

**AGENDA
REGULAR SESSION
HIGHLAND AREA SENIOR CENTER
187 WOODCREST DRIVE
MONDAY, JUNE 19, 2023
7:00 PM**

NOTE: This is an in person meeting. However, anyone wishing to monitor the meeting via phone may do so by following the instructions on [page 3](#) of this agenda.

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

- A. **MOTION** – Approve Minutes of June 5, 2023 Regular Session (attached)

PUBLIC FORUM:

- A. Citizens' Requests and Comments:
1. Relevant Pregnancy Options' 2023 Run for Life 5k Run/2M Walk Special Event Application Approval – Tricia Blasdel, Representative (attached)
 2. Street Art Festival Special Event Application Approval and Square/Plaza Park Use Request – Hillarie Holzinger, Chamber of Commerce Executive Director (attached)
 3. Girl Scouts Troop 342 – Silver Project – Outdoor Pickleball Courts at Spindler Park Approval – Lexi and Paige Lauth (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. **MOTION** – Bill #23-59/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Firefighter's Picnic (attached)
- B. **MOTION** – Bill #23-60/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for 2023 Street Art Festival (attached)
- C. **MOTION** – Bill #22-61/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Speedway (attached)
- D. **MOTION** – Approve Mayor's Reappointment of Joshua Short, Nancy Genteman and Marshall Rinderer to the Library Board of Trustees (attached)
- E. **MOTION** – Approve Mayor's Reappointment of Linda Montayne to the Tree Commission (attached)

Continued

- F. **MOTION** – Award Bid MFT Section 24-00000-00-GM, for the 2024 Motor Fuel Tax Maintenance Materials (attached)
- G. **MOTION** – Bill #23-62/RESOLUTION Waiving Competitive Bidding Requirement and Authorizing Purchase of a New Emerson Programmable Logic Controller from Corsair Controls, Inc. (attached)
- H. **MOTION** – Bill #23-63/ORDINANCE Amending the City of Highland Purchasing Policy Regarding Documents Required for Public Bidding (attached)
- I. **MOTION** – Bill #23-64/RESOLUTION Approve Migliore Properties LLC Planned Unit Development (attached)
- J. **MOTION** – Bill #23-65/ORDINANCE Granting a Special Use Permit for a Planned Use Development to Migliore Properties, LLC for a 5-Unit Multifamily Dwelling Structure within the R-3 Zoning District (attached)
- K. **MOTION** – Bill #23-66/RESOLUTION Authorizing Sole Source Purchase of Services from Tantalus Systems, Inc. for Annual Maintenance and Technical Support (attached)
- L. **MOTION** – Bill #23-67/ORDINANCE Amending City Code, Chapter 78 – Utilities, Article II, Electric Service Regulations, Division 6. – Net Metering and Interconnection Policy (attached)
- M. **MOTION** – Bill #23-68/ RESOLUTION Issuing a “H2” Liquor License to 4 Seasons Management Inc., Pursuant to Chapter 6, of the Code, Entitled Alcoholic Liquor (attached)
- N. **MOTION** – Bill #23-69 /RESOLUTION Approving and Authorizing the Execution of a Contract with Moran Economic Development, LLC for Consulting Services Related to Economic Development (attached)

REPORTS:

- A. **MOTION** – Accepting Expenditures Report #1244 for June 3, 2023 through June 16, 2023 (attached)

EXECUTIVE SESSION:

The City Council may conduct an Executive Session pursuant to the Illinois Open Meetings Act, only after citing exemptions allowing such meeting.

ADJOURNMENT:



Anyone requiring accommodations, provided for in the Americans with Disabilities Act (ADA), to attend this public meeting, please contact Jackie Heimbürger, ADA Coordinator, by 9:00 AM on Monday, June 19, 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:

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. Anyone dialing in 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.



June 7, 2023

Kevin Hemann, Mayor
And Highland City Council Members
City of Highland
PO Box 218
Highland, IL 62249-0218

RE: Steps 4 Life Annual "5K Life Run/2M Walk for Life" for Relevant Pregnancy Options Center

Dear Mr. Hemann & City Council Members:

Relevant Pregnancy Options Center preparing for their annual 5K Life Run/2M Walk for Life. We would like to hold this event on Saturday, September 30, 2023. This is a fundraiser for our Center as well as an avenue to create awareness to who we are and what we do. Individuals raise support for their walk or recruit team members for the run. The Run/Walk helps provide the necessary funds for us to continue to provide free services to our clients.

The plan is to host the event on the Highland Square and take the routes through city streets. It will begin with set-up at 6am, registration at 7am the 5K Run starting at 8am and the 2M Walk for Life at 8:05. The race will then be followed by an awards ceremony and clean up completed by 11AM. Our fundraising goal for this event is \$13,000 with approximately 130 to 150 participants and will be manned by volunteers and staff.

We appreciate your support of this event in the past as well as your support of our mission to serve Highland and the surrounding area. I am asking for the City of Highland's help for this event and would be grateful if you would consider the requests on the attached page. We will provide the necessary insurance for your inspection. We will also include the City of Highland as an additionally insured party on our liability policy.

Sincerely,

A handwritten signature in black ink that reads "Tricia Blasdel".

Tricia Blasdel
Executive Director

Enclosures (2)

“Walk For Life/5K Life Run”

Council Request

1. Permission to hold *Steps 4 Life* annual “5K Run/2M Walk” on Saturday September 30, 2023 at the Highland Square in the above time frame.
2. Permission to use the following streets for race routes

WALK	RUN
Laurel St	Laurel St
Left on 13 th	Left on 13 th
Right on Washington	Right on Washington
Left on Lindenthal	Left on Lindenthal
Left on Lemon	Right on Park Hill
Left on 7 th	Right on VFW
Left on Washington	Right on Poplar
Finish on Main	Left on 19 th
	Right on Washington
	Finish at Washington and Main
3. Permission to block off starting and finishing line area on Laurel and Main Street during race.
4. Permission to use the City’s electricity, water, sewer, wi-fi, and fire hydrants during the event. To have City, crews connect these services as needed.
5. Availability of public bathrooms located off the square.
6. For the City to provide Police (assistance to cross Broadway and on Poplar) and Fire protection during the event.
7. For the City to provide EMT service during the event

We hope the City will support Relevant Pregnancy Options Center in this event. If any additional information is required please contact Tricia Blasdel, Executive Director at the center at 654.3732 or by cell 618.203.4487.



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: 5K Life Run / 2M Walk4Life

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

Location of Event: Highland Square

Sponsoring Organization/Individual: Relevant Pregnancy Options Center

Event Responsible Party: Tricia Blasdel, Exec Dir / Diane Boeser (Administrative Assistant)

Address: 2653 Plaza Drive, Highland IL 62249

Phone(s): 618.654.3732 (W) 618.203.4487 (C)

Email: tricia@relevantoptions.org

Secondary Contact: Diane Boeser

Address: 2653 Plaza Drive, Highland IL 62249

Phone(s): 618.781.4294 (C)

Email: diane@relevantoptions.org

Date(s) of Set-up: September 28 – 30, 2023 (the 28th to mark streets)

Event Date(s) / Times: September 30, 2023 Setup at 6:00 am, Registration at 7:00 AM/ Run begins at 8:00 AM/ Walk begins at 8:05 AM tear down by 10:30 AM

Date(s) of Tear-down: September 30, 2023

Expected Attendance: 130 to 150

Alcohol License Required: Yes No

If yes, application received: Yes No

Sound Amplification System utilized: Yes No

If yes, hours of operation: Approximately 3 hours (7 to 10)

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:** _____

Barricades are set up and taken down by Korte Luitjohan Construction

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

We will need electrical services for the sound system

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

Police assistance to cross Broadway & Poplar and Fire protection during the event. Also requesting EMT service during the event.

