

**AGENDA
REGULAR SESSION
HIGHLAND AREA SENIOR CENTER
187 WOODCREST DRIVE
MONDAY, MARCH 20, 2023
6:30 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 3](#) of this agenda.

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

MOTION – Approve Minutes of March 6, 2023 Regular Session (attached)

PUBLIC FORUM:

A. Citizens' Requests and Comments:

1. Make – A – Wish Illinois –2023 Hot Chocolate Walk for Wishes– Special Event Application – Ashley White, Representative (attached)
2. Building Permit Fee Waiver Request – St. Paul Catholic Church (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:

NEW BUSINESS:

- A. **Discussion** – Hotel/Motel Tax Funding Allotment
- B. **Discussion** – Event Staffing Charges (attached)
- C. **Discussion** – City Expenses Relating to Special Event (attached)
- D. **Discussion** – Waiving Building, Zoning and Tap Fees (attached)

UNFINISHED BUSINESS:

- E. **MOTION** – Bill #23-17/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Art in the Park– Highland Arts Council (attached)

NEW BUSINESS: (Continued):

- F. **MOTION** – Bill #23-24/ORDINANCE Amending the City's Official Zoning Map (attached)
- G. **MOTION** – Award Bid #PR-01-23, For Replacement Electric Panel at Glik Park (attached)

REPORTS:

- A. **MOTION** – Accepting Expenditures Report #1238 for March 4, 2023 through March 17, 2023 (attached)

Continued

NEW BUSINESS: (Continued):

H. Budget Discussion – FY 2023-2024 Annual Budget (attached)

1. General Administration
2. Public Safety Department
 - a. Police Department
 - b. EMS
 - c. Fire Department
3. Community Development
 - a. Building & Zoning
 - b. Economic Development
 - c. TIF 1 / TIF 2
 - d. Business Districts
4. Public Works Department
 - a. Streets and Alleys
 - b. Motor Fuel Tax / Non-Home Rule Sales Tax
 - c. Water
 - d. Sewer
5. Fiber to the Premises
6. Electric Department
7. Parks & Recreation Department
 - a. Korte Recreation Center
 - b. Swimming Pool
 - c. Parks and Programs
 - d. Cemetery
8. Miscellaneous / Library

EXECUTIVE SESSION:

The City Council may conduct an Executive Session pursuant to the Illinois Open Meetings Act, only after citing the OMA exemption(s) allowing such meeting.

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, March 20, 2023.

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.



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: _____

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

Location of Event: _____

Sponsoring Organization/Individual: _____

Event Responsible Party: _____

Address: _____

Phone(s): _____

Email: _____

Secondary Contact: _____

Address: _____

Phone(s): _____

Email: _____

Date(s) of Set-up: _____

Event Date(s) / Times:

Date(s) of Tear-down: _____

Expected Attendance: _____

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: _____

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:** _____

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

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

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

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

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) _____

Hester Simpson

Event Sponsor Responsible Party

Date

City Manager

Date



St. Paul Catholic Church
1411 Main Street ❖ Highland, IL 62249
Rev. Pat G. Jakel, Pastor
pjakel@stpaulhighland.org
(618) 830-1595

February 8, 2023

Mayor Kevin Hemann
1115 Broadway
Highland, IL 62249

RE: Request for Waiver of City Permit Fee
St. Paul School Restroom Renovation Project

Mayor Hemann:

With this letter St. Paul Parish, a 501(c)(3) corporation, respectfully requests that the total building permit fee to be charged by the City of Highland in connection with our St. Paul School restroom renovation project be waived.

Thank you for your consideration in this matter. Should you have any questions or require additional information, please do not hesitate to contact St. Paul Executive Manager, Dineen Czar, at the Parish Office at (618) 654-2339, ext. 203.

Respectfully Yours in Christ,

A handwritten signature in black ink that reads "Fr. Pat G. Jakel". The signature is written in a cursive style.

Fr. Pat G. Jakel, Pastor
St. Paul Catholic Church



City of Highland Police Department

Carole A. Presson, Chief of Police

To: Honorable Mayor Hemann and City Council
From: Chief Carole Presson, Director of Public Safety
Date: March 3, 2023
Re: Manpower charges for Special Events

At the end of 2022, the Highland Public Safety Division prepared an annual report to document points of interest. Included in this data was an analysis of hours worked by the Police Department for special events during the calendar year of 2022. We had been noticing a large amount of money spent on overtime for special events that either required additional police assistance or where other officers were requested.

The Highland Police Department paid officers overtime for 336.50 hours. This total does not include hours worked by the Chief or the Lieutenant, as they are paid a salary that is not subject to overtime pay—based on the average overtime rate of \$61.00 per hour per officer, 336.50 hours at \$61.00 per hour totaled \$20, 526.50. This amount was approximately 24.15% of the funds budgeted for overtime. Out of concern for the impact these events were having on the police department budget and personnel, as well as the projected additional impact for unrelated expenses in the upcoming year, such as training mandates, efforts were made to identify and analyze potential changes in hopes of reducing expenditures.

Numerous police agencies were contacted to determine the standard practices of agencies in the area. Attached is the information received from nine agencies in the local area. While the cost varied, the overall handling of special events was consistent. If additional officers are needed, the agencies are passing on the costs to the event unless it is city-sponsored, like July 4th celebrations or homecoming parades.

Attached is the documentation I received from local municipalities and copies of potential race routes for smaller entities. These new routes allow organizations with smaller participation to modify their 5K routes not to require law enforcement personnel. Larger run routes like the Kirchenfest or Schweitzerfest runs would require more volunteers to help with road crossings except for main roadways like Broadway or Poplar. These routes and events would require further conversation to assist in scheduling personnel.

While I understand the reluctance to begin charging for special events, I am requesting that an ordinance be passed to allow the charges shared by the city and the organizations. I am asking for \$50.00 per run, bicycle, or walking event and \$100.00 per day for events. I desire to take steps to reduce the personnel requested or funds required.

I appreciate your consideration in this matter.

Respectfully Submitted,

Chief Carole A. Presson
Director of Public Safety

Attachments:
Routes and agency information

Edwardsville Police Department: Events without city involvement are charged at the total overtime rate for each officer per hour. If the city or the school district sponsors an event, i.e., the homecoming parade or the July 4th celebration, the pay rate is absorbed by the police department. The city sends all others an invoice. Once the funds are received, the money is returned to the police department budget.

Collinsville Police Department: Events without city involvement are charged at the total overtime rate for each officer per hour. If the city or the school district sponsors an event, i.e., the homecoming parade or the July 4th celebration, the pay rate is absorbed by the police department. The city sends all others an invoice. Once the funds are received, the money is returned to the police department budget.

Granite City Police Department: All events are charged the officers' overtime rate plus \$5.00. The city reimburses the police department for the overtime rate, and the \$5.00 goes into the general fund.

Fairview Heights Police Department: All events are charged at the officers' overtime rate. The event organizer pays the city, and the city pays the officer.

O'Fallon Police Department: If the event is a city event, i.e., July 4th, Homecoming parade, Veterans Parade, or Holiday Parade, there is no charge for extra law enforcement personnel. Three additional criteria require payment to the police department. 1) Outside event on a city street or city-owned property requires two (2) officers billed at no more than \$85.00 per hour per officer with a four (4) hour minimum. 2) The shift commander will assess events on private property with no negative police contacts. If it is deemed that additional officers are needed, they will be billed at no more than \$85.00 per hour per officer. 3) Events on private property with prior negative law enforcement contacts will require two (2) officers billed at no more than \$85.00 per hour per officer with a minimum of four (4) hours.

Madison County Sheriff's Office: Events are charged the officer's overtime rate based on their rank and if the day is a holiday or regular time. Hourly salary ranges from \$91.00 to \$147.00 per hour per officer. Holiday rates range from \$151.00 to \$245.00 per hour per officer. Payment is made directly to the Sheriff's Office.

City of Madison: All events are charged at 1 ½ times of the officers' overtime rate plus 6.65% to cover workman's comp insurance.

Troy Police Department: If at the time of the event, the Police Department is at minimum manning, they will schedule additional officers and pay them 1 ½ their regular rate. If the event is on a holiday, they will pay 2 ½ times their pay rate.

St. Jacob Police Department: St. Jacob is a part-time police department. In the event of a special event, they adjust the hours of their part-time staff to cover the event.

ROUTE INFORMATION

ROUTE LENGTH 3.101 miles

START **LAT: 38.740653, LNG: -89.695209**



NOTES

Requires one (1) officer at Frank Watson Parkway and Sportsman Road.

Three (3) road crossings.

Park at the Park-n-Ride at Frank Watson and Highway 40.

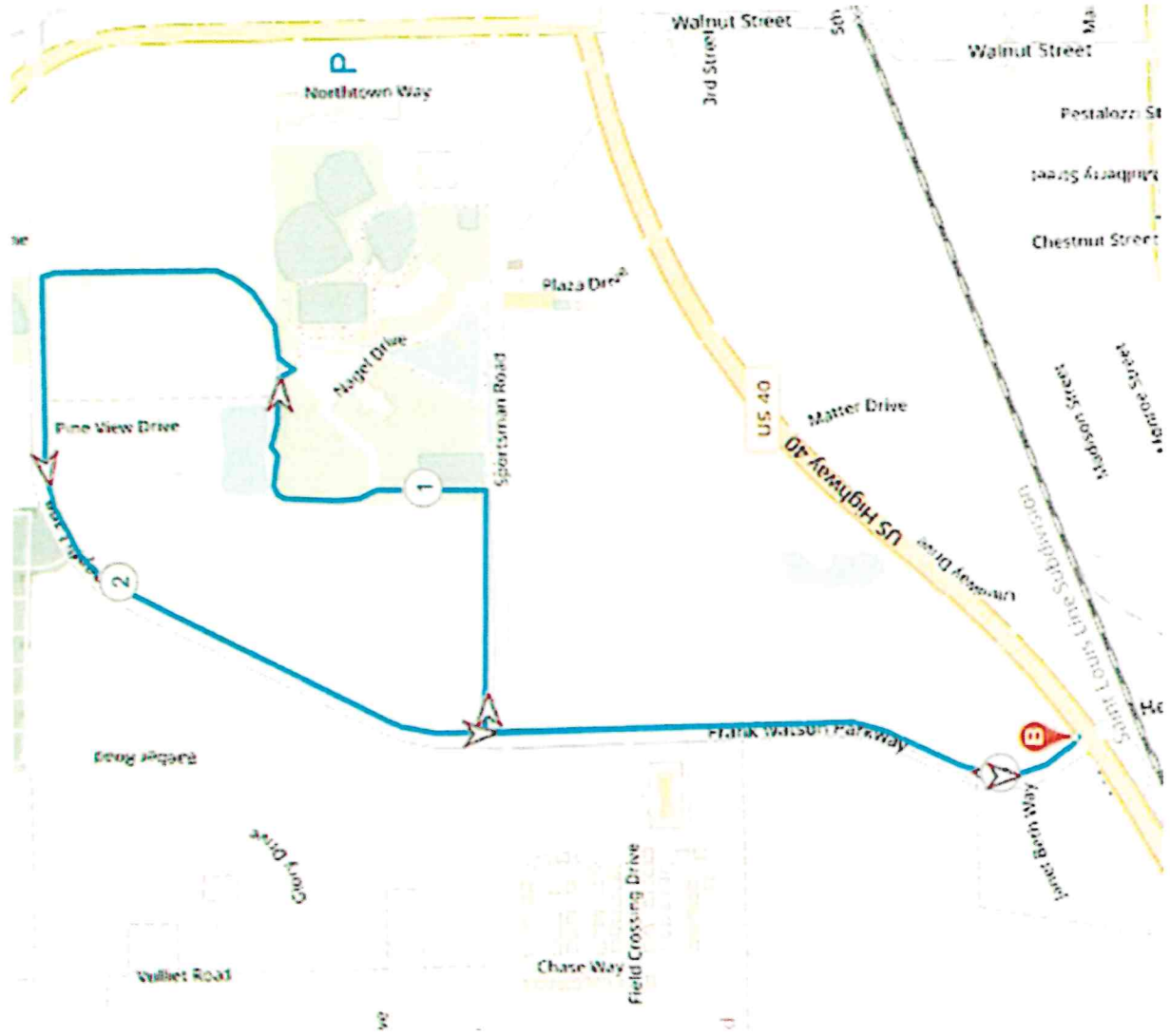
Four (4) – Five (5) volunteers at turn points are ideal (not required)

Start and Finish at the same point.

Requires opening of the gate north of the Recreation Center.

Negative features: Crosses Frank Watson Parkway at Sportsman Road 2 times.

Mile 1 – 1.3 may be flooded.



ROUTE INFORMATION



ROUTE LENGTH 3.100 miles

START **LAT: 38.750678, LNG: -89.690261**



NOTES

Requires no officer presence.

Requires no road closures.

Parks and Recreation paved lot or the Hunsche gravel lot is used for parking.

Six (6) – Seven (7) volunteers at turn points are ideal (1 required)

Start and Finish at the same point.

Requires opening of the gate north of the Recreation Center.

Negative features: The last .3 miles may have standing water if it has rained. This route requires two loops through the Pine View subdivision.





Unnamed Route

ROUTE INFORMATION



ROUTE LENGTH 3.111 miles

START **LAT: 38.732335, LNG: -89.666843**



NOTES

Requires 2 officers: (1) Lindenthal Ave. at Poplar Street.
(1) VFW Rd. at Poplar Street.

Requires 2 volunteers: (1) Faith Dr. at Poplar Street
(1) Poplar Street at 19th Street.

6 – 7 volunteers ideal (includes required number)

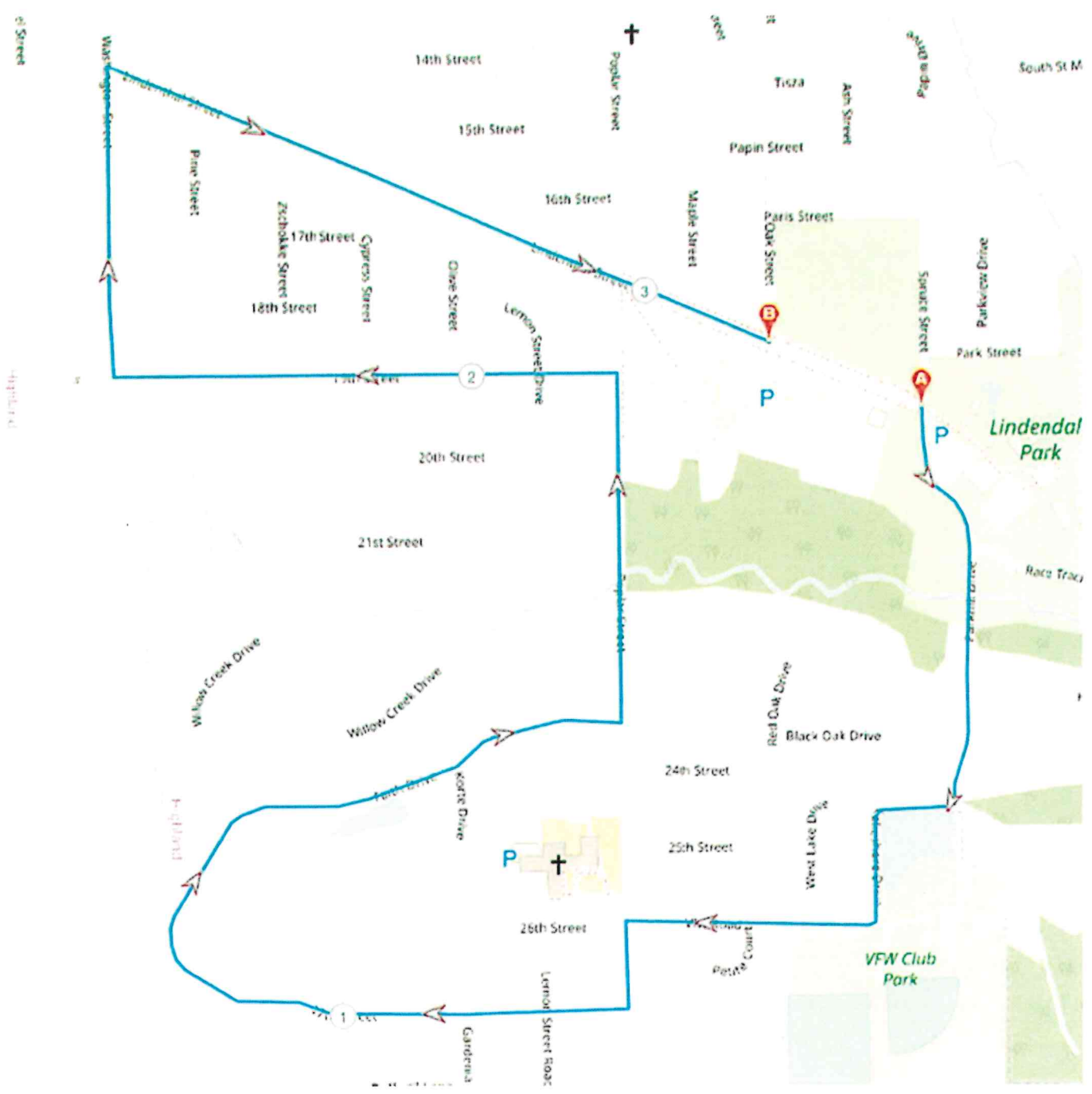
Parking at primary school or Lindendale Park.

Runner's lane along Poplar (Faith Dr. – 19th) recommended.

Negatives: Multiple road crossings (all roadways remain open)

Running on Poplar Street.

Runners cross Poplar Street at Lindenthal.



ROUTE INFORMATION

ROUTE LENGTH 3.007 miles

START **LAT: 38.740663, LNG: -89.695223**



NOTES

Requires one (1) officer at Frank Watson Parkway and Sportsman Rd.

Two (2) road crossings.

Parking at the Park-n-Ride at Highway 40 and Frank Watson Parkway.

Start and Finish at the same point.

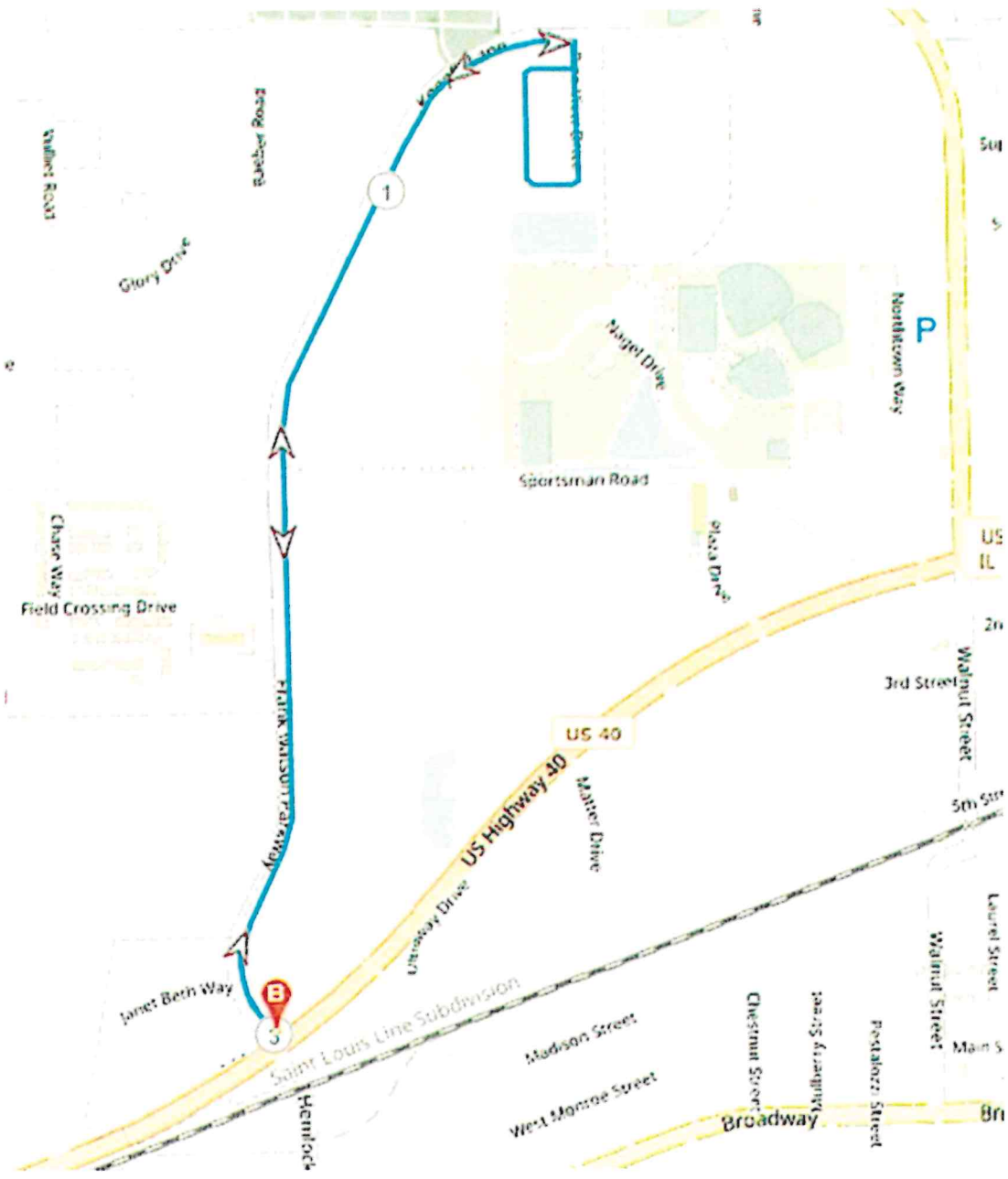
Two (2) volunteers at race points are idea; one (1) required.

