorial Day Parade

Type/Purpose of Event: Festival Race Other Fundraiser Service Parade
 Demonstration Other (please specify): _____

Location of Event: start at St. Paul parking lot, head east on Main St., south on Lemon St., east on 12th St., South on Poplar St., east on VFW Ln. to the VFW.

Sponsoring Organization/Individual: VFW Post 5694 + American Legion Post 439

Event Responsible Party: Kate Broadhurst
Address: 2605 Becker Rd.
Phone(s): 618 531 6836
Email: Katie.talon@gmail.com

Secondary Contact: _____ Randy Von Hatten
Address: _____ 1621 Paradise Dr.
Phone(s): _____ 618 420 2273
Email: _____

Date(s) of Set-up: May 30, Memorial Day

Event Date(s) / Times: May 30 Parade line up @ 12:30 Step off @ 1:00PM

Date(s) of Tear-down: N/A

Expected Attendance: Unknown

Alcohol License Required: Yes No
If yes, application received: Yes No

Sound Amplification System utilized: Yes No
If yes, hours of operation: _____

Funding request of the Council: Yes No
Amount requested and purpose: \$200. to help defray cost of the (in the form of a donation) HHS band

City Services Requested – Please attach additional documents (maps, detailed information), where needed. Write “Not applicable” if no services requested.

(Directors must initial behind requests)

Street Dept: Signage, Barricades, Street Closures (Specify): **Public Works Director:** _____

No Parking on 12th St. Lemon to Poplar
No Parking on VFW Lane Poplar to the VFW

Electric Dept: Electrical Service, Lighting (Specify): **Electric Dept. Director:** _____

N/A

Public Safety: Security, First Aid, Traffic Control (Specify): **Public Safety Director:** _____

Police Chief to lead the parade, and police to provide safety patrols to cross intersections along route

HCS Services: Wi-Fi or other technological needs (Specify): **HCS Director:** _____

N/A

Other City Services: Restrooms, City Officials (Sign approval), Refuse Dumpsters (Specify):

Department: _____

N/A

Application Checklist (Attachments):

Deputy Clerk Initial
Upon receipt or waiver:

Certificate of Insurance: (attached) _____

- Must be General liability
- \$1 Million per occurrence/\$2 million aggregate
- City named as “additional insured” If Event is on city property.

Site Plan Rendering _____

Evacuation Plan _____

Fire Plan _____

Parking Plan _____

Schedule City Council Meeting for announcement _____

○ **Date:** _____

Application Submittal (60+ days) _____

 _____ 5-11-2022
Event Sponsor Responsible Party Date

City Manager Date

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
(2022 VFW Memorial Day Ceremony)**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

See 65 ILCS 5/8-3-14; and

WHEREAS, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

WHEREAS, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

WHEREAS, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the ____ day of _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



HOTEL/MOTEL FUND APPLICATION

(For Funding Requests Equal to or Less than \$1,500)

Contact Information:

Organization Name: Highland VFW Post 5694

Contact Person: Kate Broadhurst

Phone: 618-531-6836

Fax: N/A

Email: katietalon@gmail.com

Event Information:

1. Name of the Event: **Memorial Day Parade/Ceremony**

2. Date(s) of the Event: May 30, 2022

3. Location of the Event: Parade steps off from St. Paul Church parking lot and concludes with a ceremony at the VFW Hall.

4. Description of the Event & Purpose of Funding Request:

The donation is for the HHS Band's performance at the Memorial Day Ceremony.

5. Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

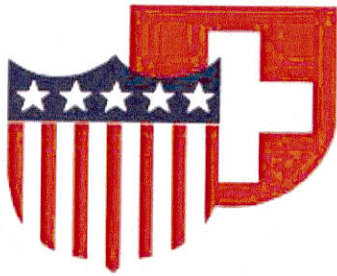
The Memorial Day Parade and Ceremony bring visitors to our community. The event is a tradition, with the purpose of honoring those U.S. Military service members who have passed away.

6. Funding Request Amount: \$200

7. Projected Attendance for the Event: 400 - 500

8. Expected Overnight Stays for the Event: Unknown

Kate H. Broadhurst



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: May 12, 2022
Subject: Approval of Hotel/Motel Funding for Memorial Day Parade & Ceremony

RECOMMENDATION

I am recommending the Council approve Hotel/Motel funds to the Highland VFW Post 5694 for Memorial Day Parade and Ceremony.

DISCUSSION

Staff has reviewed the application request and determined that it meets the requirement for Hotel/Motel tax funding. The requested amount will go towards a donation to the HHS Band's performance at the Memorial Day Ceremony.

FISCAL IMPACT

Subject to approval, funding in the amount of \$200 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: _____


Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
(CITY OF HIGHLAND – 2022 4th OF JULY FIREWORKS DISPLAY)**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined applicants for hotel / motel tax funding shall fill out an application to determine whether the funding request may be granted according to 65 ILCS 5/8-3-14, which reads, in pertinent part:

The amounts collected by any municipality pursuant to this Section shall be expended by the municipality solely to promote tourism and conventions within that municipality or otherwise to attract nonresident overnight visitors to the municipality

See 65 ILCS 5/8-3-14; and

WHEREAS, City has determined the applicant has submitted a “Hotel / Motel Tax Funding Application” (*See Exhibit A*); and

WHEREAS, City has determined the applicant has requested funds for tourism and/or conventions and/or overnight visitors to City, and the applicant’s request for funds may be permitted pursuant to the spirit of 65 ILCS 5/8-3-14 (*See Exhibit A*); and

WHEREAS, the City Council finds that the City Manager should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel tax funds to the applicant pursuant to the “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

- Section 1.* The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.
- Section 2.* The “Hotel / Motel Tax Funding Application” (*See Exhibit A*) is approved.
- Section 3.* The City Manager is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to allocate hotel / motel funds to applicant pursuant to applicant’s “Hotel / Motel Tax Funding Application” (*See Exhibit A*).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



HOTEL/MOTEL FUND APPLICATION

(For Funding Requests in excess of \$1,500)

Organization Information

1) Name and Address of Applicant (Organization):

Highland Parks & Rec. Department_

P.O. Box 218

#1 Nagel Drive

Highland, IL 62249

2) Website Address: **<https://www.highlandil.gov/>**

3) Contact Person:

a) Name: **Mark Rosen/Hillary Held**

b) Phone: **618-304-4660/618-606-5898**

c) Fax: **618-651-1387**

d) Email: **mdrosen@highlandil.gov/hheld@highlandil.gov**

4) Is this a Non-Profit Organization? Yes _____ No **X** _____

5) Status of Organization (i.e. Foundation, Corporation, etc): **Municipality** _____

6) Agency Tax ID # _____

Event Information

Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

7) Fiscal Year of the Event: 2021-2022

8) Name of the Event: **4th of July Fireworks** _____

9) Date(s) of the Event: **Monday, July 4, 2022** _____

10) Location of the Event: **Glik Park – Koepfli Road** _____

11) Description of the Event:

The Highland Parks & Recreation Department will be hosting fireworks for the community and guests to the city to enjoy. The plan this year is to host a live band in front of the Korte Recreation Center from 5:00PM – 8:30PM then allowing the crowd to disperse to their desired viewing sites.

12) Funding Request Amount: \$10,000

13) Projected Attendance for the Event: 1,500 (+/-)

14) Expected Overnight Stays for the Event: NA

15) Description / Purpose of Funding Request:

The department has lost a major fundraising opportunity with the closure of the Wall Street Journal and although the department hosts periodic fundraising throughout the year and accept donations at the park, we will be faced with a difficult obstacle to offset the cost of the fireworks (\$21,000) annually. This event draws an unknown amount of people from throughout the area that observe from all points, ranging from the hospital, HHS/HMS, nearby businesses and neighborhoods.

16) Other Sources of Project Funding:

Individual Donations: \$3,000

Grants: \$0.00

Private Businesses: \$5,000

17) Do you anticipate the need for “in-kind” services from City resources or staff? If so, please describe the nature of your request along with an estimated number of hours needed.

Yes. In the past, the HFD and HPD have assisted with security and safety. Public Works provides barricades in order for department personnel to place them at the intersections of Sportsman & Koepfli and at the entrance to the city cemetery in order for the pyrotechnics company to set up the display on the crest of Koepfli Road.

18) Continuing / New Activity:

a) Is this event... New _____ Continuing X

b) Do you expect it to be an Annual Event? Yes X No _____

c) Do you anticipate requiring regular and continued funding? Yes X No _____

d) Did you receive funding last year? Yes X No _____

e) If “d” = yes i) What amount did you receive? \$10,000

19) Sponsors

If applicable, please list key sponsors that donate funds or provide “in-kind” services, along with the pledged amount anticipated for the event.

SPONSOR

AMOUNT OF SPONSORSHIP

1 Multiple businesses and companies

2

3

4

5

20) Benefits to City Tourism: Describe how this activity attracts and/or contributes to tourism and overnight stays in the City of Highland.

This event draws an unknown amount of people from throughout the area that observe from all points, ranging from the hospital, HHS/HMS, nearby businesses and neighborhoods. By providing entertainment prior to the fireworks, the band typically brings a following from outside of the area as well. Others profit from this event as well as the nearby bar/restaurant hosts specials, the Knights of Columbus host specials and for those traveling from other local communities, other restaurants will/do benefit.

21) Additional Information: Provide any additional information which will assist the City in evaluating your project and its benefit to the City of Highland (attachments are welcomed).

Although we realize that this is an expensive service, it identifies Highland as a destination community. Additionally, it gives a sense of “community” as witnessed by nearby neighborhoods coming together, socializing as well as spending money and local businesses.

22) Event / Project Budget Please list all revenues and expenses, on a separate sheet (similar format) if necessary. Complete project expense information must be provided on this document. Quoted estimates must be provided when possible and when not possible, describe in an attachment how the expense was estimated.

Revenues:

Hotel / Motel Tax Grant	\$ 50,000
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$ _____

Expenses:

Expenditure Types	Amount
Fireworks	\$ 20,000
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$ 20,000

23) Attach Event Plan and Budget; Timeline for upcoming event; Marketing efforts

24) Can event occur without city financial assistance: ___Yes No

25) Has event previously been held in Highland: Yes ___ No

If yes, how many years in existence? **15**

26) Projected sales tax generation: Event _____ Indirect _____

27) Number of volunteers associated with event? **10**

28) Nonprofit or for profit event? **Nonprofit**

29) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan? Yes ___ No

30) Why should event be funded? Attach narrative.

This event should be funded for the mere reason that it unites a community and displays our patriotism. This is another opportunity for Highland to show why it is a community that is a great place to live, work, and play. A copy of the invoice can be provided upon request.

I certify the information contained in this application is complete, accurate, and fully discloses the scope and intent of my request for funding from the Hotel/Motel Tax Fund. I agree to comply with the City's requests for information regarding the use of awarded funds and to provide access to accounting records related to these funds. By signing this application, I accept and agree to be bound by the terms and conditions of the Hotel/Motel Tax Fund as administered by the City of Highland in compliance with current federal, state and local laws.

Mark Rosen

Applicant

Mark Rosen

Signature of Representative / Officer

Director of Parks & Recreation

Title

May 11, 2022

Date



HIGHLAND

PARKS & RECREATION... The *FUN* Theory!

To: City Manager, Chris Conrad
From: Mark Rosen, Director of Parks & Recreation
Date: May 16, 2022
Subject: Request for Use of Hotel/Motel Tax - Fireworks

Recommendation

I am requesting City Council approval to utilize Hotel/Motel funds in the amount of \$10,000 for the annual July 4th Fireworks presentation.

Discussion

The July 4th Fireworks show has become a tradition again in Highland allowing, literally thousands of people throughout the community to enjoy the show. Area businesses, neighborhoods and passers-by can view the fireworks from many different venues.

I also need to report that our major fund raising opportunity has left us without substantial funding with the closing of the Wall Street Journal.

Fiscal Impact

As reported to me, almost \$16,000 is remaining from the FY2022 budget and \$50,000 was budgeted for in FY2023.

Recommended By: Mark Rosen, Director of Parks & Recreation

Approved By: Chris Conrad, City Manager

CITY OF HIGHLAND
Request for Proposal
November 2022 Benefits Plan Brokerage and Consulting Services
May 2022

I. PURPOSE

A. The City of Highland incorporated in 1884 and operates under the City Council-City Manager form of government. The City has approximately 126 benefit eligible employees and currently 15 retirees, 1 disability, and no active COBRA participants. The City offers the following benefit options to active benefit eligible employees and all plans renew with an effective date of November 1:

- Cigna Partially Self Funded Base Plan (PPO)
- Cigna Partially Self Funded Buy Up Plan (PPO)
- Cigna Partially Self Funded HSA Open Access Plus
- MetLife Dental Insurance
- MetLife VSP Vision Insurance
- MetLife Life Insurance
- MetLife Voluntary Life Insurance
- AFLAC (Voluntary Program)

Retirees can elect to continue medical and dental coverage until attaining age 65.

We are offering an opportunity for your company to provide a proposal for all benefits brokerage and consulting services you would provide the City of Highland (“City”). The City is seeking a Broker to perform the full range of services related to the design, implementation, maintenance, communication and improvement of the City’s group health, dental and life programs.

Your proposal should cover all services to be provided and your fee structure in specific terms for the provision of services. If fees are commission based, please provide the commission percent of premium (or premium equivalent on self funded plans) for each benefit brokered through your company. If a flat fee, include the basis for flat fee calculations. If some other fee structure is provided, please include details on all terms, conditions, and calculations used to determine the fee. For all other consulting services please provide the fee basis and amount of fee per unit of service provided. Please be as detailed as possible when describing your services. Services not described will be considered excluded, not offered, or an add-on fee/cost above the basic program described.

II. INSTRUCTIONS TO PROPOSERS

A. All proposals must be submitted to:

Jackie Heimbürger, Director of Support Services
City of Highland
jheimburger@highlandil.gov

Reanna Ohren, Director of Finance
City of Highland
rohren@highlandil.gov

B. Questions or comments regarding this proposal shall be directed to Jackie or Reanna Ohren at the above address. Informal questions or clarifications may be discussed by calling Jackie or Reanna at 618-654-9891.

C. All proposals must be received by 3:00 P.M. June 7, 2022 electronically to jheimburger@highlandil.gov. Proposals made after that time will not be considered. No proposals or modifications to proposals may be made by telephone or fax. A proposal may be withdrawn and resubmitted if done prior to the above deadline. Such request for withdrawal shall be in writing.

III. BROKER LOCATION

The City of Highland is soliciting proposals from brokers with offices in the City of Highland or in the St. Louis Metropolitan Area.

IV. MINIMUM QUALIFICATIONS

Proposals will be accepted from local brokers with these minimum qualifications:

A. Licensed as an insurance broker or agent in the State of Illinois or State of Missouri, with at least 5 years of experience in providing services as outlined in this RFP.

B. Errors and omissions insurance with a minimum limit of \$1,000,000 per occurrence.

C. Access to sufficient markets to obtain quotes from A-rated companies.

D. Ability to act as broker in procuring insurance from the City's current providers.

E. A perceived ability of the broker to design and negotiate a benefits program that meets the needs of the City.

F. Experience working and understanding the public sector.

G. Experience working and understanding union and non-union organizations.

H. Experience/Knowledge designing Health Care Alliances.

I. Experience with claim data, benchmarking and trend analysis to determine the best solutions for the City.

J. Ability to provide proactive support to the City's HR function including dissemination of current general and legal updates as well as time-sensitive insurance carrier information.

K. Demonstrated expertise in negotiating a benefit plan on behalf of clients similar to the City.

L. Foremost emphasis on customer service and account management.

V. INSURANCE TO BE PLACED – EMPLOYEE BENEFIT PLANS

A. Benefits plans, including health, dental, and life similar to the existing plans, improvements to existing plans, as well as creative plans (such as cafeteria plans) that provide the best solutions that fit the culture and needs of the City, now and for future growth of the City. The City currently has ~126 employees, as well as retirees, eligible to be covered under these plans.

B. Vision Insurance plan and flexible spending account plan to be quoted as possible new benefits. Full time employees are eligible to be covered.

VI. REQUIRMENTS OF BROKER

A. To annually obtain quotes from at least two qualified insurance companies for health, dental, vision, flexible spending accounts, pharmacy benefit management services, and life insurance, and compare and evaluate coverage and premiums.

B. To deliver in a timely fashion, policies of coverage.

C. To provide advice and expertise regarding the type of insurance requested in this RFP.

D. To answer, or refer to the appropriate party, questions regarding coverage under these policies.

E. To provide specific services including:

Consulting & Service

General Consulting –

Be available to the City at any time for meetings / conference calls / and any employee issues that may arise. Provide additional services outside the scope of normal Brokerage Services.

Back Office Support-

Provide the City a level of Customer Service function that fluctuates depending on the City needs at any specific time. Some examples are:

- 1) Phone calls- Field calls that range in topic from issues with a doctor, problems with a prescription, basic questions about the Benefits, and many more. Serve as the HIPAA compliant extension of the City with all claims issues being referred to the Broker for resolution directly with the participant.
- 2) E-mails- Handle e-mails that encompass many topics concerning questions and/or problems an employee may be having with their Benefits.
- 3) Administer COBRA, FSA, HSA and HRA programs, if applicable.
- 4) Update the City on any health care (HIPPA, COBRA, etc) legislation.
- 5) Keep the City compliant of all health care legislation issue and provide ACA reporting data and assistance in completion of ACA related forms.
- 6) Provide the City claim data, benchmarking and trend analysis reporting quarterly.

Health and Wellness Education:

The Broker contracts with a company to provide Health and Wellness education opportunities, such as: plan education meetings, Health Fairs, Health and Wellness resources, training, etc. Annually, the broker will conduct education meetings with employees regarding benefit plans.

The goal of the Health and Wellness education is to communicate plan changes, new plan implementation and to educate employees about their own health.