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

Wi-Fi Services

Other City Services: Restrooms, City Officials (Specify): **Department:** _____

Public Restrooms

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 _____

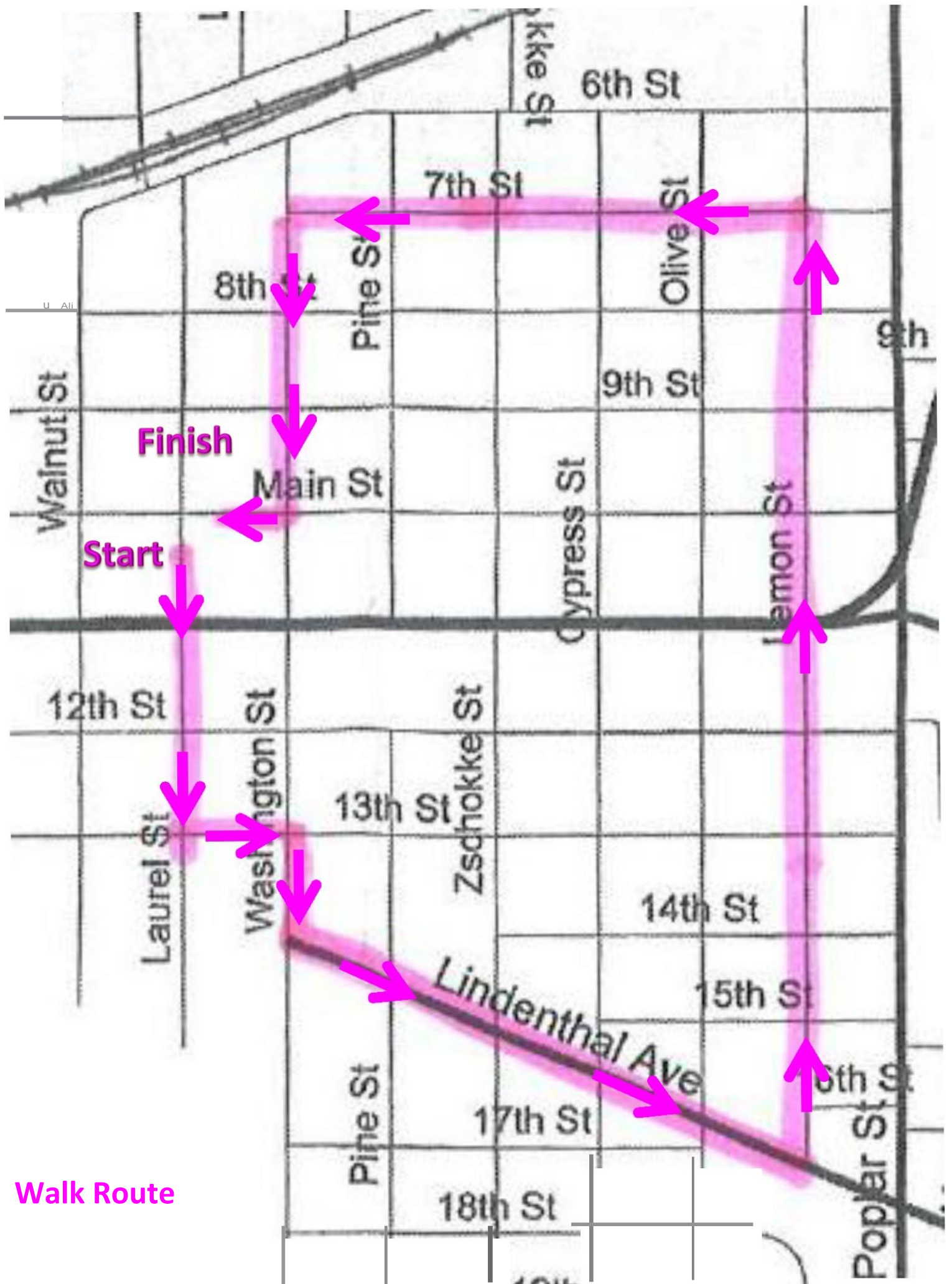
- Fire Plan _____
- Parking Plan _____
- Schedule City Council Meeting for announcement _____
- Date:** _____
- Application Submittal (60+ days) _____

Indemnification and Hold Harmless Agreement

In consideration for the issuance of a Special Event permit, the Sponsor shall agree to indemnify, hold harmless and defend the City of Highland, its officers and employees against any claim for loss, damage or expense sustained by any person on account of injury, death or property damage occurring by reason of or arising out of the Special Event. By issuing a Special Event permit, the City of Highland makes no guarantees and assumes no liability for the safety of participants or spectators at the Special Event.

<i>Jessica Blawie</i>	6.7.2023
Event Sponsor Responsible Party	Date

City Manager	Date



Walk Route

Finish

Start



Run Route



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Church Group of Illinois 2460 West Main Decatur IL 62522		CONTACT NAME: Mary Jump PHONE (A/C, No, Ext): (217) 422-5867 FAX (A/C, No): (217) 422-5844 E-MAIL ADDRESS: ljump@americanchurchgroup.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Brotherhood Mutual	NAIC # 13528
INSURED		INSURER B:	
Relevant Pregnancy Options Center 2653 Plaza Dr Highland IL 62249		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL236702741**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

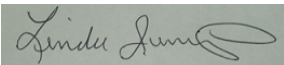
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			12MEA0456325	07/01/2022	07/01/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				GENERAL AGGREGATE	\$ 3,000,000			
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
	<input type="checkbox"/> DED	<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Walk/Run for Life at Highland Square on 9/30/2023.

The City of Highland is an Additional Insured with respect to the Relevant Prenancy Options Center's Walk/Run for Life event to be held on 9/30/2023.

CERTIFICATE HOLDER**CANCELLATION**

City of Highland 115 Broadway Highland IL 62249	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

CITY OF HIGHLAND – SPECIAL EVENT APPLICATION

Name of Event: Street Art Festival

Type/Purpose of Event: Festival

Location of Event: Highland Downtown Square/Plaza Park

Sponsoring Organization/Individual: Highland Chamber of Commerce

Event Responsible Party: Highland Chamber of Commerce (Hillarie Holzinger, Exec Dir)

Address: 1216 Main St., Highland, IL 62249

Phone: 618-654-3721

Email: Hillarie@HighlandIllinois.com

Secondary Contact: Marcus Alvarado

Address: 1216 Main St., Highland, IL 62249

Phone: 618-654-4520

Email: alvaradohealthcare@gmail.com

Date(s) of Set-up: Friday, September 15 & Saturday, September 16

Event Date(s)/Times: Street Art Festival September 16 11:00 am –7:00 pm. Set-Up to begin 5:30 am September 16. Rain date September 17

Date(s) of Tear-down: Saturday, September 16 & Sunday, September 17

Expected Attendance: Unsure

Alcohol License Required: Yes, we are requesting approval for sale of liquor on city property, but license request will be submitted by the Highland Jaycees.

If yes, application received: _____ Yes _____ No

Sound Amplification System Utilized: Yes. Hours of operation Saturday, September 16 8:00 am – 7:00 pm. Or rain date if necessary

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:** _____
Request the Streets around the square (excluding Broadway) to be blocked from **10pm** Friday September 15 through **4:00 pm** Sunday September 17. If we have a rain out on Saturday, everything will be shifted to Sunday.

Electric Dept: Electrical Service, Lighting (Specify): **Electric Dept. Director:** _____
We request the electric on the square to be turned on from Friday September 15 at 5pm through Saturday, September 16 at 9:00 pm. If we have to shift to Sunday due to rain, our request would be needed on Sunday, September 17 from 8:00am – 9:00pm.

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

HCS Services: Wi-Fi or other technological needs (Specify): **HCS Director:** _____
We request WIFI service available on the square during the festival starting on Friday, Sept. 15 at 5:00 pm through Sunday, Sept. 17 at 8:00 pm. This covers any rain out issues.

Other City Services: Restrooms, City Officials, Refuse Dumpsters (Specify): **Department:** _____
Will request use of restrooms with LOTS of additional toilet paper available for this event. We request 1 (4 yd.) dumpster to be delivered **Friday morning (9/15/23)** behind Plaza Park (same side of street and by restrooms) and picked up **Monday morning (9/18/23)**.

Parks & Rec Dept. – Please place 4 picnic tables on the Southwest side of the square for the Kids Korner on **Friday (9/15/23)** and can be picked up on **Monday (9/18/23)**.

We would like use of Plaza Park for the day. We also need sprinklers to be turned off on the square from **Thursday, (9/14/23)** through **Monday, (9/18/23)** to cover any possible rain delay issues.

Thank You!

William Holridge

Event Sponsor Responsible Party

4/30/2023

Date

City Manager

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 _____
 - ** See attached Map
- Evacuation Plan _____
 - ** Attached
- Fire Plan _____
 - ** See Attached
- Parking Plan _____
 - ** See Attached

- Schedule City Council Meeting for announcement _____
 - **Date:** _____

- Application Submittal (60+ days) _____

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
Highland Fire Department – Highland Firefighter’s Picnic**

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:

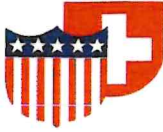
NOES:

APPROVED:

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

ATTEST:

Barbara Bellm
City Clerk
City of Highland
Madison County, Illinois



HOTEL/MOTEL FUND APPLICATION

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

Contact Information:

Organization Name: Highland Fire Department

Contact Person: Chris Straub - Chief

Phone: 618-304-7574/618-484-5561

Fax: _____

Email: cstraub@highlandil.gov

Event Information:

1. Name of the Event: Highland Firefighter's Picnic

2. Date(s) of the Event: 9/30/2023

3. Location of the Event: Highland Square

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

The Highland Fire Department has one fundraiser per year. In 2022, the highland Fire Department held their first annual Firefighter's Picnic. The event last year was a great success and we hope to continue the event on an annual basis. The funding received will be utilized for the printing of signage and advertisement in local papers for the event. We received a quote from Sign by Design for banners at \$300. This does not include advertising in newspapers, flyer's or any other form of advertising.

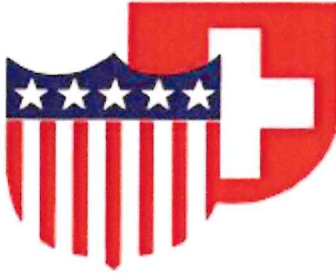
5. Please state how your request for hotel/motel tax funds will help promote: 1) tourism; 2) conventions within the City; and/or 3) overnight visitors to the municipality:

We will be working in conjunction with the Rusty Rodz Car Club for the event and we look to bring out of town revenue to the downtown area for this evening.