Can make this a full 5K by moving the start and finish east along the path toward Commerce.

Negatives: Enters Pine View Subdivision

Crosses Frank Watson Parkway and Sportsman Road two (2) times.

Out and back route may cause runners to move to the roadway.



ORDINANCE #: _____

AN ORDINANCE REVISING MADISON COUNTY SHERIFF FEES

WHEREAS, 55 ILCS 5/4-5001 enables local units of government to set Sheriff Fees at rates in order to recover documented costs involved in providing the services; and

WHEREAS, the Madison County Board has engaged the firm of MGT Consulting to prepare an analysis of the Madison County Sheriff fees in order to document such costs, a copy of which is available for public inspection in the Office of the County Clerk; and

WHEREAS, as a result of that analysis the Finance Committee recommends that the Sheriff Fees be revise as follows, to be effective August 1, 2021.

NOW, THEREFORE, BE IT ORDAINED by the Madison County Board as follows:

SHERIFF FEES REVISED. That the Madison County Sheriff Fees are revised as follows:

Serve / attempt serve civil process (excluding mileage)	\$	47.00
Eviction	\$	142.00
Taking bond on process, misdemeanor	\$	75.00
Taking bond on process, felony	\$	75.00
Replevin	\$	252.00
Body attachments	\$	86.00

<u>Hourly rates:</u>	<u>Overtime (1.5x)</u>	<u>Holiday (2.5x)</u>
Captain	\$ 147.00	\$ 245.00
Lieutenant	\$ 134.00	\$ 224.00
Sergeant	\$ 126.00	\$ 210.00
Deputy	\$ 101.00	\$ 168.00
Probationary Deputy	\$ 91.00	\$ 151.00

INCONSISTENT ORDINANCES REPEALED, All Ordinances or parts of other Ordinances in conflict with the provisions of this Ordinance shall to the extent of the conflict, be, and are hereby repealed, provided that nothing herein shall in any way excuse or prevent prosecution of any previous or existing violation of any Ordinance superseded hereby.

SAVINGS CLAUSE. Nothing in this Ordinance hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any Act of Ordinance hereby repealed by this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

PASSAGE AND PUBLICATION. This Ordinance shall be in full force and effect beginning August 1, 2021 as per publication by the County Clerk as provided by law and shall continue in effect and operation until lawfully terminated by the Madison County Board.

APPROVED AND ADOPTED at the regular meeting of the County Board of Madison County in the State of Illinois this 16th day of June, 2021.

Respectfully submitted by,

From: Fillback, Michael [mailto:mfillback@cityofedwardsville.com]

Sent: Wednesday, February 22, 2023 2:02 PM

To: Kirk Brueggeman <kbrueggeman@fallon.org>; Carole Presson <CPresson@highlandill.gov>; Stephen Evans - collinsville Chief <sevans@collinsvilleil.org>; Chief@lebanonpd.com; bshowers@troyalicesh.com; Joe L. Halbrooks <halbrooks@madisoncountylg.gov>; Robert Carpenter - Maryville Chief <rcarpenter@maryville-il.us>; Rich Wittenauer <rwittenauer@shilohil.org>; PD Caseyville <rcoppotelli@caseyville.org>; <rcoppotelli@caseyville.org>; Johnson@fairviewpd.org; modrusic@pontoonbeachpolice.org; Nick Novacich - Granite City <novacich@granitecity.illinois.gov>

Subject: RE: Special Event Overtime

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

<https://www.cityofedwardsville.com/201/Parade-Assembly-Permit-Application>

Here is a link to Edwardsville's application process. Years ago the city did not charge for anything and we had a large amount of events and runs that costs us a lot of overtime between police and public works. Over the years we have changed and have a process in place to review and approve such request to ensure that we have the correct barricades and staffing in place to adequately protect everyone and address issues. During the review process the needs for police and public works staff is determined and the organizers are provided an estimate of what those charges will be. Once the event is completed we provide a memo to our Finance Department outlining our costs and then the organizer is invoiced for the expenses, which is put back into our budget if paid. We currently have three parades (Homecoming, Veterans and Halloween). The only one that the city charges for is the homecoming parade. We also have some city events such as the fireworks and art fair, which just comes out of our overtime budget because the city is part of event. Feel free to give me a call if you have more questions.

Chief Michael Fillback

Edwardsville Police Department

333 South Main Street

Edwardsville, Illinois 62025

(618) 692-7525

(618) 692-7575

mfillback@cityofedwardsville.com

From: "Sgt. Eric Stacy" [REDACTED]
Date: February 22, 2023 at 10:14:12 CST
To: Major Nick Novacich [REDACTED], "Lt. Brad Skalsky"
[REDACTED]
Subject: Re: [External]:Special Event Overtime

Major

Ours is a fairly simple process. We charge whatever business/organization the Officer's overtime rate plus five dollars. The Officer is paid by the city so that he is on duty when working and covered by our insurance. The City Clerk then bills the business/organization. The extra five dollars is kept buy the city.

Communication between the person that runs the overtime jobs (in this case me) and administration and the city is key. When receiving a new request from a business/organization, I have it approved by the Chief and then advise both the Comptroller's Office (for payroll) and the Clerk's Office (for billing).

If you have any further questions, I am happy to assist.

Respectfully,

Sergeant Eric C. Stacy # 230
Granite City Police Department
2330 Madison Avenue
Granite City, IL 62040



Department of Land Use & Development
CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2060 ♦ www.cofh.org

SPECIAL EVENTS

DEFINED:

8-12-1 “Special Events” Any outdoor tent sale, warehouse sale, sidewalk sale, craft fair, picnic, contest, game, sporting event, holiday observance, rodeo, or similar promotion event located upon that portion of a property otherwise designated for a specific use, such as, but not limited to, a parking lot or sidewalk.

(Ord. No. 1097-02; 07-016-02)

NOTE: This definition has been interpreted to include food trucks on commercially zoned property

REGULATIONS:

8-12-2 **Event Approval** – Special Events as defined in Section 8-12-1 may be held on any commercially zoned property B-1, B-2, B-3, B-4, PB and/or PPO, provided that:

(A) **Permit.** A Special Events Permit is issued for the special event, which can be obtained by applying for it in the following manner:

- (1)** Application is filed with the Administrative Official no less than **two (2) weeks** prior to the first day of the Special Event.
- (2)** If the applicant is a “for-profit” organization, applicant must pay a Fifty Dollar (\$50.00) permit charge. There is no permit charge for applicants who are “non-profit” organizations.

(C) **Approval Authority.** The Administrative Official shall review and approve certain Special Events provided they meet the following requirements:

- (1)** The event is requested by an existing business within the City and is located on their business property.
- (2)** The duration of the event will not exceed 8 days
- (3)** The event shall not require the issuance of a liquor or firearms permit
- (4)** The event has not/will not be held more than Ten (10) previous times during any calendar year, at the same location and may not be held consecutively or more than twice in one month.
- (5)** The event is located entirely on private property.
- (6)** The event is requested by a “not-for-profit” organization and does not require a “special consideration” as identified in Section 8-12-2(B) (11) of this Article

- (7) Electrical inspections are required for all exterior electrical connections. The City Electrical Inspector must be contacted a minimum of Twenty Four (24) Hours prior to inspection.
- (8) Music and live bands will only be permitted under the following conditions:
 - (a) If the property the event is being held on is commercially zoned and the surrounding property is also commercially zoned.
 - (b) If the event is held on a commercially zoned property adjacent to residential property then it can only have music two days of any event period for no more than Six (6) hours each day and not past 10 PM. Additionally, such property may only have three events with music a year.
 - (c) All events involving music must obey the City's noise Ordinance.

25-2-1(A) Noise. The creating of any unreasonably loud, disturbing and unnecessary noise within the City limits is prohibited. Noise of such character, intensity or duration as to be detrimental to the life of health of any individual or in disturbance of the public peace and welfare is prohibited.

SPECIAL EVENTS

NOTES / CHECKLIST:

_____ **Fill out Special Event Application and submit to Land Use & Development Department. Make sure to provide the following information on event:**

- **Traffic & parking plan**
- **List of “for-profit” vendors & their sales tax numbers**
- **ADA Compliance**
- **Name/Phone Number of person in charge of event**
- **Any special consideration requests**
- **Temporary signage plan/sketch, if applicable**

_____ **If Temporary Signage is used, submit a Temporary Sign Permit Application**

_____ **If utilizing a tent over 120sq feet or for more than 10 people, submit a Simplified Building Permit Application (see handout on tent set up). Make sure to note if electricity is needed for the structure.**

_____ **If a Building/Electrical Permit is required, schedule a City Inspection of the structure by calling the Land Use & Development Department at 489-2060**

_____ **Health Permits for all food concessions required**

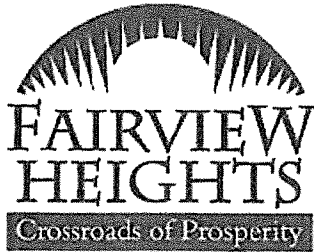
_____ **Liquor License information required for beer/alcohol sales**

All applications are available at the Land Use & Development Department of City Hall or by visiting our website at www.cofh.org.



REQUIREMENTS FOR TENTS, CANOPIES & OTHER MEMBRANE STRUCTURES

- 1. Must be installed per manufactured instructions.**
- 2. Must also comply with the International Fire Code and to be administered by the Fire District – Structures must be flame-resistant and meet requirements of NFPA 701 and labeled bearing the identification of size, fabric or material type – For further information contact Fire Chief Bryan Doyle at 618-632-2121**
- 3. Location and set back requirements must be maintained – within 20 feet of all lot lines, buildings, other tents, etc...**
- 4. Fire extinguishers are required and placement to be made at the discretion of the Fire District.**
- 5. If the principal use of the property is Assembly (restaurants, churches, sporting events, etc) Occupant load is to be posted near the main exit.**
- 6. If occupant load is over 50 + persons – exit lighting and means of egress illumination is to be installed. An additional electrical permit must be secured with the City of Fairview Heights before actual inspection to be done.**
- 7. Handicap Accessibility to be maintained at all times.**
- 8. Ventilation & sanitary to be in conformance at all times.**
- 9. Smoking or any open and exposed flames are prohibited inside or located within 20 feet of the tent while open to the public unless approved by the Fire Code Official.**



Special Event Application

Fee: \$50.00

Department of Land Use, Planning & Development

City of Fairview Heights
 10025 Bunkum Road
 Fairview Heights, IL 62208
 Telephone: 618-489-2060
 Fax: 618-489-2067

DATE: _____

<i>Office use only</i>
Rcvd by/date _____
Permit # _____

A. APPLICANT AND PROPERTY OWNER INFORMATION:

Event name: _____ Event address: _____

Applicant: _____ Phone: _____ Fax: _____

Applicant's Mailing Address: _____

Property Owner: _____ Phone: _____ Fax: _____

Property Owner's Mailing Address: _____

Business Registration Completed? Y/N _____ Not Required _____

B. Contact Person for the Event

Primary Contact: _____ Phone Number: _____

Secondary Contact: _____ Phone Number: _____

C. Describe the Type of Event: (tent or sidewalk sale, fundraiser, food truck, etc.)

D. Describe where on the property the Event will be located (attach site plan),

E. Hours and Days of operations:

Beginning Date/Time:

Ending Date/Time:

F. Anticipated Size of Crowd:

G. ELECTRICAL CONTRACTOR INFORMATION:

Contractor: _____ Phone Number: _____
Address: _____
Street Address City State Zip

H. WILL THE EVENT CONTAIN ANY OF THE FOLLOWING

___ TENTS OR CANOPYS? YES ___ NO ___:

- If yes, please list the number of structures and exact size and location. These need to be included on the site plan as well. If utilizing a tent structure, you may require a Building Permit in addition to this Special Event Permit.

___ LIQUOR LICENSE? YES ___ NO ___

- If yes, has this been properly applied for? YES ___ NO ___ Please provide information for beer and alcohol sales: _____

___ FOR PROFIT VENDORS? YES ___ NO ___

- If any, other than the business at location of event, provide a list of vendors and sales tax numbers (to verify that sales tax is collected and remitted) to be provided prior to the event)

___ NEED FOR SPECIAL CONSIDERATION FOR CITY PROVIDED SERVICES (Traffic control, police, public works etc.)? YES ___ NO ___

- If yes, please provide a list of what services you are requesting and why it would be needed.

___ TEMPORARY SIGNS? YES ___ NO ___

- If yes, see requirements below for temporary signs.

___ WILL THERE BE MUSIC? BAND, LIVE MUSIC, DJ? YES ___ NO ___

- If yes, please describe the type of music you will provide; also provide dates and times when the music will be provided.

___ FOOD TRUCK? YES ___ NO ___

- If yes, please ensure vendor has registered with the City Clerk's Office for food and beverage tax and obtained all St. Clair County Health Department approvals.

I. SUBMITTAL REQUIREMENTS

____ SITE PLAN must be submitted with the following information:

- An accurate plot plan of the entire lot on which the use will be located
- Location of buildings, parking lots, driveways, and all temporary structures for the event;
- An accurate, dimensioned location on the site plan of all freestanding (including directional) signs proposed showing compliance with required vision triangles from street or driveway intersections;

____ TEMPORARY SIGNS requested for the event must submit the following information:

- An accurate description of each and every temporary sign utilized for the event including proposed location and dimensions of each sign and type of sign (banner, free standing, etc)
- An accurate, dimensioned location on the site plan of all freestanding (including directional) signs proposed showing compliance with required vision triangles from street or driveway intersections;

Example: 20 square foot banner on the north façade of the building

• Proposed Signs

- i. North façade of building = _____ sq. ft. of signage;
- ii. South façade of building = _____ sq. ft. of signage;
- iii. East façade of building = _____ sq. ft. of signage;
- iv. West façade of building = _____ sq. ft. of signage;

Directional Signs: _____

Freestanding Signs: _____

Additional Signage Information:

J. AUTHORIZATION OF APPLICATION

I hereby apply for a Special Event Permit and I acknowledge that the information above is complete and accurate; that I have read and understand the regulations pertaining to Special Events (City Code Section 8-13) and I believe to the best of my knowledge that the proposed Special Event will not violate any portion of said code. I understand that my Special Event Permit may be revoked by the Administrative Official if I fail to comply with all of the provisions herein. As an Applicant I understand that site visits to the property are necessary by City representatives in order to process this application and the owner authorizes City representatives to visit and photograph the property if necessary; that I understand this is not a permit but only an application for a permit and that work is not to start without a permit.

I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

APPLICANT'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

*******FOR CITY HALL USE ONLY*******

- | | | | |
|--|---------|--------|-----------------------------|
| City Clerk Approval: | () YES | () NO | () N/A or N/R |
| Building Official Approval: | () YES | () NO | () N/A or N/R |
| Fire District/Department Chief Approval: | () YES | () NO | () N/A or N/R |
| Police Department Approval: | () YES | () NO | () N/A or N/R |
| Public Works Department Approval: | () YES | () NO | () N/A or N/R |
| City of Fairview Heights Approval: | () YES | () NO | (if NO, list reasons below) |

Reviewed by:

**Director of Land Use
Approval**

Additional Comments / Information: _____



SPECIAL EVENT INFORMATION AND APPLICATION

If you are planning a special event in the City of O'Fallon, a permit may be required to help protect the health and safety of you and your guests. The following list of information is to assist you in determining if a permit is required and how to complete the process.

What is a Special Event?

A planned event, activity or temporary grouping of people that deviates from the normal land use that occurs on a site, that is conducted indoors or outdoors, on City owned or privately owned property, and interferes with the normal flow or regulation of pedestrian or vehicular traffic or parking; may require special city services, including but not limited to provision of barricades, trash, stages, special parking arrangements or special police services. Details of the ordinance may be viewed in the Code of Ordinances [Chapter 118: Special Events](#).

Examples of a Special Event include, but are not limited, to the following:

Parades	Food Trucks	5K Walks or Runs
Bicycle Races	Sales or Promotional Events	Produce Stand
Festivals/Carnivals/Picnic	Marathons	Christmas Tree Lot
Outdoor Music Concerts	Outdoor Community Events	Tropical Sno Stand

Examples of a Special Event that do not require a permit:

1. Lawful picketing and free speech activities that do not involve the use of vehicles, animals, fireworks, sound or lighting equipment.
2. Any religious activity taking place on the premises approved and/or regularly used for religious purposes.
3. Any event conducted by a local elementary school, middle school, high school, or college that is conducted on their own grounds and there will be no impact to traffic flow on surrounding public streets or pose a risk to public safety.
4. Residential garage sales, yard sales, or small parties that do not impact the traffic flow on surrounding public or private streets or pose a risk to public safety. Neighborhood Block Parties should complete the [Block Party Permit](#) (through the Police Department).

How do I apply for a Special Event Permit?

Please follow the steps below to complete the application process. Following these steps in their entirety will ensure a smooth and timely approval of your application.

1. Completely fill out the application on the following page. Do not forget to sign and date.
2. Please be as detailed as possible when describing your event. A site plan is necessary to help us determine all request have been made. Include or provide the following information:
 - Traffic and parking plan, including parking area, street closing, traffic control points where police assistance may be needed, overflow parking areas. If parking for the event is not on the site, please provide the location of the proposed parking and the property owner's written permission to use the parking.
 - Estimated attendance of the event.
 - Any contingency plans for rain.

- If the event is on City property, the applicant must provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon, in, and about the City's property.
 - If alcohol is going to be served, a special event liquor license must be issued by the City Clerk. Applicant must provide the City with a certificate of Liquor Liability Insurance Coverage for the premises in the maximum amount as set forth in the Liquor Control Act of 1934 (Illinois Compiled Statutes Chapter 235, Section 5/6 et. seq.).
 - Plans for toilet facilities
 - If there are food and beverage vendors and/or for-profit vendors, the collection of the applicable taxes must be collected, and payment remitted as required.
 - A security plan.
 - Any signage request for the Special Event.
3. If the property owner is not the applicant, the property owner or authorized agent must provide consent to the special activity either on the application or by providing a letter giving consent.
 4. Please submit the application no less than 30 days, and no more than 6-months, prior to the event.

Notification of those impacted by the event

1. Events that will cause street closures will need to notify or meet with those impacted by the event. In the event that an institution (religious facility or school) will be impacted, written documentation that the institution has no concerns will need to be provided with the permit application.
2. Events in the downtown area proposing to close the parking areas along 1st Street will need to provide a letter to be sent to all the businesses affected by the event.

Events with Alcohol, Music and Large Crowds

Events with alcohol, music and large crowds are divided into three categories:

1. *Outside event on a City street or City owned property.* These events will be required to provide two police officers billed at the overtime rate. *The cost of police support to the host organization will not exceed \$85.00 / hour per officer, with a minimum of 4 hours.*
2. *Events on a private site with no previous negative police contacts.* It will be the responsibility of the on-duty police shift commander to assess the event. If it is determined that the public safety is at risk, the host of the event would be responsible for the overtime cost of the officers activated. *The cost of police support to the host organization will not exceed \$85.00 / hour per officer.*
3. *Events on a private site with previous negative police contacts.* These events will be required to provide two police officers billed at the overtime rate. *The cost of police support will cost the host organization and will not exceed \$85.00 / hour per officer, with a minimum of 4 hours.*

Please note a special event liquor license issued by the City Clerk ([application for a non-license holder / application for liquor license holder](#)). Applicant must provide the City with a certificate of Liquor Liability Insurance Coverage for the premises in the maximum amount as set forth in the Liquor Control Act of 1934 (Illinois Compiled Statutes Chapter 235, Section 5/6 et. seq.).

Events with Food Trucks

Any event with a food truck must be authorized by the City Council. Applicant must provide the name and contact information for *each* food truck at time of application for a Special Event Permit. Additionally, each food truck must have a [Mobile Food Vehicle Vendor License](#) from the City of O'Fallon and must collect the City's 1% food and beverage tax in order to participate in the event.

Use of Public Streets for Parades and Run/Walks

The following streets have been identified as potential streets that have implications on the public safety and well-being of participants of parades and run/walks.

Streets that shall **NOT** be utilized for special events without consent of the City Council. If the City Council approves the use of the street, the applicant will be required to work with the Police Department to determine the necessary safety precautions and police support needed.

Green Mount Road
Highway 50
Regency Park Drive
Central Park Drive

Old Collinsville Road
Hartman Lane
Frontage Road
Venita Drive

Milburn School Road
Scott-Troy Road
Old Vincennes Trail

Streets that **MAY** be utilized for special events with a cost to the host for police presence will be billed at a flat rate of \$100.00 plus required volunteers from the host organization:

Seven Hills Road
Lincoln Avenue
State Street
Oberneufemann Road

Third Street
Smiley Street
O’Fallon-Troy Road
Kyle Road

Wesley Drive
Simmons Road
Pierce Boulevard

All other streets can be utilized for special events with volunteers from the host organization.