Web Based Information Service:

The Broker contracts with a company to provide an online tool for all the City employees to utilize in benefits reviews. Service is instrumental in helping answer many employees' questions about the City Benefit Plans, claim status, and any general health question.

Health Care Alliances:

Provide general consulting should the City decide to become involved in the creation of or decide to participate in existing Health Care Alliances. Health Care Alliances allow participating organizations to obtain qualified services at competitive prices based upon unique program designs and group buying arrangements.

VII. COMPENSATION

Each proposal must include details regarding how the Broker anticipates being compensated for brokerage and consulting services to be provided. Please include details on those products or services that may be compensated via commission and alternatively the fee structure for any consulting services as outlined in Section VI.

VIII. CONTENT OF PROPOSALS

Each proposal shall include:

- A. Firm name, address, phone, and date established.
- B. Names and addresses of owners or significant stockholders (greater than 15%).
- C. Names of office principals and their experience in providing insurance and services of the type described in this RFP.
- D. The name of the account executive who will service the City's account, include their experience, qualifications, professional references and office location. Also include any other staff members who may also service the account, their availability and accessibility to the City's account.
- E. A detailed list of insurance companies that you can access and from which you can obtain quotes for Health, Dental and Life insurance similar to current City policies.
- F. A discussion of how you will handle the procurement of insurance and a description of services that you will provide under this contract.

- G. A discussion of your firm's resources and activities as they relate to knowledge and understanding of our industry.
- H. A description of your firm's philosophy for servicing an account and commitment to customer service and quality assurance.
- I. A description of your renewal process, timeliness, and implementation process.
- J. Information regarding resources your firm offers to assist with the administration of a benefits program.
- K. A description of the resources and tools your firm utilizes or has available for benchmarking.
- L. Provide a statement regarding the firm's view on implementing wellness programs in order to control healthcare costs. Describe the resources and tools offered to clients around this initiative.
- M. A copy of all licensing required.
- N. Evidence of insurance coverage as required above.
- O. References of three commercial clients and three public sector clients that can be contacted regarding the quality and competency of your firm and the account executive.

IX. SELECTION

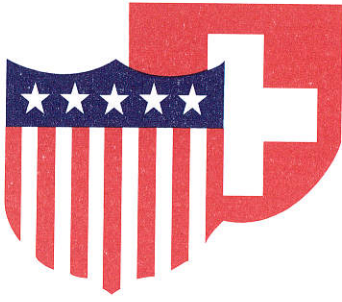
Selection criteria will include the fee proposal, experience and qualifications of the firm and account executive assigned to the City's account, the description of how you will handle the account, access to markets for health, dental and life insurance, and overall clarity and responsiveness of the proposal to this RFP. Chosen firms will present their proposal to the City Manager and the Director of Finance.

The City Manager and the Director of Support Services will make the final selection based upon what is in the best interest of the City on or around July 19, 2022.

X. ASSURANCES

By responding to this RFP, each proposer assures the City that, if selected as the City's broker, he or she will:

- A. Make a diligent effort to place all insurance requested by the City at the lowest possible price consistent with adequate breadth of coverage and stability of insurers.
- B. Advise the City of ways in which coverage proposed or provided differ from that currently in place.
- C. Broker agrees to disclose to the City all commissions he or she is eligible to receive or has received from insurers providing coverage to the City under this contract.
- D. Not assign or transfer the City's account, or any portion of the City's business, without the City's prior written approval.
- E. Fully disclose to the City all quotes received from insurers, acting in the City's best interest at all times, and including disclosure of any business relationships with a carrier or insurer whereby the Broker receives income other than commissions properly identified and disclosed.
- F. Comply with all provisions of this RFP and their proposal throughout the term of appointment.

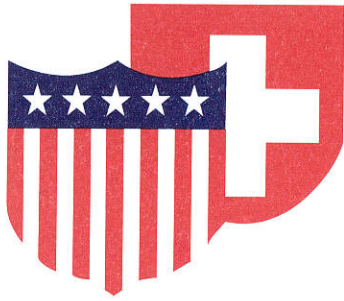


City of Highland

TO: City Councilmembers
FROM: Mayor Kevin B. Hemann
DATE: May 10, 2022
SUBJECT: Reappointment to the Police & Fire Commission

The term of Fred Donini on the Police & Fire Commission will expire in June. Mr. Donini has agreed to serve another three-year term. Therefore, I ask that you approve my reappointment of Fred Donini. If approved, his term will expire in June, 2025.

If you have any questions regarding this reappointment, please let me know.



City of Highland

MEMO TO: City Council Members

FROM: Mayor Kevin B. Hemann

SUBJECT: Reappointment to Telecommunications Advisory Board

DATE: May 10, 2022

The term of Sharon Rusteberg of the Telecommunications Advisory Board is expiring at the end of May. Sharon has proven to be an asset in this position and has agreed to serve an additional term on this board. Therefore, I am asking that you approve the reappointment of Sharon Rusteberg for an additional term which will expire on May 31, 2025.

If you have any questions regarding this reappointment, please let me know.

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING A “C” LIQUOR LICENSE PURSUANT TO CHAPTER 6, OF THE CODE OF ORDINANCES, CITY OF HIGHLAND, ENTITLED ALCOHOLIC LIQUOR

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to provide flexibility and additional authority to the Liquor Commissioner to issue and enforce City liquor licenses; and

WHEREAS, City has authority to define, regulate, issue, and collect fees associated with liquor licenses; and

WHEREAS, City has authority to determine the number, kind, and classification of [liquor] licenses to be issued . . . 235 ILCS 5/4-1; and

WHEREAS, City has the authority to establish [liquor] license fees for the various kinds of licenses to be issued. 235 ILCS 5/4-1; and

WHEREAS, Chapter 6 of the City Code of Ordinances permits the City Council to issue liquor licenses as follows:

Sec.6-26 CLASSIFICATION - FEE – LIMITATION.

Every person engaged in the retail sale of alcoholic liquor in the city shall pay an annual license fee. Such licenses shall be divided into the following classes:

(9) Limitation on number of licenses issued.

- a. By separate ordinance, the city council may set a limitation upon the number of licenses to sell alcoholic liquor at retail to be issued for each above classification of license.
- b. As licenses are revoked, expire without renewal, or for any reason cease to exist, the total number of licenses for each classification shall automatically be reduced until the total number of licenses issued for each class shall not exceed the number authorized by the city council.
- c. If any establishment selling alcoholic liquor is annexed to and becomes a part of the city, the various alcoholic liquor licenses as enumerated in this section shall be increased in number only in the class which the annexed establishment qualifies provided the annexed establishment holds a current valid liquor license from the governmental entity from which the establishment was annexed and from the state.

and

WHEREAS, City has determined there are five “C” liquor licenses currently issued; and

WHEREAS, City has determined it shall authorize a sixth “C” liquor license to be issued;
and

WHEREAS, the Liquor Commissioner reserves the right to ensure all aspects of City Code have been complied with prior to authorizing the sixth “C” liquor license; and

WHEREAS, the City Manager and/or Mayor is authorized and directed to execute any documents necessary to authorize a sixth “C” liquor license to be issued by separate Resolution.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. City shall authorize a sixth “C” liquor license.

Section 3. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

RESOLUTION NO. _____

A RESOLUTION ISSUING A “C” LIQUOR LICENSE TO KORTE MEAT PROCESSING, PURSUANT TO CHAPTER 6, OF THE CODE OF ORDINANCES, CITY OF HIGHLAND, ENTITLED ALCOHOLIC LIQUOR

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to provide flexibility and additional authority to the Liquor Commissioner to issue and enforce City liquor licenses; and

WHEREAS, City has authority to define, regulate, issue, and collect fees associated with liquor licenses; and

WHEREAS, City has authority to determine the number, kind, and classification of [liquor] licenses to be issued . . . 235 ILCS 5/4-1; and

WHEREAS, City has the authority to establish [liquor] license fees for the various kinds of licenses to be issued. 235 ILCS 5/4-1; and

WHEREAS, Korte Meat Processing (“Korte”) desires to obtain a “C” Grocery Store liquor license; and

WHEREAS, Korte submitted an Application for a Retail Liquor Dealer’s License to City (see Application attached hereto as **Exhibit A**); and

WHEREAS, Chapter 6 of the City Code of Ordinances, Alcoholic Liquor, currently defines Class “C” liquor licenses as follows:

6-2-6 CLASSIFICATION - FEE – LIMITATION.

Every person engaged in the retail sale of alcoholic liquor in the city shall pay an annual license fee. Such licenses shall be divided into the following classes:

- (3) Class "C" licenses: Grocery stores. Class "C" licenses shall authorize the retail sale of alcoholic liquor, but not for consumption on the premises where sold; such sales to be made in the original package only and the major business of the licensee shall be the sale of foodstuffs, and where such sale of alcoholic liquors is only incidental to such overall business. The annual fee for such license shall be \$300.00.

and

WHEREAS, Korte’s Application for Retail Liquor Dealer’s License (**Exhibit A**) has been approved by the Mayor / Liquor Commissioner; and

WHEREAS, City has determined there is one “C” liquor license currently available to be issued to Korte according to the Ordinance passed by the City Council; and

WHEREAS, City has determined Korte shall be issued the “C” liquor license recently approved by separate Ordinance passed by the City Council; and

WHEREAS, City has determined it to be in the best interests of public health, safety, general welfare and economic welfare to issue Korte a “C” Liquor License; and

WHEREAS, the Liquor Commissioner reserves the right to ensure all aspects of City Code have been complied with prior to issuance of the “C” liquor license to Korte; and

WHEREAS, the City Manager and/or Mayor is authorized and directed to execute any documents necessary to issue a “C” liquor license to Korte.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. City shall issue a “C” liquor license to Korte.

Section 3. This resolution shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

\$300.00

APPLICATION
FOR RETAIL LIQUOR DEALERS LICENSE
CITY OF HIGHLAND

This application properly completed and signed must be filed with the City Clerk and must be accompanied by a remittance in the proper amount, made payable to the City of Highland.

The undersigned individual or partnership hereby makes application for a RETAIL LIQUOR DEALERS LICENSE and submits the following information:

1. Applicant: Therese & David Korte, Kyle Korte, Amy Koerstermeier
(GIVE NAME OF INDIVIDUAL OR NAMES OF PARTNERS/CORPORATION - -TYPE OR PRINT CLEARLY)

2. Trade, Partnership or Assumed Name Korte Meat Proc.

3. Give date partnership/corporation was formed under name given on Line 1: 7-1-2019

4. Location of above place of business 810 Deal St Highland IL 62249
NUMBER STREET CITY STATE ZIP CODE

5. Has your assumed name been filed with the County Clerk?
Yes

6. Are alcoholic liquors stored but not sold at any location other than the one given above?
No

If "yes", give location: _____

7. Check principal kind of business:
NUMBER STREET CITY STATE ZIP CODE
 Restaurant Tavern
 Hotel Grocery Store Amusement Place
 Club Package Store Department Store
 Country Club Gaming Hall Convenience Store

8. Give name and address of owner of premises: Dave & Therese Korte
2825 Final Dr Highland IL 62249

9. Has a Liquor License been revoked at this location within the past year? No

10. State the full name, address and date of birth of the person who you intend to be the Manager or Operator of said establishment, if License is issued: Therese Korte

2825 Final Dr. Highland IL 62249 2-8-59

A. Is such manager a resident of the City of Highland, Illinois? YES NO

- 5 yrs @
11. If "yes", how long and address of person 2825 Final Dr Highland IL 62249
12. Is this business located within 100 feet of any church, school, hospital, home for the aged or indigent persons or for veterans, their wives or children or any naval or military station? NO
- A. If answer to the above is "yes", is your place of business a hotel offering restaurant service, a regularly organized club, a food shop, or other place where the sale of liquor is not the principal business carried on? _____
- B. If answer to (A) is "yes", on what date was business started? _____
13. Have any manufacturers, importing distributor or distributor directly or indirectly paid or agreed to pay for this license, advanced money, or anything else of value. Except as specifically permitted in the Act, or any credit, (Other than merchandising credit in the ordinary course of business as specifically permitted in the Act), or is such a person directly or indirectly interested in the ownership, conduct or operation of the place of business? NO If answer is "yes", give particulars _____
- _____
- _____

14. Applicant Information: Name Therese Korte
- A. Residence Address 2825 Final Dr Highland IL 62249
NUMBER STREET CITY STATE ZIP CODE
- B. Place of Birth: Highland IL 62249
NAME OF CITY, COUNTY AND STATE
- Date of Birth: 2-8-59
Month Day Year
- C. Are you a citizen of the United States? yes If a naturalized citizen, time and place of naturalization? _____
- D. Have you ever been convicted of a felony or otherwise disqualified to receive the license applied for by reason of any matter or thing contained in the Illinois Liquor Control Act or the Municipal Liquor Code? [] YES NO If "yes", name court of conviction _____
- E. Have you ever made application for a liquor license for any other premises? NO
- Date: _____ State disposition of application: _____
- Give address: _____

F. Are you or is any other person, directly or indirectly interested in your place of business, a public official as defined in Sec 2 (14) Art VI of the Illinois Liquor Control Act? NO If so, office held? _____

G. Has any license previously issued to you by any State or local authorities been SUSPENDED? NO Date: _____

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

H. Has any license previously issued to you by any State or local authorities been REVOKED? NO Date: _____

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

I. Will you comply with the Local Liquor Code and Regulations in connection therewith? Yes

15. Co-Applicant information: Name Amy Koerkenmeier

A. Residence Address 13491 Wildlife Trail Highland IL 62249
NUMBER STREET CITY STATE ZIP CODE

B. Place of Birth: Breese IL Clinton 62230
NAME OF CITY, COUNTY AND STATE

Date of Birth: 1-20-83

C. Are you a citizen of the United States? Yes ^{Month Day Year} If a naturalized citizen, time and place of naturalization? _____

D. Have you ever been convicted of a felony or otherwise disqualified to receive the license applied for by reason of any matter or thing contained in the Illinois Liquor Control Act or the Municipal Liquor Code? [] YES [] NO If "yes", name court of conviction NO

E. Have you ever made application for a liquor license for any other premises? NO

Date: _____ State deposition of application: _____

Give address: _____

F. Are you or is any other person, directly or indirectly interested in your place of business, a public official as defined in Sec 2 (14) Art VI of the Illinois Liquor Control Act? NO If so, office held? _____

G. Has any license previously issued to you by any State or local authorities been SUSPENDED? NO Date: _____

If so, state reasons therefor: _____

Where: _____

CITY COUNTY STATE

H. Has any license previously issued to you by any State or local authorities been REVOKED? NO Date: _____

If so, state reasons therefor: _____

Where: _____

CITY COUNTY STATE

I. Will you comply with the Local Liquor Code and Regulations in connection therewith? yes

16. State the Names, Home addresses and DOB of all officers and directors of said Corporation:

Name (Last,First,MI)	Home Address (Street, City, State, Zip)	Date of Birth
David E Korte	2825 Final Dr Highland IL 62249	4-6-56
Theresem Korte	" " " " " "	2-8-59
Amy L Koerckenmeier	13491 Wildlife Trail Highland IL 62249	1-20-83
Kyle D. Korte	345 Baden Ave. Pocahontas IL 62275	1-7-85

Cooler
Beer

Self serve
open retail case

Deli Counter

Check out

810 Deal St Highland F. Entrance

17. If a majority interest in the stock of the Corporation is owned by one person, or his nominees, state the name and address of such person: Amy Koerckenmeier
13491 Wild life Trail Highland 62249
Kyle Korte 345 Baden Ave Pocahontas IL 62249

18. State the location and description of the premises or place of business which is to be operated under this license: (Attach a detailed diagram of property noting exits, entrances, location of bar, coolers and specific areas where retail liquor may be sold and consumed including and outside areas.)

Street Address: 810 Deal St. Highland IL 62249

Owner of Property: Korte David E

Business 810 Last Deal St First _____ MI _____

Home Address: 2825 Finak Dr Highland IL 62249
Street/ PO Box _____ City _____ State _____ Zip _____

Lease from: Month _____ Day _____ Year _____ TO

Month _____ Day _____ Year _____

(Attach copy of lease to this application)

19. As to any officer, the proposed Manager, or any Director of the Corporation, or a Stockholder owning more than five percent (5%) in the aggregate of the stock in said Corporation, state as follows: Have any of the above ever made application for similar license at a different premises? NO

A. If yes, the disposition and date of said application _____

B. State whether any of the above had a previous license revoked by the State, United States Government, or any political subdivision or city? NO

C. If yes, the reasons therefor _____

20. List Name, Addresses and Phone Numbers of five (5) references:

Name	Address	Phone
Tow Buy	610 Broadway Highland IL	618654 7013
Journal Printing	PO Box 266 Highland IL	618654 4131
Trenton Proc.	120 W. Broadway Trenton IL	618293 618247383
Behrman Meat	303 E. State Rd 1161 Albers IL	62215 618248 5151
D & R Cleaning	1290 Timberline Rd Sorrento IL	62086 6183269055

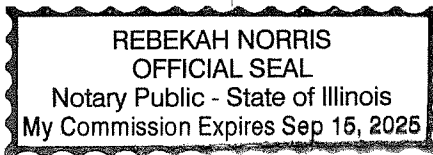
AFFIDAVIT
(PLEASE READ CAREFULLY BEFORE SIGNING)


I (We) do solemnly swear (or affirm) that the statements given above are true and correct to the best of my (our) knowledge and belief; that I (We) will comply with all regulations of Federal, State and Local Liquor Control Laws; that a copy of an ordinance governing the sale at retail of alcoholic liquors and beverages in this municipality has been furnished to me (us); that I (We) understand the same, and agree to comply with all the provisions set forth therein.

I (We) agree to submit a copy of the State of Illinois Retail Dealers License when received. I shall attach to this application a financial statement listing all assets and liabilities of all owners. I shall attach certificates of proof of coverage for dram shop insurance.