6. Funding Request Amount: \$ 500

7. Projected Attendance for the Event: 250

8. Expected Overnight Stays for the Event: 0



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: June 12, 2023
Subject: Approval of Hotel/Motel Funding for Highland Firefighter's Picnic

RECOMMENDATION

I am recommending the Council consider approval of Hotel/Motel funds to Highland Fire Department for the Highland Firefighter's Picnic.

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 in the amount of \$500 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: 

Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
Highland Chamber of Commerce – 2023 Street Art Festival**

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:

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 Chamber of Commerce
- 2) Website Address: highlandillinois.com
- 3) Contact Person:
 - a) Name: Hillarie Holzinger or Marcus Alvarado
 - b) Phone: 618-654-3721
 - c) Fax: 618-654-8966
 - d) Email: hillarie@highlandillinois.com or alvaradohealthcare@gmail.com
- 4) Is this a Non-Profit Organization? Yes X No _____
- 5) Status of Organization (i.e. Foundation, Corporation, etc): Chamber
- 6) Agency Tax ID # 37-1257841

Event Information

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

- 7) Fiscal Year of the Event: 2023-2024
- 8) Name of the Event: Street Art Festival
- 9) Date(s) of the Event: September 16, 2023
- 10) Location of the Event: Downtown Square
- 11) Description of the Event: The Street Art Festival is a one-day event, where the streets around the Downtown Square are transformed into a massive canvas. Many businesses sponsor artists to showcase their diverse ability with chalk on the asphalt. After 20 years Street Art (SAF) has become one of Highland's most unique events, bringing in artists and visitors from all over.

Several civic clubs play a significant role in this event for the Chamber and the Highland Community. The Highland Jaycees host the beverage stand, which is just one of the various vendors on location for the event. The Kids Korner, manned by Highland's BPW club, has been an integral part of SAF since its inception. As a major supporter of arts and entertainment in Highland, the Highland Arts Council typically sponsors one of our largest squares – the Michelangelo.

Adding to the creative atmosphere is a Makers Market, which provides vendors an opportunity to sell their exclusive, unique creations. Musical entertainment on the gazebo is a significant piece to this is a one-of-a-kind festival which brings attendees from many other communities to Highland for a day of entertainment and culture.

12) Funding Request Amount: \$3,500.00

13) Projected Attendance for the Event: 2,000 +

14) Expected Overnight Stays for the Event: unknown

15) Description / Purpose of Funding Request: With our goal to increase attendance and participation, it's essential to increasing marketing. This can be achieved through social media, video marketing, email blasts, digital/print advertising, and signage. While some of these avenues are free, most of them will create extra cost for ultimate success and growth of Street Art. With potential to grow this event, we hope to utilize every marketing avenue available.

16) Other Sources of Project Funding:

Individual Donations: \$ N/A

Grants: \$ N/A

Private Businesses: \$ _____

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.

The Chamber requests closure and cleaning of the streets around the square on Friday, September 15. We request electric boxes to be turned on to be used for food/beverage vendors and Makers Market vendors.

18) Continuing / New Activity:

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

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

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

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

e) If "d" = yes i) What amount did you receive? \$4,000.00

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

Sponsors have not yet been solicited for the event and change each year. Sponsor donations go towards artists awards, staff time, update and purchase new signage and other miscellaneous expenses.

1

2

3

4

5

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

In the recent past, SAF attracted approximately 2000 – 2500 attendees, and our goal is to increase awareness as well as attendance as we build and grow this event. Currently we have a larger Maker's Market vendor list, and new sponsorship options. With these combined efforts and a strong advertising campaign, this year's Street Art Fest has significant potential to be bigger than ever.

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).

With new business ventures around the Square, SAF will help showcase new, as well as existing businesses, this year and in the future. The Downtown Square is one of Highland's greatest attractions, and with it comes new business and great opportunity. We always recommend the use of Highland restaurant and catering services when selecting food vendors. We also encourage all businesses around the square to take advantage of this day to entice people to visit their businesses for a special "art" sale/opportunity.

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

Revenues:

Hotel / Motel Tax Grant	3,500
Sponsors	\$17,000
Other Income (depends on attendance)	\$600
Concessions	\$900
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$22,000

Expenses:

Expenditure Types	Amount
Marketing	\$3,500 _____
Entertainment	\$1,000 _____
Supplies	\$2,000 _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$5,500 _____

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

24) Can event occur without city financial assistance: X Yes (yes, but with MANY limitations)
_____ No

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

If yes, how many years in existence? 23

26) Projected sales tax generation: Event _____ Indirect _____ (Unknown)

27) Number of volunteers associated with event? 30+

28) Nonprofit or for profit event? _____ (the Chamber is a non profit organization)

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

30) Why should event be funded? Attach narrative. Funding from Highland's Hotel/Motel Tax, will help us broaden awareness of SAF and draw more attendees to Highland for the event. In addition, this event will draw tourism in the form of artists and their followers who will experience Highland on multiple entertainment levels. This is a one-of-a-kind event in a 50 mile radius and growing SAF will bring more awareness to Highland and it's great reputation in promoting our City and the arts! Many dedicated residents and businesses help with SAF, which promotes Highland and the many wonderful reasons to LIVE, WORK, SHOP and PLAY here.

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.

Highland Chamber of Commerce

Applicant

Barbara Ferguson

Signature of Representative / Officer

Exec. Dir.

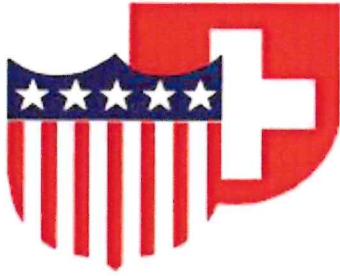
Title

5/16/23

Date

2023 SAF Projected Expenses

Marketing	Facebook	\$ 400.00
	Discover Downstate	\$ 500.00
	Belleville News Dem	\$ 400.00
	The Buzz Magazine	\$ 300.00
	The Pioneer	\$ 1,000.00
	Edwardsville Intel	\$ 500.00
	Breese Journal	\$ 150.00
	Zobrist Signs	\$ 250.00
	TOTAL	\$ 3,500.00
ENTERTAINMENT	WDLJ	\$ 400.00
	Live Music	\$ 1,000.00
	TOTAL	\$ 1,400.00
SUPPLIES/MISC	TOTAL	\$ 2,000.00
	GRAND TOTAL	\$ 6,900.00



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: June 12, 2023
Subject: Approval of Hotel/Motel Funding for 2023 Street Art Festival

RECOMMENDATION

I am recommending the Council consider approval of Hotel/Motel funds to the Highland Chamber of Commerce for the 2023 Street Art Festival.

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 in the amount of \$3,500 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: _____

Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
Highland Speedway**

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:

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 Speedway

2) Website Address: www.HighlandSpeedway.com

3) Contact Person:

a) Name: Shaun Horstmann, Track President

b) Phone: (618) 792-8147

c) Fax: _____

d) Email: shaun.horstmann54@gmail.com

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

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

6) Agency Tax ID # 37-0667487

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:

Highland Speedway is undergoing a rebranding to World Famous Highland Speedway and we have had one of our most exciting starts to the season in many years. We have a plan to grow our facility into one of the premier dirt racing tracks in the Midwest and attract some of the largest dirt racing series in the country right here to our great city. This would include the World of Outlaws, Lucas Oil, FloRacing Night in America, XR Series, Kyle Larson's High Limit Series and many others. The economic impact to our region if we land just one of these racing series would be significant.

Highland Speedway would like to use city hotel/motel tourism tax funds to help promote and advertise our six biggest races this season. We plan to use the \$6000 to pay for a three-segment spot on the Fox daytime Studio STL program. This program would come to Highland for a live segment, and we would

take them on a tour of the facility, show them some of the dirt race cars and then take one of the reporters on a ride in our 2-Seater Modified race car.

In addition to being shown on live television, this segment will be posted on social media and on the Fox2 website. This will create a great PR piece for the city and help increase tourism. We are also in the middle of a PR/marketing campaign around the metro east to help grow the Highland Speedway brand. This includes radio advertisements/interviews, parades and festivals throughout the summer.

7) Fiscal Year of the Event: 2023

8) Name of the Event: Highland Speedway

9) Date(s) of the Event: Our six biggest events left on the schedule are July 1st MOWA Sprint Cars, July 8th DIRTcar Summer Nationals, July 26th Challenge of Champions at the Madison County Fair, August 19th MARS Series, August 26th Championship Night and September 16th Xtreme Outlaw Midgets.

10) Location of the Event: Highland Speedway

11) Description of the Event: We race approximately twenty nights per season, but the six shows mentioned above are the largest ones. These six shows will bring more than 10,000 people to Highland and each night will feature more than 100 cars and a sold out grandstand.

12) Funding Request Amount: ~~\$6,000~~ \$1500

13) Projected Attendance for the Event: 10,000+ for the six big events

14) Expected Overnight Stays for the Event: 100 hotel night stays

15) Description / Purpose of Funding Request: Please see statement above.

16) Other Sources of Project Funding: None

Individual Donations: \$ _____

Grants: \$ _____

Private Businesses: \$ _____

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.

No.

18) Continuing / New Activity: Continuing

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? \$5,000_____

19) Sponsors

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

SPONSOR

AMOUNT OF SPONSORSHIP

1

2

3

4

5

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

Please see statement above.