Parade Regulations

1. Provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon, in, and about the City’s property and shown as an additional insured.
2. Provide the route to be traveled, including the starting point, the termination point, and return route.
3. Provide the location of the assembly area for the parade and at what time the assembly of the parade will begin.
4. Provide the approximate number of persons, animals and vehicles which will constitute the parade, the type of animals, if any, and the description of the vehicles.
5. Provide the hours when the parade will start and terminate.
6. Adequate adult supervision must be provided for children participating in the parade.
7. Wheel walkers will be required for all vehicles and trailers with one adult at each wheel throughout the parade. Wheel walkers must coordinate with O’Fallon Police Department to complete wheel walker training prior to Parade Special Event. Failure to complete training may result in revocation of Special Event Permit.
8. Any parade unit that causes, or is involved in, property damage or personal injury accident will be immediately removed from the parade and reported to the parade organizer(s) and the incident commander.
9. The officer in charge has authority to make changes in the parade route and/or formation as they may, in the interest of public safety, deem necessary.
10. All emergency vehicles must have access and egress.
11. No permanent markings may be made on the pavement. The use of chalk is acceptable

Run/Walk Regulations

1. Applicant must provide the City with a certificate of general liability insurance with a limit for each occurrence of not less than \$1,000,000 and to have aggregate limits of not less than \$2,000,000 protecting and indemnifying the City against all claims for damages to person(s) or property or for loss of life or property occurring upon in and about the City's property and shown as an additional insured.
2. Run route plan indicating all traffic control and location of any drink stations. Runners must use the public sidewalks when available.
3. Road closures at street intersection along the run route will be at the determination of the Police Department.
4. A volunteer, must be a minimum of 18 years of age, from the host of the event must be present at all street crossings
5. Adequate adult supervision must be provided for children participating in the run.
6. It is suggested that a professional run company be hired to help plan and organize the run.
7. The City reserves the right to require the race route to be altered depending on other events occurring in the City on the date of the run in the interest of public safety.
8. All emergency vehicles must have access or egress at all times.
9. No permanent markings may be made on the pavement. The use of chalk is acceptable.
10. O'Fallon Police Department has a limited number of reflective vests and handheld stop signs available for use on a first come first serve basis.

Barricade Regulations

1. Requested barricades may be provided at a cost to the applicant and are subject to availability.
2. Barricades will be delivered to the location of the street closure on the Friday before a weekend event, or the morning of the event if on a weekday.
3. Barricades will be picked up on the first regular business day after the event.
4. The host is responsible for the placement and removal of the barricades in the street.

Events held in O'Fallon Parks

Requested events in any City park must complete the Parks Department Special Event Application. Please contact the Parks Department directly at (618) 624-0139 to complete the Parks Department Special Event Application. Events in a City park that include food trucks must supply the names(s) and contact information for each food truck. Each food truck must have a [Mobile Food Vehicle Vendor License](#) from the City of O'Fallon and must collect the City's 1% food and beverage tax in order to participate in the event. Any event with a food truck must be authorized by the City Council. **Events that are held in part within a public park must complete both the City and Park's Department Special Event applications.**



O'Fallon
 ILLINOIS
 COMMUNITY DEVELOPMENT DEPARTMENT
 255 S. Lincoln Avenue, 2nd Floor
 O'Fallon, IL 62269
 Ph: (618) 624-4500 x4
 Fax: (618) 624-4534

<input type="checkbox"/> Attach proof of not-for-profit status with application OR <input type="checkbox"/> Provide \$50.00 application fee with application

APPLICATION FOR A SPECIAL EVENT PERMIT

Event Information

Event Name: _____
 Event Location: _____
 Event Dates: _____ Event Start Time: _____ Event End Time: _____

Applicant/Sponsor Information

Organization: _____
 Address: _____
 Principle Contact: _____
 Phone: _____ Cell: _____ E-mail: _____
 Secondary Contact: _____
 Phone: _____ Cell: _____ E-mail: _____

The following questions **must** be completed, and the required information/documents must be provided before the application will be processed.

✓ **Please tell us about your event:**

I have attached a **NARRATIVE** including hours of operation, activities planned, signage (dimensions, quantity, location, etc.) traffic/parking plan, contingency plans for rain, plans for toilet facilities, security plan, expected attendance, etc.

I have attached a detailed **SITE PLAN** indicating the layout of my event, including parking.

✓ **Is your event for a non-profit organization?**

Yes, I have provided proof of non-profit status No, I'm paying the \$50 fee

✓ **Is your event a race/run/walk?**

Yes, I have attached a detailed site plan for the route No

✓ **Is your event a parade?**

Yes, I have reviewed and will comply with all Parade Regulations No

✓ **Do you own the property where the event is taking place?**

Yes No, the property owner/agent provided written consent

APPLICATION FOR A SPECIAL EVENT PERMIT - continued

✓ Is any part of your event taking place on City property, including City right-of-way?

- Yes, I have attached Liability Insurance *and* the City of O'Fallon is listed as an additional insured in the amount of \$1,000,000
- No

✓ Is your event taking place in a City Park?

- Yes, I have contacted the Parks Department
- No

✓ Will there be alcohol at your event?

- Yes, I have attached the liquor license information including the release/ indemnification forms, a copy of the liquor license, and certificate of liquor liability
- No

✓ Will there be vendors selling merchandise, food, and/or beverages at your event?

- Yes, I:
- read the "Special Event Sales Tax Collection" instructions, and
 - attached a list of all event vendors, and
 - contacted IDOR to register my event, and
 - agree to forward the IDOR Special Event Tax Collection Report and Payment Coupon to the City of O'Fallon Finance Dept. upon receipt
- No

✓ Will your event have food concessions?

- Yes, I have coordinated all food concessions with St. Clair County Health Department at (618) 233-7769,
- a county permit is required and attached
 - a county permit is not required
- No

✓ Will your event have food trucks?

- Yes, I have:
- attached a detailed list of all participating food trucks, including contact name(s), phone number(s), and email address(es), and
 - notified all participating food trucks of the Mobile Food Vendor License
- No

✓ Will your event require City Assistance? (Fees may be charged for these services)

- Yes, I need the following:
- City Barricades**
(fee not to exceed \$20 / barricade may apply)
 - Police Services for a:**
(fee not to exceed \$85 / hour / officer)
 - Parade
 - Run/walk (streets detailed in narrative)
 - Event with alcohol, music and/or large crowds
 - Fire and/or EMS Department**
(a fee may apply)
- No

APPLICATION FOR A SPECIAL EVENT PERMIT – continued

✓ **Will your event require any road closures?**

- Yes, I have (or will) properly notified all impacted residents/businesses, and
 I am aware there may be a fee for use of roads
- No

✓ **Will your event have any signs?***

- Yes, I have included a sample/image of the sign(s) and a site plan showing the sign location(s)
- No

*As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance or as otherwise approved by the City Council.

Electrical inspections are required for all new exterior electrical connections. Inspections must be requested a minimum of 24 hours prior to inspection at (618) 624-4500 x 4. An Electrical Permit may be required.

Property Owner / Authorized Agent Consent:

Signature: _____ Date: _____

Applicant has read and agrees to all regulation set forth in the instructions of this permit:

Applicant Signature: _____ Date: _____

For City Use Only

Date Permit Received: _____ Date Sent to Approval Agencies: _____

Approval Type: [] CC [] AA [] CC / AA

Public Works Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

Police Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

Fire Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

Parks Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

City Clerk Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

Finance Dept. Approved: Y N Date: _____ Cost for applicant: \$ _____
 Comments: _____

CDD Approved: Y N Date: _____
 Comments: _____

Conditions: _____



SPECIAL EVENT SALES TAX COLLECTION

- Event Promoter will create a list of all the Event vendors: name, address, phone #, email address, and IL Dept. of Revenue (IDOR) tax ID # (if available)
- Event Promoter will contact the IL Dept. of Revenue, Special Events Unit (847-294-4475) to register the event with the state
 - Provide a list of all vendors to the IL Dept. of Revenue
 - IDOR will provide the Event Promoter with a coupon form with the name, date, location of the special event and the appropriate sales tax rate and filing instructions (sample attached)
 - Once you receive the coupon, please forward a copy of the coupon along with a list of the Event vendors to:
City of O'Fallon
Finance Department
255 South Lincoln
O'Fallon, IL 62269
- All vendors should collect sales tax at the rate listed at the bottom of the coupon
- Within 10 days of the event, each vendor needs to report & remit sales tax to the IL Dept. of Revenue, Springfield IL (address listed on the coupon)

All questions should be directed to the IL Dept. of Revenue, Special Events Unit 847-294-4475

- FOOD & BEVERAGE vendors
 - In addition to the above, Food & Beverage vendors must add 1% to the tax rate listed at the bottom of the coupon. They should collect & remit that 1% of the prepared food & beverage sales receipts directly to the City of O'Fallon per Ordinance #3898 using the attached form
City of O'Fallon
Finance Department
255 South Lincoln
O'Fallon, IL 62269
sevans@ofallon.org
618-624-4500 ext 8723
 - O'Fallon vendors that already remit the Food & Beverage tax may do so through their normal form & process

Special Event Tax Collection Report and Payment Coupon

Form DOR-6-SETR (N-6/07)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475.

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

NAME OF SPECIAL EVENT

Start Date: MM/DD/YYYY

123 MAIN ST O FALLON IL
62269-2316

End Date: MM/DD/YYYY

08200 165

00088-55808

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035



Illinois Department of Revenue Special Event Tax Payment Coupon

Form DOR-6-SETR (N-6/07)

(133)

Mail completed form to:
COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

08200165

00088-55808

MM/DD/YYYY - MM/DD/YYYY

Step 1: Identify yourself

Business name: _____

Telephone no. (_____) _____

Name: _____

Social Security no. _____ - _____ - _____

Address: _____

FEIN: _____ - _____

<Other no.> _____

Step 2: Figure your tax due

Sales Related Taxes	\$	_____	X	0.0785	= \$	_____
		Total receipts		Current Tax Rate for this Location		Amount tax due



CITY OF O'FALLON
 FOOD and BEVERAGE TAX RETURN - SPECIAL EVENT
 Ordinance #3898 (Effective 1/1/16)

Special Event Name: _____

Due Date: 10 Days Following the Event

Business Name (DBA)
 Business Location

Payee Name (Corporate/Company)
 Mailing Address

Phone: _____

Phone: _____

Contact: _____

Contact: _____

COMPUTATION OF FOOD & BEVERAGE TAX LIABILITY

- | | |
|--|-----------------|
| 1. Taxable receipts from the sale of prepared food & alcoholic beverages | \$ _____ |
| 2. Deduct sales of non food & beverage items included on Line 1 | \$ _____ |
| 3. Net Food & Beverage receipts (Line 1 less Line 2) | \$ _____ |
| 4. TOTAL Municipal Tax Liability Due (Line 3 * .01) | \$ _____ |

I hereby affirm that the information presented in this return is taken from the books and records of the above named business and is true and correct to the best of my knowledge.

Signature of Taxpayer *Date*

Signature of Preparer *Date*

Phone #

Phone #

Email Address

Email Address

Make the check payable to: City of O'Fallon

Mail this completed & signed form, the check and a copy of IL Dept of Rev Special Event Coupon:

City of O'Fallon
 Finance Department
 255 South Lincoln
 O'Fallon, IL 62269
sevans@ofallon.org
 618-624-4500 ext 8723



SPECIAL EVENT PERMIT APPLICATION

Packet 2023

Thank you for your interest in hosting a special event at one of our wonderful City of Edwardsville parks. We are committed to making this process as simple as possible. Our Parks and Recreation staff is here to help you along the way.

- *Special Events Permit Application*
- *Approval Timeline*
- *Event Fees*
- *Certificate of Insurance Instructions*
- *Liquor License Information*
- *Food Truck Policy*
- *Taxes Instructions and Examples*
- *Special Events Grant (aka Tourism Grant)*
- *Hold Harmless Agreement*

Edwardsville Parks and Recreation

(618) 692-7538

parks@cityofedwardsville.com

www.cityofedwardville.com/parks



Special Event Permit Application



All applications are considered on a first-come, first-served basis, with City-sponsored events taking priority. All required fees shall apply to defer any utility, maintenance, equipment and personnel costs incurred as a result of said permitted use. The Recreation, Arts, & Special Events (R.A.S.E.) Board reserves the right to reject any application.

COMMUNITY EVENT REQUESTS MUST BE RECEIVED NINETY (90) DAYS PRIOR TO REQUESTED EVENT DATE.

Event Name _____

Date Requested for Event ____/____/____ Nature of Event _____

Applicant Name _____ Age ____ Date of Birth ____/____/____

Daytime Contact # () ____ - ____ Email: _____

Business/Organization Name _____ IRS 501(c) Tax Exempt # _____

Address _____ City/State/Zip _____

Office Contact # () ____ - ____ Email: _____

Additional Responsible Parties: Name _____ Phone/Email _____

Name _____ Phone/Email _____

EVENT SPECIFICS

Total Reservation Time ____:____ a.m. / p.m. TO ____:____ a.m. / p.m. (Include set up and tear down)

Actual Event Time ____:____ a.m. / p.m. TO ____:____ a.m. / p.m.

Expected # of attendees _____

Purpose of Event _____

Park/Facility Requested: Please Check Appropriate Park Or Facility You Wish To Reserve.

City Park _____

Leclaire Lake _____

Vadalebene Fields _____

Joe Glik Park _____

Leon Corlew Park _____

Winston Brown Fields _____

Other: _____ (Please Call Parks Office)

Requested Event Needs (Please Check ALL That Apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Sidewalk Closure |
| <input type="checkbox"/> Bandstand Use | <input type="checkbox"/> Inflatable Rides | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Lake Use | <input type="checkbox"/> Tent Placement |
| <input type="checkbox"/> City Barricades | <input type="checkbox"/> Parking Facilities | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> Cooking/Food Served | <input type="checkbox"/> Port-a-Pots | <input type="checkbox"/> Trash Cans |
| <input type="checkbox"/> Decorations/Sign/Display | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Vendors |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Security Fence | <input type="checkbox"/> Water Usage |

Other (Specify) _____

Other Services at Event

Alcohol Served Is alcohol going to be served? How will you prevent alcohol from being sold to minors? Please keep in mind that all local and state permits and additional insurance must be obtained before the event. (See Page 6 for More Information)

Food Truck Food trucks must be on the approved list by the MADISON COUNTY HEALTH DEPARTMENT (618-692-8954) and the City of Edwardsville to participate in the event. If not on the approved list, they will need to get a one-day event permit. (See Page 6 for More Information)

Vendors If vendors will be selling items, they need to collect all appropriate taxes. (Pages 7-10)

Noise Will event feature live bands, amplified music, etc. Please note surrounding residential areas and noise ordinance. Plans for bands or entertainment:

Street Closure: (Indicate streets and the specific section as well as times closure will be in effect. Attach additional sheet if necessary.)

Attach Map of Event Layout
(Sample maps available on website or by request)



EVENT APPLICATION APPROVAL TIMELINE

The Recreation, Arts & Special Events Board (R.A.S.E.) meets on the 1st Tuesday of the month on the 1st floor in the Governor Edwards Room at City Hall at 5:00 pm.

Applications for community events will be reviewed and taken action upon at this time.

All requesting parties are encouraged to attend the meeting to answer questions.

All applications and supporting materials must be submitted to the park office by the Wednesday prior to the meeting at 5:00 pm in order to be included on the agenda.

Please allow a minimum of eight (8) weeks for processing the request. If the event closes a state highway, please allow a minimum of twelve (12) weeks for processing the request.

R.A.S.E. BOARD MEETING SCHEDULE 2023

January 3, 2023	Due December 28, 2022	(Events in March or After)
February 7, 2023	Due February 1, 2023	(Events in April or After)
March 7, 2023	Due March 1, 2023	(Events in May or After)
April 4, 2023	Due March 29, 2023	(Events in June or After)
May 2, 2023	Due April 26, 2023	(Events in July or After)
June 6, 2023	Due May 31, 2023	(Events in August or After)
July 5, 2023	Due June 28, 2023	(Events in September or After)
August 1, 2023	Due July 26, 2023	(Events in October or After)
September 5, 2023	Due August 30, 2023	(Events in November or After)
October 3, 2023	Due September 27, 2023	(Events in December or After)
November 7, 2023	Due November 1, 2023	(Events in January 2023 or After)
December 5, 2023	Due November 29, 2023	(Events in February 2023 or After)

Once the event is approved by the R.A.S.E. Board, it will then go to the next approval process.

1. **Administrative & Community Services Committee (ACS)** – Second and fourth Thursday of the month
2. **Edwardsville City Council** - First and third Tuesday of the month

Upon official approval by the City Council, notification of approval will be sent to the applicant.



EVENT FEES
(Please Initial After Reading)

MUNICIPAL SERVICES REQUESTED (at cost of event organizers)

- APPLICATION FEE
- NEW EVENT DEPOSIT FEE
- 20% CHARITY DONATION FEE
- STREET CLOSURE (costs will include equipment usage and Public Works staffing)
- CITY EQUIPMENT COST
- EXCESS ELECTRICAL COST
- POLICE DEPARTMENT ASSISTANCE
- PARKS LABORERS (trash, etc.)

(Please Initial After Reading)

_____ **An application fee of \$250** shall be charged for all events in which the general public is invited or allowed to attend. This fee will be applied for costs incurred by the event host for City personnel, equipment, materials, and vehicles used in conjunction with the set-up, supervision, and tear down of the event. All remaining costs incurred will be invoiced to the applicant upon the conclusion of the event. All applicants are strongly encouraged to contact and discuss the proposed event with the Parks and Recreation Department staff before the submittal of an application in order to avoid confusion and potential denial of the application and event. (618-692-7538) If the event is denied, \$200 of the application fee will be refunded to the applicant. In the case that the application is approved by the RASE Board, forwarded to and approved by the ACS Committee and given final approval by the City Council, and then the applicant decides to cancel or forgo the event, there will be no refund of fees, and any personnel, material or equipment costs shall be invoiced to the applicant.

_____ In the case of a new event or organization, the city has the right to request refundable deposit of \$2,500. These funds can be held by the treasury awaiting determination by the Parks and Recreation Director that the funds are needed for damage repair, maintenance, or personnel fees.

_____ **Charges for Use of City Personnel** (e.g. parks and recreation, police, public works, and/or other employees) shall be determined through the application review process and will be the responsibility of the applicant. Parks and Recreation holds the right to determine if the event will

require on site staff throughout to supervise use and assist with the event until the conclusion and clean-up of event. Employee costs shall be included in the amount invoiced to the applicant upon the conclusion of the event. Additional employees may be required and shall be determined by city departments based upon the nature and size of the event.

_____ **Charges For Use Of City Equipment.** The need for barricades and/or other materials and equipment is determined during the application review process. Exact barricade placements, if required, shall be set forth by the Departments of Police and Public Works.

_____ **Potential Charges For The Use Of Electrical Services.** The reasonable cost of electrical services will be taken by the City of Edwardsville. However, vendor booths/stands requiring significant electrical support, carnival rides, and related equipment owned and operated by professional carnival operators need to be supported by an electrical generator or other approved, metered, or otherwise independent power sources. Additional charges may be invoiced if greater than normal electric use is provided by the city, and not provided by the use of generators.

_____ **Waste Management Costs.** The City may require the placement of bulk waste receptacles and collection services at the expense of the applicant depending on the nature of the event or program.

CHECK IF YOU ARE INTERESTED IN A RECYCLING TENT PROVIDED BY COOL CITIES.

_____ **Commercial Events Donation Requirement.** All events conducted on City-owned property which are determined to be for-profit or commercial event shall donate a minimum of 20% of the net profit by the applicant to the Parks and Recreation Department, a locally based charity, or both within 30 days of the conclusion of the event by forwarding a copy of a canceled check or other written proof that the charity has received and deposited the required donation to the account of the charitable organization. The contact information of the charity, including the phone number and name of the person receiving, the donation will be included with the report for the donation to be verified. Not doing so will forfeit the applicant's ability to host future events on city property.

Applicant is a Not-For-Profit? YES NO

If NO, Name of Charity _____

Costs incurred by the City will be billed to the event organizer and must be paid within thirty (30) days from the date of billing. A late fee of 1% of total costs or \$15, whichever is greater, will be added to the total owed each month if payment is not received by the City within thirty (30) days after billing.

CERTIFICATE OF INSURANCE

A Certificate of Insurance naming the City of Edwardsville as an additional insured is required in the amount of \$1 million dollars per occurrence and \$2,000,000 aggregate. Your application will not be considered or approved without receipt of this document.

If either route 159 or any other state route will be closed, a Certificate of Insurance naming Illinois department of Transportation as an additional insured is required in the amount of \$1 million dollars. Your application will not be considered or approved without receipt of this document.

City and State Liquor Requirements

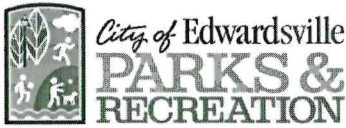
If your event will be selling liquor, please complete and return the Liquor License Special Event Class E application at www.cityofedwardsville.com/405/Liquor-Licenses

Food Truck Ordinances

All food trucks must be on the approved lists from both Madison County Health Department and City of Edwardsville. If they are not on these lists, they must receive a single-event license from MCHD but will still need an annual license from the city. An annual license from the City of Edwardsville is \$100 through the City Finance Department. Contact the Finance Department for the list and other information at 618-692-7500.

Madison County Requirements

- The Madison County Health Department requires that all Mobile Food Vendors register and apply for an annual permit, which involves the inspection of the vehicle to ensure the operation is safe and sanitary for food being consumed by the public.
- If not on the approved (and inspected) list, each food vendor must submit a Temporary Food Establishment Application with the appropriate fee at least 48 hours prior to the day of the event to avoid a late penalty.
- Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event.
- For questions, e-mail eh@co.madison.il.us or call 618-296-6079.



TAX PROCESS

- ✓ **Special Event Sales Tax** (Page 8)
- ✓ **City Of Edwardsville – Food & Beverage Tax** (Page 10)

_____ **Event Has Food or Merchandise Vendors?** YES NO

In order to ensure applicable sales tax is collected and remitted, any event that includes the sale of any goods, merchandise, food, or beverage must be registered with the Illinois Department of Revenue. To register the event:

- CREATE LIST** - The event organizer or promoter needs to create a list of all event vendors that includes the following information – name, address, phone number, email address, and the Illinois Department of Revenue tax ID number (if available).
- GET SALES TAX COUPON** - The event organizer must then contact the Illinois Department of Revenue, Special Events Unit at 847-294-4475 to register the event. The Illinois Department of Revenue will provide the event organizer with a sales tax coupon form that includes the name, date, location of the special event, and the appropriate sales tax rate and remittance information. *Sample on Page 8.*
- PROVIDE COPIES TO CITY OF EDWARDSVILLE** - The event organizer must then forward a copy of the sales tax coupon received from the Illinois Department of Revenue and a vendor list to:

City of Edwardsville
Parks Department
118 Hillsboro, PO Box 407
Edwardsville, Illinois 62025

- GIVE TAX COUPON TO ALL VENDORS** - All vendors at the event should collect sales tax at the rate listed on the bottom of the coupon.
 - Within 10 days of the conclusion of the event, each vendor must report and remit sales tax to the Illinois Department of Revenue to the address listed on the coupon.
- ALSO GIVE FOOD & BEVERAGE TAX INFORMATION TO ALL FOOD VENDORS** (Page 10)

All questions should be directed to the Illinois Department of Revenue, Special Events Unit, at 847-294-4475.