I (We) swear (or affirm) that I (We) will not violate any of the laws of the State of Illinois or of the United States of America in the conduct of the place of business described herein and that the statements contained in this application are true and correct and are made for the purpose of inducing the City of Highland, Illinois to issue the license herein applied for


SUBSCRIBED AND SWORN TO BEFORE ME THIS 13 DAY OF April, A.D., 2021





Notary Public

(SEAL)

APPLICANT (S):


ORDINANCE NO: ____

**AN ORDINANCE AMENDING CITY CODE SECTIONS 18-1-1 AND 18-10-2
FOR PURPOSES OF UPDATING THE ELECTRICAL CODE
TO THE MOST CURRENT VERSION**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to update the City Code to include the most current version of the National Electric Code (“NEC”); and

WHEREAS, City has determined it necessary to include certain amendments to the most current version of the NEC and to codify those amendments in the City Code; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Code to include the most recent NEC and amendments to the NEC as stated herein.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. Chapter 18 – Buildings, Building Regulations, and Municipal Codes, Article I. – In General, Section 18-1-1. – Adoption, shall now state:

Sec. 18-1-1. Adoption.

As authorized by Illinois law (65 ILCS 5/1-3-2), the City of Highland, Illinois, municipal code shall consist of the following which are incorporated by reference and made a part hereof as though fully set out herein, and are hereby adopted:

- (1) The "2012 International Building Code," published by the International Code Council, Inc. including Appendices G, H, and J and the amendments prescribed in section 18-2-2 of this chapter is hereby adopted as the "Building Code of the City of Highland, Illinois" (the "Commercial Building Code");
- (2) The "2012 International Fire Code," published by the International Code Council, Inc. including Appendices B, C, D, and E and the amendments prescribed in section 18-3-2 of this chapter is hereby adopted as the "Fire Code of the City of Highland, Illinois" (the "Fire Code");

- (3) The "2012 International Mechanical Code," published by the International Code Council, Inc., et al. including Appendix A thereto and the amendments prescribed in section 18-4-2 of this chapter is hereby adopted as the "Mechanical Code of the City of Highland, Illinois" (the "Mechanical Code");
- (4) The "2012 International Property Maintenance Code," published by the International Code Council, Inc., et al. and the amendments thereto prescribed in section 18-5-2 of this chapter is hereby adopted as the Property Maintenance Code of the City of Highland, Illinois" (the "Property Maintenance Code");
- (5) The "2012 International Residential Code," published by the International Code Council, Inc., et al. including Appendix G and H and the amendments thereto prescribed in section 18-6-2 of this chapter is hereby adopted as the "Residential Code of the City of Highland, Illinois" (the "Residential Code");
- (6) The "2012 International Existing Building Code" published by the International Code Council, Inc., et al. including the amendments thereto prescribed in section 18-7-2 of this chapter is hereby adopted as the "Existing Building Code of the City of Highland, Illinois" ("Existing Building Code");
- (7) The "2012 International Fuel Gas Code" published by the International Code Council, Inc., et al. including the amendments thereto prescribed in section 18-8-2 of this chapter is hereby adopted as the "Fuel Gas Code of the City of Highland" ("Fuel Gas Code");
- (8) The "2012 International Energy Conservation Code" published by the International Code Council, Inc., et al. including the amendments thereto including the currently adopted "Illinois Energy Conservation Code" revisions prescribed in section 18-9-2 of this chapter is hereby adopted as the "Energy Code of the City of Highland" ("Energy Code");
- (9) The most current "National Electrical Code" published by the National Fire Protection Association, Inc. including the amendments thereto prescribed in section 18-10-2 of this chapter is hereby adopted as the "Electrical Code of the City of Highland, Illinois" (the "Electrical Code");
- (10) The "Illinois Plumbing Code 77 IL Admin Code 890" published by the Illinois Department of Public Health is hereby adopted as the "Plumbing Code of the City of Highland" (the "Plumbing Code"); and
- (11) The "2012 Life Safety Code" published by the National Fire Protection Association including the amendments thereto prescribed in section 18-12-2 of this chapter is hereby adopted as the "Life Safety code of the City of Highland" ("Life Safety Code").

(Ord. No. 2886, § 4, 10-15-18)

Section 3. Chapter 2 – Chapter 18 – Buildings, Building Regulations, and Municipal Codes, Article X.. – Electrical Code, Section 18-10-2. - Amendments, shall be amended to state:

Sec. 18-10-2. Amendments.

The Electrical Code is hereby amended as follows:

- (1) Section 90-4 is hereby amended by adding thereto the following provisions:

"The Building and Zoning Division of the Community Development Department of the City of Highland, Illinois and the duly appointed Code Official of the City of Highland, Illinois and

authorized designees (individually a "code official" and together, the "code officials") that are hereby authorized and designated to carry out the enforcement provisions of this code."

"Means of Appeal. Any person affected by a decision of the code official or a notice or order issued under this code shall have the right of appeal to the Building Code Review Committee, established by Section 113 of the Building Code, provided that provisions of this code shall regulate the procedures for such appeals."

- (2) The following additional regulations and standards are hereby adopted as supplementary and in addition to the requirements of the Electrical Code and are hereby incorporated as if fully set forth therein.
- a. No other electrical conductor other than copper shall be used in the City other than,
 - i. by the utility company in its service supply lines;
 - ii. services and feeders approved by the Code Official.
 - b. Branch circuits shall be at least Number 12 gauge wire.
 - c. Use of circuit breakers commonly known and referred to as "space saver circuit breakers" shall be prohibited in new construction. It may be allowed in panelboard replacement in existing services and in upgrading of existing services if the service panel is rated for their use, with the approval of the code official. All such circuit breakers shall be of "unit-pole" design and operation, having one overcurrent protection device per set of terminals; the use of twin, tandem or similar circuit breakers which feature or allow two or more overcurrent protection devices on a single set of terminals shall not be permitted. For the purpose of this code, a "unit pole" circuit breaker is a single overcurrent protection device which exclusively, without another, makes use of one line-side terminal and its opposite load center bus-bar terminal. Any such use shall meet manufacturers' requirements.
 - d. Breaker panels and/or fuse panels shall be clearly marked within the panel designating circuit numbers and the corresponding area(s) and/or equipment or features they service. All service panels shall contain a 2-pole space for future expansion.
 - e. Residential structures, where walls will not be finished, must use conduit or MC Cable.
 - h. With respect to NEC, Article 210.12 - we are removing the statement that ARC faults are required for every circuit and replacing with "only required for bedroom outlets".
 - i. With respect to NEC 2011, Article 230, Services - we are requiring a minimum of a 200 AMP Service panel in all new construction with the exception of 100 Amp Panels being allowed in detached accessory structures. When upgrading from fuses to circuit breakers, a minimum of 100 Amp panel will be allowed if panel being replaced was 100 Amp or less. We will not allow any outdoor mounted Service Panels, all service panels must be accessible from inside the structure.
 - j. The bonding wire attaching the ground rod to the meter base connection shall be fitted with a bronze grounding bridge kit.
 - k. When residential walls are constructed with metal studs, the use of MC Cable or conduit is required.
 - l. Commercial/Industrial facilities must use MC Cable or conduit regardless of wall construction.
 - m. With respect to NEC Article 230.85 External emergency disconnects shall be exempted.

- n. With respect to NEC Article 230.67 Whole house surge protection shall be exempted. Dishwashers, sump pumps, and garbage disposals may be non-GFI protected as long as they are on a dedicated circuit with a simplex outlet.
- p. All meter bases shall be equipped with a lever bypass. (Any exception must be pre-approved by the City of Highland Electric Department)
- q. With respect to NEC Article 700 – City will allow emergency lighting to be part of a multi-wire branch circuit
- r. With respect to NEC Article 700 – City will not require emergency luminaires and controls to be individually listed for emergency use
- s. With respect to NEC Article 210.52(G)(1) – City will only require one 20 Amp outlet per garage not per bay
- t. With respect to NEC Article 230.95 – City will not require compliance with this article regarding primary current injection testing (GFPE)
- u. With respect to NEC Article 210.8(A) - GFCI protection for ALL (120-250V) receptacles within 6ft of sinks, tubs, water (city will require this only for 120 volt receptacles).

That this Ordinance shall be known as Ordinance No: _____ and shall be effective upon adoption with implementation date of _____

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the ____ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
 City of Highland
 Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
 City of Highland
 Madison County, Illinois



City of Highland

May 5, 2022

To: Chris Conrad, City Manager

From: Breann Vazquez, Director of Community Development

Dan Cook, Director of Light & Power

RE: Sections 18-1-1 & 18-10-2 – Electrical Code Updates

I recommend updating the City's electrical code requirements since we currently have the 2011 version of the National Electric Code adopted and are proposing to move to the most current edition of the National Electric Code adopted in order to keep up with current safety regulations.

We are also proposing to update Section 18-10-2 which contains the City's amendments to the adopted National Electric Code after reviewing the most current version of the National Electric Code.

ORDINANCE NO: _____

**AN ORDINANCE AMENDING CITY CODE SECTIONS 2-261 AND 2-262
PERTAINING TO THE HIGHLAND AMBULANCE SERVICE, THE TYPE OF
SERVICES TO BE RENDERED, THE AREA TO BE SERVED, AND THE CHARGES
TO BE MADE FOR THE HIGHLAND AMBULANCE SERVICE**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the EMS Chief recommends amendments to the City Code pertaining to the Highland Ambulance Service, the type of services to be rendered, the area to be served, and the charges to be made for the Highland Ambulance Service; and

WHEREAS, City has determined that it is in the best interests of public health, safety, general welfare, and economic welfare to amend the City Code pertaining to the Highland Ambulance Service, the type of services to be rendered, the area to be served, and the charges to be made for the Highland Ambulance Service; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Code pertaining to the Highland Ambulance Service, the type of services to be rendered, the area to be served, and the charges to be made for the Highland Ambulance Service.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. Chapter 2 – Administration, Article IV. – Department of Public Safety, Division 4. – Ambulance Service, Sec. 2-261. – Established, shall be amended to state:

Sec. 2-261. – Established

The Highland Ambulance Service is hereby established. The area to be serviced, the type of services to be rendered, and the charges to be made for such services shall be as provided by Ordinance adopted by the City Council.

Section 3. Chapter 2 – Administration, Article IV. – Department of Public Safety, Division 4. – Ambulance Service, Sec. 2-262. – Charges, shall be amended to state:

Sec. 2-262. – Charges

1. Emergency Response

Definition: Emergency response is a BLS or ALS level of service that has been provided in immediate response to a 911 call or the equivalent. An immediate response is one in which the ambulance provider/supplier begins as quickly as possible to take the steps necessary to respond to the call.

The charges to be made for services rendered by the Highland Ambulance Service shall be as follows:

For **emergency service**, as defined by the State of Illinois Emergency Medical Systems Act:

- A. **District Resident:** Service rendered to residents of the City of Highland and those governmental units with whom the City of Highland has contractual agreements to render such ambulance service and those units of government who contribute to the cost of the operation of the Highland Ambulance Service based on their assessed value the sum of :

Basic Life Support		\$	800.00
Advanced Life Support	Level 1	\$	1,000.00
Advanced Life Support	Level 2	\$	1,100.00
Specialty Care Transport (SCT)		\$	1,100.00

- B. **Non- District Resident:** Service rendered to persons who do not reside in the City of Highland and those governmental units with whom the City of Highland has contractual agreements to render such ambulance service and those units of government who contribute to the cost of the operation of the Highland Ambulance Service based on their assessed value the sum of :

Basic Life Support		\$	1,000.00
Advanced Life Support	Level 1	\$	1,200.00
Advanced Life Support	Level 2	\$	1,300.00
Specialty Care Transport (SCT)		\$	1,500.00

2. Non-Emergency Response

Definition: Non-emergency response is a BLS or ALS level of service that has been provided in response to a call for transport from a health care facility, patient residence, etc. for a scheduled appointment or procedure. An Immediate response for transport is not required.

The charges to be made for service rendered by the Highland Ambulance Service shall be as follows:

For **non-emergency service**, defined by the State of Illinois Emergency Medical Systems Act:

A. **District Resident:** Service rendered to residents of the City of Highland and those governmental units with whom the City of Highland has contractual agreements to render such ambulance service and those units of government who contribute to the cost of the operation of the Highland Ambulance Service based on their assessed value the sum of :

Basic Life Support		\$	800.00
Advanced Life Support	Level 1	\$	1,000.00

B. **Non- District Resident:** Service rendered to persons who do not reside in the City of Highland and those governmental units with whom the City of Highland has contractual agreements to render such ambulance service and those units of government who contribute to the cost of the operation of the Highland Ambulance Service based on their assessed value the sum of :

Basic Life Support		\$	1,000.00
Advanced Life Support	Level 1	\$	1,200.00

3. Itemized Additional Charges

The following charges shall be assessed in addition to all other charges if such service is rendered:

1.	For requesting ambulance service, either emergency or non-emergency, that is refused upon arrival	\$	63.00
2.	Loaded Mileage per mile: billed - per 1/10 mile	\$	19.00
3.	Oxygen	\$	42.00
4.	Disposable Supplies	\$	100.00
5.	Paramedic Intercept	\$	150.00
6.	Lift Assist – No Treatment	\$	70.00

a. Residents

- 3 free lift assists per calendar year
- After 3, charged \$70.00 per lift

4. Geographical Area

The area to be served and the places from which patients shall be picked up and transported shall be as follows:

1. For those trips that qualify as emergencies as defined by the Emergency Medical System Act, a patient will be transported from any point upon a highway designated by the Department of transportation of the State of Illinois near the city of Highland, and from any point within the boundaries of any governmental unit with whom the City has contracted to provide such service, or provides such ambulance service based upon assessed value, and any such patient shall be transported only to the nearest appropriate hospital, unless the resource hospital's physician specifically orders that the patient be transported directly to another hospital and provides that trip for emergency service shall also be made from and to a destination necessary to comply with any mutual aid agreements entered into by this City for such service.
2. For trips other than emergencies, as defined by the State of Illinois Emergency Medical Systems act, patients shall be transported only from a point either within the boundaries of the City of Highland or governmental unit with which the City has contracted to provide such service, or a governmental unit who contributes to the cost of such service based an assessed value, and such a patient shall be transported to the nearest appropriate hospital unless the patient is being transported from a hospital in Highland, or in the area governed by a governmental unit with whom the City has either a contract to provide ambulance service or which contributes to the ambulance service based upon assessed value or from a hospital where Highland Ambulance Service has previously taken the patient, then in which case the trip shall be made only to another hospital or to a nursing home or a place of residence of the patient; and in addition thereto, such ambulance trips may be made from and to points necessary to comply with mutual aid agreements entered into by this City.

5. Definitions

Basic Life Support

Definition: Basic life support (BLS) is transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including BLS ambulance services as defined by the State. The ambulance must be staffed by an individual who is qualified in accordance with State and local laws as an emergency medical technician-basic (EMT-Basic).

Advanced Life Support Assessment

Definition: Advanced life support (ALS) assessment is an assessment performed by an ALS crew as part of an emergency response that was necessary because the patient's reported condition at the time of dispatch was such that only an ALS crew was qualified to perform the assessment. An ALS assessment does not necessarily result in a determination that the patient requires an ALS level of service.

Advanced Life Support, Level 1

Definition: Advanced life support, level 1 (ALS1) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment or at least one ALS intervention.

Advanced Life Support, Level 2

Definition: Advanced life support, level 2 (ALS2) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including (1) at least three separate administrations of one or more medications by intravenous push/bolus or by continuous infusion (excluding crystalloid fluids) or (2) ground ambulance transport and the provision of at least one of the ALS2 procedures listed below.

For purposes of this definition, the ALS2 procedures are:

- (1) Manual defibrillation/cardioversion.
- (2) Endotracheal intubation.
- (3) Central venous line.
- (4) Cardiac pacing.
- (5) Chest decompression.
- (6) Surgical airway.
- (7) Intraosseous line.

Specialty Care Transport (SCT)

Definition: Specialty Care Transport (SCT): when medically necessary, for a critically injured or ill patient, a level of inter-facility service provided beyond the scope of the paramedic defined in the national EMS Education and Practice Blueprint. This is necessary when a patient's condition requires ongoing care that must be provided by one or more health professionals in an appropriate specialty area, e.g. nursing, medicine, respiratory care, cardiovascular care, or a paramedic with additional training.

Treatment With No Transport:

Definition: Treatment without transport shall be charged at the appropriate BLS or ALS (1 or 2) rate without mileage, when an ambulance is dispatched to an emergency medical request and medical care is provided to the patient and the patient then refuses transport to a medical facility for continuing / follow-up care.

Advanced Life Support Intervention

Definition: Advanced life support (ALS) intervention is a procedure that is, in accordance with State and local laws, beyond the scope of practice of an emergency medical technician-basic (EMT-Basic).

Paramedic Intercept:

Definition: Paramedic Intercept services are ALS services provided by an entity that does not provide that level of ambulance transport.

6. Advanced Life Support (ALS) Personnel

Definition: ALS personnel are individuals trained to the level of the emergency medical technician- intermediate (EMT-Intermediate) or paramedic.

EMT-Intermediate

Definition: EMT-Intermediate is an individual who is qualified, in accordance with State and local laws, as an EMT-Basic and who is also certified in accordance with State and local laws to perform essential advanced techniques and to administer a limited number of medications.

EMT-Paramedic

Definition: EMT-Paramedic possesses the qualifications of the EMT-Intermediate and, in accordance with State and local laws, has enhanced skills that include being able to administer additional interventions and medications.

Loaded Mileage

Definition: Loaded mileage is the number of miles for which the patient is transported in the ambulance vehicle.

Mileage Billed

Method: All mileage less than 100 miles will be billed to the nearest tenth of a mile. Loaded mileage over 100.1 will be billed to the next higher full mile. If a payor system is unable to accept fractional mileage as of January 1st 2018, then mileage will be billed using a *conventional rounding method* with a minimum of 1 mile.