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).

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

Revenues:

Hotel / Motel Tax Grant	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$ _____

Expenses:

Expenditure Types	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$ _____

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

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

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

If yes, how many years in existence? This is our 62nd Season of racing

26) Projected sales tax generation: Event _____ Indirect _____

27) Number of volunteers associated with event? _____

28) Nonprofit or for profit event? Nonprofit


29) Address security, traffic control for event, and Health Department and Fire Department approval in Event Plan? X Yes _____ No Yes, we have standing agreements with Highland Fire Department, EMS and Police Department.

30) Why should event be funded? Attach narrative.

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.

HIGHLAND SPEEDWAY

Applicant

X 

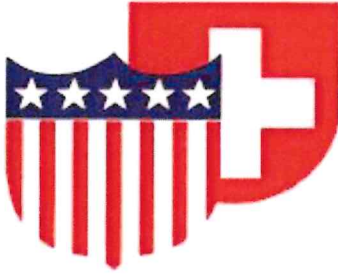
Signature of Representative / Officer

X TRACK PRESIDENT

Title

X 6-4-23

Date



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: June 12, 2023
Subject: Approval of Hotel/Motel Funding for Highland Speedway Summer Nationals

RECOMMENDATION


I am recommending the Council consider approval of Hotel/Motel funds to Highland Speedway for the Summer Nationals event.

DISCUSSION

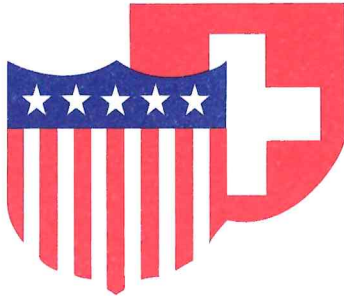
Staff has reviewed the application request and determined that it meets the requirement for Hotel/Motel tax funding. This event was approved for \$1,500 in FY 23.

FISCAL IMPACT

Subject to approval, funding in the amount of \$6,000 or the amended amount, will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: 

Mallord Hubbard, Economic Development Coordinator



City of Highland

MEMO TO: City Council Members

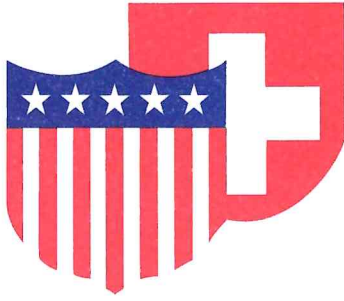
FROM: Kevin B. Hemann, Mayor

DATE: June 14, 2023

SUBJECT: Re-Appointment to the Library Board of Trustees

The terms of Nancy Genteman, Marshall Rinderer, and Joshua Short of the Library Board of Trustees is expiring. All have agreed to serve additional 3-year terms. I believe all have been valuable assets as members of this commission so I am, therefore, requesting your approval of the re-appointments of Nancy Genteman, Marshall Rinderer, and Joshua Short to the Library Board of Trustees. If re-appointed, their new terms will expire in June 30, 2026.

If you have any questions regarding this appointment, please contact me prior to the council meeting.



City of Highland

MEMO TO: City Council Members

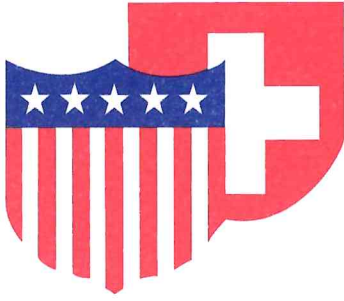
FROM: Kevin B Hemann, Mayor

SUBJECT: Re-Appointment to Tree Commission

DATE: June 14, 2023

The term of Linda Montayne of the Tree Commission is expiring. She has indicated the willingness to serve an additional term. I am, therefore, requesting your approval of her re-appointment to the Tree Commission. If re-appointed, her new term will expire June 15, 2026.

If you have any questions regarding this appointment, please contact me prior to the council meeting.



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: June 14, 2023
SUBJECT: Motor Fuel Tax Materials for 2024
Section 24-00000-00-GM
Recommendation for Award

RECOMMENDATION

I recommend that you request City Council approval to award material contracts to the following bidders:

<u>Item</u>	<u>Bidder</u>	<u>Amount</u>
1) CA-6 Aggregate	Mike A. Maedge Trucking, Inc.	\$12,550.00
2) CA-7 Aggregate	Mike A. Maedge Trucking, Inc.	\$7,080.00
3) Grit (CM-13 slag)	Beelman Logistics, LLC	\$471.25
4) Seal Coat Furnished and Delivered	Beelman Logistics, LLC	\$30,840.00
5) MC-800 Prime Furnish and Applied	Piasa Road Oil, LLC.	\$49,999.98
6) HFRS-2 - Emulsion Furnish and Applied	Illiana Construction Co, LLC	\$81,224.64
7) Seal Coat Aggregate Hauled and Spread	Illiana Construction Co, LLC	\$24,528.00

DISCUSSION

The Illinois Department of Transportation approved \$361,000 for this year's Motor Fuel Tax program for all of the materials. We opened bids on June 7, 2023. The attached tabulation of bids details the results. Approval of the proposals is subject to IDOT's review.

FISCAL IMPACT

The materials are included in the Motor Fuel Tax funds for the City's FY 2024.

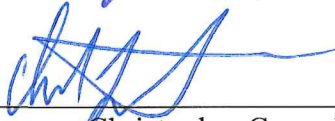
CONCURRENCE

Recommended by: _____



Joe Gillespie, Director of Public Works

Approved by: _____



Christopher Conrad, City Manager

CITY OF HIGHLAND-----BID TABULATION-----DEPARTMENT OF PUBLIC WORKS

BID OPENING
 PLACE: Public Works
 TIME: 10:00am
 DATE: 6/7/2023

PROJECT # / DESCRIPTION 2024 Motor Fuel Tax Materials Section 24-00000-00-GM

ITEM / PROPOSAL DESCRIPTION	Bid Security	BIDDERS							
		Beelman Logistics LLC E. St. Louis, IL	Mike A. Maedge Trucking, Inc. Highland, IL	Illiana Const. Co. Urbana, IL	DeLaurent Const. Co., Inc. Wilsonville, IL	Piasa Road Oil, LLC Alton, IL			
		Cashier's check	Cashier's check	Cashier's check	Cashier's check	Cashier's check			
Seal Coat Furnished and Delivered		\$30,840.✓	—	—	—	—			
CA 6 Aggregate		\$13,480.✓	\$12,550.✓	—	—	—			
CA 7 Aggregate		\$7,452.✓	\$7,080.✓	—	—	—			
Grit (CM-13 slag)		\$471.25	—	—	—	—			
MC-800 Furnished and Applied		—	—	\$54,454.40	—	\$49,999.98			
HFRS-2 Furnished and Applied		—	—	\$81,224.64	—	\$83,400.✓			
Seal Coat Hauled and Spread		—	—	\$24,528.✓	\$25,788.✓	—			

BID OPENER: Joe Gillespie

BID RECORDER: Jana R. Hediger

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING WAIVING CUSTOMARY
BIDDING PROCEDURES FOR PURCHASE OF TWO
PROGRAMMABLE LOGIC CONTROLLERS FROM CORSAIR
CONTROLS, INC. FOR THE WATER TREATMENT PLANT**

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

WHEREAS, the Director of Public Works has informed the City Council that the Programmable Logic Controllers ("PLC") at the City Water Treatment Plant need to be replaced; and

WHEREAS, the Director of Public Works has informed the City Council:

1. City has worked with Corsair Controls, Inc. ("Corsair") for many years, and Corsair installed our current PLCs;
2. Corsair is the first call when City has any computer/controller issues and Corsair has always responded no matter the time of day;
3. City is confident in Corsair's ability to manage and install the PLCs;
4. City will need to hire an experienced electrical/computer engineer to prepare the bidding documents and spend additional money to bid the job out;
5. City believes securing a construction contract with a firm not familiar with City's system would be challenging;

and

WHEREAS, the Director of Public Work desires to waive the normal bidding process and purchase this equipment from Corsair for the reasons stated herein; and

WHEREAS, Corsair has provided a proposed agreement (*See Exhibit A*) for City's consideration:

1. PLC at the Water Plant for \$78,829.79;
2. PLC at the elevated tank at 13th St. and Zschokke St. for \$10,711.55;

("Corsair Agreement") and

WHEREAS, the Corsair Agreement will allow City to purchase the PLCs for the purposes and reasons as discussed herein (*See Exhibit A*); and

WHEREAS, City has determined it would be in the best interests of public health, safety, general welfare, and economic welfare to enter the Corsair Agreement (*See Exhibit A*); and

WHEREAS, City has determined it to be appropriate to waive the customary bidding procedures and purchase the PLCs from Corsair according to a super-majority vote, and according to the Corsair Agreement (*See Exhibit A*); and

WHEREAS, City authorizes and directs the City Manager and/or Mayor to execute any documents necessary to waive customary bidding procedures and enter the Corsair Agreement (*See Exhibit A*).

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and 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 Corsair Agreement for purchase of the PLCs (*See Exhibit A*) is approved.