Special Event Tax Collection Report and Payment Coupon
 Form IDOR-6-SETR (R-03/15)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475.

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

ILLINOIS STATE FAIR - SPRINGFIELD

Start Date: August 8, 2019

801 E SANGAMON AVE
 SPRINGFIELD IL 62702-1813

End Date: August 18, 2019

SAMPLE

08450008


18603-80160

The current tax rate for this event is 7.25%.

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19035
 SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.

 **Illinois Department of Revenue** (133) Mail completed form to:
Special Event Tax Payment Coupon COLLECTION SUPPORT
 Form IDOR-6-SETR (R-03/15) ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19035
 SPRINGFIELD IL 62794-9035

08450008 ILLINOIS STATE FAIR - SPRINGFIELD
 18603-80160 August 8, 2019 - August 18, 2019

Step 1: Identify yourself

Business name: _____ Telephone no. (____) _____ - _____
 Name: _____ Social Security no. _____ - _____ - _____
 Address: _____ FEIN: _____ - _____ - _____
 _____ <Other no.> _____
 Email address: _____

Step 2: Figure your tax due

Sales Related Taxes \$ _____ X $\frac{0.0725}{\text{Current Tax Rate for this Location}}$ = \$ _____
 Total receipts Amount tax due

005 005 001860380160 730 083119 3 000000000000

_____ **Event Has Food?** YES NO

- **Illinois Department of Public Health Requirements** – The IDPH requires a form to be filled out and turned in to them letting them know about any event happening in the county that has food being served. There is no fee for this application. Event coordinator must contact the Madison County Health Department to complete a *Temporary Food Event Coordinator Information Sheet* at least 15 business days prior to event. For questions, e-mail eh@co.madison.il.us or call 618-296-6079.
- **City of Edwardsville Requirements** – The City of Edwardsville has adopted a 1% Food and Beverage Tax to assist funding capital equipment and improvements to the city. This requires all establishments who prepare food and beverage for immediate consumption by the public, including mobile food vendors, to submit an accounting of their sales for the event. *Event coordinators can give a copy of this information, as well as the state tax requirement, to each vendor. It is their responsibility to pay the required amount.*

Form below is found on the City website or can be emailed. www.cityofedwardsville.com. If you have questions concerning the Food & Beverage Tax or other issues, please contact the Finance Department at (618) 692-7500.



Finance Department
 118 Hillsboro Avenue
 Edwardsville, IL 62025
 (618) 692-7500
www.cityofedwardsville.com

MUNICIPAL TAX RETURN - FOOD & BEVERAGE

Please type or print

Business Name & Local Address	Filing Period _____
_____	Federal ID# _____
_____	IL Business Tax# _____
Corporate Name & Mailing Address	Operator's Name _____

FOOD AND BEVERAGE TAX (Per Ordinance No. 6636-02-2020)	
1. Total gross receipts for food and beverage	_____
2. Tax Rate of 1% <input checked="" type="checkbox"/>	_____ X .01
3. AMOUNT OF FOOD AND BEVERAGE TAX	_____
4. SUBTOTAL	_____
5. Penalty of 5% per month	_____
TOTAL TAX TO BE REMITTED (add lines 4 through 5)	_____

Under Penalties as Provided by Law, I Declare that to the best of my Knowledge and Belief, the information on this form is True, Correct and Complete.

 Signature of Taxpayer

 Signature of Preparer

 Title

 Company Name

 Date Signed Telephone

 Date Prepared Telephone

Make Check Payable to: CITY OF EDWARDSVILLE, 118 Hillsboro Avenue, PO Box 407, Edwardsville, IL 62025

rev. 4/20

Authorized Uses of Funding

Special Events Grant funding is available for the following types of uses:

1. Advertising and promotional campaigns supporting events or marketing projects in media such as broadcast, web, regional print, and distribution.
2. Printing and distribution of promotional pieces, creative design, printing, copying, ad placement cost, and distribution of direct mail.
3. Creating an Internet website promoting the event linked to the Edwardsville website to increase participation, attendance, and awareness of the event.
4. Municipal charges for services related to the project or event including, City of Edwardsville provided public safety, public works, and parks expenses.

Unauthorized Uses of Funding

1. Prize money, scholarships, awards, plaques, or certificates.
2. Travel expenses related to any traveling exhibit, contest judges, or staff travel.
3. Projects restricted to private or exclusive participation.
4. Private entertainment, food, beverages, and lodging.
5. Legal, medical, engineering, accounting, auditing, planning, feasibility studies, consulting services, or fees.
6. Salaries or supplements to salaries for existing or future staff, or employment of personnel directly related to the project or event.
7. Tangible personal property including, but not limited to, office furnishings or equipment, permanent collections, or individual pieces of art.
8. Interest or reduction of deficits and loans.
9. Expenses incurred or obligated prior to or after the project period.
10. Advertising and other promotional materials promoting future events.
11. Payments for services or goods purchased for previous or other events.
12. Capital or infrastructure projects.
13. Deposits on exhibits.
14. Entities with tax leveling authority.
15. Other items may be deemed ineligible by the Finance Committee and/or City Council.

Event Guidelines

Major Events:

- Staged in the City of Edwardsville that will attract large numbers of visitors to the city. Examples are multiple day sporting, art, food, and entertainment festivals.

Marketing Assistance:

- Increasing the effectiveness of funded organization's outreach via TV, radio, and print publication. Examples would be production of brochures, maps, documentaries, special package promotions, and marketing programs.



HOLD HARMLESS AGREEMENT

THE APPLICANT IS RESPONSIBLE FOR INFORMING THE GROUPS MEMBERS OF THEIR DUTIES AND RESPONSIBILITIES UNDER POLICIES AND PROCEDURES.

1. It is understood and agreed that the City, its Mayor, City Council, R.A.S.E. Board, employees, volunteers, and agents shall be held harmless against all claims, damages, loss, or expenses including attorney's fees arising out of or resulting from the use of this facility.
2. Each group shall be fully responsible for the physical condition in which they leave the facility. The expenses resulting from any damage or undue maintenance shall be charged to the applicant and taken from deposits. Failure to meet any obligations beyond deposit amount within thirty (30) days of billing will be cause for cancellation of future privileges and legal action including all costs incurred by the City for collection.
3. I have read, understand, and agree to comply with all the rules, regulations, policies, and fee schedules, as set forth by the City of Edwardsville. I further attest that I will be personally responsible for repair or damage to equipment, the facilities, and grounds or replacement of stolen equipment.
4. I agree to be responsible for the conduct of our group in and about the facilities in use, for the control and containment of noise, group participants, litter, and damage beyond ordinary wear and tear, which may occur while we are occupying the premises. I further agree that the use of the requested facilities shall be in accordance with Policies and Procedures, local ordinances, and all valid laws of the State of Illinois.

Applicant must initial all statements.

___ I am over 21 years of age.

___ I agree to adhere to all policies set forth by the City of Edwardsville.

___ I acknowledge that my deposit may be kept to pay for damage caused by group or to clean the facility after use.

___ All information, to the best of my knowledge, provided on this form is truthful.

Applicant Signature _____

Date ____ / ____ / ____

Note: The person applying for a permit shall be responsible for any and all damages to personal and public property which may occur as a result of the requested use. The permit is valid only for dates and times listed and must be posted on-site during the event.

Staff Review

Date Received _____

RASE Meeting Date _____ Approved Denied

ACS Meeting Date _____ Approved Denied

City Council Meeting Date _____ Approved Denied

* State Road Closure – Summary & Amendment sent to ACS _____

Approved by City Council _____

Request Letter sent to IDOT _____

Notification Sent to Event Representative _____

PARKS AND RECREATION

- | | |
|--|---|
| <input type="checkbox"/> Parade/Assembly Application | <input type="checkbox"/> Hold Harmless Agreement |
| <input type="checkbox"/> Map and/or Layout | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Tax Discussion | <input type="checkbox"/> \$250 application fee |

POLICE DEPARTMENT

Contact _____ Estimated Cost _____

- With Street Closure On-Duty Officer Assistance No Assistance Required
- Conditional _____ Off-Duty Officer(s) Is/Are Hired By the Organization to Assist At Event

PUBLIC WORKS DEPARTMENT

Contact _____ Estimated Cost _____

- Street Closure Barricades No Parking Signs
- Set-up by: _____

PARKS LABORERS

Contact _____ Estimated Cost _____

- Trash Cans Electrical _____ Number Of On Site Labor Staff



City of Edwardsville
**PARKS &
RECREATION**

Carole Presson

From: Brent R. Shownes <BShownes@troypolice.us>
Sent: Thursday, March 2, 2023 10:21 AM
To: Carole Presson
Subject: [SUSPICIOUS] RE: Special Event Overtime

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

We "hire back" if employees calls in sick, gone to needed training, court on day off, etc. and will be short of our required staffing (which is 2 officers during the day – can be a patrol & supervisor & 3 on nights – one is a supervisor)

Hire back also pertains to the extra details I wrote about, if the officers aren't working. All Hire Back gets 1 ½ x payrate. Except for 4th of July – Holiday pay is double time and ½

From: Carole Presson <CPresson@highlandil.gov>
Sent: Thursday, March 02, 2023 10:11 AM
To: Brent R. Shownes <BShownes@troypolice.us>
Subject: RE: Special Event Overtime

What do you consider a "hire back" and how are they paid?

From: Brent R. Shownes <mailto:BShownes@troypolice.us>
Sent: Tuesday, February 28, 2023 8:06 AM
To: Carole Presson <CPresson@highlandil.gov>
Subject: [SUSPICIOUS] RE: Special Event Overtime

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

Hey Carole,

Just got back from vacation.

Our City has not charged organizations for events in town. The 4th of July and Brad Smith 5K were the 2 big ones that

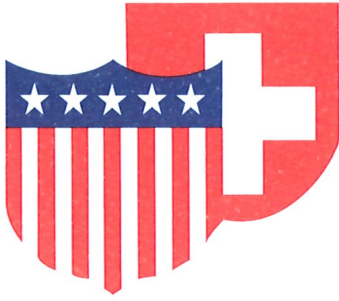
We hire the entire PD back for.

Only have a few other small events that require around 3 hire backs (couple 5K's and Veteran's Day parade).

Last year the VFW did host an Oktoberfest and they offered to pay the city for 2 officers working the beer tent – but

It wasn't the city making them. Our city looked at the events as bringing revenue into town (hotels, restaurants, etc) so

They looked at it as a wash.



City of Highland

MEMORANDUM

To: Christopher Conrad, City Manager
From: Joe Gillespie, Director of Public Works
Date: March 16, 2023
Re: Special Events, Utility Tapping Fees

The following information is for the City Council's discussion regarding special events and waiving utility tap fees.

Special Events

Special events require planning and execution both before and after the event itself. Public Works does not specifically track hours for the events so the times below represent the average time spent on the various tasks.

Kirchenfest

This event takes the least amount of time and services.

- 8 hours of street sweeping on the streets surrounding the church property.
- 8 hours of traffic control which includes no parking signs and barricades.
- 8 hours of supervisor time for miscellaneous meetings with event personnel to address various specific requests.

(24 hr)(\$49.59/hr)= \$1,190 This amount does not include equipment and material.

Schweizerfest

- 12 hours of street sweeping during regular hours and 2.5 hours on overtime.
- 36 hours for traffic control which includes no parking signs and detour signs for IL Rte. 160.
- 12 hours of supervisor time for various meetings with event personnel to address specific requests.

(60 hr)(\$49.59/hr)= \$2,975 This amount does not include equipment and material.

Madison County Fair

- 4-20 hours of street sweeping. The hours vary depending on the weather conditions and the amount of mud tracked onto the streets from the “4-Diamonds” parking.
- 32 hours for traffic control. The amount is much higher due to the length of the event. Many times, weather causes the no parking signs to disappear and event personnel may change the barricade locations or request additional ones.
- 12 hours of supervisor time for miscellaneous meetings with event personnel to address various specific requests. We also assist with debris removal (if bad weather) and repair to the field.

(48-64 hr)(\$49.59/hr)= \$2,380-\$3,175 This amount does not include equipment and material.

We are averaging roughly **\$7,300** to support the events in Street and Alley efforts. The water division does not require much effort.

Water and Sewer Tapping Fees

Water Taps

The municipality generally installs water taps (except in Columbia where the customer installs tap/service). The initial tap extends from the water main to the property line or easement line ending with a curb valve. The customer connects his/her service line from the building to our valve.

When the water main is on the same side as the customer, it is easier and less expensive to make that tap. The construction consists of digging up the water main, tapping it, and open-cutting the ground to install enough copper service to reach the property or easement line. It is more involved when the customer is on the opposite side of the street. We use a directional boring machine to drill the copper service underground below all of the hard surfaces (sidewalks, driveways, and streets) as necessary without having to open cut. Cutting and repairing hard surfaces is more expensive and disruptive.

Most municipals polled said they have granted waivers for government, schools, and not-for-profits.

The purpose of the fee is to cover costs associated with the installation. The table below illustrates the difference between our rate structure and actual costs. The current fee schedule has not been updated for at least 14 years. Much of the increase is attributed to recent increases/inflation/availability for materials such as copper and brass.

Tap Fees for 1-inch Water Service	Inside City Limits			
	Inside Meter		Outside Meter (in meter pit)	
	Open Cut	Directional Bore	Open Cut	Directional Bore
Current Fees	\$1,050	\$1,050	\$1,110	\$1,110
Actual Costs	\$1,716	\$3,768	\$2,295	\$4,347
Percentage increase	63%	259%	107%	292%

Open Cut: when the water main is on the same side as the service.

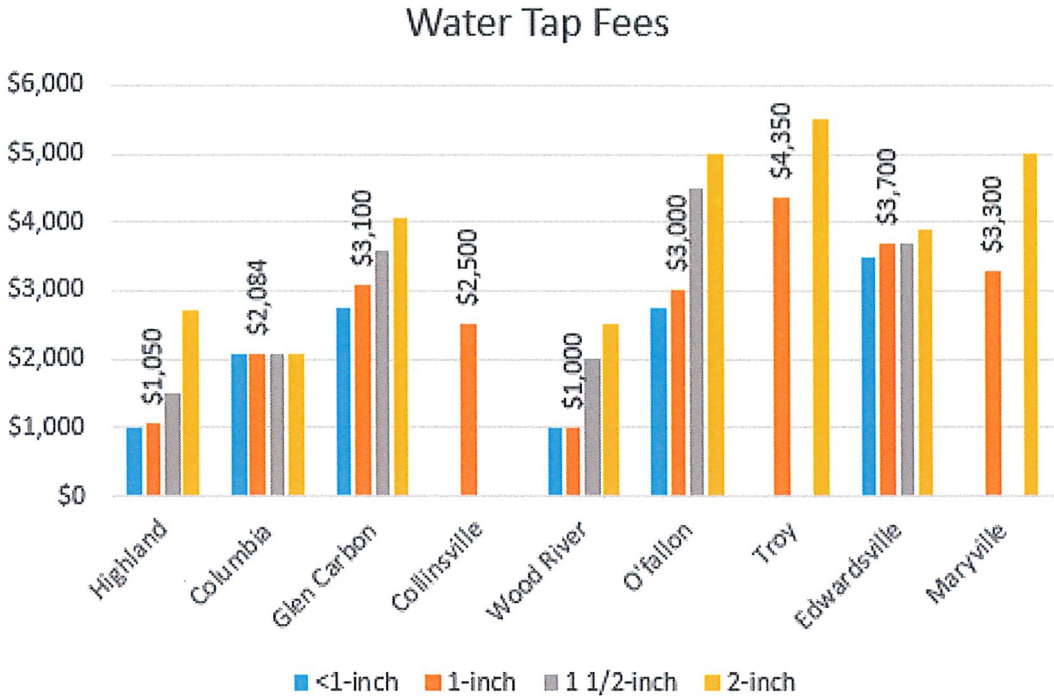
Directional Bore: when the service is on the opposite side of the street.

I asked several of our neighboring communities to provide their water and sewer tapping fees.

Comparison of tap fees:

Municipality	Tap Size in Inches								
	<1	1	1 1/2	2	2+	3	4	6	>6
Highland	\$1,000	\$1,050	\$1,500	\$2,700		\$3,900	\$5,200	TBD	
Columbia	\$2,084	\$2,084	\$2,084	\$2,084	TBD				
Glen Carbon	\$2,750	\$3,100	\$3,575	\$4,075	\$4,325 + T&M				
Collinsville		\$2,500			\$4,000				
Wood River	\$1,000	\$1,000	\$2,000	\$2,500		\$3,000	\$3,500	TBD	
O'fallon	\$2,750	\$3,000	\$4,500	\$5,000		\$5,000	\$8,500	\$13,000	TBD
Troy		\$4,350		\$5,500					
Edwardsville	\$3,500	\$3,700	\$3,700	\$3,900	\$3,900	\$4,200	\$4,200	\$4,300	\$4,300
Maryville		\$3,300		\$5,000	\$5,200				

The most common water tap installed is residential and the size is 1-inch. The following graph details a 1-inch service comparison to other municipalities.



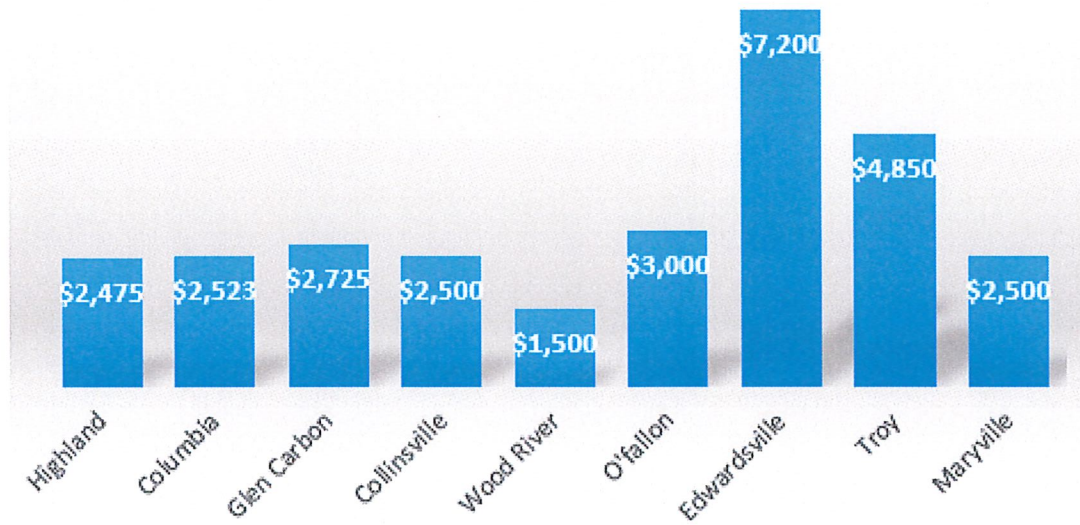
Sewer Taps

We have water/sewer maintenance personnel inspect the entire sewer service installation from the building to our main, but do not perform the work. The fee is intended for capacity at our plant. It pays for the operation and maintenance of the added flow as new customers are connected.

Some communities base the tap fees on the water tap size or population equivalent (number of people the service supports). You can see most utilize a flat fee as we do.

Municipality	Water Tap Size in Inches								
	<1	1	1 1/2	2	2+	3	4	6	>6
Highland	Flat Fee of \$2,475.00 for all sewer taps								
Columbia		\$2,523.00	\$7,206.00	\$11,512.00		\$21,606.00	\$36,110.00	\$68,601.00	\$126,000+
	Population Equivalent								
	1 to 10	11 to 20	21 to 100	101 to 500	500 to 999				
Glen Carbon	\$2,725.00	\$3,275.00	\$5,775.00	\$8,275.00	\$9,775.00				
Collinsville	\$2,500 Residential	\$3,000 Commercial							
Wood River	Flat Fee of \$1,500.00 for all sewer taps								
O'fallon	Flat Fee of \$3,000.00 for all sewer taps with a \$0.42 charge per sq ft of building over 3000 sq ft								
Edwardsville	Flat Fee of \$7,200.00 for all single family in-city; \$8610 all single family out-of-city								
Troy	Flat Fee of \$4,850.00 for all sewer taps								
Maryville	\$2,500 for 0 to 3.5 PE and an additional \$200/PE when greater than 3.5 PE								

Sewer Tap Fees





City of Highland

March 14, 2023

To: Chris Conrad, City Manager

From: Breann Vazquez, Director of Community Development

RE: Building & Zoning Permit Fee Waiver Discussion

I am requesting that the City Council discuss the handling of future Building & Zoning fee waiver requests.

Since 2019, five permit fee waiver requests have been requested and granted. The total amount of these requests is \$25,140.03.

The fee waivers made up the following percentage of the Building & Zoning's budget for building permit fees, zoning permit fees, and plan reviews:

FY 2019-2020: 7.7%

FY 2020-2021: 18.2%

I've attached a summary of information gathered from surrounding communities. The question was sent to several communities and all responses received are included.