Point of Pick-Up

Definition: Point of pick-up is the location of the beneficiary at the time he or she is placed on board the ambulance.

7. Charges for Copies of Medical Records and Records Request Fees

A handling charge shall be made for complying with each request for copies of medical records. An additional charge shall be made for copying the individual pages of the medical records, based upon the fee schedule set from time to time by Illinois State Statute 735 ILCS 5/8-2006.

Electronic Records (Source: Public Act 95-480)

- Records retrieved from scanning, digital imaging, electronic information or other digital format do not qualify as microfiche or microfilm retrieval for purposes of calculating charges.
- For electronic records, retrieved from a scanning, digital imaging, electronic information or other digital format in a electronic document, a charge of 50% of the per page charge for paper copies listed above. This per page charge includes the cost of each CD Rom, DVD, or other storage media.

An annual adjustment of copying fees will be applied each year as required under 735 ILCS 5/8-2006.

That this Ordinance shall be known as Ordinance No: _____ and shall be effective upon adoption with implementation date of _____

This Ordinance adopted by the City Council of the City of Highland, Illinois and deposited and filed in the office of the City Clerk on the ___ day of _____, 2022, the vote taken by ayes and nays and entered upon the legislative records as follows:

AYES: Sloan, Frey, Hipskind, Bellm

NOES: None

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

RESOLUTION NO. _____

**A RESOLUTION WAIVING COMPETITIVE BIDDING REQUIREMENT AND
AUTHORIZING PURCHASE OF TWO LIFEPAK 15 CARDIAC
MONITOR/DEFIBRILLATORS FOR CITY EMS DEPARTMENT**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, the EMS Chief has informed the City Council that City owns three cardiac monitors, two of which are more than ten years old and need to be replaced; and

WHEREAS, the EMS Chief has informed the City Council that the two cardiac monitors that are more than ten years old will no longer be supported by the manufacturer after January of 2023; and

WHEREAS, the EMS Chief has informed the City Council that it would be more efficient to purchase two new cardiac monitors that are similar to the recently purchased cardiac monitor so the EMS crews will be able to easily operate all three owned by City; and

WHEREAS, the EMS Chief has informed the City Council that purchasing the same brand of cardiac monitor will provide other efficiencies such as interchangeable batteries and equipment; and

WHEREAS, the EMS Chief has informed the City Council that there are only three manufacturers who manufacture cardiac monitors suitable for City EMS use and all operate differently, potentially causing problems for EMS crews for training and operation under pressure; and

WHEREAS, the EMS Chief has informed the City Council that Stryker has submitted a bid for two Lifepak 15 cardiac monitors with protections packages for \$56,914.32 (*See Exhibit A*; “Stryker Proposal”); and

WHEREAS, the EMS Chief recommends purchasing the Lifepak 15 cardiac monitors according to the Stryker Proposal (**Exhibit A**) because they are the same brand as the recently purchased cardiac monitor and offer the efficiencies stated herein; and

WHEREAS, the City Council finds that the Stryker Proposal (**Exhibit A**) is fair and reasonable and, so, should be approved; and

WHEREAS, the City Council deems it to be in the best interests of City to waive the competitive-bidding requirement that would otherwise apply and to purchase the Lifepak 15 cardiac monitors according to the Stryker Proposal (**Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The purchase of two Lifepak 15 cardiac monitors, according to the Stryker Proposal (**Exhibit A**), is approved.

Section 3. The City Manager and/or Mayor is directed and authorized, on behalf of the City of Highland, to execute whatever documents are necessary to make the purchase as set forth in the Stryker Proposal (**Exhibit A**).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the ____ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



Highland Fire Dept Lifepak 15 Quote

Quote Number: 10526981

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: HIGHLAND FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep:

Katie Spitzer

Email:

katie.spitzer@stryker.com

Phone Number:

Quote Date: 05/06/2022

Expiration Date: 12/31/2022

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	HIGHLAND FIRE DEPT	Name:	HIGHLAND FIRE DEPT	Name:	CITY OF HIGHLAND
Account #:	1065656	Account #:	1065656	Account #:	1290207
Address:	1113 BROADWAY	Address:	1113 BROADWAY	Address:	PO BOX 218
	HIGHLAND		HIGHLAND		HIGHLAND
	Illinois 62249-1902		Illinois 62249-1902		Illinois 62249-0218

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99577-001957	LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	2	\$20,043.51	\$40,087.02
2.0	41577-000288	Ship Kit -QUIK-COMBO Therapy Cable; 2 rolls100mm Paper; RC-4, Patient Cable, 4ft.; NIBP Hose, Coiled; NIBP Cuff, Reusable, adult; 12-Lead ECG Cable, 4-Wire Limb Leads, 5ft; 12-Lead ECG Cable, 6-Wire Precordial attachment	2	\$0.00	\$0.00
3.0	21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	4	\$396.75	\$1,587.00
4.0	11171-000049	Masimo™Rainbow™ DCI Adult Reusable SpO2, SpCO, SpMet Sensor, 3 FT. For use with RC Patient Cable.	2	\$513.75	\$1,027.50
5.0	21300-008159	LIFEPAK 15 NIBP Straight Hose, 6'	2	\$58.50	\$117.00
6.0	11160-000011	NIBP Cuff-Reusable, Infant	2	\$18.75	\$37.50
7.0	11160-000013	NIBP Cuff-Reusable, Child	2	\$21.00	\$42.00
8.0	11160-000017	NIBP Cuff -Reusable, Large Adult	2	\$29.25	\$58.50
9.0	11160-000019	NIBP Cuff-Reusable, Adult X Large	2	\$41.25	\$82.50
10.0	11577-000002	LIFEPAK 15 Basic carry case w/right & left pouches; shoulder strap (11577-000001) included at no additional charge when case ordered with a LIFEPAK 15 device	2	\$270.75	\$541.50
11.0	11220-000028	LIFEPAK 15 Carry case top pouch	2	\$48.75	\$97.50
12.0	11260-000039	LIFEPAK 15 Carry case back pouch	2	\$69.75	\$139.50
Equipment Total:					\$43,817.52



Highland Fire Dept Lifepak 15 Quote

Quote Number: 10526981

Remit to:

Stryker Medical

Version: 1

P.O. Box 93308

Prepared For: HIGHLAND FIRE DEPT

Chicago, IL 60673-3308

Attn:

Rep:

Katie Spitzer

Email:

katie.spitzer@stryker.com

Phone Number:

Quote Date: 05/06/2022

Expiration Date: 12/31/2022

ProCare Products:

#	Product	Description	Qty	Sell Price	Total
13.1	78000639	ProCare LIFEPAK 15 Prevent Service: Annual onsite preventive maintenance inspection and unlimited repairs including parts, labor and travel with battery coverage for LIFEPAK 15 V4 Monitor/Defib - Manual & AED, Trending, Noninvasive Pacing, SpO2, SpCO, NIBP, 12-Lead ECG, EtCO2, BT. Incl at N/C: 2 pr QC Electrodes (11996-000091) & 1 Test Load (21330-001365) per device, 1 Svc Manual CD (26500-003612) per order	2	\$6,548.40	\$13,096.80
ProCare Total:					\$13,096.80

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
Grand Total:	\$56,914.32

Comments:

LifePak Loyalty Discount: pricing includes the units of two V1/V2 units
Must be done in conjunction with 4 years service contract for discount

Prices: In effect for 90 days

Terms: Net 30 Days

Contact your local Sales Representative for more information about our flexible payment options.

Capital Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's Acute Care capital terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html. A copy of Stryker Medical's Emergency Care capital terms and conditions can be found at <https://www.strykeremergencycare.com/terms>.

PENDING APPROVAL



City of Highland
Highland Ambulance Service

J. Brian Wilson, Chief

To: Honorable Mayor Hemann and City Council

From: Brian Wilson, EMS Chief

Date: May 3, 2022

Subject: Cardiac Monitor Purchase

Request: We respectfully request council approval to waive the usual bidding process and allow us order two new cardiac monitors for the total price of \$56,914.32. This includes 2 cardiac monitors, with features very much like our existing units, and also 2 service agreements that provide annual onsite preventive maintenance inspections, unlimited repairs (parts, labor, and travel) and also battery replacement as they reach their end of life cycles. (Quote attached)

Discussion: We currently have three cardiac monitors, two of which are in excess of ten years old. We replaced one aging monitor a couple of years ago, with the intention of replacing one per year until all three were purchased. Budget shortfalls have prevented the purchase of two units the past two years.

The manufacturer of these devices has now informed us that our two oldest units will no longer be supported after January of 2023. This creates the need for us to replace both units this year. We are requesting permission to waive the normal bidding process and proceed with the purchase from a sole source vendor for several reasons.

- The primary reason is for the new units to match our newest monitor purchased a couple of years ago. The operations of all three units will be similar, meaning that our crews will have a very small operational learning curve with the new units.
- Costly items like batteries and battery chargers for the new units will not need to be purchased, because existing equipment will continue to work on the new monitors.
- There are only three manufacturers who make cardiac monitors rugged enough for use out in the field of EMS. The competing units are significantly different in operation and will require additional purchases of batteries, carrying cases, and other peripheral devices because nothing would be compatible with our existing units. Significant training would also be required for personnel to become familiar and adept with another brand.

Budget impact: This will not affect our current budget as we plan to roll the costs into one debt obligation, along with an ambulance remount and three laptops. The current budget includes the annual debt payment for the newest ambulance, as well as the cost of one replacement cardiac monitor. Therefore, no additional budget funds will be needed for this purchase.

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A PROPOSAL FOR PRELIMINARY ENGINEERING SERVICES WITH OATES ASSOCIATES, INC., FOR 6TH STREET RECONSTRUCTION, PHASE 2 AND 3, PW-04-22

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City has determined it necessary to construct new ADA curb ramps, sidewalks, and curbing from Pine Street to Poplar Street (“Project”); and

WHEREAS, City has consulted with Oates Associates, Inc. (hereinafter “Oates”), an engineering firm, to assess the existing and future needs related to the Project; and

WHEREAS, Oates has submitted a “Proposal” to City for preliminary engineering services to address the existing and future needs regarding the Project (*See Exhibit A*); and

WHEREAS, the Director of Public Works has informed the City Council that City received approval of STP funds (available in FY2023) for phase 1. Phase 1 extends from Pine Street to Olive Street. The total cost of Phase 1 is \$815,000 with the federal share of \$511,000; and

WHEREAS, the Director of Public Works has informed the City Council that City received approval of STP funds for Phase 2 (available FY2024) which is from Olive Street to Poplar Street. The total cost of Phase 2 is \$603,000 with the federal share of \$396,000; and

WHEREAS, the Director of Public Works has informed the City Council that IDOT is allowing City to construct in their FY2024, so the entire project can be done at one time.

WHEREAS, Oates has agreed to furnish engineering services on an hourly basis for a maximum fee not to exceed \$164,037.00 (**Exhibit A**) including:

1. Design;
2. field surveys;
3. project development report;
4. final plans;
5. right of way;
6. administration and management aid;

and

WHEREAS, City finds that the terms of the Oates Proposal (**Exhibit A**) are fair and reasonable, and City finds the Oates Proposal (**Exhibit A**) should be approved; and

WHEREAS, City has determined it to be in the best interests of the health, safety, general welfare, and economic welfare of City to approve the Oates Proposal (**Exhibit A**); and

WHEREAS, City finds that the City Manager and/ or Mayor should be authorized and directed, on behalf of City, to execute and date the Oates Proposal, and any other documents necessary to give effect to the Oates Proposal (**Exhibit A**).

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Highland as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The Oates Proposal for the Project (**Exhibit A**) is approved.

Section 3. The City Manager and/or Mayor is authorized and directed, on behalf of the City of Highland, to execute and date the Oates Proposal for the Project, or any other documents necessary to give effect to the Oates Proposal (*See Exhibit A*).

Section 4. This Resolution shall be known as Resolution No. _____ and shall be effective upon its passage and approval in accordance with law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



Collinsville

100 Lanter Ct, Ste 1
Collinsville, IL 62234
618.345.2200

St. Louis

720 Olive St, Ste 700
St. Louis, MO 63101
314.588.8381

Belleville

1 S Church St, Ste 200
Belleville, IL 62220
618.416.4688

St. Charles

820 S Main St, Ste 309
St. Charles, MO 63301
636.493.6277

May 11, 2022

Mr. Joe Gillespie
Director of Public Works
City of Highland, Illinois
1113 Broadway
Highland, IL 62249

Re: 6th Street Reconstruction Phases 2 & 3
Pine Street to Poplar Street
OA Project No. 222070

Dear Mr. Gillespie:

This letter will serve as our agreement to perform the following services connected with 6th Street Reconstruction (hereinafter called the "Project") subject to the General Conditions shown on the attached Exhibit A.

Scope: Our Scope of Services will consist of performing field and right of way surveys and preparing a project development report, drainage design, and PS&E documents according to federal-aid design policies as set forth in the attached Estimate of Person Hours.

We will also furnish such Additional Services as you may request.

Schedule: Tentatively June 2023 letting.

Estimated Cost: You agree to pay us for our Scope of Services and any authorized Additional Services at the cost-plus fixed fee as set forth in the attached Cost Estimate of Consultant Services. Billings for Scope of Services are estimated at \$164,037.

This proposal and the attachments represent the entire understanding between you and Oates Associates, Inc. with respect to the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return a copy to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

OATES ASSOCIATES, INC.

Steven M Keil, PE, PLS
Project Manager

Jeffrey R. Rensing, PE, SE
Project Principal

Accepted on this date: _____

By: _____

Title: _____

EXHIBIT A

GENERAL CONDITIONS

TERMS

When used below, the term "we" and "our" refers to Oates Associates, Inc. and its consultants, stockholders, agents, and employees. The term "you" and "your" refers to the person or entity to whom this proposal is addressed.

PAYMENT PROVISIONS

We will bill you monthly for services and reimbursable expenses. Our invoices are due and payable within 30 days of issuance. If invoices are not paid when due, we will stop work on the project until paid. In addition, a late charge of 1-1/2% per month will be assessed on invoices not paid within 30 days.

We will bill you for any direct costs we incur in the prosecution of this work. Direct costs may include subconsultants we contract to perform a portion of our scope. Reimbursable expenses will also include any out-of-pocket costs directly related to this project. Basis for billings of reimbursable expenses will be actual cost.

The above financial arrangements are based on the prompt payment of our bills and the orderly and continuous progress of the Project. We would expect to start our services promptly after receipt of your acceptance of this proposal. If there are protracted delays for reasons beyond our control, we would expect to negotiate with you an equitable adjustment of our compensation taking into consideration the impact of such delay including but not limited to changes in price indices and pay scales applicable to the period when services are in fact being rendered.

GENERAL LIABILITY AND LIMITATION THEREOF

We agree to hold you harmless and to indemnify you on account of any liability due to bodily injury or property damage arising directly out of our negligent acts, but such hold harmless and indemnity will be limited to that covered by our comprehensive general liability insurance. At your request, we will provide certificates evidencing such coverage and, if available, will purchase additional limits of liability that you may require as a separate cost item to be borne by you.

LIMITATION OF LIABILITY

You recognize that our fee includes an allowance for funding a variety of risks which are imposed on us by virtue of our involvement in and association with your project. One of these risks stems from the potential for human error. In order for you to obtain a reduction in fee by virtue of a smaller allowance for risk funding, you agree to limit our professional liability to you for any and all claims, losses, expenses, injuries or damages (including consequential damages) to the extent caused by our professional acts, errors, or omissions, such that our total aggregate liability to you shall not exceed the total compensation received by us under this agreement, or the sum of \$50,000, whichever is greater. If you wish to discuss higher limits and the charges involved, you should speak with our personnel.

THIRD PARTY CLAIMS

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either you or us. Our services under this Agreement are being performed solely for your benefit, and no other entity shall have any claim against us because of this Agreement or the performance or nonperformance of services hereunder. You agree to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

OWNERSHIP AND USE

Upon full payment of all sums due or anticipated to be due us under this Agreement and upon performance of all your obligations under this Agreement, the latest original Drawings and Specifications and the latest electronic data prepared by us for the Project shall become your property. This conveyance shall not deprive us of the right to retain electronic data or other reproducible copies of the Drawings and Specifications or the right to reuse information contained in them in the normal course of our professional activities. We shall be deemed the author of such electronic data or documents, shall retain all rights not specifically conveyed, and shall be given appropriate credit in any public display of such Drawings and Specifications. We will, however, retain ownership and possession of original recorded plats.

You will not use or authorize any other person to use the Drawings, Specifications, electronic data and other instruments of service on other projects, for additions to this Project or for completion of this Project by others so long as we are not adjudged to be in default under this Agreement. Reuse without our professional involvement will be at your sole risk and without liability to us. You agree to indemnify and hold us and our subconsultants or agents harmless from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of unauthorized reuse of Drawings, Specifications, electronic data or other instruments of service.

TIMING OF STANDARDS

We endeavor to perform our services in accordance with standards, building codes, and ordinances in effect at the time of service using that level of care and skill ordinarily exercised by members of the profession currently practicing in the same or similar locality and under similar conditions. You understand that these standards and level of care and skill change with time and that substantially delayed use of our documents without our involvement is at your own risk.

TERMINATION, SUSPENSION OR ABANDONMENT

You recognize that if you terminate, suspend or abandon this project we will incur many costs which we would not have incurred had the project continued to completion. Therefore it is agreed that an equitable adjustment to our compensation shall include but not be limited to all reasonable costs incurred by us on account of suspension or abandonment of the Project, for preparation of documents for storage; maintaining space and equipment pending resumption; orderly demobilization of

EXHIBIT A

GENERAL CONDITIONS

staff; maintaining employees on a less than full-time basis; terminating employment of personnel because of suspension; rehiring former employees or new employees because of resumption; reacquainting employees with the Project upon resumption; and making revisions to comply with Project requirements at the time of resumption.

DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the Project or following the completion of the Project, you and we agree that all disputes between us arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation unless the parties mutually agree otherwise.

UNFORESEEN CONDITIONS

Our services may be provided to assist you in making changes to an existing facility for which you shall furnish documentation and information upon which we may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by you, we shall not be required to perform or to have others perform destructive testing or to investigate concealed or unknown conditions.

RELIANCE ON INFORMATION

In the event documentation or information furnished by you is inaccurate or incomplete, all resulting damages, losses and expenses, including the cost of our Additional Services, shall be borne by you. You shall indemnify and hold harmless Oates Associates, Inc. our subconsultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, which arise as a result of documentation or information furnished by you.

CONSTRUCTION MEANS AND METHODS

Performance of our services does not imply liability by us for Contractor means, methods, techniques, sequences or procedures of construction selected by Contractor or safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor furnishing and performing their work. Accordingly, we can neither guarantee the performance of the construction contracts by Contractor nor assume responsibility for Contractor failure to furnish and perform work in accordance with Contract Documents.

JOBSITE SAFETY

Insofar as jobsite safety is concerned, we are responsible solely for our own and our employees' activities on the jobsite, but this shall not be construed to relieve you or any construction contractors from their responsibilities for maintaining a safe jobsite. Neither our professional activities nor the presence of our employees and subconsultants, shall be construed to imply we have any responsibility for methods of work performance supervision, sequencing of construction, or safety in, on, or about the jobsite. You agree that the general contractor is solely responsible for jobsite safety, and you warrant that this intent shall be made evident in your agreement with the general contractor. You also warrant we shall be made an additional insured under the general contractor's general liability insurance policy.

HAZARDOUS MATERIALS

As used in this Agreement, the term "hazardous materials" shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gasses and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site.

You and we acknowledge that our scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event that we or any other party encounter any hazardous materials, or should it become known to us that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of our services, we may, at our option and without liability for consequential or any other damages, suspend performance of our services under this Agreement until you retain appropriate consultants or contractors to identify and abate or remove the hazardous materials and warrant that the jobsite is in full compliance with laws and regulations regarding such materials.

EXHIBIT E
 COST ESTIMATE OF CONSULTANT SERVICES WORKSHEET
 FIXED RAISE

Local Public Agency Highland, Illinois	County Madison	Section Number
Consultant (Firm) Name Oates Associates, Inc.	Prepared By Steve Keil	Date 5/11/2022

PAYROLL ESCALATION TABLE

CONTRACT TERM	13	MONTHS	OVERHEAD RATE	159.33%
START DATE	5/17/2022		COMPLEXITY FACTOR	
RAISE DATE	7/1/2022		% OF RAISE	2.00%
END DATE	6/16/2023			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	5/17/2022	7/1/2022	2	15.38%
1	7/2/2022	6/1/2023	11	86.31%

The total escalation = 1.69%

Local Public Agency

Highland, Illinois

County

Madison

Section Number

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			FIELD SURVEYS			INTERSECTION DESIGN STUDY			PROJECT DEVELOPMENT REPORT			UTILITY & RAILROAD COORDINATION			HYDRAULIC REPORT		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL	78.00	12.0	1.02%	0.79	0			0			0			0			0		
SR. PROFESSIONAL II	74.41	258.0	21.88%	16.28	8	4.30%	3.20	0			40	22.22%	16.54	0			0		
SR. PROFESSIONAL I	68.33	0.0			0			0			0			0			0		
PROFESSIONAL IV	62.73	0.0			0			0			0			0			0		
PROFESSIONAL III	56.83	0.0			0			0			0			0			0		
PROFESSIONAL II	46.08	56.0	4.75%	2.19	14	7.53%	3.47	0			0			0			0		
PROFESSIONAL I	39.97	602.0	51.06%	20.41	12	6.45%	2.58	0			140	77.78%	31.08	0			0		
JUNIOR PROFESSIONAL	31.50	122.0	10.35%	3.26	48	25.81%	8.13	0			0			16	100.00%	31.50	0		
TECHNICIAN III	50.60	0.0			0			0			0			0			0		
TECHNICIAN II	42.22	129.0	10.94%	4.62	104	55.91%	23.61	0			0			0			0		
TECHNICIAN I	30.51	0.0			0			0			0			0			0		
TECHNICIAN	25.91	0.0			0			0			0			0			0		
TECHNICIAN INTERN	16.07	0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
		0.0			0			0			0			0			0		
TOTALS		1179.0	100%	\$47.55	186.0	100.00%	\$40.99	0.0	0%	\$0.00	180.0	100%	\$47.62	16.0	100%	\$31.50	0.0	0%	\$0.00

PROJECT: 6th St Reconstruction, Ph 2 & 3
LOCATION: Madison County
CLIENT: Highland, Illinois
FIRM: Oates Associates, Inc.
JOB NO.: 222070
CONTRACT: Original

SUMMARY OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II			TOTAL
1.0 FIELD SURVEYS		8	14	12	48	104			186
2.0 INTERSECTION DESIGN STUDY									
3.0 PROJECT DEVELOPMENT REPORT		40		140					180
4.0 UTILITY & RAILROAD COORDINATION					16				16
5.0 HYDRAULIC REPORT									
6.0 BRIDGE CONDITION REPORT									
7.0 GEOTECHNICAL REPORT									
8.0 TYPE SIZE & LOCATION PLANS									
9.0 STRUCTURE PLANS									
10.0 DRAINAGE		20		52					72
11.0 PRELIMINARY PLANS - ROAD		48		168		8			224
12.0 FINAL PLANS - ROAD		66		230	56				352
13.0 RIGHT OF WAY		16	40			16			72
14.0 CONSTRUCTION PHASE SERVICES									
15.0 ADMINISTRATION / MANAGEMENT		60	2		2	1			65
16.0 QA/QC	12								12
TOTAL:	12	258	56	602	122	129			1,179

CROSSCHECK: OK

PROJECT: 6th St Reconstruction, Ph 2 & 3
LOCATION: Madison County
CLIENT: Highland, Illinois
FIRM: Oates Associates, Inc.
JOB NO.: 222070
CONTRACT: Original

ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
1.0 FIELD SURVEYS		8	14	12	48	104	186	Survey Approx 1,800' of roadway, plus 1100' on side streets
1.1 horizontal & vertical control <i>subtotal:</i>		1	4			24	29	NAD 83 (2011) & NAVD 88, GPS derived
research control location / coordinates, elevations, closure route								
set control point monuments in field / 3-point ties								
set control point coordinates & elevations / GPS						4	4	
traverse between control points in field						4	4	
elevation loop between benchmarks in field						16	16	2 person crew
office calculations / coordinates, elevations, closure		1	4				5	
1.2 topography <i>subtotal:</i>		2	8		4	68	82	
locate existing utilities			2			12	14	contact JULIE, measure approx 40 structure depths
topo / profile / cross sections (surface features)		1	4			48	53	Est. 500' per day, includes property tie-in
project photos					4		4	document existing conditions
supplemental field surveys		1	2			8	11	1 day
1.3 Drone Survey <i>subtotal:</i>		1	2	12		4	19	For Aerial only
set GCP's						4	4	set targets
flight plan & fly		1	1	8			10	
process for aerial			1	4			5	process in Sitescan & setup aerial in CAD
1.4 process survey data for CADD <i>subtotal:</i>		4			44		48	CADD platform (MicroStation)
draw existing topo					24		24	
create & process TIN surface					12		12	
field review and edit topo & TIN		4			8		12	
1.5 staking <i>subtotal:</i>						8	8	
set proposed centerline control points & ties								n/a
set / tie boring locations for soil surveys / foundations								n/a
stake centerline for field check								n/a
locate utility conflict potholes						8	8	Assume one day

PROJECT: 6th St Reconstruction, Ph 2 & 3
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ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
2.0 INTERSECTION DESIGN STUDY								Assume not warranted
3.0 PROJECT DEVELOPMENT REPORT		40		140			180	
3.1 preliminary forms & submittals <i>subtotal:</i>		3		15			18	
review funding application		1		1			2	
initial coordination meeting data form		1		4			5	
environmental survey request		1		8			9	biological & cultural surveys only
environmental survey request - special waste				2			2	
3.2 meetings <i>subtotal:</i>		8		20			28	
bi-monthly coordination meetings		2		4			6	
public informational meeting		4		8			12	
public hearing								
attendance sheets, sign-off sheets, fact sheet		1		4			5	for informational meeting / public hearing
meeting minutes & memoranda		1		4			5	
3.3 report <i>subtotal:</i>				3			3	
cover sheet				1			1	
table of contents				1			1	
summary of attachments				1			1	
3.4 analysis & text <i>subtotal:</i>		12		50			62	
location & existing conditions		1		4			5	traffic, structures, RR, contiguous sections
proposed improvement		1		4			5	need, policies, type of work, affects, variances, cost, ADA, adjacent sections
crash analysis		1		4			5	summary, data, countermeasures
right of way				2			2	impacts, displacements
prime farmland				1			1	
floodplain encroachment				1			1	
Phase I & II NPDES storm water permit requirements		1		2			3	
"404" permit								n/a
special waste				10			10	PESA, REC's, PSI (see subconsultant scope)
environmental survey				2			2	rivers, wetlands, archaeological & historic endangered species, wildlife impacts
Section 4(f) lands								n/a

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ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
air quality								TIP conformance
noise								n/a
work zone transportation management plans								n/a
complete streets		1		2			3	
maintenance of traffic		1		2			3	
public involvement		2		4			6	summarize process, any opposition?
coordination LA-IDOT-FHWA		2		4			6	
other coordination		2		4			6	
summary of commitments				4			4	
3.5 attachments & exhibits <i>subtotal:</i>		7		20			27	prepare exhibits to include with PDR
location / vicinity map & functional classification map		1		2			3	
existing & proposed typical sections		1		2			3	
structure master report								n/a
bridge condition report (BCR) & approval cover letter								n/a
preliminary bridge design & hydraulic report approval letter								n/a
railroad crossing drawing								n/a
plan & profile sheets		1		2			3	
intersection design studies (IDS)								n/a
spot map and/or collision diagrams				2			2	
SCS and IDOA coordination				1			1	
"404" permit correspondence								n/a
environmental clearances & correspondence				1			1	biological, cultural & special waste sign-offs
property owner signoffs and/or correspondence		1		1			2	re: public comments
public meeting notifications				1			1	newspaper ad & property owner letter
bi-monthly coordination meeting minutes		1		1			2	
design variance request		1		4			5	
detour or alternate route map				2			2	
other coordination		1		1			2	
3.6 submittals <i>subtotal:</i>		10		32			42	
print & submit draft PDR for IDOT / FHWA review		4		8			12	
respond to review comments		2		16			18	
plot, print & submit final PDR for IDOT / FHWA approval		4		8			12	

PROJECT: 6th St Reconstruction, Ph 2 & 3
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ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
4.0 UTILITY & RAILROAD COORDINATION					16		16	
4.1 utilities <i>subtotal:</i>					16		16	
request type, size & location of existing facilities					4		4	send topo drawing to utilities
verify type, size & location of existing facilities					4		4	send preliminary plans to utilities
confirm conflicts & verify adjustment / relocation work					4		4	send pre-final plans & schedule to utilities
coordination meetings with utilities					4		4	
review utility adjustment / relocation plans from utilities								not included
utility agreements								not included
4.2 railroads <i>subtotal:</i>								n/a
5.0 HYDRAULIC REPORT								n/a
6.0 BRIDGE CONDITION REPORT								n/a
7.0 GEOTECHNICAL REPORT								n/a
8.0 TYPE SIZE & LOCATION PLANS								n/a
9.0 STRUCTURE PLANS								n/a
10.0 DRAINAGE		20		52			72	
10.1 storm sewer design <i>subtotal:</i>		20		52			72	
storm sewer schematic layout		4		8			12	
drainage area computations		4		12			16	
inlet computations / type, size and layout		4		8			12	
storm sewer computations / type and size		4		8			12	
final storm sewer layout		4		16			20	
10.2 culvert design <i>subtotal:</i>								n/a
10.3 ditch design <i>subtotal:</i>								n/a

PROJECT: 6th St Reconstruction, Ph 2 & 3
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CLIENT: Highland, Illinois
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JOB NO.: 222070
CONTRACT: Original

ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
11.0 PRELIMINARY PLANS - ROAD		48		168		8	224	
11.1 data collection/ criteria <i>subtotal:</i>		4		10		8	22	
develop design criteria		2		4			6	
develop existing & proposed typical sections pavement cores		2		6		8	8	assume 2 typicals assume 1 day
11.2 horizontal alignment <i>subtotal:</i>		6		10			16	
set centerline location		2		4			6	
lay out pavement/ shoulders/ medians		2		4			6	
review right-of-way requirements		1		1			2	
review utility conflicts		1		1			2	
11.3 vertical alignment <i>subtotal:</i>		4		12			16	
set centerline profile		2		8			10	
review storm sewers/ culverts/ ditches		1		2			3	
review utility conflicts		1		2			3	
develop preliminary earthwork								not included
11.4 preliminary design development <i>subtotal:</i>		8		40			48	
pavement analysis & design		2		4			6	
intersection / interchange geometrics design		2		16			18	4 intersections at 4 hours each
develop construction staging								assume road closed to thru traffic
guardrail/ barriers requirements								n/a
signage/ pavement markings				8			8	
utility relocation requirements								not included
layout entrances		2		4			6	
s/w ramp layouts		2		8			10	call out highway standards

PROJECT: 6th St Reconstruction, Ph 2 & 3
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JOB NO.: 222070
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ESTIMATE OF PERSON HOURS

TASK		PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
11.5	preliminary plan development <i>subtotal:</i>		10		40			50	4 shts @ 12 hrs per sht
	plan- alignment/ stationing/ curve data				4			4	
	pavement/ shoulders/ medians/ curbs/ sidewalks		2		6			8	
	intersections/ interchanges labeling				2			2	
	intersection site distance								n/a
	entrances/ access roads labeling		2		4			6	
	guardrail/ barriers								n/a
	bridge approach pavement								n/a
	construction limits		2		4			6	
	right-of-way/ owners				4			4	
	benchmarks/ control points				2			2	
	profile- grades/ elevations/ curve data		1		4			5	
	storm sewers/ culverts/ ditches labeling		2		8			10	
	retaining walls								assume not needed
	parking		1		2			3	
	structural plan coordination								n/a
11.6	preliminary cross-sections/ earthwork <i>subtotal:</i>		8		40			48	approx 60 x-sects @ 0.75 hrs/sect
	cut existing sections/ develop existing cross-section elevations		2		12			14	
	proposed roadway templates		2		8			10	started in section 11.3
	end areas/ earthwork estimate		4		16			20	
	plot & label ROW				4			4	
11.7	submittals <i>subtotal:</i>		8		16			24	
	preliminary alignment								
	preliminary plan		2		4			6	
	pre-final plan (field check)		2		4			6	
	cost estimate		4		8			12	

PROJECT: 6th St Reconstruction, Ph 2 & 3
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FIRM: Oates Associates, Inc.
JOB NO.: 222070
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ESTIMATE OF PERSON HOURS

TASK		PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
12.0	FINAL PLANS - ROAD		66		230	56		352	
12.1	cover sheet <i>subtotal:</i>		4		10			14	
	location map/ project limits		1		2			3	
	index of sheets				2			2	
	standard drawings index		1		2			3	
	general notes		2		4			6	
12.2	quantities <i>subtotal:</i>		8		24	56		88	
	pay items & code numbers					4		4	
	pavement schedule & quantities		1		2	6		9	
	entrances schedule & quantities		1		2	6		9	
	storm sewer schedule & quantities		1		4	8		13	
	pavement markings schedule & quantities		1		2	4		7	
	removals schedule & quantities		1		2	4		7	
	earthwork schedule & quantities		1		6	8		15	
	other schedules & quantities		1		4	8		13	
	summary of quantity schedule		1		2	8		11	
12.3	typical sections <i>subtotal:</i>		2		8			10	
	existing/ proposed typical sections - label pay-items/ thicknesses		1		4			5	
	structural pavement design table		1		4			5	
12.4	construction detail sheets <i>subtotal:</i>		8		32			40	
	side streets & entrances		4		8			12	
	pavement details								n/a
	s/w ramp details/ sheets		4		20			24	8 ramps @ 3 hrs ea
	drainage structures				4			4	
	retaining walls								n/a
	guardrail/ barriers								n/a
	survey tie points								n/a

PROJECT: 6th St Reconstruction, Ph 2 & 3
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ESTIMATE OF PERSON HOURS

TASK		PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
12.5	intersection/ interchange sheets <i>subtotal:</i>		4		16			20	
	intersection/ interchange geometrics/elevations - checking/labeling		4		16			20	4 int at 4 hrs ea
	pavement joint layouts								n/a
	ramp profiles/ superelevation tables								n/a
	ramp terminal details								n/a
	intersection/ interchange cross-section layout								n/a
12.6	maintenance of traffic <i>subtotal:</i>		4		14			18	
	develop construction staging		2		4			6	
	staging notes				2				
	staging details								n/a
	detour plans		2		8			10	
	traffic control plans								
12.7	traffic signal plans <i>subtotal:</i>								
12.8	specialty plan sheets <i>subtotal:</i>		4		14			18	
	pavement markings		1		4			5	
	signing plans		1		4			5	
	lighting plans								n/a
	erosion control		2		6			8	
	landscape plans								n/a
12.9	road plan/profile sheets <i>subtotal:</i>		6		24			30	4 shts @ 8 hrs per sht
	plan- alignment/ stationing/ curve data		1		4			5	
	pavement/ shoulders/ medians		1		4			5	
	intersections/ interchanges		1		4			5	
	entrances/ access roads		1		4			5	
	guardrail/ barriers								
	storm sewers/ culverts/ ditches		1		4			5	
	construction limits		1		4			5	
	cross-references								