Section 3. The City Manager and/or Mayor is directed and authorized, on behalf of the City of Highland, to execute any documents necessary to enter the Corsair Agreement (*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 Illinois law.

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

AYES:

NAYS:

APPROVED:

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

ATTEST:

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



Corsair Controls, Inc.
190 Woodcrest Drive, Highland, IL 62249
618-654-8322
www.corsaircontrols.com

Experience – Quality – Integrity

May 26th, 2023

Mr. Gary Pugh
Highland Water Treatment
3035 Highland Park Rd
Highland, IL 62249

Re: PLC Upgrade Quote – Main Plant

Gary,

Thank you for allowing Corsair Controls Inc (CCI) to assist with the replacement of the current Programmable Logic Controller (PLC) systems at the Highland Water Treatment Plant. As you are aware the current PLC systems are aging, are no longer supported, and spare parts are no longer readily available. Our quote provides you with pricing for the replacement of the current systems.

Our project assumes the use of all existing field wiring and cables wherever possible. We will utilize new wiring where needed from the PLC I/O modules to the transition terminal blocks for field wiring. Any new field wiring or network cabling that would need to be installed will be the responsibility of the owner.

During the changeover, the chemical system pumps will need to be run in local mode to maintain the chemical treatment. There are a few issues with Raw Water that will also need to be considered with the main plant PLC offline. This will all be coordinated in the weeks prior to changeover,

For the Main Plant PLC Installation, Corsair will provide the following materials & Services:

- Emerson PAC Systems RX3i class PLC controller.
- All digital and analog PLC I/O modules to connect the PLC to the required field devices.
- Power supplies and power distribution modules as required.
- All terminal blocks, relays, non-field wiring, wire trays and panel hardware.
- Preprogramming and initial testing of the new PLC Controller.

- Any programming or development needed to ensure proper integration with the plant's SCADA environment and HMI.
- Disconnection of field devices and instrumentation from the current PLC system
- Removal of the existing PLC, I/O modules, power supplies, and existing panel hardware no longer needed.
- Installation of all new PLC devices, power supplies, panel hardware, and wiring needed from the PLC I/O modules to terminal blocks.
- Reconnection of all field wiring from field devices and instrumentation to the new PLC terminal blocks.
- PLC system power up and testing after installation.
- Documentation

The Scope of Work shall cost \$78,829.79.

(Seventy-Eight Thousand Eight Hundred Twenty-Nine and 79/100 Dollars)

Project Exclusions

- Sales or Use Taxes
- Performance Bonding
- Prevailing Wage

Purchasing Notes:

The pricing in this proposal is valid for 60+ days.

[†**Note:** Due to volatility in hardware pricing currently being experienced, the pricing in this document is based on the latest information available from suppliers. CCI will not be held responsible for unforeseen changes to pricing or availability that is outside of our control before any PO or letter of intent is issued.]

Corsair will provide a detailed schedule of values for the project upon acceptance of the bid. Corsair shall prepare monthly invoices based upon that Schedule of Values and the percentage of materials purchased and tasks completed. Payments are due thirty days from date of invoice.

This Project is quoted at Corsair's regular rates and times, during regular business hours; Monday – Friday 8:00 a.m. to 5:00 p.m. Please check with our office if non-standard days, hours, or holidays are desired. If available, they may be at a premium rate, above the quoted rates for this Project.

Corsair Controls shall supply a Certificate of Insurance for our regularly insured amounts. Higher limits can be provided if required. Owner shall reimburse Corsair for the cost of providing any higher limits.

Please call if you have any questions.

Sincerely,

Alan Thuenemann



Corsair Controls, Inc.
190 Woodcrest Drive, Highland, IL 62249
618-654-8322
www.corsaircontrols.com

Experience – Quality - Integrity

May 26th, 2023

Mr. Gary Pugh
Highland Water Treatment
3035 Highland Park Rd
Highland, IL 62249

Re: PLC Upgrade Quotation – Downtown Elevated

Gary,

Thank you for allowing Corsair Controls Inc (CCI) to assist with the replacement of the current Programmable Logic Controller (PLC) systems at the Highland Water Treatment Downtown Elevated facility. As you are aware the current PLC systems are aging, are no longer supported, and spare parts are no longer readily available. Our estimates below provide you with pricing for replacement of the current system.

Our project assumes the use of all existing field wiring and cables wherever possible. We will utilize new wiring where needed from the PLC I/O modules to the transition terminal blocks for field wiring. Any new field wiring or network cabling that would need to be installed will be the responsibility of the owner.

All of Corsair's delivered items below will include our "Parts & Smarts" services described in Attachment 1, and Corsair's standard warranty described in Attachment 2.

For the Elevated Tank PLC Hardware and Labor, Corsair will provide the following :

- Emerson RSTi CPE200 class PLC controller.
- All digital and analog RSTi PLC I/O modules to connect the PLC to the required field devices.
- Power supplies and power distribution modules as required.
- New Panel heater, new high and low temperature sensors
- All terminal blocks, relays, non-field wiring, wire trays and panel hardware.
- Preprogramming and initial testing of the new PLC Controller.

- Any programming or development needed to ensure proper integration with the plants SCADA environment and HMI.
- Coordination with the water plant team to allow near normal operations during the changeover.
- Disconnection of field devices and instrumentation from the current PLC system
- Removal of the existing PLC, I/O modules, power supplies, and existing panel hardware no longer needed.
- Installation of all new PLC devices, power supplies, panel hardware, and wiring needed from the PLC I/O modules to terminal blocks.
- Reconnection of all field wiring from field devices and instrumentation to the new PLC terminal blocks.
- PLC system power up and testing after installation.
- Documentation.

The Estimate for these installation services shall be \$10,711.55

(Ten Thousand Seven Hundred Eleven and 55/100 Dollars)

Project Exclusions

- Sales or Use Taxes
- Performance Bonding
- Prevailing Wage

Purchasing Notes:

The pricing in this proposal is valid for 60+ days.

[+**Note:** Due to volatility in hardware pricing currently being experienced, the pricing in this document is based on the latest information available from suppliers. CCI will not be held responsible for unforeseen changes to pricing or availability that is outside of our control before any PO or letter of intent is issued.]

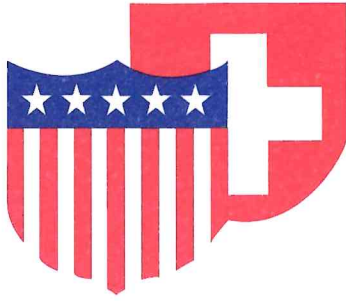
This Project is quoted at Corsair's regular rates and times, during regular business hours; Monday – Friday 8:00 a.m. to 5:00 p.m. Please check with our office if non-standard days, hours, or holidays are desired. If available, they may be at a premium rate, above the quoted rates for this Project.

Corsair Controls shall supply a Certificate of Insurance for our regularly insured amounts. Higher limits can be provided if required. Contractor shall reimburse Corsair for the cost of providing any higher limits.

Please call if you have any questions.

Sincerely,

Alan Thuenemann



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: June 14, 2023
SUBJECT: PLC Upgrade at the Water Treatment Plant
Recommendation for Approval of Contract

RECOMMENDATION

I recommend that you request council approval to waive normal and customary bidding practices and award a contract for the upgrade of two PLCs (Programmable Logic Controller) for the Water Treatment Plant to Corsair Controls, Inc. in Highland, Illinois for a total \$89,541.34.

DISCUSSION

There are two proposals (1) is for the PLC at the plant for \$78,829.79, and (2) is for the PLC at the elevated tank at 13th St. and Zschokke St. for \$10,711.55.

A PLC is an industrial computer control system used to monitor and make decisions based on certain parameters specific to our water system. Our current PLC at the plant and the elevated tank are in excess of 16 years old. These pieces of equipment are essential to our operations. The systems are aging, are not supported anymore, and parts are increasingly difficult to find.

We have worked with Corsair Controls for many years. They installed our current PLCs. They are the first call when we have any computer/controller issues and they have always responded no matter the time of day. I feel confident in their abilities to manage and install this equipment. If we bid out this work, we will need to hire an experienced electrical/computer engineer to prepare the bidding documents. Securing a construction contract with a firm not familiar with our system would be challenging.

CONCURRENCE

Recommended by: _____

Joe Gillespie, Director of Public Works

Approved by: _____

Christopher Conrad, City Manager

ORDINANCE NO: _____

AN ORDINANCE AMENDING THE CITY OF HIGHLAND PURCHASING POLICY REGARDING DOCUMENTS REQUIRED FOR PUBLIC BIDDING

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

WHEREAS, City has determined it will be more efficient and promote competitive bidding if the requirement to attach all documents to sealed bids prior to the lowest bidder signing a contract with City is modified; and

WHEREAS, City has determined all bid documents shall still ultimately be required, but certain documents shall only be required from the lowest bidder, and only after the contract for the work or product has been accepted by City; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to modify the City Purchasing Policy to change requirements for documents submitted with bids as stated herein; and

WHEREAS, the City Council finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to amend the City Purchasing Policy as stated herein.