The data concludes that surrounding communities do not waive permit fees, regardless of non-profit status, with the exception of government entities and select ADA improvements to dwellings in some municipalities. (Highland does not charge a fee for wheelchair ramps.) I am requesting that the City of Highland do the same and forego the granting of permit waivers so that we are meeting our budget goals and covering our costs.



City of Highland

Community	Waive permit fees?	Waive tap fees?	Notes
Troy	No	No	Used to sometimes waive permit fees for non-profits; became too taxing
Champaign	No	N/A	N/A
Swansea	Only for government entities	No	Only fees that go into the general fund, like application fees, are waived for gov. agencies. They pay tap fees.
Edwardsville	No	No	Occasionally allow tap fees to be paid over a 2-3 year window
Collinsville	Only for select ADA improvements	No	Waive fees when there is charity work related to ADA accessory improvements on a dwelling
O'Fallon	Only for government entities & wheelchair ramps	No	N/A

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
Highland Arts Council – Art in the Park**

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, approved by the Mayor, and deposited and filed in the Office of the City Clerk, on the ____ day of _____, 2023, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

ABSENT:

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 Arts Council _____

PO Box 33 _____

Highland, IL 62249 _____

2) Website Address: www.HighlandArtsCouncil.org _____

3) Contact Person:

a) Name: Lynnette Schuepbach _____

b) Phone: 618-558-0054 _____

c) Fax: 618-654-4054 _____

d) Email: lynnette@HighlandArtsCouncil.org _____

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

5) Status of Organization (i.e. Foundation, Corporation, etc): Charity 501(c)3 _____

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:

Answer in #20 Question

7) Fiscal Year of the Event: 2022-2023

8) Name of the Event: Art in the Park _____

9) Date(s) of the Event: October 13-15, 2023

10) Location of the Event: Lindendale Park _____

11) Description of the Event:

19th Annual offers covered and outdoor booths showing world-class art in a beautiful hometown atmosphere only 35 miles from St. Louis. A total of nearly \$8,000 in cash prizes will be awarded. The public will begin shopping on Friday, October 13, 2023, from 5 pm to 8 pm. Beginning at 5 pm on Friday, October 13, a Happy Hour Arts will give preview of the exhibits for

sponsors and people who have paid pre-sales dollars to spend with the artists. Art demonstrations; performing arts including music, theater and dance; hands-on Kids Kreation area; Art Gallery...Just for Kids where they can purchase art donated by exhibitors for \$5; a youth art exhibit and fantastic food will keep art buyers entertained. Great hospitality and easy, drive-up set-up and tear-down. We treat artists like the royalty they are.

A total of nearly \$8,000 in cash prizes will be awarded. Approximately 7,000 attendees shop on Saturday, October 14, 2023, from 10 am to 5 pm and on Sunday, October 15, 2023, from 11 am to 4 pm.

Artists will meet the movers and shakers on Friday, October 13, 2022, from 5 pm to 8 pm at a Happy Hour Arts Reception. We are adding a focus on the performing arts through art demonstrations; thespian performances, dance, live music; hands-on Kids Kreation area; Art Gallery...Just for Kids where they can purchase art donated by exhibitors for \$5; a youth art exhibit and fantastic food will keep art buyers entertained. Drive-up set up and tear down. We treat artists like the royalty they are. We are adding an Emerging Artists Tent for artist from local colleges.

12) Funding Request Amount: \$ 8,000.00

13) Projected Attendance for the Event: 8,000 - 9,000

14) Expected Overnight Stays for the Event: 20

15) Description / Purpose of Funding Request:

Help to pay for advertising to bring more people into the City.

16) Other Sources of Project Funding:

Individual Donations: \$ 900.00

Grants: \$ \$5,000

Private Businesses: \$ \$13,000

Highland Arts Council's Reserves: We hope not to have to use it up.

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.

- Electricity – October 12-15, 2023
- Trash – cans and dumpster
- Wi-Fi (Password protected for vendors and free for attendees) – October 7-9, 2022
- Permission for placement of signage (we will place them) from Thursday, Oct 12 – Monday, Oct 16, 2023

18) Continuing / New Activity: 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? \$ 8,000.00

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
Edward Jones	\$3,000.00
Highland Rotary	\$1,250.00
St. Louis Homes & LifeStyle Magazine	\$1,250.00

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

- **Increased Use of Tourism Businesses**
 - Forty-nine percent of the artists are not based locally. They may require a 2 or more night stay in one of Highland’s hotels and use other services, such as restaurants, grocery stores, clothing stores or hardware/lighting stores.
 - We have blocked 10 rooms at Baymont Inn in Highland.
 - Increased use of other local businesses.
 - We suggest that the hotels, restaurants, and local wineries create a “destination package” for the weekend of Art in the Park to increase patronage of Highland businesses.
- **Increased Sales Tax Income**
 - We estimated attendance from 8,000 – 9,000 from all areas surrounding Highland and St. Louis.
 - All art items sold are taxed and reported to the State of Illinois. In previous years’ sales reported by the artists completing the evaluation were over \$25,000. The average for each artist reporting is over \$2,000.
 - Artists and attendees use Highland restaurants, shop our stores, and buy gas in Highland.
- **Providing Vendor Opportunities**
 - Restaurants have the opportunity to participate in Art in Park to promote patronage of their businesses as an onsite vendor and in their restaurant in the future.
 - Art in the Park is a marketing/advertising opportunity for businesses to tag onto the advertising of Art in the Park through sponsorships of the event.

- Sponsorships are highlighted on colorful banners onsite.
- Visiting artists and patrons will be using local businesses during their stay here.
- **Contributes to Highland's Image as the 24th Best City to Live in in Illinois**
 - The addition of HAC's Art Walk will give visitors an opportunity to see many parts of Highland in a positive aspect.
 - Art in the Park showcases Highland as a progressive city with many positive and diverse aspects. Art is one piece of the diverse puzzle that enhances our City, making Highland a great place to live.
 - Promoted as a City that promotes the arts, gives class to the overall City.
 - Proceeds from Art in the Park events will be used for other ways to enhance the City, i.e. Art Gallery/Visitor Center, Art Affairs, Street Art Festival, donations to Hard Road Theater and the Heartland Community Chorus, other commissioned art for the City, and materials for workshops such as Art of Soul and the Mural painted on the Weinheimer Building last fall.
- **Increased Visibility of Highland Within the Area and Beyond**
 - We intend to continue marketing Highland and Art in the Park through, banners, Internet, radio, TV, magazines, and newspaper.
 - We will be focusing on areas to the east of Highland as well as St. Louis metropolitan area, bringing people from the surrounding areas to Highland as THE cultural center of the area.
 - Our Web site continues to be updated and improved. We will continue to link to the City of Highland Web site and hope for a continued reciprocal link.
 - We will expand and upgrade the variety of food offered at Art in the Park in 2023 hoping to entice people to stay longer at the event.
 - We intend to have live musical entertainment throughout the show, highlighting SIUE Jazz Combo and Highland Music School, as well as local bands. Performing arts will be highlighted and scheduled throughout the show as well as artist demonstrations.
 - When available we will work cooperatively with Hard Road Theatre by providing an ad for Art in the Park and HAC membership throughout the year.

Sponsorship Benefits (\$8,000 sponsorship or a little less than \$1/attendee)

- Corporate identification in the souvenir program booklet featuring the City as THE major sponsor of the entire event.
- Mention in all ads in the *Highland News leader*, *The Intelligencer*, *The Alton Telegraph*, *The Edge Magazine*, *Belleville News Democrat*, *St. Louis Post Dispatch and Journal* newspapers throughout the area, as well as every promotional piece.
- Company banner displayed on festival grounds.
- Corporate sponsorship banner displayed on festival grounds.
- Corporate sponsorship listing on festival grounds.
- Digital ad placed strategically with the Discover Downstate Illinois Tourism

- Sponsor listing in souvenir program booklet distributed to attendees and mailed with *The Edge Magazine* prior to the show and given out at the show.
- Sponsor listing in marketing flyer distributed to attendees and mailed with *Highland News Leader, Belleville News Democrat and Advertiser Direct* prior to the show.
- Web link to Highland City site from Highland Arts Council site.
- Invitations for 40 guests to the Art in the Park private reception Friday evening, October 13.

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).

- We continue the desire to have a location to further HAC and the City.
- NEA has valid research on how experiencing the arts helps youth to achieve more in academic classes. What better way to help our youth when the arts are being cut in the school classroom.
- This is the one large event where Highland Arts Council hopes to build its resources to provide other art events throughout the year and to support other art organizations such as Street Art Festival, Hard Road Theatre, and the Heartland Community Chorus.
- A display of youth art will create more attention from local schools and parents.
- We will continue to offer the Art Gallery...Just for Kids consisting of donated art for children to purchase for \$5. This will help to build adults who will appreciate and purchase art in the future.
- We will continue to suggest the artists demonstrate during the show.
- AITP has had 18 successful years. This year will be its 19th
- Belleville's Art on the Square and Salute to the Masters are supported financially by their respective cities. We appreciate similar support.

23 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.

Budget for Art in the Park 2022

Revenue	Amount
Hotel/Motel Tax Grant	\$8,000
Artist Fees (45 booths)	\$8,950
Sponsorships	\$12,000
Raffle Income	\$ 1,000
Grants	\$ 1,000
Vendors	\$ 500
Youth Art	\$ 300
Total	\$31,750

Expenses	Amount
Advertising	\$10,000
Online Applications	\$ 1,100
Awards	\$ 8,000
Signs	\$ 500
Performing Arts	\$ 2,500
Grounds/logistics	\$ 1,500
Hospitality	\$ 500
Judges	\$ 600
Marketing/design	\$ 1,150
Website Upgrade	\$ 300
Postage	\$ 700
Printed Material	\$ 1,000
Happy Hour Arts Reception	\$ 3,000
Raffle Prize	\$ 500
Misc	\$ 200
Youth Art	\$ 200
Total	\$ 31,750

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

- All advertising goes through the Discover Downstate Illinois Tourism which saves us 15% of the cost of the advertising (They also help with graphic design of ads and development of radio and television ads)
- Newspaper Ads (HNL, the Pioneer BND, Intelligencer, Telegraph, St. Louis Post Dispatch, Go Magazine, The Edge Magazine)
- FaceBook/Social Media
- Paid Television Spots
- Paid Radio Spots
- Paid Internet Spots
- Website – HighlandArtsCouncil.org
- Facebook HAC page
- Insert into BND & HNL
- Press releases/stories sent to all local newspapers for free insertion in their publications (Greenville, Troy, Edwardsville, Alton, Trenton, Highland, Collinsville, O'Fallon, Belleville, etc.)
- Budget is above
- Press releases to encourage artists happen January-June, but the major advertising happens three months prior to the event.

24) Can event occur without city financial assistance: Yes No (but not at the same level)

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

If yes, how many years in existence? 18 years

26) Projected sales tax generation: Event _____ Indirect _____ Not available

27) Number of volunteers associated with event? 50

28) Nonprofit or for profit event? nonprofit but we do hope to put something back in our account for other programs

29) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan? ____ Yes ____ No (Not sure)

30) Why should event be funded? Attach narrative.

- Art in the Park is one event in Highland that has a large drive to bring people into town. Other events are mostly for the people within Highland and their friends.
- The event highlights the culture of the City, the City's beauty, and world-class art at the show.
- The continuity of the show exhibits the dedication of the Highland Arts Council to the City of Highland.
- HAC is always adding/changing the show to fit the current needs. This year we added covered space.

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.

Lynnette Schuepbach

Applicant

Lynnette Schuepbach

Signature of Representative / Officer

____ President _____ Title 1/30/2023 Date



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: February 16, 2023
Subject: Approval of Hotel/Motel Funding for 2023 Art in the Park

RECOMMENDATION

I am recommending the Council consider approval of Hotel/Motel funds to the Highland Arts Council for the 2023 Art in the Park.

DISCUSSION

Staff has reviewed the application request and determined that it meets the requirement for Hotel/Motel tax funding.

FISCAL IMPACT

Subject to approval, funding as determined by City Council will be appropriated from the Hotel/Motel Tax Budget for this item.

DocuSigned by:

Mallord Hubbard

Recommended by: _____

32D4FEE126AD46E...
Mallord Hubbard, Economic Development Coordinator

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP FOR CITY OF
HIGHLAND FOR 2023**

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 5/11-13-19 states the corporate authorities shall cause to be published no later than March 31 of each year a map clearly showing the existing zoning uses, divisions, restrictions, regulations and classifications of such municipality for the preceding calendar year; and

WHEREAS, Section 90-112 of the City Code of Ordinances states, in pertinent part:

(1)The official zoning map shall be identified by the signature of the mayor and attested by the city clerk, and bearing the seal of the city under the following words, "This is to certify that this is the Official Zoning Map referred to in Section 3-2 of Ordinance No. 1139 of the City of Highland, State of Illinois," together with the date of the adoption of the ordinance from which this chapter derives;

and

WHEREAS, City has determined a new Official Zoning Map for City of Highland shall be adopted for 2023; and

WHEREAS, City has determined the following changes have occurred to the Official Zoning Map for City of Highland:

BILL#	TITLE	ORDINANCE/ RESOLUTION #	DATE
22-61	Vacating Part of the Final Plat of Autumn Crest – 1st Addition	3185	5/2/22
22-85	Amending Zoning Classification from “R-3” Multiple Family Residential to “I” Industrial for 904 Cedar Street, PPN# 01-2-24-05-05-102-002	3195	6/6/22
22-91	Amending Zoning Classification from “R-2-B” Multiple Family Residential to “R-3” Multiple Family Residential for Real Property in and Around Colonial Manor, PPN# 02-2-18-33-00-000-039, 02-2-18-33-00-000-038, 02-2-18-33-00-000-043.01C, 02-2-18-33-00-000-043.02C, 02-2-18-33-00-000-043.03C, 02-2-18-33-00-000-043.04C, 02-2-18-33-00-000-038.01C, -2-18-33-	3199	6/6/22

	00-000-038.02C, 02-2-18-33-00-000-038.03C, 02-2-18-33-00-000-038.04C, 02-2-18-33-00-000-037		
22-119	Amending Zoning Classification from "C-2" Central Business District to "I" Industrial for 713 5th Street, PPN# 02-2-18-32-18-301-019	3208	7/18/22
22-123	Approving the Final Plat of Molly's Mocha Subdivision	22-07-2964	7/18/22
22-152	Annexing Certain Territory to the City, Owned by Highland Community Unit School District #5, Specifically: PPN# 01-1-24-09-00-000-008	3225	10/17/22
22-151	Approving Rezoning of Real Estate Located at 1007 Lindenthal Avenue from "R-3" Multifamily Residential to "R-1-D" Single Family Residential, PPN# 01-2-24-05-11-204-007	3224	10/17/22
22-181	Annexing Territory Owned by John A. Gantner; and the John L. and Elvina Gantner Trust, Blanche Small, Trustee; (PPN #02-1-18-29-17-301-003, and PPN #02-1-18-29-17-301-003.001)	3239	11/21/22
22-182	Annexing Territory Owned by MRE Portfolio One, LLC (PPN # 02-1-18-32-02-202-006)	3240	11/21/22
22-172	Amending Zoning Classification from "R-1-C" Single Family Residential to "C-3" Highway Business District for 12449 State Route 143, PPN # 02-1-18-29-17-301-003	3241	11/21/22
22-173	Amending Zoning Classification from "R-1-C" Single Family Residential to "C-3" Highway Business District for 12443 State Route 143, PPN # 02-1-18-29-17-301-003.001	3242	11/21/22
22-174	Amending Zoning Classification from "R-1-C" Single Family Residential to "C-3" Highway Business District for PPN # 02-1-18-32-02-202-006	3243	11/21/22

WHEREAS, for reference, City has attached the new zoning map to this Ordinance as **Exhibit A**; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare and economic welfare to amend the Official Zoning Map for City of Highland; and

WHEREAS, City has determined the City Manager and/or Mayor shall be authorized and directed to execute any documents necessary for amendment of the Official Zoning Map for City of Highland.

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. The Official Zoning Map for City of Highland shall be amended as follows:

BILL#	TITLE	ORDINANCE/ RESOLUTION #	DATE
22-61	Vacating Part of the Final Plat of Autumn Crest – 1st Addition	3185	5/2/22
22-85	Amending Zoning Classification from “R-3” Multiple Family Residential to “I” Industrial for 904 Cedar Street, PPN# 01-2-24-05-05-102-002	3195	6/6/22
22-91	Amending Zoning Classification from “R-2-B” Multiple Family Residential to “R-3” Multiple Family Residential for Real Property in and Around Colonial Manor, PPN# 02-2-18-33-00-000-039, 02-2-18-33-00-000-038, 02-2-18-33-00-000-043.01C, 02-2-18-33-00-000-043.02C, 02-2-18-33-00-000-043.03C, 02-2-18-33-00-000-043.04C, 02-2-18-33-00-000-038.01C, -2-18-33-00-000-038.02C, 02-2-18-33-00-000-038.03C, 02-2-18-33-00-000-038.04C, 02-2-18-33-00-000-037	3199	6/6/22
22-119	Amending Zoning Classification from “C-2” Central Business District to “I” Industrial for 713 5th Street, PPN# 02-2-18-32-18-301-019	3208	7/18/22
22-123	Approving the Final Plat of Molly’s Mocha Subdivision	22-07-2964	7/18/22
22-152	Annexing Certain Territory to the City, Owned by Highland Community Unit School District #5, Specifically: PPN# 01-1-24-09-00-000-008	3225	10/17/22
22-151	Approving Rezoning of Real Estate Located at 1007 Lindenthal Avenue from “R-3” Multifamily Residential to “R-1-D” Single Family Residential, PPN# 01-2-24-05-11-204-007	3224	10/17/22
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22-174	Amending Zoning Classification from “R-1-C” Single Family Residential to “C-3” Highway Business District for PPN # 02-1-18-32-02-202-006	3243	11/21/22

See Zoning Map attached hereto as **Exhibit A**; and

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 and approved by the Mayor of the City of Highland, Illinois and deposited and filed in the office of the City Clerk on the ____ day of _____, 2023, the vote being taken by ayes and noes and entered upon the legislative record as follows:

AYES:

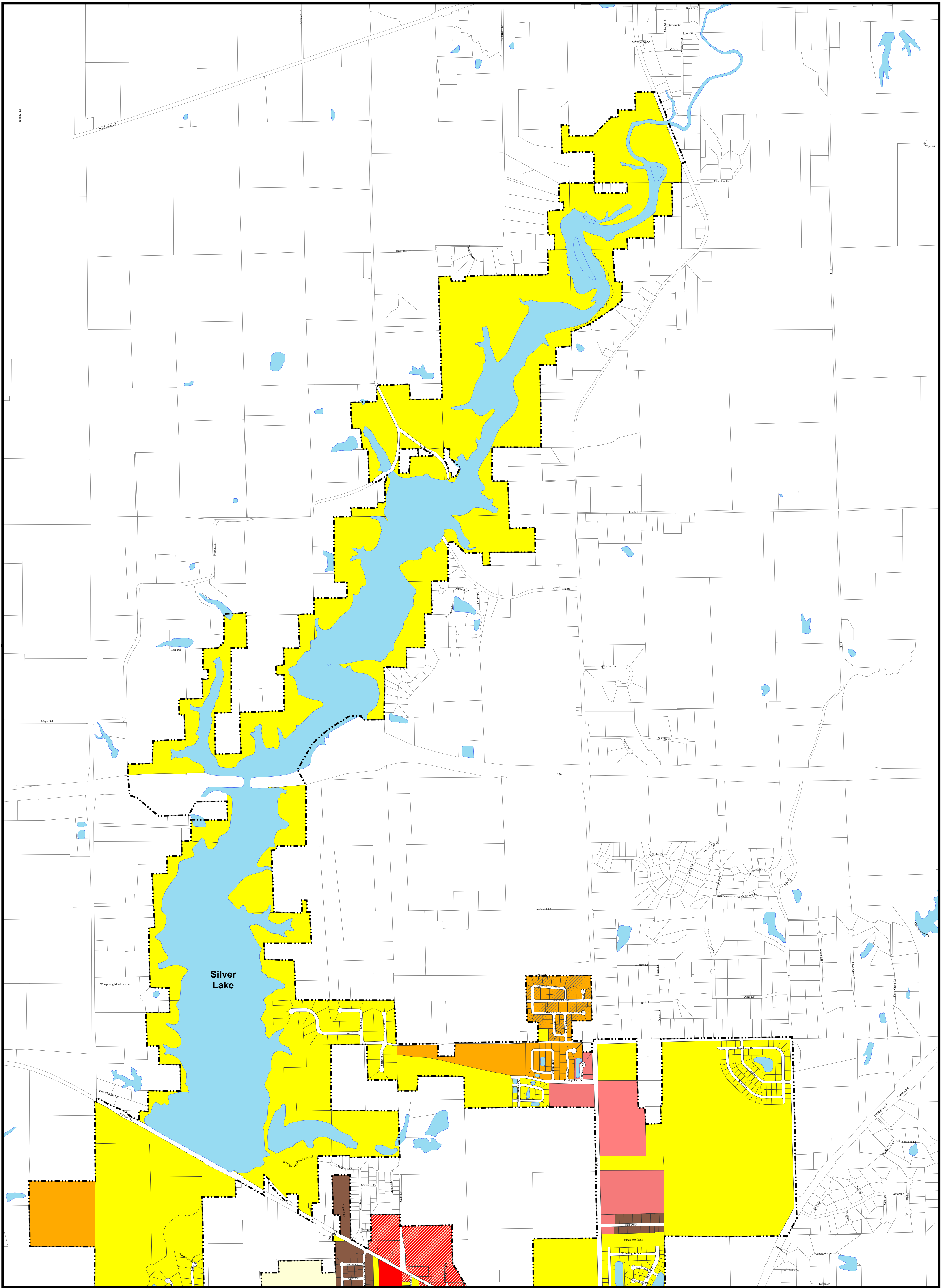
NOES:

APPROVED:

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

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois



Official Zoning Map

City of Highland, Illinois
March 20, 2023

*This is to certify that this is the Official Zoning map referred to in Section 3-2 of Ordinance No. 1138, adopted November 26, 1976, of the City of Highland, State of Illinois.