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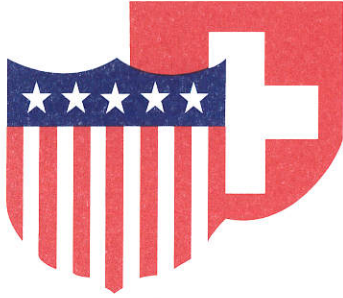
ESTIMATE OF PERSON HOURS

TASK		PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
12.10	cross sections <i>subtotal:</i>		4		28			32	approx 60 x-sects @ 0.5 hrs/sect
	hand edits				4			4	
	proposed ditches/ culverts/ storm sewer		2		12			14	
	proposed ROW limits		1		4			5	
	earthwork end areas		1		8			9	
	matchlines/ cross-references								
12.11	contract documents <i>subtotal:</i>		12		40			52	
	check sheets		1		4			5	
	supplemental specifications		1		2			3	
	interim special provisions (ISP)		1		2			3	
	special provisions		4		20			24	
	estimate of time		1		4			5	
	estimate of cost		4		8			12	
12.12	bidding documents <i>subtotal:</i>								By IDOT
12.13	final PS&E submittal <i>subtotal:</i>		10		20			30	
	plot and assemble final plans		2		8			10	
	copy and review final CADD files								
	copy and assemble computations								
	copy and assemble contract documents		2		4			6	
	final submittal and close-out		4		8			12	
	obtaining signatures		2					2	
13.0	RIGHT OF WAY		16	40			16	72	
13.1	survey <i>subtotal:</i>		16	40			16	72	
	research record information		2	12				14	
	review title reports								title reports by Subconsultant
	review locations in field / set survey limits								
	locate and tie existing monumentation		2	4			16	22	
	reconcile monumentation with record information		6	12				18	
	establish existing ROW & property lines		6	12				18	

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ESTIMATE OF PERSON HOURS

TASK	PRIN.	SR. PROF. II	PROF. II	PROF. I	JR. PROF.	TECH. II	TOTAL	SCOPE OF WORK
13.2 documents <i>subtotal:</i>								To be negotiated later, if required
13.3 submittals <i>subtotal:</i>								To be negotiated later, if required
13.4 negotiations / acquisitions <i>subtotal:</i>								To be negotiated later, if required
14.0 CONSTRUCTION PHASE SERVICES								To be negotiated later.
15.0 ADMINISTRATION / MANAGEMENT		60	2		2	1	65	
15.1 <i>subtotal:</i>		60	2		2	1	65	
scope of work reviews								
scheduling		12					12	
budget control		16					16	
manpower planning		8					8	
project team meetings (including start-up meeting)		4	2		2	1	9	
contract administration		12					12	
billings		8					8	
16.0 QA/QC		12					12	May be included in other tasks for small projects.
16.1 QA/ QC plan <i>subtotal:</i>								adapt company plan to project
16.2 submittal reviews <i>subtotal:</i>		12					12	
geotechnical reports								
drainage reports								
structure reports / TS&L drawings								
preliminary structure plans								
preliminary road plans								
pre-final plans		4					4	
final plans		4					4	
final documents		4					4	
16.3 quality reviews <i>subtotal:</i>								



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: May 12, 2022
SUBJECT: 6th Street Reconstruction Phase 2 and 3, PW-04-22
Recommendation for Approval of Preliminary Engineering Services

RECOMMENDATION

I recommend that you request council approval of a preliminary engineering services agreement with Oates Associates for the above referenced project for an estimated not to exceed \$164,037.00.

DISCUSSION

The project will correct settlement issues, construct new ADA curb ramps, sidewalks, and curbing for the entire length of the project from Pine Street to Poplar Street.

We received approval of STP funds (available in FY2023) for phase 1. Phase 1 extends from Pine Street to Olive Street. The total cost of Phase 1 is \$815,000 with the federal share of \$511,000. We received approval of STP funds for Phase 2 (available FY2024) which is from Olive Street to Poplar Street. The total cost of Phase 2 is \$603,000 with the federal share of \$396,000. IDOT is allowing us to construct in their FY2024 so the entire project can be done at one time. The services include the design, field surveys, project development report, final plans, right of way, and administration and management aid. Our resident engineer will oversee the project construction and management.

FISCAL IMPACT


This project will utilize federal funds through the Surface Transportation Program administered by the state.

CONCURRENCE

Recommended by: _____


Joe Gillespie, Director of Public Works

Approved by: _____


Christopher Conrad, City Manager

ORDINANCE NO. _____

**AN ORDINANCE DECLARING PERSONAL PROPERTY OF THE CITY OF
HIGHLAND SURPLUS AND AUTHORIZING ITS SALE AND/OR DISPOSAL,
SPECIFICALLY PROPERTY FROM THE OLD POLICE STATION**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, 65 ILCS 5/11-76-4 provides that whenever a municipality in the state of Illinois owns any personal property which, in the opinion of a simple majority of the corporate authorities then holding office, is no longer necessary or useful to, or in the best interests of the municipality to keep, a majority of the corporate authorities at any regular or special meeting called for that purpose, may: (1) by Ordinance authorize the sale of such personal property in whatever manner they designate with or without advertising the sale; or (2) may authorize any municipal officer to convert that personal property to the use of the City; or (3) may authorize any municipal officer to convey or turn in any specified article of personal property as part payment on a new purchase of any similar article; and

WHEREAS, the City Police Department currently owns:

Refrigerator

(12) Office Desks

(6) Wood Shelving Units

(6) Office Chairs

(6)Conference Room Chairs

(8) 4 Drawer Metal Filing Cabinets

(2) 2 drawer Metal Filing Cabinets

(2) 2 Drawer Wooden Filing Cabinets
(6) 6ft Metal Tables
(12) Waiting Room Chairs
(10) Metal Folding Chairs

(“Police Property”); and

WHEREAS, in the opinion of this City Council, the Police Property is no longer necessary or useful to, or in the best interests of the City to retain, and should be declared surplus personal property; and

WHEREAS, the Chief of Police has informed the City Council the Police Property will be sold for the highest value possible, or disposed of if the Police Property is deemed to have little or no value; and

WHEREAS, City has determined the City Manager, or his designee, is permitted to sell the surplus personal property, specifically the Police Property, for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee; and

WHEREAS, City has determined it to be in the best interest of public health, safety, general welfare, and economic welfare to declare the aforementioned personal property surplus and sell and/or dispose of the same.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The City personal property, specifically the aforementioned Police Property, is hereby declared no longer useful to the City or necessary for City purposes, that the City personal property is declared surplus, and that it is in the best interest of the City to sell and/or dispose of the same.

Section 3. The City Manager, or his designee, is directed and authorized to sell and/or dispose of the surplus personal property, as the City Manager, or his designee, sees fit.

Section 4. The City Manager, or his designee, is directed and authorized to sell the surplus personal property for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee.

Section 5. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois

ORDINANCE NO. _____

**AN ORDINANCE DECLARING PERSONAL PROPERTY OF THE CITY OF
HIGHLAND SURPLUS AND AUTHORIZING ITS SALE AND/OR DISPOSAL,
SPECIFICALLY TWO POLICE CARS**

WHEREAS, the City of Highland, Madison County, Illinois (hereinafter “City”), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, 65 ILCS 5/11-76-4 provides that whenever a municipality in the state of Illinois owns any personal property which, in the opinion of a simple majority of the corporate authorities then holding office, is no longer necessary or useful to, or in the best interests of the municipality to keep, a majority of the corporate authorities at any regular or special meeting called for that purpose, may: (1) by Ordinance authorize the sale of such personal property in whatever manner they designate with or without advertising the sale; or (2) may authorize any municipal officer to convert that personal property to the use of the City; or (3) may authorize any municipal officer to convey or turn in any specified article of personal property as part payment on a new purchase of any similar article; and

WHEREAS, the City Police Department currently owns:

- 2017 Ford Explorer VIN 1FM5K8AR7HGA94369
- 2016 Ford Explorer VIN 1FM5K8AR8GGB13333

(“Police Cars”); and

WHEREAS, in the opinion of this City Council, the Police Cars are no longer necessary or useful to, or in the best interests of the City to retain, and should be declared surplus personal property; and

WHEREAS, the Chief of Police has informed the City Council the Police Cars will be sold for the highest value possible, or disposed of if the Police Cars are deemed to have little or no value; and

WHEREAS, City has determined the City Manager, or his designee, is permitted to sell the surplus personal property, specifically the Police Cars, for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee; and

WHEREAS, City has determined it to be in the best interest of public health, safety, general welfare and economic welfare to declare the aforementioned personal property surplus and sell and/or dispose of the same.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Highland, Illinois, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland, Illinois.

Section 2. The City personal property, specifically the aforementioned Police Cars, are hereby declared no longer useful to the City or necessary for City purposes, that the City personal property is declared surplus, and that it is in the best interest of the City to sell and/or dispose of the same.

Section 3. The City Manager, or his designee, is directed and authorized to sell and/or dispose of the surplus personal property, as the City Manager, or his designee, sees fit.

Section 4. The City Manager, or his designee, is directed and authorized to sell the surplus personal property for the maximum value that can be obtained, or to dispose of the surplus personal property where appropriate, to be determined solely by the City Manager, or his designee.

Section 5. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the __ day of _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland
Madison County, Illinois



City of Highland
POLICE DEPARTMENT

Carole Presson, CHIEF OF POLICE

To: Christopher Conrad, City Manager
From: Carole Presson, Chief of Police
Date: May 11, 2022
Subject: Declaring Vehicles as Surplus Property for the Police Department

RECOMMENDATION

I recommend that you request council's approval to declare the following vehicles as surplus property for the Highland Police Department.

- 2017 Ford Explorer VIN 1FM5K8AR7HGA94369
- 2016 Ford Explorer VIN 1FM5K8AR8GGB13333

DISCUSSION

The above vehicles are no longer being utilized at the police department as they have all been replaced with newer models. These vehicles will be placed for sale via an online auction with all sales final to the highest bidder.

FISCAL IMPACT

Funds from the sale of these vehicles will be placed in the Police Department's miscellaneous revenue account.

ORDINANCE NO. _____

**AN ORDINANCE APPROVING AND AUTHORIZING THE CITY
MANAGER TO EXECUTE A DEVELOPMENT AGREEMENT PURSUANT
TO 65 ILCS 5/8-1-2.5, WITH WARSON DEVELOPMENT, LLC,
AND OTHER ACTIONS RELATED THERETO**

WHEREAS, the City of Highland, Madison County, Illinois ("City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, City and Warson Development, LLC ("Developer") desire to enter a Development Agreement attached hereto as **Exhibit A**; and

WHEREAS, City has authority to reimburse expenses for economic development pursuant to 65 ILCS 5/8-1-2.5, which states, in pertinent part:

and

Sec. 8-1-2.5. Expenses for economic development. The corporate authorities may appropriate and expend funds for economic development purposes, including, without limitation, the making of grants to any other governmental entity or commercial enterprise that are deemed necessary or desirable for the promotion of economic development within the municipality.

WHEREAS, City has determined Developer has presented to City a proposal for redevelopment of:

PIN#: 01-2-24-05-06-104-035

Address: 1014 Laurel Street, Highland, Illinois 62249

("Property"); and

WHEREAS, Developer has proposed to rehab, remodel and develop the Property and surrounding property, with estimated costs as follows:

1. Rehab, Remodel, and Development of Existing Building and Surrounding Property – estimated \$480,000;

("Project"); and

WHEREAS, Developer's Project will enable Developer to create opportunities for

additional employment within City; and

WHEREAS, Developer's Project will enable Developer to generate sales tax revenue for City; and

WHEREAS, Developer's Project will require Developer to incur certain costs that will be eligible for reimbursement from City according to 65 ILCS 5/8-1-2.5; and

WHEREAS, Developer has informed City, and City hereby specifically finds, that without the financial support that may be provided to reimburse some of the Project costs, the Project is not financially feasible, and the Project will not move forward; and

WHEREAS, Developer has agreed to complete the Project, including construction, renovation, and improvements, in accordance with the Development Agreement, and all terms and conditions stated therein (*See Exhibit A*); and

WHEREAS, City agrees to provide financial assistance to Developer as follows: City agrees to provide assistance to the Developer for up to ten (10) years. The total dollar amount of economic incentives shall not exceed 20% of Developer's estimated Project costs of \$480,000.00. As a result, the maximum City approved Business District Incentives eligible to be paid to Developer would be \$96,000.00. This maximum is calculated based on 20% of the estimated City approved eligible project costs in the Developer application (20% x \$480,000.00) Funding assistance is broken down as follows:

- a. Total Estimated Business District Eligible Costs: \$480,000.00
- b. The City may reimburse 75% of the City's portion of property taxes from the incremental EAV generated by the rehab, remodel, and development of the Property for up to ten (10) years, or until the maximum funding amount is reached in combination with the other funding assistance:
 - 1) The present base EAV for assessment year 2020 is \$48,030.
 - 2) Developer's estimated EAV after redevelopment and completion of the Project is \$160,000.00.
 - 3) Based on Developer's estimate, the estimated EAV increase is estimated to be \$111,970.00 upon completion of the Project.
 - 4) 75% of the City's portion of property taxes from the estimated increase in EAV is \$1,596.24.
 - 5) The estimated reimbursement from City's portion of property taxes from incremental EAV available is \$1,596.24 annually for up to ten (10) years.

6) Developer's total estimated Business District incentive for incremental EAV is \$15,962.40.

c. City may reimburse Developer up to 75% of the incremental 1% City sales tax for up to 10 years for the Project, or until the maximum funding amount is reached in combination with the other funding assistance:

- 1) Developer estimates \$1,000,000 in annual newly generated sales taxes.
- 2) City's 1% sales tax applied to the estimated \$1,000,000 in Developer's taxable sales equals \$10,000.
- 3) 75% of \$10,000 equals \$7,500.00.
- 4) \$7,500.00 times ten (10) years equals \$75,000.00.
- 5) Developer's total estimated Business District Incentive from City's 1% sales tax is \$75,000.00.

d. City may reimburse Developer up to \$5,000.00 in costs associated with permit fees charged by the City during construction of the Project, or until the maximum funding amount is reached in combination with the other funding assistance.

e. However, Developer's total incentive from City's Business District shall not exceed 20% of the estimated Project costs of \$480,000.00, or \$96,000.00.

(See **Exhibit A**); and

WHEREAS, City desires to authorize the execution of a Development Agreement by and between City and Developer in substantially the form attached hereto as **Exhibit A**; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to authorize the Mayor and/or City Manager to execute the Development Agreement between City and Developer (*see Exhibit A*).

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Highland, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Highland.

Section 2. City hereby makes the following findings:

- a. Developer's Project is expected to create job opportunities within City.
- b. Developer's Project will serve to further the development of

adjacent areas.

- c. Developer's Project will strengthen the retail commercial sector of City.
- d. Developer's Project will enhance the tax base of City;
- e. The Development Agreement is made in the best interests of public health, safety, general welfare and economic welfare of City.

Section 3. The Development Agreement by and between City and Developer, attached hereto as **Exhibit A**, is approved.

Section 4. The Mayor and/or City Manager is authorized and directed to execute the Development Agreement with Developer (**Exhibit A**).

Section 5 This ordinance shall be effective upon its passage, approval, and publication in pamphlet form in accordance with Illinois law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the ____ day of, _____, 2022, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

Kevin B. Hemann, Mayor
City of Highland, Madison County, Illinois

ATTEST:

Barbara Bellm, City Clerk
City of Highland, Madison County, Illinois

City of Highland



Business Assistance Application

Project Name: 1014 Laurel Street Revitalization

Address of Proposed Project: 1014 Laurel Street

Applicant Information:

Company Name: Warson Development LLC

Office Phone: 314-725-2514

Company Address: 2 North Meramec Avenue, 3rd Floor

Alt.Phone: 314-941-0188

City, State, Zip: St. Louis, MO 63105

Fax: 314-725-0117

Contact Person/Title: David Schlafly

Years in Business: 22

Email: david@schlaflycorporation.com

Type of Business: Corporation Partnership Sole Proprietor Trust LLC

Project Costs:	Projected Costs
Architectural & Engineering Fees	\$10,000
Legal & Other Professional Fees	\$20,000
Cost of Marketing the Sites	
Purchase Land	
Purchase of Existing Facility	\$50,000
Demolition Cost	
Site Improvements	\$25,000
Rehab, remodel of existing building	\$375,000
Construction of New Building(s)	
Contingency	
Working Capital (Equity)	
Other (Please Specify)	

Current Information:

Sales	Current Annual Gross Sales	
Sales Tax	Current Annual Taxable Sales for Sales Tax	
Jobs	Current number of full time jobs (proof from IDES)	

<u>Total Project Costs:</u>	\$480,000
\$ Assistance Requested	\$96,000

Property Tax:

Attach a copy of the most current property tax bill

Real Estate Taxes for the Year	
Parcel ID Number for each property within your development area	01-2-24-05-06-104-035
Parcel ID Number for each property within your development area	
Parcel ID Number for each property within your development area	
Township (Helvetia Saline Marine)	Helvetia
Fair Market Value (or Current Appraisal Value)	\$144,100
Taxable Value	\$48,030
Combination Tax Rate	8.2660
Total Tax	\$3,970.16

Estimates After Redevelopment:

Acreage or total square footage of the project area	4,290 sq ft
Square Footage of Building / Structures	3,555 sq ft
Estimated Market Value after redevelopment	\$480,000
EAV after redevelopment (approx. 1/3 of Market Value)	\$160,000
Estimated Annual Gross Sales (Includes Labor)	
Estimated Annual Taxable Sales for Sales Tax	\$800k-\$1 million
Estimated Number of Newly Created Full Time Jobs	
Type of Jobs (Clerical Production Sales and Service)	
Estimated Annual Salary for each newly created job	
Estimated Number of Jobs Retained – Full Time	

Please include a narrative that will address the following:

1. Description of Business / Company
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;
 - b) Evaluation of site or other constraints;
 - c) Benefit or Service to the Community;
3. A request for the City's assistance with the project that specifies the type(s) of assistance needed and why it is needed.
4. Construction start date and timeline for Project Completion.
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 will 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.