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

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

Section 2. The City Purchasing Policy shall be amended as follows:

Chapter 4(C)(4) currently states:

4. Additional Documents Required-The following forms must also be attached in order to be an acceptable: Hold Harmless and Indemnity Agreement, Certificate of Compliance with the Substance Abuse Prevention Program Certification, Certificate that the Contractor is not barred from Contracting with Unit of Local Government Because of Conviction of an Offense Related to Bidding, and a Certificate on Non-Delinquency of Tax.

Chapter 4(C)(4) shall be amended to state:

4. Additional Documents Required-The following forms must be signed before the signing of the contract: Hold Harmless and Indemnity Agreement, Certificate of Compliance with

the Substance Abuse Prevention Program Certification, Certificate that the Contractor is not barred from Contracting with Unit of Local Government Because of Conviction of an Offense Related to Bidding, and a Certificate on Non-Delinquency of Tax.

Section 3. That this Ordinance shall be known as Ordinance No: _____ and shall be effective upon adoption with implementation date of _____.

This Ordinance adopted by the City Council of the City of Highland, Illinois and deposited and filed in the office of the City Clerk on the ___ day of _____, 2023, the vote taken by ayes and nays and entered upon the legislative records as follows:

AYES:

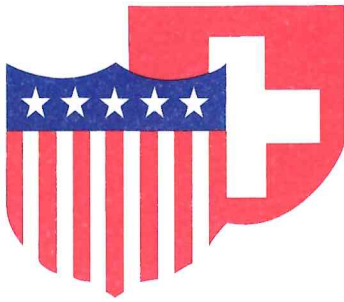
NAYS:

APPROVED:

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

ATTEST:

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



City of Highland

MEMO TO: Christopher Conrad, City Manager
FROM: Joe Gillespie, Director of Public Works
DATE: June 14, 2023
SUBJECT: Competitive Bidding Requirements Specifically Contractor Certifications
Recommendation for Approval

RECOMMENDATION

I recommend that you request council approval to modify language in the Purchasing Manual (November 2017) specific to Contractor Certifications.

DISCUSSION

We have noticed a problem lately concerning the submittal of documents at the time of the bid opening. Certain documents are currently required for submittal in the invitation to bid at the time of the bid opening. They are specifically the certificate of non-delinquency tax, certificate of compliance (bid rigging), and certificate of compliance substance abuse. By not turning them in with the bid, makes the bid incomplete according to our purchasing policy. See Chapter 4(B)(2), Chapter 4(C)(4), and Chapter 4(E)(j).

The problem is not all of the documents are being submitted with the bid. Bidders have mistakenly left them out of the bid submittal envelope making the bid unacceptable as it stands today. Low bidders are being denied an award because of a technicality. Public Works bids are not the only ones experiencing this issue.

I propose shifting the execution of these documents to the signing of the contract phase. This still gives us the ability to deny approval should the bidder refuse to sign them. We will continue to include them in the bid packet as information. Want to preserve the requirement, just make it mandatory at the time of signing the contract and not at the time of the bid opening.

CONCURRENCE

Recommended by: _____
Joe Gillespie, Director of Public Works

Approved by: _____
Christopher Conrad, City Manager

A. When a Formal Bid Is Required

All purchases of goods or services exceeding \$25,000, except as noted in Chapter 3, Section E, shall be subject to the competitive bidding process, including a Notice of Municipal Letting for Council approval, and shall be let, by free and open competitive bidding after advertisement, to the lowest responsible bidder or any other bidder whom the City Council deems to be in the best interest of the City.

With the exception of bids for capital projects handled through an engineering contract, all bids shall be issued using the City's standard bid document as approved by the City Attorney.

B. Preparing the Bid Document

1. It is the responsibility of the respective departments to prepare the bid document. When preparing the bid document, each department shall be responsible for obtaining a bid document number from the Executive Assistant and for ensuring that the most recent version of the bid document has been used.
2. All bid documents must contain the following information:
 - Cover memo (includes signature line for City Manager approval)
 - Table of Contents
 - Notice to Bidders
 - General Terms, Conditions and Instructions
 - Specifications of the item/service
 - Bid Proposal Form
 - An appropriate sample contract (required if the bid is for goods, services, construction services, or goods and installation services)
 - All contractor certification forms (e.g. sexual harassment, tax compliance, contract execution)
3. After the bid document has been prepared, it must be reviewed and approved by the applicable Department Director and City Manager. Then a "Notice of Municipal Letting" memo explaining the project and asking to go out for bids, including bids specs if possible, must be approved the City Council.
4. The Department Director will be responsible for forwarding the legal notice to the newspaper for publication. A legal notice of the bid must be placed in a newspaper with a general circulation in the City at least fifteen (15) days prior to the bid opening
5. The Department Director will mail the approved document to prospective bidders. Bid documents should not be mailed to bidders before the ad is placed in the newspaper. This will help ensure that all prospective bidders have the same amount of time to complete the bid document.

C. Additional Requirements for the Bid Document

1. **Bid Bonds, etc** -A bid bond, cashier's check, certified check, or other approved security in an amount equal to 5% of the bid is required to guarantee the successful bidder will sign a contract in the following instances: 1) the bid is for a construction project, 2) any other bid for which the Director of Finance deems it necessary to protect the interest of the City.
2. **Performance Bond** - When preparing the bid document, departments should consider whether to require contractors to provide a performance bond if awarded the contract. In instances where the bid is for construction services or significant building improvements, it is customary to require the contractor to provide a performance bond. A performance bond, issued by a surety company, stipulates a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the City of Highland, it grants an assurance as to the performance and successful completion of the terms of the contract and assures payment of the taxes, licenses or assessments associated with the contract. The contractor shall provide the performance bond with the appropriate Labor and Material Bonds within ten (10) calendar days of award of the bid. Bonds required to guarantee performance and payment for labor and material for the work shall be in a form acceptable to the City and shall provide that they shall not terminate on completion of the work, but shall be reduced to ten percent (10%) of the contract sum upon the date of final payment by the City for a period of one (1) year to cover a warranty and maintenance period which Contractor agrees shall apply to all material and workmanship for one (1) year from the date of issuance of the final payment by the City.
3. **Insurance** - Contractor agrees to provide and maintain certificates of insurance and endorsements evidencing the minimum insurance coverage and limits set forth below during the term of the contract. Such policies shall be in force and from companies acceptable and satisfactory to the Owner to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term. A copy of the certificate of insurance and endorsement section of the insured's policy shall name the City of Highland, its officers, agents, employees, representatives and assigns as additional insured. The policy of insurance shall contain no provisions that invalidate the naming of the Owner as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the Work are as follows:

A. Worker's Compensation: The Contractor is required to carry, with a company authorized under the laws of the State of Illinois, a policy for protection against liability under the Worker's Compensation and the Occupational Disease Statutes of the State of Illinois with limits of not less than \$500,000 per claim.

B. General Liability: The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00 each accident for bodily injury liability and not less than \$1,000,000.00 each accident for property damage liability.

C. Professional Liability Insurance: The Contractor shall carry minimum of \$500,000.00

All such insurance must include an endorsement whereby the insurer agrees to notify the Owner at least 30 days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the Contract.

4. **Additional Documents Required**-The following forms must also be attached in order to be an acceptable: Hold Harmless and Indemnity Agreement, Certificate of Compliance with the Substance Abuse Prevention Program Certification, Certificate that the Contractor is not barred from Contracting with Unit of Local Government Because of Conviction of an Offense Related to Bidding, and a Certificate on Non-Delinquency of Tax.

5. **Bid Submittal** - All companies or individuals who wish to bid on a good or service must submit their bids in a sealed envelope before the deadline of the bid. Upon receipt of a sealed bid, the City employee will initial and stamp the date and time of receipt on the outside of the envelope. The sealed bid will be forwarded to the Finance Department.

If bid documents are to be distributed at the City Hall, the front desk personnel must be supplied with at least 3 copies (or more depending on the number of bidders expected) of the bid document.

6. **Pre-Bid Conference** - If a pre-bid conference is conducted, departments should specify in the Notice to Bidders whether attendance is a mandatory condition of bidding. At the pre-bid conference, the responsible department should ensure that all attendees sign a “sign-in” sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid conference shall disqualify a bidder from being awarded the contract unless, at the department’s discretion, bidders are allowed to not attend by signing a waiver.

D. Bid Opening Procedures

All sealed bids shall be publicly opened by the City Manager and/or Department Director or his / her designee at the time stated in the legal notice. At least one other employee shall serve as a witness and tabulate the bid results. All proposals shall be open to public inspection and a tabulation of all bids shall be available from the Department Director. The following procedures must be completed prior to the bid opening:

1. If the bid opening will be conducted at the City Hall, the originating department shall be responsible for reserving a conference room for the day and time. This can be done by contacting the Executive Assistant.
2. All bids must be received before the deadline on the day of the bid. Each bid shall be marked with the initials of the City recipient and a date and time of receipt of the bid document. City Hall front desk personnel should be notified of the time and place of the bid opening for that day and reminded that any bids received after the deadline for accepting bids should be labeled “Not received in time” on the bid document and initialed and marked with the date and time of receipt.

3. A bid tabulation form must be completed. The outline of the bid proposal form may be used to do this. During the bid opening, both the person opening the bids and the person tabulating the bids must sign the bid tabulation sheet as witnesses.

If bid security is required, it shall be forwarded to the Department Director immediately following the bid opening. Procedures for depositing and returning bid security is described below in subsection E.