Approved: _____
Mayor of the City of Highland

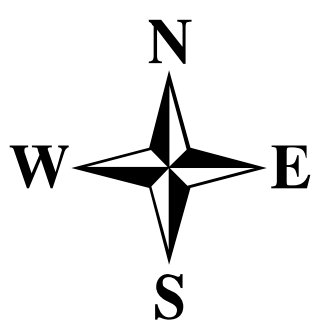
Attest: _____
City Clerk of the City of Highland

City of Highland, Illinois
March 20, 2023

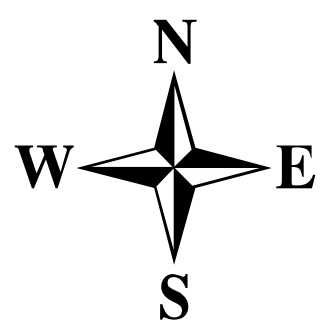
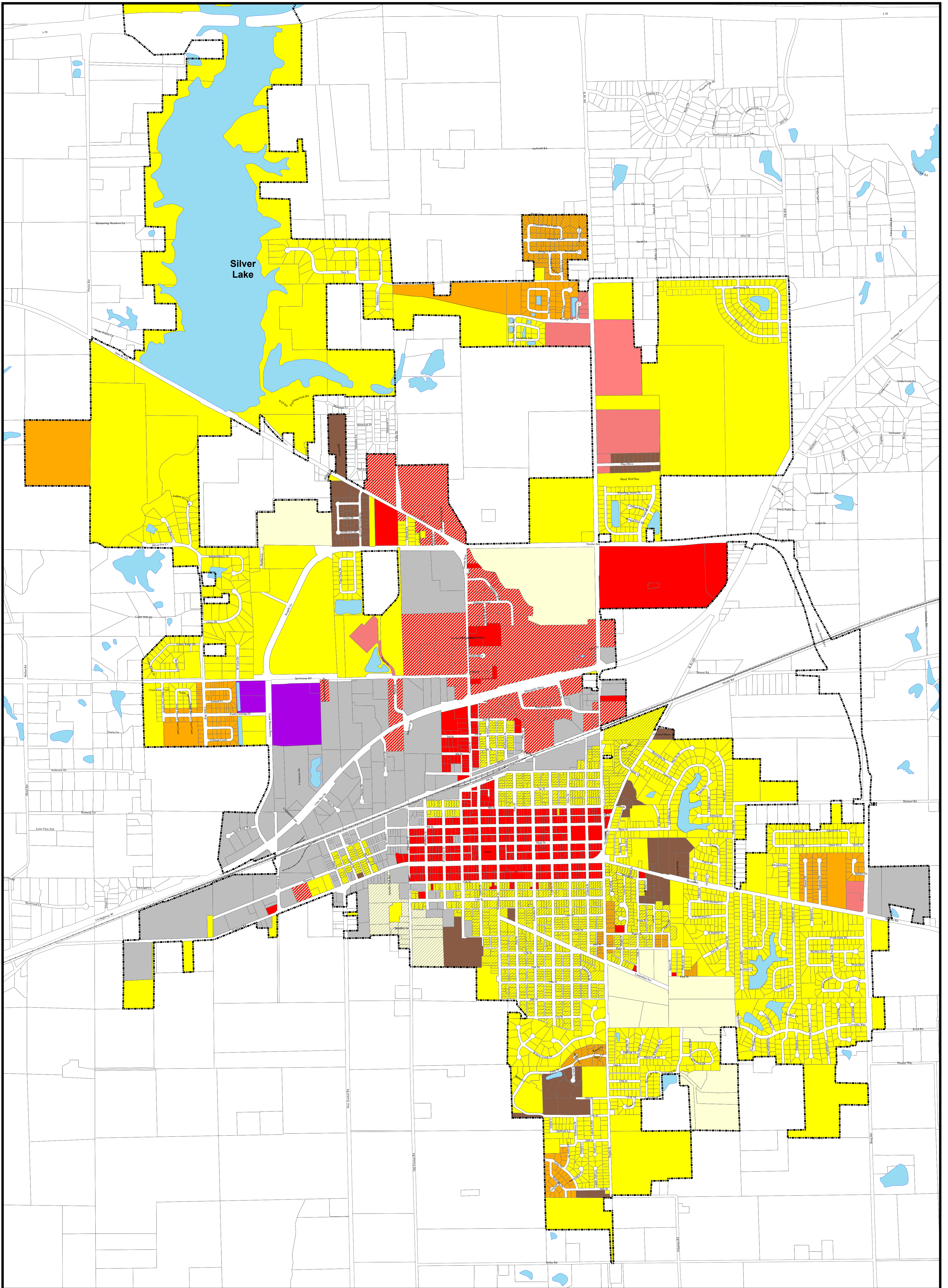
This document has been prepared from source data that is believed to be accurate. The City of Highland does not warrant the accuracy of the information presented herein. The City of Highland is not responsible for any errors or omissions in this document. This is a site plan and not a zoning map. Zoning maps may be amended without notice.

Legend

-  Corporate Boundary
-  R-1-A Single Family Residence 150 Ft. Lot Width
-  R-1-B Single Family Residence 100 Ft. Lot Width
-  R-1-C Single Family Residence 70 Ft. Lot Width
-  R-1-D Single Family Residence 50 Ft. Lot Width
-  R-2-A Multiple Family Residence 70 Ft. Lot Width
-  R-2-B Multiple Family Residence 70 Ft. Lot Width
-  R-3 Multiple Family Residence 60 Ft. Lot Width
-  C-2 Central Business District No Lot Width Requirement
-  C-3 Highway Business District None
-  C-4 Limited Business No Lot Width Requirement
-  I - Industrial District No Lot Width Requirement
-  MX - Mixed Use
-  Not In Corporate Limits



DATE	BY	FROM	TO
November 21, 2022	G. S. S.	3235	3243
October 17, 2022	G. S. S.	3224	3225
July 14, 2022	G. S. S.	3204	3205
June 8, 2022	G. S. S.	3194	3195
May 2, 2022	G. S. S.	3185	3186
March 7, 2022	G. S. S.	3168	3169
11/21 - 11/21	G. S. S.	3081	3151
4/20 - 12/7/20	G. S. S.	3059	3068
3/18/18 - 11/7/19	G. S. S.	2937	2937
11/7/17 - 8/21/17	G. S. S.	2747	2805
11/15 - 9/1/15	G. S. S.	2727	2747
5/14/14 - 10/24/14	G. S. S.	2623	2650
3/4/13 - 4/11/13	G. S. S.	2583	2615
3/10/12 - 6/22/12	G. S. S.	2518	2532
3/22/08 - 10/24/14	VARIOUS	2118	2428
3/30 - 3/30-03	VARIOUS	1911	2025



Official Zoning Map

City of Highland, Illinois

March 20, 2023

*This is to certify that this is the Official Zoning map referred to in Section 3.2 of Ordinance No. 1139, adopted November 26, 1979, of the City of Highland, State of Illinois.

Approved: _____
Mayor of the City of Highland

Attest: _____
City Clerk of the City of Highland

City of Highland, Illinois
March 20, 2023

Mayor

City Clerk

This map has been developed from various sources and the City of Highland does not warrant its accuracy. The City of Highland does not warrant, guarantee, or assume any liability for any errors or omissions in this map. The City of Highland is not responsible for any errors or omissions in this map. The City of Highland is not responsible for any errors or omissions in this map. The City of Highland is not responsible for any errors or omissions in this map.

Legend

Corporate Boundary

ParcelOwners-2018

R-1-A Single Family Residence 150 Ft. Lot Width

R-1-B Single Family Residence 100 Ft. Lot Width

R-1-C Single Family Residence 70 Ft. Lot Width

R-1-D Single Family Residence 50 Ft. Lot Width

R-2-A Multiple Family Residence 70 Ft. Lot Width

R-2-B Multiple Family Residence 70 Ft. Lot Width

R-3 Multiple Family Residence 60 Ft. Lot Width

C-2 Central Business District No Lot Width Requirement

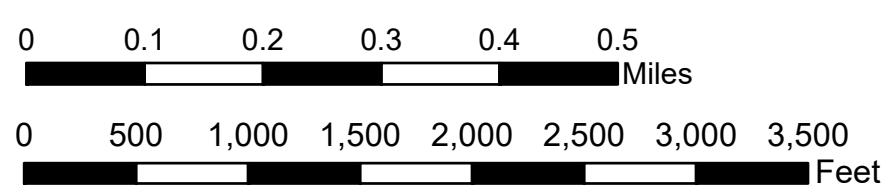
C-3 Highway Business District None

C-4 Limited Business No Lot Width Requirement

I - Industrial District No Lot Width Requirement

MX - Mixed Use

Not In Corporate Limits



DATE	BY	FROM	TO	ORDINANCE NO.
November 31, 2022	G.S.S.	3235	3243	
October 17, 2022	G.S.S.	3224	3225	
July 18, 2022	G.S.S.	3220	3221	
June 6, 2022	G.S.S.	3091	3091	
May 2, 2022	G.S.S.	3189	3185	
March 7, 2022	G.S.S.	3168	3168	
11/21 - 12/21	G.S.S.	3081	3151	
8/20 - 12/19	G.S.S.	3089	3093	
2/18 - 12/17/18	G.S.S.	2927	2927	
11/17 - 12/17/17	G.S.S.	2742	2825	
2/17 - 5/16	G.S.S.	2773	2774	
11/15 - 12/15	G.S.S.	2668	2677	
9/14 - 12/14	G.S.S.	2623	2630	
2/13 - 4/11/13	G.S.S.	2563	2563	
5/12 - 12/12	G.S.S.	2518	2522	
3/20 - 12/20/11	VARIOUS	2118	2418	
3/00 - 3/00	VARIOUS	1511	2005	



City of Highland

Building and Zoning

February 14, 2023

To: Chris Conrad, City Manager

From: Breann Vazquez, Director of Community Development

RE: Zoning Map Update

I recommend that City Council accept the updated Zoning Map. Changes reflect zoning map amendments that have occurred since the last update on March 21, 2022.

As per ordinance, Zoning Map is to be published by March 31st of each calendar year.

BILL#	TITLE	ORDINANCE/ RESOLUTION #	DATE
22-61	Vacating Part of the Final Plat of Autumn Crest – 1st Addition	3185	5/2/22
22-85	Amending Zoning Classification from “R-3” Multiple Family Residential to “I” Industrial for 904 Cedar Street, PPN# 01-2-24-05-05-102-002	3195	6/6/22
22-91	Amending Zoning Classification from “R-2-B” Multiple Family Residential to “R-3” Multiple Family Residential for Real Property in and Around Colonial Manor, PPN# 02-2-18-33-00-000-039, 02-2-18-33-00-000-038, 02-2-18-33-00-000-043.01C, 02-2-18-33-00-000-043.02C, 02-2-18-33-00-000-043.03C, 02-2-18-33-00-000-043.04C, 02-2-18-33-00-000-038.01C, -2-18-33-00-000-038.02C, 02-2-18-33-00-000-038.03C, 02-2-18-33-00-000-038.04C, 02-2-18-33-00-000-037	3199	6/6/22
22-119	Amending Zoning Classification from “C-2” Central Business District to “I” Industrial for 713 5th Street, PPN# 02-2-18-32-18-301-019	3208	7/18/22
22-123	Approving the Final Plat of Molly’s Mocha Subdivision	22-07-2964	7/18/22
22-152	Annexing Certain Territory to the City, Owned by Highland Community Unit School District #5, Specifically: PPN# 01-1-24-09-00-000-008	3225	10/17/22
22-151	Approving Rezoning of Real Estate Located at 1007 Lindenthal Avenue from “R-3” Multifamily Residential to “R-1-D” Single Family Residential, PPN# 01-2-24-05-11-204-007	3224	10/17/22
22-181	Annexing Territory Owned by John A. Gantner; and the John L. and Elvina Gantner Trust, Blanche Small, Trustee; (PPN #02-1-18-29-17-301-003, and PPN #02-1-18-29-17-301-003.001)	3239	11/21/22
22-182	Annexing Territory Owned by MRE Portfolio One, LLC (PPN # 02-1-18-32-02-202-006)	3240	11/21/22
22-172	Amending Zoning Classification from “R-1-C” Single Family Residential to “C-3” Highway Business District for 12449 State Route 143, PPN # 02-1-18-29-17-301-003	3241	11/21/22



City of Highland
Building and Zoning

22-173	Amending Zoning Classification from "R-1-C" Single Family Residential to "C-3" Highway Business District for 12443 State Route 143, PPN # 02-1-18-29-17-301-003.001	3242	11/21/22
22-174	Amending Zoning Classification from "R-1-C" Single Family Residential to "C-3" Highway Business District for PPN # 02-1-18-32-02-202-006	3243	11/21/22

City of Highland BID TABULATION SHEET

BID OPENING: DATE: March 15, 2023

BID #PR-01-23

TIME: 9:00AM

Item/Project Description: Replacement Electric Panel - G.P.

PLACE: City Hall

Bidder	Barton Electric Trenton	Pyramid Electrical & Fairview Heights, IL			
Item / Proposal Description					
Cover Page	✓	✓			
Bid Form	✓	✓			
Bid Security	-	-			
Cert. Of Non-Delinquency	✓	✓			
Certificate of Compliance	✓	✓			
Hold Harmless	✓	✓			
Abuse Prevention on Public Works Projects	✓	✓			
Bid Sheet - Amount	\$42,400.00	\$62,980.00			
Option - Concrete Work	-	+5,200.00			
option - Demobu others	+3,000.00	- 980.00			

Bid Opener: _____

Bid Recorder: _____



City of Highland

Department of Parks & Recreation

P.O. Box 218

Highland, IL 62249

Phone: 618.651.1386 - Fax: 618.651.1387

To: Chris Conrad, City Manager
From: Dan Cook, Director of Light & Power
Date: March 15, 2023
Subject: NOML #PR-01-23 Replacement Electric Panel at Glik Park

RECOMMENDATION

I am recommending that the City Council approve the bid from Barton Electric for the above referenced project as they are the lowest bidder at \$42,400.00.

DISCUSSION

The existing electric panel is in desperate need of being replaced. The existing panel has multiple issues, both operational and safety related. With the upcoming spring and summer sports season, it is imperative that we replace the panel in order to properly and safely operate the athletic field lighting.

FISCAL IMPACT

The estimate for this project was \$59,000 and will be covered through funds from the Business District.

Recommended by: Dan Cook, Dir. of Light & Power

Approved by: Chris Conrad, City Manager

247 State Rt. 160
Trenton, Illinois 62293
Phone 618-654-6626 Fax 618-654-7557

3-14-23

Project: Glik Park Re-work Service

We are offering our price for the following electrical work:

We have included the following:

Base price Total \$42,400.00

Item 1—Demolishing of service by others

Add to base price \$3000.00

- Selective disassembly of the old service and contactor
- Saw cut and demo old concrete for new house keeping pad under gear.
- New 4-6" concrete house keeping pad
- New 72" wide NEMA 12 outdoor pad lockable double door cabinet painted ANSI-61Gray.
- Replace 800amp distribution switch gear with new Nema 3R distribution cabinet, bolted to back side of cabinet as current installation is.
- New Interior panelboards to match the same loading as current.
- New Trough in the bottom of 2 door cabinet to conceal all exposed wiring coming in.
- New 18 x 18 x 6 Junction boxes to support contactors.
- New outdoor rated keyed switches, same setup as before.
- All wiring and contactors will be concealed within enclosures or trough to support a safe environment when the doors are opened.
- Disposal of old equipment, unless owner wants to keep it.
- Panels do come with extended lead times quoted at 150 days minimum delivery.

*We do not promote someone else removing old service because of the amount of wire tracking that has to be done to ensure the circuits don't get crossed or mixed up.

We have **NOT** included cost for:

- Lightning or surge suppression.
- Painting
- Bonding costs, environmental/Erosion control measures, Dust control.
- Sealed engineered drawings, test lab fees, surveying layout
- Any overtime work (all work hours are M-F 7:00am- 3:30pm)
- Permits

Please call if there are any questions.

Thank You,

Craig Lampe
Barton Electric, Inc

Bus 618-654-6626

Cell 618-406-3198

Fax 618-654-7557

clampe@bartonelectricinc.com

City of Highland, Illinois

Parks & Recreation Department

Bid Number:
PR-01-23

Replacement of Electric Panel at Glik Park

Wednesday, March 15, 2023

9:00 AM
Highland Public Safety Building
12990 Troxler Avenue
Highland, IL 62249

Approved: _____
Chris Conrad: City Manager

Date: _____, **2023**

Proposal Submitted By:

Barton Electric Inc. _____
247 State Route 160 _____
Trenton, Illinois. 62293 _____

CONTRACT ADMINISTRATION

INVITATION

The City of Highland, Illinois, will receive sealed bids until Wednesday, March 15, 2023 at 9:00 am CST at the Highland Public Safety Building located at 12990 Troxler Avenue, Highland, Illinois at which time they will be publicly opened and read. After tabulation and review, bids will be presented to the City Council at its regular meeting schedule for Monday, March 20, 2023 at 7:00PM CST for consideration. If there are any questions concerning this solicitation, please contact Mark Rosen at 618.651.1386.

Bids shall be submitted in an opaque, sealed envelope containing the bidders name and address and labeled "Sealed Bid, PR 01-23, Replacement of Electric Panel at Glik Park". Facsimile bids are not acceptable.

The city of Highland reserves the right to reject any and all, or any part of bids, and to waive any informality therein and to make the award in the best interest of the City. The bid prices shall remain valid and no participating party may withdraw their bid for at least thirty (30) days after the established deadline for receipt of bids.

By submitting this bid, the participating party acknowledges that they are familiar with the specifications and all other applicable regulatory and contract requirements for the work. Any area of concern shall be brought to the Department of Parks & Recreation's attention as soon as possible.

The Certificate of Non-Delinquency of Taxes, Certificate of Compliance, Certificate of Compliance – Substance Abuse on Public Works Projects Act, and the "Hold Harmless Agreement" forms must be returned with the bid. The City Council is prohibited from awarding the contract without these documents.

BASIS FOR BID

The bid shall include labor, plant, material, transportation, and other costs. The bid price will include all discounts, preparation costs and all other charges or credits. DO NOT include taxes in the bid price. The city of Highland is exempt from Federal Excise, Transportation, and State Sales Taxes.

BASIS FOR CONTRACT AWARD

Bid Submissions will be evaluated and compared to the specifications provided by the city. Both cost and delivery date will be considered when awarding this purchase. The lowest responsible and responsive bid that meets the provided specifications shall be deemed the successful bidder and the contract will be awarded to the bidder (subject to City Council approval).

BASIS OF PAYMENT

Payment will be made only after all materials are received and accepted, as specified, and with thirty (30) days of receipt of invoice for the same.

Proposals received after 9:00 A.M. CST, Wednesday, March 15, 2023 will not be accepted and will be returned to the proposer unopened. The city of Highland reserves the right to reject any and all responses and waive minor irregularities. No proposal may be withdrawn for a period of thirty (30) days.

By order of the Mayor and City Council

Chris Conrad, City Manager

City of Highland
"Sealed Bid PR-01-23, Replacement of Electric Panel at Glik Park
Attn: Mark Rosen, Director of Parks & Recreation
12990 Troxler Avenue
P.O. Box 218
Highland, IL 62249

Specifications for Replacement of Electric Panel at Glik Park

The bidder shall inspect the existing electric panel and provide a proposal to replace with a similar panel that performs in the same manner to operate athletic field lights and other functions. Potential bidders must schedule a time with the Director of Parks and Recreation prior to submitting bids at Glik Park, 12525 Sportsman Road, Highland, Illinois 62249.

Bidders shall include a line item showing a deduction for others to remove the existing panel.

**PUBLIC NOTICE CITY OF HIGHLAND ILLINOIS
NOTICE OF MUNICIPAL LETTING
Bid #PR-01-23 – Replace Electric Panel – Glik Park**

The city of Highland will accept sealed bids until 9:00 A.M. CST on Wednesday, March 15, 2023 at the Public Safety Building located at 12990 Troxler Avenue, Highland, Illinois at which time they will be publicly opened and read.

The bid packet for replacing the electric panel can be obtained through email to mdrosen@highlandil.gov.

City of Highland, Illinois

Chris Conrad, City Manager

City of Highland
“Sealed Bid, #PR-01-23, Replace Electric Panel – Glik Park
Attn: Mark Rosen, Director of Parks & Recreation
12990 Troxler Avenue
P.O. Box 218
Highland, Illinois 62249

**NOTICE TO EDITOR: Please publish the above notice in the Pioneer on Wednesday,
March 15, 2023**

**Send proof of publication to: City of Highland
Attn: Mark Rosen
P.O. Box 218
Highland, Illinois 62249**

**Send invoice for above to: City of Highland
Attn: Accounts Payable
P.O. Box 218
Highland, Illinois 62249**

Return with Bid

CERTIFICATE THAT CONTRACTOR
IS NOT BARRED FROM CONTRACTING
WITH UNIT OF LOCAL GOVERNMENT
BECAUSE OF CONVICTION OF AN OFFENSE
RELATED TO BIDDING

The undersigned Bidder / Proposer on a Contract submitted for bids / proposals by the City of Highland, Illinois known as: , Elaine Barton Barton Electric hereby certifies that he/she/it is not barred from bidding on the Contract as a result of violation of either Section 33E-3 (Bid Rigging) or Section 33E-4 (Bid Rotating) of Chapter 38 of the Illinois Revised Statutes.