Signature of Applicant

DAVID SCHLAFLY MEMBER
Print Name and Title

April 26, 2022
Date

WARSON Development, LLC
Print Company Name

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

Mallord Hubbard

From: Mallord Hubbard
Sent: Monday, May 02, 2022 10:17 AM
To: Mallord Hubbard
Subject: FW: 1014 Laurel, Highland IL
Attachments: Monarch Building_2000-1979 (3).jpg

From: David Schlafly [mailto:David@schlaflycorporation.com]
Sent: Wednesday, April 27, 2022 1:32 PM
To: Mallord Hubbard <mhubbard@highlandil.gov>
Subject: Re: 1014 Laurel, Highland IL

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.



Please allow this email to amend the Business Assistance Application for 1014 Laurel Street, as follows;

- Requesting assistance to not exceed 20% of the cost of the project estimated to be \$480,000.
- The property value upon the completion of the project will equal its cost, estimated to be \$480,000.

Project.

- The project is to acquire the property, remediate years of environmental issues associated with its long term use, and to renovate the building into a modern commercial building.
- The 1sr floor space shall employ architectural improvements to appeal to commercial use while meeting current codes and ADA within the historic structure.

Example projects by Schlafly:

Redevelopment at 7401 Manchester Road, Maplewood (redeveloped 2018).



Redevelopment of the property located at 7401 Manchester Road included acquisition, remediation, demolition of interior and rebuild of modern commercial space.

Note, the use of large glass intentionally glazed to create a modern environment within historic structure.

David K. Schlafly
SchlaflyCorporation

REAL ESTATE Investment Commercial Industrial
314 / 725.2414 Office
314 / 941.0188 Cell

2 North Meramec Avenue
St Louis MO 63105

schlaflycorporation.com

CONFIDENTIALITY NOTICE:

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Property Information		
Parcel Number 01-2-24-05-06-104-035	Site Address 1014 LAUREL ST HIGHLAND, IL 62249	Owner Name & Address HIGHLAND JOURNAL PRINTING INC PO BOX 266 HIGHLAND, IL, 62249
Tax Year 2020 (Payable 2021) ▼		
Sale Status None	Neighborhood Code CA02	Land Use 0330 - Improved - Commercial
Property Class 0060 - IMPROVED COMMERCIAL	Tax Code 002 - #5; HIGHLAND CITY	Tax Status Taxable
Net Taxable Value 48,030	Tax Rate 8.266000	Total Tax \$3,970.16
Township 01-HELVETIA	Acres 0.0000	Mailing Address
1977 Assessment 12,830	Lot Size	TIF Base Value 0
Legal Description ORIGINAL TOWN LOT PT 7 33X130		

Property Sketches

MSC 300

15'	13'
BRK RETAIL 13' 195 sf 14'H	EFP/EFP 13' 169 sf
28'	
2 STY BRICK MX RET W/ RESD BSMT 60' 1680 sf 60'	
28'	

Billing									
Installment	Date Due	Tax Billed	Penalty Billed	Cost Billed	Drainage Billed	Total Billed	Amount Paid	Date Paid	Total Unpaid
1	07/08/2021	\$992.54	\$0.00	\$0.00	\$0.00	\$992.54	\$992.54	6/28/2021	\$0.00
2	09/08/2021	\$992.54	\$0.00	\$0.00	\$0.00	\$992.54	\$992.54	9/7/2021	\$0.00
3	10/08/2021	\$992.54	\$0.00	\$0.00	\$0.00	\$992.54	\$992.54	9/7/2021	\$0.00
4	12/08/2021	\$992.54	\$0.00	\$0.00	\$0.00	\$992.54	\$992.54	9/7/2021	\$0.00
Total		\$3,970.16	\$0.00	\$0.00	\$0.00	\$3,970.16	\$3,970.16		\$0.00

Payment History				
Tax Year	Total Billed	Total Paid	Amount Unpaid	
2020	\$3,970.16	\$3,970.16	\$0.00	
2019	\$3,919.52	\$3,919.52	\$0.00	
2018	\$3,901.16	\$3,901.16	\$0.00	
Show 12 More				

Assessments							
Level	Homesite	Dwelling	Farm Land	Farm Building	Mineral	Total	
DOR Equalized	5,970	42,060	0	0	0	48,030	
Department of Revenue	5,970	42,060	0	0	0	48,030	
Board of Review Equalized	5,970	42,060	0	0	0	48,030	
Board of Review	5,890	41,470	0	0	0	47,360	
S of A Equalized	5,890	41,470	0	0	0	47,360	
Supervisor of Assessments	5,890	41,470	0	0	0	47,360	
Township Assessor	5,890	41,470	0	0	0	47,360	
Prior Year Equalized	5,890	41,470	0	0	0	47,360	

No Exemptions

Market Land Valuation					
Property Class	Description	Type	Sq. Ft.	Calc. Acres	Deed Acres
COM - Commercial	REGULAR LOT	REGULAR -	0	0.00	0.00

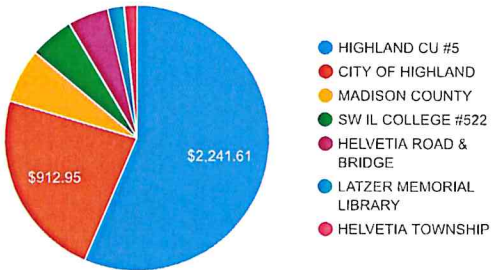
Structure (1 of 1)

No Farmland Information

Parcel Owner Information		
Name	Tax Bill	Address
HIGHLAND JOURNAL PRINTING INC	Y	PO BOX 266 HIGHLAND, IL, 62249

Sales History							
Year	Document #	Sale Type	Sale Date	Notes	Sold By	Sold To	Price
1979	1979007130	Unknown	9/7/1979	Book: 03143 Page: 1512			\$0.00

Taxing Bodies			
District	Tax Rate	Extension	
HIGHLAND CU #5	4.667100	\$2,241.61	
CITY OF HIGHLAND	1.900800	\$912.95	
MADISON COUNTY	0.546900	\$262.68	
SW IL COLLEGE #522	0.446200	\$214.31	
HELVETIA ROAD & BRIDGE	0.405900	\$194.95	
LATZER MEMORIAL LIBRARY	0.167200	\$80.31	
HELVETIA TOWNSHIP	0.131900	\$63.35	
TOTAL	8.266000	\$3,970.16	



- HIGHLAND CU #5
- CITY OF HIGHLAND
- MADISON COUNTY
- SW IL COLLEGE #522
- HELVETIA ROAD & BRIDGE
- LATZER MEMORIAL LIBRARY
- HELVETIA TOWNSHIP

No Permits

Legal Information

Legal 1

Legal Description

ORIGINAL TOWN LOT PT 7 33X130

Disclaimer

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CITY OF HIGHLAND

To: Chris Conrad, City Manager
From: Mallord Hubbard, Economic Development Coordinator
CC: Mayor and City Council
Date: May 10, 2022
Re: Redevelopment Agreement with Warson Development LLC

RECOMMENDATION: It is the Staff recommendation that Council approve the attached Amended Redevelopment Agreement with terms detailed below.

DISCUSSION: Warson Development LLC is proposing to purchase and renovate the property at 1014 Laurel Street. The project location falls within the Business District, and is eligible for incentives including sales and property tax rebates.

Warson Development LLC is proposing to acquire the property and make substantial improvements totaling \$480,000 in eligible project costs. The Redevelopment Agreement would rebate 75% of the increment of the City's portion of property & sales taxes, generated as a result of the project's completion. Building permit fees charged by the City will also be rebated to the Developer up to \$5,000.

The maximum incentives the project would be eligible for is \$96,000, or 20% of the projects costs. The total property tax rebate is estimated to be \$1,596 per year for a period of 10 years. The sales tax rebate is projected to be \$7,500 for a period of 10 years. Based on these estimates, the total incentives are projected to be \$95,960 over the 10 year duration of the agreement.



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
8747	AMAZON CAPITAL SERVICES	QTY 1 - AA & AAA BATTERIES, D12 PROCELL BATTERY, 9V & C BAT	05/06/2022	297.65
8855	TRIPACK, INC.	Supplies for Central Purchasing	05/06/2022	1,683.93
Total for Department: 000 Balance Sheet Accounts				1,981.58
Department: 011 General Admin				
8739	AAIM Employers' Association	MERIT MATRIX	05/06/2022	675.00
8747	AMAZON CAPITAL SERVICES	QTY 1 - CASH RECEIPT PAPER (50 ROLLS)	05/06/2022	22.99
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	162.00
8750	AssuredPartners Cornerstone LLC	COBRA- SLOVER, MEDINA, YOUNG -TERMINATE COBRA FISHER,KII	05/06/2022	248.50
8773	DJ Howards & Assoc. Inc.	BAYMONT HOTEL PROJ-20 CENTRAL BLVD- CONSULTING \$150HR X	05/06/2022	450.00
8789	GRIMM AND GORLY	SYMPATHY ARRANGEMENT FOR JOHN HIPSKIN'S DAD	05/06/2022	113.50
8793	Highland Arts Council	2022 FUNDING REQUEST FOR ART IN THE PARK	05/06/2022	8,000.00
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND/JASON METTLER, ET AL. FILE NO 15386-3	05/06/2022	895.83
8828	ROBERT (BOB) SANDERS WASTE	CITY HALL RECYCLING SERVICES	05/06/2022	7.50
8833	Southwestern Illinois Council of Mayo	2022 MEMBERSHIP DUES	05/06/2022	150.00
8841	The Kwik Konnection Printing Inc	LEGAL - HEARING ON ANNUAL CITY BUDGET FOR 2022	05/06/2022	57.50
8845	Third Millennium Assoc Inc	UTILITY BILL RENDERING	05/06/2022	198.90
8848	THRYV, INC.	MONTHLY PHONE LISTING	05/06/2022	91.21
8860	WALZ LABEL AND MAILING	POSTAGE MACHINE INK CARTRIDGE	05/06/2022	181.31
8864	Watts Copy Systems Inc	COPIER LEASE / USAGE FOR BOTH COPIERS IN CITY HALL BACK OF	05/06/2022	587.98
Total for Department: 011 General Admin				11,842.22
Department: 012 Police Dept				
ACH PAID	CHARLES J BECHERER	INTERIM CHIEF OF POLICE PER CONTRACT	05/03/2022	5,000.00
8743	Aladtec, Inc.	SCHEDULE SOFTWARE YEAR SUBSCRIPTION	05/06/2022	2,201.00
8747	AMAZON CAPITAL SERVICES	QTY 1 BLACK BALLET FLAT	05/06/2022	912.54
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	190.50
8780	Everlasting Etch	EMPLOYEE OF THE MONTH PLAQUE	05/06/2022	14.00
8786	GLOBAL TECHNICAL SYSTEMS, II	CAR 1 SECURE PRINTER AND CAR 3 CAGE NOISE	05/06/2022	584.00
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND - LABOR & EMPLOYMENT FILE NO 15386-2	05/06/2022	267.75
8803	MADISON COUNTY INFORMATIO	MADISON CO LEADS LEASE	05/06/2022	24.28
8824	Quench USA, Inc	WATER COOLER AT PSB	05/06/2022	165.00
8827	Reding Tire & Battery Inc	SQUAD 2 TIRES 4	05/06/2022	714.06
8828	ROBERT (BOB) SANDERS WASTE	PD RECYCLING SERVICES	05/06/2022	15.00
8834	Splash Splash Auto Bath LLC	POLICE DEPT CAR WASHES	05/06/2022	101.00
8840	The Chocolate Affair	ADMIN PROFESSIONAL GIFT	05/06/2022	39.55
8847	Thomson Reuters - West	SUBSCRIPTION Law and Procedure 2022	05/06/2022	207.00
8848	THRYV, INC.	MONTHLY PHONE LISTING	05/06/2022	38.13
8850	TRANSUNION RISK AND ALTERN	TLO INVESTIGATIONS BACKGROUND CHECKS	05/06/2022	75.00
Total for Department: 012 Police Dept				10,548.81
Department: 013 Building & Zoning				
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	38.10
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND/JASON METTLER, ET AL. FILE NO 15386-3	05/06/2022	895.82
8828	ROBERT (BOB) SANDERS WASTE	B & Z RECYCLING SERVICES	05/06/2022	15.00
8838	SUMNER ONE, INC.	COLOR OVERAGES	05/06/2022	147.89
8841	The Kwik Konnection Printing Inc	PLANNING & ZONNING MARIA MARSH, ROY WELLS, ROBERT COLW	05/06/2022	344.50
8852	Trendy Tees & More LLC	TSHIRT LOGO FOR B&Z	05/06/2022	96.00
Total for Department: 013 Building & Zoning				1,537.31
Department: 014 Fire Dept				
8747	AMAZON CAPITAL SERVICES	QTY 1 - HEAVY DUTY METAL 8" MULTI-ANGLE DRILL BASE MOUNT	05/06/2022	47.89
8748	Ameren Illinois	GAS CHARGE - FIRE STATION # 2	05/06/2022	915.42
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	9.50
8765	City Utilities	UTILITIES - BOAT RAMP	05/06/2022	592.81
8770	DINGES FIRE COMPANY	QTY 1 - LP34 5 X 18 BELOW HEM LETTERING PATCH	05/06/2022	3,145.94
8783	FRONTIER	PHONE CHARGES - FIRE STATION # 2	05/06/2022	45.96

8798	Knebel's Auto Body Inc	MTN / REPAIRS - 2008 GMC SIERRA 3500 HD SLE2 CREW CAB - RED	05/06/2022	813.26
8805	MCFA DEATH BENEFIT	DEATH BEN. #1419, #1424, #1432, #1433, #1434, #1435	05/06/2022	882.00
8832	SENTINEL EMERGENCY SOLUTIO	QTY 1 - CAIRNS 1044 WHITE, DEFENDER CLEAR, PB1- C. STRAUB	05/06/2022	3,765.15
8868	Zobrist Electric Inc	MATL/LABOR - 2 NEW RECEPTACLES IN TRUCK BAY AT PSB	05/06/2022	450.00

Total for Department: 014 Fire Dept 10,667.93

Department: 017 Streets / PW Admin

8740	AFFORDABLE PROPERTIES LLC	REIMBURSE FOR ASPHALT - ALLEY AT 113 BROADWAY	05/06/2022	1,300.00
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	66.70
8761	CDW G Inc	QTY 1 - DELL 3320 17-1165G7 - JOE G.	05/06/2022	327.14
8765	City Utilities	UTILITIES - ROUNDABOUT @ POPLAR	05/06/2022	9.84
8767	Cygan-Delaney Catering	Catered Lunch for Bob Daiber's Retirement Party.	05/06/2022	1,275.90
8774	Dr. Wood Trees & Landscape	17HRS OF TREE WORK ON SECTOR #1 AT\$100.00 HR -SECTOR #1 COM	05/06/2022	1,700.00
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND/JASON METTLER, ET AL. FILE NO 15386-3	05/06/2022	895.82
8806	McGinley Inc	MTN / REPAIRS - 2021 DODGE DURANGO	05/06/2022	159.77
8814	Nu Way Concrete Forms Troy LLC	Smith Water Supply tank w/ 10' hose and Quick Connect	05/06/2022	1,183.19
8815	Oates Associates Inc	Project 222003.001 - Molly's Mocha Traffic Study Review	05/06/2022	200.00
8822	Productivity Plus Account	FUEL FILTER FOR BACKHOE	05/06/2022	86.26
8826	Red E Mix LLC	88PCCEP32PP-1, Super -P. Tic# 60136517, 60136520, 60136523, 60136527	05/06/2022	4,343.75
8831	Schulte Supply Inc	12" Culvert Pipe 200 LF	05/06/2022	5,250.00
8853	Tri Ford Inc	Truck # 607 - Oil & Filter Change	05/06/2022	4,502.40

Total for Department: 017 Streets / PW Admin 21,300.77

Total for Fund:001 General Fund 57,878.62

Fund: 007 Community Development Fund

Department: 007 Community Development

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	9.50
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Total for Department: 007 Community Development 9.50

Total for Fund:007 Community Development Fund 9.50

Fund: 008 Motor Fuel Tax Fund

Department: 008 Motor Fuel Tax

8763	Christ Bros Inc	Hot Mix, Tickets 152409, 152558, 152586, 645264, 645282	05/06/2022	1,903.28
8766	Compass Minerals	Salt	05/06/2022	14,834.87
8810	Mike A Maedge Trucking Inc	CA6 - Ticket 1808019, 1808020 Furshished & Delivered	05/06/2022	391.87
8814	Nu Way Concrete Forms Troy LLC	1/2" x 6"X60" Wood Top Pull Top Expansion Joint	05/06/2022	169.88
8815	Oates Associates Inc	Matter & Executive Dr. - Matter Drive Reconstruction	05/06/2022	8,467.76
8826	Red E Mix LLC	7 Bag - 88 PCCEP19 PP-1, Super P-Tic# 60136666, 60136670	05/06/2022	1,841.75
8861	Warning Lites of Southern IL, LLC	Signs	05/06/2022	4,752.66