E. Post Bid Opening Requirements

After the bid opening has taken place, the Department Director shall prepare a memorandum that explains the purpose of the bid, includes the names and addresses of the companies who submitted bids as well as the amount each company bid, and recommends which company should be awarded the bid. The recommendation should be based on the following:

- a) The ability, capacity, and skill of the bidder to perform the contract to provide the service required
- b) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference
- c) The character, integrity, reputation, judgment, experience and efficiency of the bidder
- d) The quality of performance of previous contracts of services
- e) The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service
- f) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service
- g) The quality, availability, and adaptability of the supplies or contractual service to the particular use required
- h) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract
- i) The number and scope of conditions attached to the bid
- j) Responsiveness to the exact requirements of the invitation to bid**
- k) Ability to work cooperatively with the City and its administration
- m) Past records of the bidder's transactions with the City or with other entities as evidence of the bidder's responsibility, character, integrity, reputation, judgment, experience, efficiency and cooperativeness.

Once approved by the Department Director, their memo recommending award of bid should be given to the Executive Assistant in the City Manager's Office by the Tuesday of the week preceding the week of the City Council meeting to be placed on the City Council's agenda.

With the exception of contracts let through an engineering contract, all bid files shall be maintained by the Department requesting the bid. After the issuing department has prepared the City Council agenda item, the bid file shall be sent to the Executive Assistant along with the bid packages, original bid tabulation sheet, and all other documentation. After Council approval, the bids will be stored in the Office of the Executive Assistant where they can be accessed when necessary (State law requires bid files be maintained for ten (10) years following the bid opening). The signed contract will be forwarded to the Executive Assistant for safekeeping after it is received.

Signed contracts, certificates of insurance and performance bonds must be obtained from the contractor before work begins. It is the responsibility of the applicable department to ensure that the City's contract has been signed, and certificate of insurance and performance bond obtained before work begins.

The Department Director associated with the bid shall be responsible for handling bid deposits. If a bid deposit was required, it must be returned to all except the three (3) lowest responsive and responsible bidders on each contract within fourteen (14) calendar days after the opening of the bid and within 24 hours of when the award letter is mailed. The bid deposit of the accepted bidder is to be returned only after acceptance by the City of satisfactory performance bond where such bond is required or completion of contract where no performance bond is required. The remaining bid deposits of each contractor should be returned within fourteen (14) days after the City Council has awarded the contract.

F. Waiver of Competitive Bidding – Sole Source

The City Council, by a two-thirds vote of all the Councilpersons then holding office, may waive the bidding procedures and enter into a contract or agreement. Requests for bid waivers shall be made only when goods or services are proprietary (i.e. sole source), where standardization is necessary or desirable (e.g. furniture), in emergencies as defined in this manual or when it is in the best interests of the City to do so. In any instance, a statement justifying the need for a bid waiver shall be included in the department's recommendation and accompany the memo for inclusion on the City Council's agenda.

RESOLUTION NO. _____

**A RESOLUTION MAKING SEPARATE STATEMENT OF FINDINGS OF FACT
IN CONNECTION WITH ORDINANCE GRANTING SPECIAL USE PERMIT FOR A
PLANNED USE DEVELOPMENT WITHIN THE R-3 ZONING DISTRICT**

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, Section 90-81 of the *Code of Ordinances, City of Highland*, provides that the City Council “may grant a special use permit by ordinance,” but requires that “In a separate statement accompanying any such ordinance, the Council shall state findings of fact, and indicate reasons for approving . . . the request for a special use permit;” and

WHEREAS, in accord with the *Code of Ordinances, City of Highland*, Migliore Properties, LLC (“Migliore”), is requesting a Special Use Permit (“SUP”) for a planned use development (“PUD”) to build a 5-unit multifamily dwelling structure, specifically PIN# 01-2-24-04-09-102-006.004; and

WHEREAS, a copy of the Petition for a Special Use Permit is attached as **Exhibit A** and incorporated by reference as though fully set forth herein; and

WHEREAS, a copy of the Combined Planning and Zoning Board (“CPZB”) Staff Report is attached hereto as **Exhibit B** and incorporated by reference as though fully set forth herein; and

WHEREAS, **Exhibit A** and **Exhibit B** were all considered as part of the Petition for a Special Use Permit by CPZB; and

WHEREAS, CPZB recommended approval of this SUP pursuant to **Exhibit A** and **Exhibit B**. *See* CPZB Determination of SUP attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND:

Section 1. The City Council makes the following findings of fact concerning the *procedures* followed to present the Petition for a Special Use Permit (**Exhibit A, B**) for approval:

(a) The Administrator to whom the Petition for a Special Use Permit was submitted referred the matter to the CPZB.

(b) The CPZB met in regular session on June 7, 2023 at 7:00 p.m., via properly noticed public meeting, and in accordance with Open Meeting Act requirements, to consider and act upon the Petition for a Special Use Permit.

(c) Public notice of the hearing to be held at the CPZB meeting was published pursuant to Illinois state law, and the applicant was notified of the hearing to be held at the meeting by mail, with postage thereon fully prepaid.

(d) At the hearing, the CPZB took and heard evidence and the CPZB prepared and submitted its advisory report to the City Council recommending approval of the Petition for a Special Use Permit.

(e) The City Council finds the steps recited above, in compliance with the *Code of Ordinances, City of Highland*, to be facts, and further finds and determines that the matters and proceedings to date are in accordance with the *Code of Ordinances, City of Highland*.

Section 2. The City Council makes the following findings of fact concerning the *merits* of the Petition for a Special Use Permit (**Exhibit A, B and C**):

(a) The proposed SUP will adequately protect the public health, safety, welfare and the physical environment of the surrounding area and the City of Highland.

(b) The proposed SUP is consistent with the City of Highland's Comprehensive Plan.

(c) The proposed SUP would not have an adverse effect on public utilities or traffic circulation on nearby streets.

(d) There are no facilities near the proposed SUP that require the need for special protection.

(e) The location – where the Special Use will be made pursuant to the SUP – is zoned “R-3”

(f) The granting of this SUP would be in the best interest of the City, and the SUP should be granted by ordinance.

Section 3. This resolution shall constitute the separate statement of findings of fact, supporting the granting of the SUP, required by Section 90-81 of the *Code of Ordinances*,

City of Highland, and shall be permanently attached to the ordinance adopted granting the SUP.

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 _____ 2022 the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

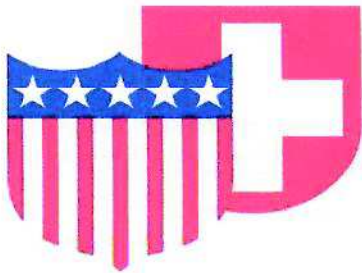
NAYS:

APPROVED:

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

ATTEST:

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



City of Highland

DEPARTMENT OF ECONOMIC AND
COMMUNITY DEVELOPMENT
BUILDING AND ZONING DIVISION

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION

Return Form To:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-9891
(618) 654-1901 (fax)

For Office Use Only

Date Submitted: _____
Filing Fee: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Zoning File #: _____

APPLICANT INFORMATION:

Applicant: Migliore Properties LLC Phone: 618-593-0173
Address: 8 Ginger Lea, Glen Carbon, IL Zip: 62034
Email Address: jblandina1@aol.com
Owner: SAME Phone: _____
Address: _____ Zip: _____
Email Address: _____

PROPERTY INFORMATION:

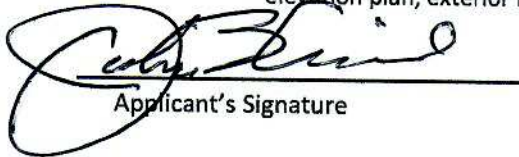
Location of Property: PIN# 01-2-24-04-09-102-006.004
Legal Description: attached

Present Zoning Classification: R-3 Acreage: 0.47
Present Use of Property: vacant lot

Proposed Land Use Activity: multifamily dwelling

THE FOLLOWING ITEMS MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description AND warranty deed of the property. If the applicant is not the property owner, a notarized letter from the property owner granting the applicant permission to apply for the request will be required.
2. A current plat, site plan, survey, or other professional illustration.
3. One copy of a narrative statement describing the impact of the proposed change, including the purpose of the request, the desired land use, any traffic conditions that may result, how the proposed change may affect the character of the surrounding properties, and how the proposed change will benefit the City of Highland.
4. Application fee.
5. Any other information required by planning staff (i.e. landscaping plan, elevation plan, exterior lighting plan, etc).


Applicant's Signature

5/6/23
Date

Section 90.191: Purpose; intent.

The purpose of this Section is to provide for permissive and/or alternative zoning procedures for the development of tracts of land under the continuing and uninterrupted ownership of an individual or of a legally existing entity, with such individual or entity having total control and dominion of all development and uses made of such tract. A planned unit development (PUD) allows mixed use development provided the total development density is not greater than the maximum density permitted under the existing zoning requirements. In addition, a planned unit development is encouraged to permit:

1. A maximum choice in the types of uses available to the public by allowing a development that would not be possible under the strict application of the other sections of this ordinance.
2. Permanent preservation of common open space and recreation areas and facilities.
3. A pattern of development to preserve natural vegetation, topographic and geologic features.
4. A creative approach to the use of land and related physical facilities that results in better development and design and the construction of aesthetic amenities.
5. An efficient use of the land resulting in more economic networks of utilities, streets, schools, public grounds and buildings, and other facilities.
6. A land use which promotes the public health, safety, comfort, morals, and welfare.
7. Innovations in residential, commercial, and industrial development so that growing demands of the population may be met by greater variety in type, design, and layout of the buildings and by the conservation and more efficient use of open space ancillary to said buildings.