Dated: 3/15, 2023

Barton Electric Inc.
Company Name 247 State Route 160
Trenton, Illinois. 62293

Address

City / State / Zip Code

Signature Print Name

Elaine Barton
Elaine Barton

Title

Pres.

Return with Bid

HOLD HARMLESS AND INDEMNITY AGREEMENT
CITY OF HIGHLAND, ILLINOIS

The Contractor Elaine Barton, by affixing his signature hereto agrees to the following conditions:

1. To save and keep the City (including its agents and employees) free and harmless from all liability, public or private penalties contractual or otherwise, losses, damages, costs, attorney's fees, expenses, causes of actions, claims, or judgments, resulting from claimed injury, damages, or judgments resulting from claimed injury, damage, loss or loss of use to or of any person, including natural persons and any other legal entity, or property of any kind (including but not limited to causes in action) arising out of or in any way connected with the performance of work or work to be performed under this permit, excepting, however, the negligence of the City and shall indemnify the City for any costs, expenses, judgments, and attorneys' fees paid or incurred, by or on behalf of the City and its agents and employees, or paid for on behalf of the City and its agents and employees by insurance provided by the City.
2. To hold harmless the City (including its agents and employees) from liability or claims for any injuries to or death of Contractor's or any Subcontractor's employees, resulting from any cause whatsoever, excluding negligence of the City, including protection against any claim of the Contractor or any Subcontractor for any expenses of or payments made by any workman's compensation insurance payments under any workman's compensation law or any carrier on behalf of said Contractor or Subcontractor and shall indemnify the City for any costs, expenses, judgments, and attorneys' fees paid or incurred with respect to such liability or claims by it or on its behalf or on behalf of its agents and employees, whether or not by or through insurance provided by the City.
3. In the event the City's machinery or equipment is used by the Contractor, or Subcontractor, in the performance of the work called for by this permit, such machinery or equipment shall be considered as being under the custody and control for the Contractor during the period of such use by the Contractor or any Subcontractor, and if any person or persons in the employ of the City should be used to operate said machinery or equipment during the period of such use, such person or persons shall be deemed during such period of operation to be an employee or employees of the Contractor.

Elaine Barton
Signature

3/15/03
Date

Elaine Barton
Print Name

Pres.
Title

Barton Electric Inc.
247 State Route 160
Trenton, Illinois. 62293

Replacing the Electric Panel at Glik Park is a “Public Works Construction” Project as defined in the Illinois Prevailing Wage Act 820 ILCS 130. As such, all bidders shall account for in their bids and will be subject to the general prevailing wage rates for Madison County, Illinois, currently published and as amended from time to time by the Department of Labor. Prevailing rate of wages are revised by the Department of Labor and are available on the Department’s official website.

City of Highland, Illinois
BID SHEET
PR-01-23
Replace Electric Panel at Glik Park

Bid of _____
Company Name **Barton Electric Inc.**
247 State Route 160
Trenton, Illinois. 62293

Address _____ City _____ State _____ Zip Code _____

To: City of Highland, Illinois Date: 3/15/23

We hereby certify that we are the only party interested in this Bid as principals and that we have examined all the Contract documents, including the Contract Administration and the Specifications.

We propose to make delivery of the outlined workmanship and materials within 40 days of the date stated in the Notice to Proceed to **Replace Electric Panel at Glik Park**. In addition to this Bid, the undersigned herewith submits complete information including descriptive literature and product specification to fully define the equipment being offered.

AUTHORIZED SIGNATURE: Elaine Barton

TITLE: Pres.

Please Print Name: Elaine Barton

Replace Electric Panel at Glik Park

Total Bid: \$ See attached

247 State Rt. 160
Trenton, Illinois 62293
Phone 618-654-6626 Fax 618-654-7557

3-14-23

Project: Glik Park Re-work Service

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We have included the following:

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- Permits

Please call if there are any questions.

Thank You,

Craig Lampe
Barton Electric, Inc

Bus 618-654-6626

Cell 618-406-3198

Fax 618-654-7557

clampe@bartonelectricinc.com



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
12023	Carrot-Top Industries	Flags City 4x6 for Central Purchasing	03/10/2023	1,290.66
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	5.00
12069	Highland's Tru Buy	CENTRAL PURCHASING	03/10/2023	219.44
12083	LOGSDON STATIONERS, INC.	Supplies for Central Purchasing	03/10/2023	315.54
12125	TRIPACK, INC	Central Purchasing Supplies	03/10/2023	51.42
Total for Department: 000 Balance Sheet Accounts				1,882.06
Department: 011 General Admin				
12000	AAIM Employers' Association	AAIM MEMBERSHIP 1 YR	03/10/2023	1,914.00
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	16.99
12006	AM Pyrotechnics Display LLC	4th of July Fireworks show	03/10/2023	20,000.00
12007	AMAZON CAPITAL SERVICES	1 QTY SIDE TRAK SWIVEL 14" PORTABLE MONITOR FOR LAPTOP	03/10/2023	349.99
12012	AssuredPartners Cornerstone LLC	COBRA TERMINATION LETTER - MICHAEL KROHN	03/10/2023	205.50
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL - CITY HALL STORAGE	03/10/2023	20.00
12024	CDW G Inc	1 QTY DELL 5530 I5-1245U 512/16 W/10	03/10/2023	1,571.27
12025	City Of Highland	PROMOTION OF KORTE RECREATION CENTER WITH RIVERBENDER	03/10/2023	400.00
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	88.95
12027	CIVICPLUS	FULL SERVICE SUPPLEMENTATION SUBSCRIPTION	03/10/2023	6,936.33
12034	DE LAGE LANDEN FINANCIAL SERVICES LLC	COPIER USAGE/LEASE - CITY HALL BACK OFFICE	03/10/2023	280.01
12047	Farmer Environmental Services LLC	ASBESTOS INSPECTION SERVICES AND REPORT PREPARATION	03/10/2023	625.00
12051	FRONTIER	PHONE CHARGES - GENERAL ALARM	03/10/2023	47.83
12065	Highland Area Christian Serve	FEBRUARY 2023 GOOD SAMARITAN	03/10/2023	204.60
12066	Highland Chamber Of Commerce	LOCAL DINE AROUND HIGHLAND - PASSPORT PROGRAM	03/10/2023	1,500.00
12067	Highland Communication Services	HCS SERVICES- COH CITY HALL	03/10/2023	598.13
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	3,513.10
12082	LEWIS BRISBOIS BISGAARD & SMITH LLP	CITY OF HIGHLAND V. JASON METTLER FILE NO: 15386-3	03/10/2023	379.00
12086	Louis Latzer Memorial Public Library	MEMORIAL MIKEL BUSS	03/10/2023	17.00
12100	OLDE WICKS FACTORY LLC	EVENT - ANNUAL AWARD BANQUET 01/28/23	03/10/2023	2,087.00
12113	Sister Cities International	2023 MEMBERSHIP DUES (POPULATION 5,000-10,000)	03/10/2023	310.00
12123	Third Millennium Assoc Inc	UTILITY BILL RENDERING	03/10/2023	194.47
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.70
12128	United Municipal Security	CD SERVICE	03/10/2023	1,225.67
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	249.81
12134	WALZ LABEL AND MAILING	POSTAGE MACHINE SERVICE AGREEMENT RENEWAL 03/01/2023-03/01/2024	03/10/2023	875.00
12136	Watts Copy Systems Inc	COPIER USAGE/LEASE - CITY HALL BACK OFFICE	03/10/2023	276.90
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	120.19
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	393.84
12155	Highland Quarterback Club	MICHAEL'S 52ND ANNUAL ST PATS/QBC CLUB- 2 TICKETS K HEMANN	03/14/2023	50.00
12159	HOUSE TURNERS LLC	FINAL PMT -HCS WORK FOR WALL CONSTRUCTION ENAABLE SECURITY DOOR	03/15/2023	2,675.00
Total for Department: 011 General Admin				47,233.28
Department: 012 Police Dept				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	5.59
12007	AMAZON CAPITAL SERVICES	1 QTY BLACKHAWK DUTY HLSTR TASER MT-FNSH-L TASER	03/10/2023	79.90
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- POLICE & FIRE DEPT	03/10/2023	100.00
12024	CDW G Inc	DELL 3660 REDACTION COMPUTER	03/10/2023	1,889.67
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	209.63
12032	County of Madison	DISPATCHING FOR HIGHLAND PD OCT 1, 22-DEC 31, 22 4TH QTR	03/10/2023	74,934.50
12033	DATATRONICS INC	MICROPHONE,MOBILE,ELECTRET, 8 PIN MOD PLUG	03/10/2023	176.40
12042	ROSEN LLC DBA SAVIOR EQUIPMENT	12 QTY DOUBLE RIFLE BAGS, HOLD 2 RIFLE + 4 HANDGUN/REVOLVER ETC	03/10/2023	1,139.88
12054	Galls, LLC	1 QTY BATES WOMENS WP UL ZIP - CAROLE PRESSON	03/10/2023	184.55
12063	Heros In Style	PANTS FOR GROTEFENDT	03/10/2023	477.14
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	2,513.38
12081	Leon Uniform Company Inc	BOOTS, PANTS, AND POLO BIGGS	03/10/2023	375.92
12099	OFFICE SOURCE INC	PRESENTATION COVERS -BLACK 25 PK	03/10/2023	21.37
12101	O'Reilly Automotive Inc	1 QTY 28OZ PROTECT	03/10/2023	13.99
12102	Ortho Tech Sports Medical Equipment Inc	85LB AND 100 LB WEIGHTS	03/10/2023	709.80
12108	Reding Tire & Battery Inc	CAR 10 OIL CHANGE 6 QUARTS	03/10/2023	197.34
12124	TRANSUNION RISK AND ALTERNATIVE	TLO INVESTIGATIONS	03/10/2023	75.00
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.70
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	96.43
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	3,305.41
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	1,127.27
Total for Department: 012 Police Dept				87,740.87
Department: 013 Building & Zoning				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	27.98
12008	Ameren Illinois	GAS CHARGES	03/10/2023	558.62
12015	BARNETT PEST SOLUTIONS	INSPECTION & TREATMENT	03/10/2023	28.00
12051	FRONTIER	PHONE CHARGES - B&Z	03/10/2023	39.71
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	46.00
12082	LEWIS BRISBOIS BISGAARD & SMITH LLP	CITY OF HIGHLAND V. JASON METTLER FILE NO: 15386-3	03/10/2023	175.00
12117	SUMNER ONE, INC.	COLOR OVERAGE	03/10/2023	137.55
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.70
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	63.61
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	171.24
Total for Department: 013 Building & Zoning				1,355.41
Department: 014 Fire Dept				
12007	AMAZON CAPITAL SERVICES	1 QTY FOLDABLE BLUETOOTH KEYBOARD W/TOUCHPAD DUAL MODE KEYBOARD	03/10/2023	76.42
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	24.46
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	158.60
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	2,589.63
12074	Illinois State Police	BACKGROUND CHECK CHRISTOPHER FREIMANN	03/10/2023	28.25
12093	MIDWEST OCCUPATIONAL MEDICINE, LTD	ON-SITE FEE PROVIDER	03/10/2023	2,920.00
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	199.47
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	307.87

			Total for Department: 014 Fire Dept	6,304.70
Department: 017 Streets / PW Admin				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	89.87
12007	AMAZON CAPITAL SERVICES	1 QTY CARDINAL 22112 CLAEARVUE SLANT-D RING BINDER 1 INCH CAP	03/10/2023	18.30
12008	Ameren Illinois	Utilities	03/10/2023	505.42
12013	Aviston Lumber Company	6 QTY MCA TREATED PINE GC - CM27519	03/10/2023	131.63
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- STREET DEPT	03/10/2023	60.00
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	210.23
12030	Cooperative Response Center, Inc	BASE FEE FEB.CRC AGENT.CRC AGENT DIAL OUT.CRC LINK USER LICENSE	03/10/2023	77.09
12036	Dr. Wood Trees & Landscape	Storm Work: 1415 Cypress & Materials, Work Req., Stump Removals	03/10/2023	3,365.00
12057	W Joseph Gillespie III	TUITION REIMB IE 106 ENGINEERING PROBLEM SOLVING 08/22-10/22	03/10/2023	438.67
12072	Huels Oil Co	DHS-PREM-OFF-ROAD DIESEL	03/10/2023	1,537.90
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	1,200.50
12080	Key Equipment & Supply Co.	Digital P Model Parts Book	03/10/2023	46.02
12082	LEWIS BRISBOIS BISGAARD & SMITH LLP	CITY OF HIGHLAND V. JASON METTLER FILE NO: 15386-3	03/10/2023	200.50
12090	McKay Auto Parts Inc	Purple Power Car Wash	03/10/2023	23.98
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	413.33
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	243.42
			Total for Department: 017 Streets / PW Admin	8,669.55
			Total for Fund:001 General Fund	153,185.87
Fund: 006 TIF #1				
Department: 006 TIF #1				
12111	Scheffel Boyle	SERVICES IN CONNECTION W/ SPECIAL STUDY TO ANNUAL TIF REPORTING	03/10/2023	955.00
			Total for Department: 006 TIF #1	955.00
			Total for Fund:006 TIF #1	955.00
Fund: 007 Community Development Fund				
Department: 007 Community Development				
12075	IllinoisSouth Tourism	1/4 PAGE AD N 2023 VISTORS GUIDE LESS MEMEBERSIP DISCOUNT	03/10/2023	1,170.00
12154	Verzon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	51.01
			Total for Department: 007 Community Development	1,221.01
			Total for Fund:007 Community Development Fund	1,221.01
Fund: 008 Motor Fuel Tax Fund				
Department: 008 Motor Fuel Tax				
12011	ASPHALT SALES AND PRODUCTS INC	Cold Patch - 7.41 Ton, \$150 pt	03/10/2023	1,111.50
			Total for Department: 008 Motor Fuel Tax	1,111.50
			Total for Fund:008 Motor Fuel Tax Fund	1,111.50
Fund: 009 Parks & Rec Fund				
Department: 009 Korte Rec Center				
ACH	IL Department Of Revenue	FEBRUARY SALES TAX	03/15/2023	135.00
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	19.99
12007	AMAZON CAPITAL SERVICES	1 QTY FRESHWORLD 3PK LABEL MAKER TAPE	03/10/2023	15.78
12008	Ameren Illinois	Gas bill KRC	03/10/2023	1,143.92
12020	BUILDINGSTARS INC	Cleaning service for KRC monthly bill	03/10/2023	2,913.00
12022	Capri Pools & Aquatics	SAMPLE VALVE /BALLCOCK FOR POOL FROM 12/13/22	03/10/2023	61.48
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	484.76
12035	Diana Doll	Refund for overcharge on party for hotdigs	03/10/2023	36.00
12038	Eastern Data Secure Solutions	Card printer supplies at KRC	03/10/2023	353.29
12039	ECOLAB	Hand sanitizer	03/10/2023	309.70
12043	Essepreis Plumbing & Hg	KRC shower repair	03/10/2023	294.98
12051	FRONTIER	KRC phone bill	03/10/2023	182.05
12052	FROST Electric Supply	Replacement bulbs for KRC lights	03/10/2023	126.60
12068	Highland Pool & Spa Inc	Vertex concentrate for pool	03/10/2023	19.99
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	1,538.45
12076	IN THE SWIM	25# BROMINE HYDRIA CLEAR - CREDIT FROM INVOICE 12/12/22	03/10/2023	-249.99
12088	Mazzio's Pizza	JANUARY MAZZIOS PIZZA ORDER	03/10/2023	1,192.00
12099	OFFICE SOURCE INC	Stamp for Hillary	03/10/2023	31.75
12104	Pepsi	KRC concessions supplies	03/10/2023	748.12
12107	Quench USA, Inc	Waterbottle refill station monthly bill	03/10/2023	55.00
12119	Tech Electronics Inc	Preventative maint. for fire alarms at KRC	03/10/2023	439.02
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	354.85
12135	Watts Copy Systems Inc	Monthly KRC copier bill	03/10/2023	144.89
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	56.01
			Total for Department: 009 Korte Rec Center	10,406.64
Department: 016 Parks & Recreation				
ACH	IL Department Of Revenue	FEBRUARY SALES TAX	03/15/2023	92.00
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	28.23
12007	AMAZON CAPITAL SERVICES	14 QTY THE ZONE TM 8 FOAM SOCCER BALLS SET OF 6	03/10/2023	1,091.86
12008	Ameren Illinois	Evergreen et st lie	03/10/2023	55.79
12013	Aviston Lumber Company	Treated pine	03/10/2023	19.86
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- WCC	03/10/2023	50.00
12019	Broadway Battery & Tire	2003 F150 MAINT FROM 12/27/2022	03/10/2023	455.93
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	797.83
12041	ELLIOTT DATA SYSTEMS INC	Senior Center equipment for card entry into building	03/10/2023	19,127.00
12043	Essepreis Plumbing & Hg	City Square restroom repairs	03/10/2023	947.80
12044	Everlasting Etch	Memorial tree plaques	03/10/2023	19.00
12050	Dennis Foelmer	Refund for YAH Holocaust Museum	03/10/2023	142.00
12051	FRONTIER	PHONE CHARGES - PR&WCC	03/10/2023	47.83
12053	St. Clair Service Company FS Turf Solutions	INFLOW LAWN CARE PRODUCT FOR BALL FIELDS. HYBSL REMBUSEMENT	03/10/2023	320.00
12056	Gelly Excavating & Construction Inc	Hauled 2" Clean for Silver Lake	03/10/2023	692.10
12062	Hillary Held	YAH trip Arch trip tickets. She forgot city credit card	03/10/2023	400.00
12069	Highland's Tru Buy	SENIOR DAY	03/10/2023	85.40
12070	Home Nursery Inc	Memorial trees	03/10/2023	142.00
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	354.77
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	1,718.81
12076	IN THE SWIM	3 QTY 25# ITS 1' WRAP CHLOR TABS	03/10/2023	453.12

12079	Kaltner Landscape Supply	Mulch for Silver Lake	03/10/2023	229.50
12085	LOU FUSZ FORD OF HIGHLAND COMPANY	2010 Ford F-150 repairs	03/10/2023	1,324.04
12087	Madison County Health Dept	Glik Park concession stand food sanitation permit	03/10/2023	150.00
12095	MTI Distributing, Inc	Toro Z6000 Repairs	03/10/2023	2,590.63
12101	O'Reilly Automotive Inc.	Parks dump truck maint supplies	03/10/2023	154.00
12109	Randy Riggs	Refund for Marina Dock	03/10/2023	250.00
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12131	Veteran's Pride Wildlife Control	Beaver trapped and removed at Silver Lake	03/10/2023	150.00
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	483.46
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	1,797.89
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	346.34
12160	Productivity Plus Account	MIDWEST TRACTOR - FULL SERVICE SKID LOADER, CHECK OVER	03/15/2023	1,719.43
			Total for Department: 016 Parks & Recreation	36,344.31
Department: 503 Swimming Pool Fund				
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	432.50
			Total for Department: 503 Swimming Pool Fund	432.50
Department: 715 Cemetery Fund				
12053	St. Clair Service Company FS Turf Solutions	Ranger pro lawn care product for cemetery	03/10/2023	125.00
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	48.25
			Total for Department: 715 Cemetery Fund	173.25
			Total for Fund:009 Parks & Rec Fund	47,356.70
Fund: 010 TIF #2 Northside				
Department: 010				
12111	Scheffel Boyle	SERVICES IN CONNECTION W/ SPECIAL STUDY TO ANNUAL TIF REPORTING	03/10/2023	955.00
			Total for Department: 010	955.00
			Total for Fund:010 TIF #2 Northside	955.00
Fund: 011 TIF #2 Debt Repayment Fund				
Department: 011				
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- CITY HALL STORAGE	03/10/2023	40.00
			Total for Department: 011	40.00
			Total for Fund:011 TIF #2 Debt Repayment Fund	40.00
Fund: 015 American Rescue Plan Act Funds				
Department: 015				
12016	BEST Engineered Systems Technology Group LLC	DAIBER ROAD- FIBER INSTALL 07/19/22-07/21/22	03/10/2023	10,120.00
			Total for Department: 015	10,120.00
			Total for Fund:015 American Rescue Plan Act Funds	10,120.00
Fund: 050 Street NHR Construction				
Department: 050 Street NHR Construction				
12089	MCCLATCHY	BND Legal Ad 2/8, 2/15 for VHP Pavement Restoration PW-10-22	03/10/2023	350.60
			Total for Department: 050 Street NHR Construction	350.60
			Total for Fund:050 Street NHR Construction	350.60
Fund: 101 Electric Fund				
Department: 000 Balance Sheet Accounts				
ACH	IMEA	FEBRUARY PURCHASE POWER	03/16/2023	-46,974.57
ACH	SPRINGBROOK SOFTWARE LLC	ACH SERVICES FOR FEBRUARY 2023	03/16/2023	849.78
			Total for Department: 000 Balance Sheet Accounts	-46,124.79
Department: 101 Electric Admin				
ACH	IL Dept Of Revenue	FEBRUARY UTILITY TAX	03/15/2023	29,320.09
12007	AMAZON CAPITAL SERVICES	1 QTY 3M DESKTOP DOCUMENT HOLDER W/ADJUSTABLE CLIP	03/10/2023	99.47
12008	Ameren Illinois	UTILITY CHARGES	03/10/2023	1,117.26
12010	Aramark Uniform Services	RUG SERVICE	03/10/2023	178.94
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- ELECB&Z	03/10/2023	28.00
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	167.85
12030	Cooperative Response Center, Inc	BASE FEE FEB.CRC AGENT.CRC AGENT DIAL OUT.CRC LINK USER LICENSE	03/10/2023	1,079.23
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	27,101.08
12082	LEWIS BRISBOIS BISGAARD & SMITH LLP	LABOR AND EMPLOYMENT FILE NO: 15386-2	03/10/2023	25.50
12098	Northern Safety Co Inc	SAFETY SUPPLIES	03/10/2023	95.61
12116	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE FEBRUARY 2023	03/10/2023	1,599.00
12117	SUMNER ONE, INC	COLOR OVERAGE	03/10/2023	114.19
12123	Third Millennium Assoc Inc	UTILITY BILL RENDERING	03/10/2023	875.13
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12129	UPS	SHIPPING CHARGES	03/10/2023	80.67
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	31.42
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	184.92
12153	Transworld Systems Inc	FEBRUARY COLLECTION AGENCY DUES	03/14/2023	389.05
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	201.40
			Total for Department: 101 Electric Admin	62,796.50
Department: 102 Electric Production				
ACH	IMEA	FEBRUARY PURCHASE POWER	03/16/2023	642,793.09
12005	ALTORFER INC	TROUBLESHOOT ENGINE & GENERATOR	03/10/2023	1,302.44
12010	Aramark Uniform Services	FEBRUARY UNIFORM AND RUG SERVICE	03/10/2023	317.88
12015	BARNETT PEST SOLUTIONS	INSPECTION & TREATMENT	03/10/2023	100.00
12046	Fabick Power Systems Inc	PARTS FOR HIGHLAND PP CAT 2	03/10/2023	27.28
12048	Ferrellgas	PROPANE	03/10/2023	77.25
12099	OFFICE SOURCE INC	POWER PLANT FILE FOLDERS	03/10/2023	70.95