Total for Department: 008 Motor Fuel Tax 32,362.07

Total for Fund:008 Motor Fuel Tax Fund 32,362.07

Fund: 009 Parks & Rec Fund

Department: 009 Korte Rec Center

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	57.10
8761	CDW G Inc	QTY 2 - DELL 7090 15-11500 256/16 W10P	05/06/2022	2,050.76
8764	City Of Highland	KRC	05/06/2022	8,907.50
8777	Energy Wise	Labor and maint on HVAC and Pool Boiler	05/06/2022	5,147.00
8779	Essenpreis Plumbing & Htg	repair on meeting room 2 and 3 sink	05/06/2022	240.88
8794	DELORES HOLTON	refund for training she didn't get to use	05/06/2022	175.00
8796	IN THE SWIM	chlorine tablets	05/06/2022	329.98
8817	Orkin Exterminating	monthly pest control	05/06/2022	82.09
8819	Pepsi	Concession supplies	05/06/2022	705.66
8824	Quench USA, Inc	water bottle refill station payment	05/06/2022	55.00
8828	ROBERT (BOB) SANDERS WASTE	KRC RECYCLING SERVICES	05/06/2022	15.00
8836	Scott A Stieb	Shirts for Indoor Ironman finishers	05/06/2022	314.00
8849	TK Elevator Corporation	elevator maint	05/06/2022	682.68
8863	Watts Copy Systems Inc.	monthly KRC printer payment	05/06/2022	241.65
8867	William F. Brockman Co	KRC concessions supplies	05/06/2022	125.50

Total for Department: 009 Korte Rec Center 19,129.80

Department: 016 Parks & Recreation

8741	AGENCY FOR COMMUNITY TRAN	MTN TO YAH BUS	05/06/2022	324.93
8747	AMAZON CAPITAL SERVICES	QTY 1 - DELL HD 22 IN LED BACKLIT MONITOR, VGA, DISPLAY POR	05/06/2022	139.99
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	76.20

8755	Bluff Equipment Inc	Kuboto maint.	05/06/2022	1,057.14
8756	BOESER COMMERCIAL SOLUTIONS	Optimist field dugout repairs	05/06/2022	3,329.25
8760	CARLOS D BEDOYA	DEPOSIT FOR 07/04/2022 PERFORMANCE 1-4 PM - THE DUDE ABIDES	05/06/2022	750.00
8764	City Of Highland	spindler park	05/06/2022	5,178.68
8784	St. Clair Service Company	FS Turf Sol Parks turf supplies	05/06/2022	579.50
8790	Hediger's Backhoe Inc.	pump dog park, boat ramp, and cemetery tank	05/06/2022	600.00
8795	Hutchinson Recreation & Design	Backboards for Glik basketball courts	05/06/2022	1,988.00
8804	JOANNE MARKS	REIMBURSEMENT FOR STATE INSPECTION OF YAH VAN	05/06/2022	39.00
8812	Munie Outdoor Service Inc	Work on our irrigation systems	05/06/2022	2,052.97
8813	Northtown Auto & Tractor	towing break away	05/06/2022	20.77
8814	Nu Way Concrete Forms Troy LLC	construction supplies for road repair.Nick said charge to parks	05/06/2022	706.00
8819	Pepsi	Concession supplies -Glik	05/06/2022	397.80
8820	Pioneer Manufacturing Company	Black netting glik	05/06/2022	469.89
8825	R P Lumber Co Inc	wood for Merwin park	05/06/2022	111.64
8826	Red E Mix LLC	washes sand for cemetery	05/06/2022	285.00
8838	SUMNER ONE, INC.	WCC printer payment	05/06/2022	52.00
8843	The Pump Shop	Started up the square fountain	05/06/2022	1,404.50
8846	Melanie Thole	refund for Hannibal trip	05/06/2022	85.00
8859	Vandalia Bus Lines Inc	Tour of the Hill balance remainder Aug 26	05/06/2022	1,037.50
8865	Pat Weber	refund for Hannibal trip	05/06/2022	85.00

Total for Department: 016 Parks & Recreation 20,770.76

Department: 503 Swimming Pool Fund

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	19.00
8764	City Of Highland	outdoor pool	05/06/2022	85.84

Total for Department: 503 Swimming Pool Fund 104.84

Department: 715 Cemetery Fund

8764	City Of Highland	cemetery	05/06/2022	59.62
8769	DigitalArtz LLC	Cemetery signs	05/06/2022	68.95
8784	St. Clair Service Company	FS Turf Sol cemetery turf supplies	05/06/2022	282.00
8807	McKay Auto Parts Inc	bushing kit for dump truck	05/06/2022	21.38

Total for Department: 715 Cemetery Fund 431.95

Total for Fund:009 Parks & Rec Fund 40,437.35

Fund: 012 Business District A

Department: 012 Police Dept

8857	UNWIND SALON SPA LOUNGE	FY2021 FACADE PROGRAM	05/06/2022	7,798.35
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Total for Department: 012 Police Dept 7,798.35

Total for Fund:012 Business District A 7,798.35

Fund: 050 Street NHR Construction

Department: 050 Street NHR Construction

8815	Oates Associates Inc	Project 221094 - Broadway Resurfacing	05/06/2022	4,455.00
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Total for Department: 050 Street NHR Construction 4,455.00

Total for Fund:050 Street NHR Construction 4,455.00

Fund: 101 Electric Fund

Department: 101 Electric Admin

8747	AMAZON CAPITAL SERVICES	QTY 1 - SELF INKING RUBBER STAMP - RED INK	05/06/2022	15.98
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	28.60
8753	BHMG Engineers Inc	PROFESSIONAL SERVICES	05/06/2022	412.32
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND - LABOR & EMPLOYMENT FILE NO 15386-2	05/06/2022	307.75
8838	SUMNER ONE, INC.	COLOR OVERAGES	05/06/2022	116.77
8845	Third Millennium Assoc Inc	UTILITY BILL RENDERING	05/06/2022	895.02
8848	THRYV, INC.	MONTHLY PHONE LISTING	05/06/2022	50.59
8851	Transworld Systems Inc	MARCH COLLECTION AGENCY DUES	05/06/2022	82.77

Total for Department: 101 Electric Admin 1,909.80

Department: 102 Electric Production

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	9.50
8753	BHMG Engineers Inc	PROFESSIONAL SERVICES	05/06/2022	480.17
8754	Bi State Compressor Inc	350 Compressor	05/06/2022	5,486.97

8768	CYPHERS TRUCK PARTS	COJ29053 COMTK 1 Year Lease	05/06/2022	2,623.00
8807	McKay Auto Parts Inc	PP COMPRESSOR	05/06/2022	29.99
8812	Munie Outdoor Service Inc	IRRIGATION START UP BOTH ROUND-ABOUTS	05/06/2022	240.00
8816	O'Reilly Automotive Inc.	AIR FILTER,OIL FILTER, OIL, BRK LINE, BRAKE FLUID , NITRILE GLV	05/06/2022	391.67

Total for Department: 102 Electric Production 9,261.30

Department: 104 Electric Distribution

8745	Alpine Power Systems	3CC-9M	05/06/2022	18,801.63
8746	Altec Industries Inc	Class 3 breakaway Safety Vest- Small	05/06/2022	221.68
8747	AMAZON CAPITAL SERVICES	QTY 3 - SET OF 2 ORANGE SNOW PLOW 36" BLADE GUIDE MARKERS	05/06/2022	81.45
8748	Ameren Illinois	OPTIONAL LIGHTING CHARGE	05/06/2022	80.66
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	85.70
8753	BHMG Engineers Inc	PROFESSIONAL SERVICES	05/06/2022	206.16
8782	Fletcher Reinhardt Company	64005R1 Fuse Lnk	05/06/2022	3,217.72
8787	Graybar	BDI315BK-RDS 3" Coilable Conduit Sch 40 Black w/Red Stripe	05/06/2022	8,607.13
8800	Langhauser Sheet Metal Co	LABOR AND SERVICE ON FURNACE	05/06/2022	2,130.80
8816	O'Reilly Automotive Inc.	QTY 1 - P100UV-QT	05/06/2022	59.53
8821	Power Line Supply	D9124-1.5-1704-J50 PHoto Control	05/06/2022	3,621.90
8837	SUDHOLT SHEET METAL	LABOR TO LOOK AT FURANCE	05/06/2022	187.50
8839	T.R. MILLER MILL CO. INC.	40' Class 3 CCA-ET Power Poles	05/06/2022	8,577.70

Total for Department: 104 Electric Distribution 45,879.56

Total for Fund:101 Electric Fund 57,050.66

Fund: 111 FTTP Fund

Department: 111

8738	Angela Imming	BROADBAND SYSTEMS CONFERENCE -5/2/22-5/5/22 - HOUSTON, TX	04/30/2022	192.75
8748	Ameren Illinois	GAS CHARGE - HCS	05/06/2022	163.36
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	57.10
8775	Drive Social Media	SOCIAL MEDIA MONTHLY SERVICE	05/06/2022	2,000.00
8788	GREAT LAKES DATA SYSTEMS	BROADHBUB SOFTWARE SUPPORT	05/06/2022	1,350.00
8801	LEWIS BRISBOIS BISGAARD & SV	CITY OF HIGHLAND - LABOR & EMPLOYMENT FILE NO 15386-2	05/06/2022	537.25
8813	Northtown Auto & Tractor	OIL FILTER, OIL - VERMEER WATER PUMP	05/06/2022	25.27
8830	SCHMITT'S TROY GARAGE DOOR	1755 BOARD TP AR / SERVICE CALL	05/06/2022	303.57
8838	SUMNER ONE, INC.	COPIER LEASE / USAGE - HCS	05/06/2022	132.63
8848	THRYV, INC.	MONHTLY PHONE LISTING	05/06/2022	54.30

Total for Department: 111 4,816.23

Department: 114

8759	Calix Networks Inc	SHIPPING & HANDLING	05/06/2022	640.70
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Total for Department: 114 640.70

Total for Fund:111 FTTP Fund 5,456.93

Fund: 201 Water Fund

Department: 201 Water Admin

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	9.50
8758	BENJAMYN BRINKER	REIMBURSEMENT BEN BRINKER FOR DINNER DURING WATER MAI	05/06/2022	43.75
8761	CDW G Inc	QTY 1 - DELL 3320 17-1165G7 - JOE G.	05/06/2022	327.14
8845	Third Millennium Assoc Inc	UTILITY BILL RENDERING	05/06/2022	298.34

Total for Department: 201 Water Admin 678.73

Department: 202 Water Production

8748	Ameren Illinois	Utilities	05/06/2022	445.95
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	38.10
8762	Cedarchem	Cedar Flocc 526 Cationic Polymer	05/06/2022	2,875.00
8767	Cygan-Delaney Catering	SWCWPOA Meeting/Training - Catered meal.	05/06/2022	592.35
8776	Elite Elevator Inspections LLC	State Annual Inspection - Hydraulic Elevator	05/06/2022	145.00
8777	Energy Wise	Spring AC Check Up - New Thermostat installed, Labor	05/06/2022	672.00
8791	Helvetia Sharpshooters Society	SWCWPOA Meeting/Training - Hall Rental, Water & Soda	05/06/2022	150.00
8799	Korte & Luitjohan Contr Inc	HIGHLAND-SPILLWAY WALL REP. PERIOD TO 04/30/22 APPLICATION	05/06/2022	8,189.65
8802	Luby Equipment Services	Replace Block Heater, Parts & Labor	05/06/2022	2,799.70
8818	Pace Analytical Services Inc	Aluminum Total, Corrosion Control Grp, IOC Pkg., SOC Pkg.	05/06/2022	1,617.94
8835	State Fire Marshal	WTP- Conveyance Certificate of Operation- Annual Renewal	05/06/2022	75.00
8842	The Mail Box Store	SOC / IOC SAMPLES	05/06/2022	211.52
8858	USA Blue Book	Supplies for WTP	05/06/2022	239.70
8862	Water Solutions Unlimited	Pump Diaphragm	05/06/2022	109.17

Total for Department: 202 Water Production 18,161.08

Department: 203 Water Distribution

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	14.30
8751	Aviston Lumber Company	3x4 Downspout	05/06/2022	5.00
8771	Ditch Witch Sales Inc	Repair to Vac. Traile , Parts & Labor	05/06/2022	5,003.97
8808	Midwest Meter Inc.	2" Badger Water Meter for Kloss Furniture	05/06/2022	1,895.00
8809	Midwest Municipal Supply Inc	6" Hymax Coupling	05/06/2022	805.20
8813	Northtown Auto & Tractor	QTY 1 - TRANS FILTER KIT	05/06/2022	18.99
8853	Tri Ford Inc	Truck # 19 Kit - Jet, Module - Trailer B	05/06/2022	124.22
Total for Department: 203 Water Distribution				7,866.68
Total for Fund:201 Water Fund				26,706.49

Fund: 301 Sewer Fund

Department: 301 Sewer Admin

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	9.50
8761	CDW G Inc	QTY 1 - DELL 3320 17-1165G7 - JOE G.	05/06/2022	327.15
8828	ROBERT (BOB) SANDERS WASTE	PW RECYCLING SERVICES	05/06/2022	7.50
8845	Third Millennium Assoc Inc	UTILITY BILL RENDERING	05/06/2022	298.34
Total for Department: 301 Sewer Admin				642.49

Department: 303 Sewer Collection

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	14.30
8751	Aviston Lumber Company	3x4 Downspout	05/06/2022	5.00
8771	Ditch Witch Sales Inc	Repair to Vac. Traile , Parts & Labor	05/06/2022	5,003.96
8809	Midwest Municipal Supply Inc	10x6' SDR-26 TEE GXG	05/06/2022	285.27
8813	Northtown Auto & Tractor	QTY 1 - TRANS FILTER KIT	05/06/2022	19.00
8827	Reding Tire & Battery Inc	Tire Repair - Camera Trailer	05/06/2022	20.00
8853	Tri Ford Inc	Truck # 19 Kit - Jet, Module - Trailer B	05/06/2022	124.22
Total for Department: 303 Sewer Collection				5,471.75

Department: 304 Water Reclamation Facility

8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	38.10
8752	Barton Electric Inc	MLR Center Island Electrical Conduit Replacement	05/06/2022	8,600.00
8778	Environmental Resource Associates	ERA DMR-QA 42 Samples	05/06/2022	516.52
8800	Langhauser Sheet Metal Co	Checked Cooling Unit, control box not working - Parts, Labor	05/06/2022	2,402.21
8853	Tri Ford Inc	Truck # 51.Oil & Filter change	05/06/2022	53.90
8858	USA Blue Book	Supplies for WRF	05/06/2022	716.36
Total for Department: 304 Water Reclamation Facility				12,327.09
Total for Fund:301 Sewer Fund				18,441.33

Fund: 401 Ambulance Fund

Department: 401 Ambulance Fund

8742	Airgas USA,LLC	OXYGEN	05/06/2022	197.07
8743	Aladtec, Inc.	TIME CLOCK SUBSCRIPTION - 5/12/2022 - 5/11/2023	05/06/2022	3,007.00
8747	AMAZON CAPITAL SERVICES	QTY 1 - RESCUE & TACTICAL BACK PACK	05/06/2022	902.62
8749	Arin	ANNUAL FEE FOR REGISTRATION SERVICES PLAN - X -SMALL	05/06/2022	66.70
8757	Bound Tree Medical, LLC	EMS SUPPLIES	05/06/2022	352.44
8772	DIVERSIFIED DIESEL SERVICES, I	MNT / REPAIRS TO UNIT # 1544	05/06/2022	674.14
8780	Everlasting Etch	QTY 20 - 30OZ NAVY RING POLAR CAMEL INSULATED MUG	05/06/2022	700.00
8781	FCB Highland Bank	2017 FORD F 450 AMBULANCE PAYMENT	05/06/2022	51,460.30
8785	GEHA	AMBULANCE REFUND	05/06/2022	91.80
8792	HFS of IL	AMBULANCE REFUND	05/06/2022	77.25
8797	JEWELL PSYCHOLOGICAL SERVI	PRE-EMPLOYMENT PD/FIRE PSYCH EVAL- TRAVIS CLARK/ERIKA HU	05/06/2022	1,350.00
8801	LEWIS BRISBOIS BISGAARD & SM	CITY OF HIGHLAND - LABOR & EMPLOYMENT FILE NO 15386-2	05/06/2022	930.74
8811	MUNICIPAL EMERGENCY SERVIC	QTY 1 - ATLAS MID BOOT - BLACK	05/06/2022	115.00
8823	PWW MEDIA INC.	XI AND ABC360 CLEARWATER BEACH REG. - T. RUSTEBERG, S. NICH	05/06/2022	1,760.00
8829	ROBERT LUKEN, TRUSTEE	AMBULANCE REFUND	05/06/2022	438.00
8854	TRIKEN CONSULTING, INC.	PRE-EMPLOYMENT POLYGRAPH-AUSTIN SCARSDALE ,ERIKA HUEL	05/06/2022	400.00
8856	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE / USAGE	05/06/2022	156.92
8866	WEBER GRANITE CITY FORD LLC	MTN / REPAIRS TO UNIT # 1543	05/06/2022	317.27
Total for Department: 401 Ambulance Fund				62,997.25
Total for Fund:401 Ambulance Fund				62,997.25

Fund: 702 Police Pension Fund

Department: 702 Police Pension Fd

8744	ALLIANT INSURANCE SERVICES, FIDUCIARY LIABILITY RENEWAL POLICY 5/12/2022 - 5/12/2023	05/06/2022	5,211.00
	Total for Department: 702 Police Pension Fd		5,211.00
	Total for Fund:702 Police Pension Fund		5,211.00

Fund: 713 Solid Waste Fund

Department: 713 Solid Waste Fund

8828	ROBERT (BOB) SANDERS WASTE TEMP DUMPSTER SERVICES	05/06/2022	150,447.20
8841	The Kwik Konnection Printing Inc 4/20/2022 - 3X5 ADD, 04/27 3X5 ADD FOR CITY WIDE CLEAN UP	05/06/2022	300.00
8844	The Shopper's Review 2X6 HIGHLAND CURBSIDE CLEAN UP - MAY 2 - MAY 6, 2022 - 2ND W	05/06/2022	261.36
8845	Third Millennium Assoc Inc UTILITY BILL RENDERING	05/06/2022	298.34
	Total for Department: 713 Solid Waste Fund		151,306.90
	Total for Fund:713 Solid Waste Fund		151,306.90
	Grand Total	\$	470,111.45

Accepted by City Council May 16,2022

Mayor: _____ Clerk: _____