12101	O'Reilly Automotive Inc	1 QTY SOLDER, 1 QTY MINI TORCH	03/10/2023	28.98
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	363.50

Total for Department: 102 Electric Production 645,189.06

Department: 104 Electric Distribution

12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	66.55
12003	Altec Industries Inc	970732143 M18 Fuel Hackzall Kit	03/10/2023	1,941.92
12007	AMAZON CAPITAL SERVICES	1 QTY LIGHT BAR, TOW HITCH, ROOF TOP MOUNT, REAR LIGHT SWITCH	03/10/2023	230.66
12008	Ameren Illinois	UTILITY CHARGES	03/10/2023	123.09
12009	ANIXTER, INC	SANG216BCYB-09-NT	03/10/2023	1,601.96
12013	Aviston Lumber Company	PROPANE	03/10/2023	40.91
12017	BEST ONE TIRE & SERVICE OF CLINTON COUNTY	TRUCK #1 4 QTY TIRES MOUNT/BALANCE/DISPOSAL	03/10/2023	735.80
12040	EDWARDSVILLE MACHINE & WELDING CO. INC	LABOR ON TRENCHER	03/10/2023	140.00
12049	Fletcher Reinhardt Company	M20TA23 Fuse Link	03/10/2023	2,031.00
12059	Graybar	FL-19363-18W Red Marker Flags (Electric)	03/10/2023	2,328.00
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	1,143.22
12084	London Shoe Shop	SAFETY BOOTS - JASON WIEGAND	03/10/2023	223.50
12091	Meyer Electrical & Farm Inc	LITHONIA LED FLOOD LIGHT	03/10/2023	684.25
12101	O'Reilly Automotive Inc	2 QTY PRIMER	03/10/2023	22.87
12105	Power Line Supply	34-845/XL	03/10/2023	104.00
12118	T.R. MILLER MILL CO. INC.	40' Class 3	03/10/2023	11,610.00
12126	Truck Centers Inc	PARTS FOR TRUCK 22	03/10/2023	118.71
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	423.82
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	237.24

Total for Department: 104 Electric Distribution 23,915.19

Total for Fund:101 Electric Fund 685,775.96

Fund: 111 FTTP Fund

Department: 111

ACH	IL Department Of Revenue	FEBRUARY SALES TAX	03/15/2023	72.00
ACH	ILLINOIS DEPT OF REVENUE	FEBRUARY RT-2 TELECOMMUNICATIONS TAX RETURN	03/15/2023	2,943.23
ACH	USAC BILLING & DISBURSEMENT	SUPPORT MECHANISM CHARGES	03/14/2023	1,147.55
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	35.99
12008	Ameren Illinois	GAS CHARGES	03/10/2023	120.79
12010	Aramark Uniform Services	RUG SERVICE	03/10/2023	129.86
12014	BALLY SPORTS ST LOUIS	NOVEMBER VIDEO FEE	03/10/2023	9,706.32
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL- HCS	03/10/2023	50.00
12021	CALIX INC	XGS-PON SFP+ 10/10 N1 20km I-Temp	03/10/2023	1,381.19
12024	CDW G Inc	1 QTY QNAP 2U 8BAY AL324 4GB NAS	03/10/2023	1,311.50
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	58.26
12029	COMSTAR SUPPLY INC	Cyberpower 50W 48VDC battery backup	03/10/2023	479.43
12030	Cooperative Response Center, Inc	BASE FEE FEB CRC AGENT CRC AGENT DIAL OUT CRC LINK USER LICENSE	03/10/2023	231.26
12037	Drive Social Media	SOCIAL MEDIA MONTHLY SERVICE	03/10/2023	2,000.00
12058	GRAY MEDIA GROUP LLC	JANUARY SUBSCRIBERS KMOV-D3	03/10/2023	10,997.01
12060	GREAT LAKES DATA SYSTEMS	B.A.M. (GLDS) CONFERENCE - TERRI HOFFMANN	03/10/2023	2,145.00
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	84.96
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	12,280.42
12077	INTEGRA OPTICS INC	2 QTY SFP+, 13 INM, LR SMF 10KM 10G DDM JUNIPER EX-SFP-10GE-LR	03/10/2023	538.04
12094	Missouri Network Alliance LLC	VOICE CONTENT FEE	03/10/2023	19,295.82
12097	NEXSTAR BROADCASTING, INC.	MARCH 2022 VIDEO CONTENT FEE - KTVI-FOX	03/10/2023	7,651.84
12112	Showtime Networks Inc	FEBRUARY VIDEO CONTENT FEE	03/10/2023	168.12
12114	SNI / SI Networks LLC Inc	FEBRUARY VIDEO CONTENT FEE	03/10/2023	77.18
12120	TEGNA	JANUARY VIDEO CONTENT FEE	03/10/2023	6,768.90
12122	TELLIA CARRIER	TELLIA CARRIER ETHERNET VIRTUAL PRIVATE LINE (04/01/23-04/30/23)	03/10/2023	4,280.00
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12130	Vantage Point Solutions, Inc	BLUEBIRD BGP UPLINK FAILOVER AND SPEED ISSUES	03/10/2023	315.00
12132	VIVICAST MEDIA, LLC	VIDEO CONTENT FEE - MARCH	03/10/2023	53,851.39
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	226.35
12139	Duane E. Zobrist	RT 160 SOUTHWEST BY OLD EF EXPRESS	03/10/2023	100.00
12141	4COM Inc	MARCH 2023 PROGRAMMING	03/10/2023	10,319.46
12142	BALLY SPORTS ST LOUIS	SEPTEMBER VIDEO FEE	03/10/2023	19,527.22
12143	CALIX INC.	Customer Success-Premier Year 2 of 3 - Support Cloud	03/10/2023	4,400.00
12144	Dutch Witch Sales Inc	BORE MACHINE-NON-METALLIC T1 DISP,TURBO SPRAY GUN,JAWS JT9/JT10	03/10/2023	552.73
12145	GRAY MEDIA GROUP LLC	FEBRUARY SUBSCRIBERS KMOV-D3	03/10/2023	10,896.12
12146	Highland Communication Services	HCS SERVICES- COH HCS	03/10/2023	415.06
12147	MOMENTUM TELECOM, INC.	MARCH VOICE CONTENT FEE #325794	03/10/2023	10,283.60
12148	NEXSTAR BROADCASTING, INC	FEBRUARY VIDEO CONTENT FEE - KTVI-FOX	03/10/2023	9,146.52
12149	SINCLAIR TELEVISION GROUP, INC	FEBRUARY SUBSCRIBER COUNTS	03/10/2023	5,002.40
12150	TEGNA	FEBRUARY VIDEO CONTENT FEE	03/10/2023	6,706.80
12152	CLARITY BUSINESSES	MONTHLY CLEANING	03/14/2023	75.00
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	275.92

Total for Department: 111 216,155.93

Department: 114

12021	CALIX INC.	GS4220E Gigaspire Blast ub.1	03/10/2023	4,034.92
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Total for Department: 114 4,034.92

Total for Fund:111 FTTP Fund 220,190.85

Fund: 201 Water Fund

Department: 201 Water Admin

12030	Cooperative Response Center, Inc	BASE FEE FEB CRC AGENT CRC AGENT DIAL OUT CRC LINK USER LICENSE	03/10/2023	77.09
12057	W Joseph Gillespie III	TUITION REIMB IE 106 ENGINEERING PROBLEM SOLVING 08/22-10/22	03/10/2023	438.68
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	10,081.00
12110	Rotolite Of St Louis Inc	#72 Matte Black Ink Cartridge	03/10/2023	106.90
12116	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE FEBRUARY 2023	03/10/2023	639.60
12123	Third Millennium Assoc Inc	UTILITY BILL RENDERING	03/10/2023	291.71
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	51.01

Total for Department: 201 Water Admin 11,685.99

Department: 202 Water Production

12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	27.97
12008	Ameren Illinois	Utilities	03/10/2023	201.99
12015	BARNETT PEST SOLUTIONS	Onslaught Pest Control,- 2 main & 5 out buildings	03/10/2023	205.00
12019	Broadway Battery & Tire	F150 -Oil & Filter, Lube & Filter, Washer Fluid,Rotate Tires	03/10/2023	67.13
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	1.58
12052	FROST Electric Supply	Wiegmann 6x6x4" Grey Continuous Piano Hinge	03/10/2023	261.94

12061	Hawkins Inc	Chlorine	03/10/2023	5,761.28
12092	Midwest Municipal Supply Inc	12" Gate Valve - For Raw Water Pit	03/10/2023	3,197.28
12103	Pace Analytical Services Inc	Inv. 5/11/22- Lead & Copper Rule Packages. WO # FD00044	03/10/2023	1,808.28
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	83.47
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	134.90
Total for Department: 202 Water Production				11,858.51
Department: 203 Water Distribution				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	166.99
12008	Ameren Illinois	GAS CHARGES	03/10/2023	558.63
12045	Excel Bottling Co. Inc.	CO2 Tanks	03/10/2023	50.00
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	324.10
12078	JANSEN CHEVROLET	Truck # 16 - Inspection	03/10/2023	20.50
12092	Midwest Municipal Supply Inc	1" Ranger x Ranger	03/10/2023	901.59
12121	Teklab Inc	Coliform, Total Membrane Filter	03/10/2023	221.10
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	419.40
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	165.22
12160	Productivity Plus Account	LUBY EQUIPMENT SERVICES - TUBE HYDRAULIC	03/15/2023	196.56
Total for Department: 203 Water Distribution				3,131.78
Total for Fund:201 Water Fund				26,676.28
Fund: 208 Water Alt Bond Int & Red				
Department: 208 Water Alt Bond & Int				
ACH	STATE BANK OF BERN	WATER MAIN IMPROVEMENT LOAN - INTEREST DUE	03/15/2023	100,597.80
Total for Department: 208 Water Alt Bond & Int				100,597.80
Total for Fund:208 Water Alt Bond Int & Red				100,597.80
Fund: 301 Sewer Fund				
Department: 301 Sewer Admin				
12030	Cooperative Response Center, Inc	BASE FEE FEB.CRC AGENT CRC AGENT DIAL OUT.CRC LINK USER LICENSE	03/10/2023	77.08
12057	W Joseph Gillespie III	TUITION REIMB IE 106 ENGINEERING PROBLEM SOLVING 08/22-10/22	03/10/2023	438.67
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	8,814.75
12116	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE FEBRUARY 2023	03/10/2023	639.60
12123	Third Millennium Assoc Inc	UTILITY BILL RENDERING	03/10/2023	291.71
Total for Department: 301 Sewer Admin				10,261.81
Department: 303 Sewer Collection				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	102.43
12008	Ameren Illinois	GAS CHARGES	03/10/2023	558.63
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	33.86
12028	Coe Equipment Inc	Kit, Skid, Ring, Root Cutter	03/10/2023	211.93
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	324.10
12078	JANSEN CHEVROLET	Truck # 16 - Inspection	03/10/2023	20.50
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	8.82
12160	Productivity Plus Account	LUBY EQUIPMENT SERVICES - TUBE HYDRAULIC	03/15/2023	196.56
Total for Department: 303 Sewer Collection				1,564.52
Department: 304 Water Reclamation Facility				
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	36.56
12031	Corsair Controls Inc	Installation of Software to Relocated Computer in lab	03/10/2023	360.00
12071	Houseman Supply Inc	12 Fiberglass air filters, 12 Pleated air filters	03/10/2023	259.65
12127	TYLER TECHNOLOGIES INC	SOFTWARE SPLIT	03/10/2023	107.69
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	11.60
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	177.33
12140	Zumwalt Corporation	Garage Door Stuck, Labor & service chg	03/10/2023	682.50
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	123.03
Total for Department: 304 Water Reclamation Facility				1,758.36
Total for Fund:301 Sewer Fund				15,584.69
Fund: 309 2013 Sewer Bond Construction				
Department: 309				
ACH	U S. BANK N.A.	GENERAL OBLIGATION SEWAGE SYS REFUNDING BONDS (ALT REV SOURCE)	03/07/2023	17,000.00
Total for Department: 309				17,000.00
Total for Fund:309 2013 Sewer Bond Construction				17,000.00
Fund: 401 Ambulance Fund				
Department: 401 Ambulance Fund				
12001	Ace Hardware	ACE OPERATING SUPPLIES	03/10/2023	17.97
12002	Airgas USA,LLC	OXYGEN	03/10/2023	300.90
12004	ALTON MEMORIAL HOSPITAL	ACLS NEW PROVIDER- MARTIN CARLEN	03/10/2023	225.00
12015	BARNETT PEST SOLUTIONS	MONTHLY COMMERCIAL PEST CONTROL - FIRE EMS DEPT	03/10/2023	50.00
12018	Blue Cross Blue Shield of Illinois	AMBULANCE OVERPAYMENT - BARGETZI, GLADYS L	03/10/2023	131.81
12026	City Of Highland	FEBRUARY CENTRAL PURCHASING	03/10/2023	449.52
12044	Everlasting Etch	1 QTY BLACK 6X8 PLAQUE WITH SUBLIMATION PLATE	03/10/2023	15.00
12055	GEHA	AMBULANCE PAYMENT NO COVERAGE- FLETCHER, JARED	03/10/2023	698.70
12064	HFS	AMBULANCE REFUND - LOVELL,	03/10/2023	2,578.70
12072	Huels Oil Co	FEBRUARY DIESEL FUEL	03/10/2023	1,111.44
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	532.50
12082	LEWIS BRISBOIS BISGAARD & SMITH LLP	LABOR AND EMPLOYMENT FILE NO: 15386-2	03/10/2023	1,734.00
12096	MUNICIPAL EMERGENCY SERVICES, INC.	EMS UNIFORM SUPPLIES - CM131220 06/09/2022	03/10/2023	68.00
12101	O'Reilly Automotive Inc.	2 QTY VAC TUBING, 2 QTY RUBBER CLAMP	03/10/2023	35.90
12106	QUADMED, INC.	EMS SUPPLIES	03/10/2023	707.31
12115	SPARLIN PLUMBING	REPAIR LEAK IN TOILET MENS HANDICAP STALL FIRE HOUSE #1	03/10/2023	645.29
12133	WALMART COMMUNITY/ CAPITAL ONE	WAL-MART OPERATING ACCOUNT	03/10/2023	67.12
12137	WEBER GRANITE CITY FORD LLC	MTN/REPAIR #1543	03/10/2023	420.73
12138	WEX BANK	FEBRUARY FUEL	03/10/2023	795.51
12154	Verizon Wireless - State	VERIZON WIRELESS CHARGES	03/14/2023	452.26

			Total for Department: 401 Ambulance Fund	11,037.66
			Total for Fund:401 Ambulance Fund	11,037.66
Fund: 706 Liability Insurance				
Department: 706 Liability Insurance				
12073	ILLINOIS MUNICIPAL LEAGUE RMA	2023 ANNUAL CONTRIBUTION INVOICE - 4TH INSTALLMENT PAYMENT	03/10/2023	77,986.23
			Total for Department: 706 Liability Insurance	77,986.23
			Total for Fund:706 Liability Insurance	77,986.23
Fund: 713 Solid Waste Fund				
Department: 713 Solid Waste Fund				
12116	SPRINGBROOK HOLDING COMPANY LLC	CIVICPAY TRANSACTION FEE FEBRUARY 2023	03/10/2023	319.80
12123	Third Millennium Assoc Inc	UTILITY BILL RENDERING	03/10/2023	291.71
12151	ALLIED WASTE TRANSPORTATION INC	TEMP DUMPSTER SERVICES	03/14/2023	5,904.90
			Total for Department: 713 Solid Waste Fund	6,516.41
			Total for Fund:713 Solid Waste Fund	6,516.41
			Grand Total	1,374,661.56

Accepted by City Council March 20, 2023

Mavor: _____

Clerk: _____



City of Highland

City Manager

To: Honorable Mayor Hemann and Council Members
From: Christopher Conrad, City Manager
Date: March 16, 2023
Re: FY 2023-2024 Budget Summary

We submit for your review the FY 2023-2024 Budget that shows a \$1.073 million dollar surplus. The surplus is indicative of staff's efforts to transition from new infrastructure construction to existing infrastructure maintenance; set aside funds for anticipated future projects; and to hedge against continued inflation pressures and anticipated broader economic struggles.

The FY 2023-2024 budget has been prepared using both the historic metrics of 85% for O&M, 10% for capital, and 5% for replacement/reserves while also taking into account the impact of the pandemic and recent inflation increases on revenues and expenses.

As we moved on from the issues related to the pandemic, this past year we managed through a period of historic inflation that impacted all facets of our operating expenses. Our diverse sources of revenue and conservative approach to budgeting have continued to protect us from making impactful decisions mid-year, but the impact of inflation has exacerbated the issue of the rate of revenue growth to expense growth. We continue manage around this issue through delayed hires, attrition and delayed purchases and capital projects. This conservative management approach has served the City well in the past and has us in a very solid financial position to weather broader economic fluctuations.

Through the FY 2023-2024 budget, we have funded our operations through the full FY 23-24 and are addressing several maintenance and infrastructure needs. We have started implementing new citywide software that should impact city services significantly. In light of these coming changes and continuing the conservative and responsible stewardship of the taxpayer's dollar, we will evaluate our operations for successive years to keep the City on a sustainable path regarding revenue vs. expenses. This means there may be changes in how we deliver services to both the citizens and our employees. Because of the conservative management of city finances in the past and our solid financial position, we have the resources to make cautious, informed and responsible decisions about our operations and what those changes will look like. Staff will focus on finding solutions that realize efficiencies in operations while minimizing the impact on the citizens or the services we provide.

Some highlights of the FY 2023-2024 budget are below:

Public Safety The construction of the PSB and the remodel of Station 1 behind us, we have renewed our focus on training and equipment for our Public Safety departments. Departments continue to implement technology to help mitigate ever growing training and certification requirements. EMS revenues continue to be a problem area as Medicare/Medicaid reimbursements remain flat (or even decline) while operating costs continue to climb.

Public Works trunk main rehabilitation for sewer collection is complete and we have completed several CIPP projects this year as well. We intend to take a break this year to set aside funds and pick back up with the CIPP projects in 2025. Street and Alley will continue to repair to pavements, curbs and sidewalks throughout the city. The Matter Dr. reconstruction should be completed during this budget year making a much needed improvement to a roadway that serves multiple businesses. We are waiting on potential grant funds for the second half of the Broadway Streetscape project

Electric will continue in their efforts to migrate the entire system to smart meters making the maintenance, billing and troubleshooting of our system more efficient.

Fiber continues to grow subscriber counts and is nearing completion of construction to the final two remaining subdivisions. Video service continues to be a budget stressor, and Victory TV is helping alleviate some of that stress as it is a cheaper delivery method for that content.

Park and Recreation is looking to maintain its facilities and monitor personnel costs as we see significant increases in minimum wage, while continuing to research options and solutions for the outdoor swimming pool. The inclusion of Glik Park and the KRC in the business district opens up a revenue stream for much needed deferred maintenance projects at both facilities.

Community Development will continue to evaluate structures that require demolition and mitigate derelict properties. In terms of economic development, plans include deploying resources through incentive agreements to encourage development and the implementation of a Façade Improvement Reimbursement Program in the Business District and are exploring the potential for a residential rehabilitation program for the older section of town to protect our core. We will also start the process of extending our TIF districts and will also examine expansion as necessary.

For your consideration, we submit to you the proposed operating and capital budget for the City of Highland's fiscal year of 2023/2024. Items to note include the following:

- A 0% increase in Operating and Maintenance (O&M) expenditures, coupled with an estimated 1% increase in operating revenues.
- Transfers to reserves equal \$1,545,750.00 in an effort to rebuild reserves for future needs/deferred projects and mitigate further inflation issues.

- Total expenses decrease is 4% from the previous year's budget mainly due to reductions in capital spending and employee attrition.

In closing I want to thank the Directors, Department Heads, and Reanna for their cooperation and hard work during this budget process. In addition to the challenges highlighted above, we continue to see shifts in the funding sources from the State which make the budget process a little more complex than normal. I was very proud of the flexibility and efforts of the City Staff.

Sincerely,

Christopher Conrad, City Manager