Section 90.192: Districts where allowed

Planned unit developments may be built in any zoning district, but only upon the issuance of a special use permit which will require for the life of the special use the continuing and uninterrupted ownership and control of development and uses of the tract of land by one individual or single legally existing entity.

Section 90.193: Permissible deviations from ordinance requirements.

The planned unit development concept is intended to afford both the developer and the City considerable flexibility in formulating development proposals. Consequently, to the extent indicated in this Subsection, PUD's may deviate from generally applicable ordinance requirements without a variance. Any proposed deviation not listed below, however, shall require a variance.

1. Mixed uses. PUD's may include all types of residential and commercial structures and other uses approved by the City Council; provided, that in approving such mixed uses, the City Council may attach any conditions necessary to protect the public welfare.
2. Lot and structure requirements. In PUD's the City Council may approve any reasonable deviation from the lot and structure requirements of the particular zoning district so long as

Migliore Properties, LLC
PO Box 613
Glen Carbon, IL 62034
618-593-0173

The purpose of this request is to gain permission to build a 5-unit townhouse style apartment building by Migliore Properties, LLC. The 5 new townhouses would be built on the vacant lot that currently sits along Oak St. and is part of the El Kay Apartments.

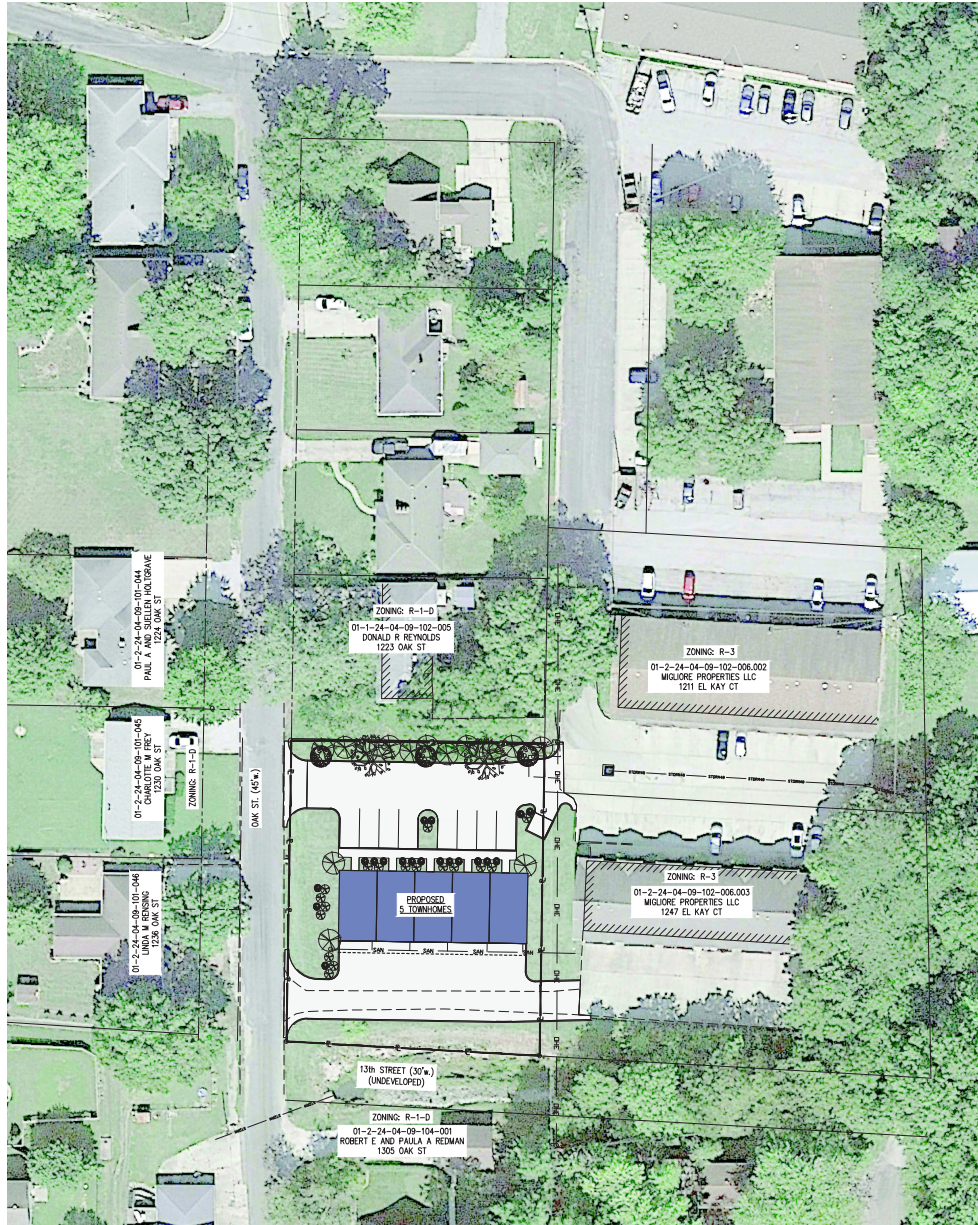
Migliore Properties, LLL, have owned the El Kay Apartments since 2005. The El Kay Apartments is 48-unit, 4 building complex that sits along Broadway and El Kay Ct. We feature updated 2- and 3-bedroom apartments.

John Blandine is the manager of Migliore Properties, LLC and will be joined by his sons Leo and Christian in building the proposed townhouses.

Allowing these units to be built will provide the City of Highland residents with an opportunity to live in an upscale 3-bedroom townhouse. The townhouses will feature 3 bedrooms, 1.5 baths, open floor plan, 2 car garage and many extras.

The future tenants will be able to access their apartment through a driveway from Oak St. to the rear of the building to their 2 garages. Additional parking for visitor will be available in the front. This will cause no impact to traffic in the area.

These units , will provide the City of Highland addition tax revenue and provide residents with additional opportunity to reside in City of Highland..



SITE PLAN, MAY 2023

MIGLIORE PROPERTIES TOWNHOMES

OAK STREET, HIGHLAND, IL 62249

LEGAL DESCRIPTION:

LOT 5 of EL-KAY VILLA, as recorded in Plat Book 47, Page 10 of the Madison County Illinois records, being Part of the Northwest Quarter of Section 4, Township 3 North, Range 5 West of the Third Principal Meridian, City of Highland, Madison County, Illinois.

PRELIMINARY SITE PLAN INDEX OF SHEETS

- C-P1 COVER SHEET & AREA MAP
- C-P2 PRELIM. SITE UTILITY & GEOMETRY PLAN / PRELIM. SITE GRADING PLAN

SUMMARY TABLE

MADISON CO. PARCEL NUMBERS:	01-2-24-04-09-102-006.004
ADDRESS:	XXX OAK STREET, HIGHLAND, IL 62249
EXISTING ZONING:	R-3, CITY OF HIGHLAND (Multiple Family Residence)
EXISTING R-3 BUILDING SETBACKS:	FRONT: 25 FEET REAR: 20 FEET SIDE: 7 FEET
EXISTING R-3 MAX BUILDING HEIGHT:	45 FEET
DENSITY CALCULATIONS	
GROSS LOT AREA:	±20,395sqf (R) ±20,291sqf (M)
DENSITY PERMITTED PER CODE:	4,000sqf / UNIT (PER SEC.90-129)
20,395 / 4,000 = 5.09 UNITS PER ZONING CODE	
TOTAL PROPOSED UNITS:	5 UNITS
TOTAL PROPOSED BEDROOMS:	5, 3 BEDROOM UNITS = 15 BEDROOMS
TOTAL FLOOR AREA:	xxx
OFF-STREET PARKING REQUIRED:	5 UNITS * 2 spaces/UNIT = 10 SPACES REQUIRED (per SEC.90-223)
OFF-STREET PARKING PROVIDED:	±8 FRONT VISITOR SPACES PROVIDED + 10 GARAGE SPACES
= ±18 SPACES PROVIDED	
AREA BREAKDOWN:	
TOTAL AREA:	±20,395 sqf.
BUILDING AREA:	±3,465 sqf.
P.R. PARKING, SIDEWALK:	±9,925 sqf.
TOTAL IMPERVIOUS:	±13,490 sqf
OPEN/GRASS AREA:	±6,905 sqf.
TIME SCHEDULE FOR COMPLETION / PHASING	
INFRASTRUCTURE & BUILDING:	LATE 2023

ENGINEER / SURVEYOR:

NETEMEYER ENGINEERING ASSOCIATES, INC.
101 SOUTH PAGE ST.
AVISTON, ILLINOIS 62216
PH: 618-228-7816 FAX: 618-228-7900

OWNER / DEVELOPER:

MIGLIORE PROPERTIES LLC
c/o JOHN BLANDINA
8 CINGER LEA
GLEN CARBON, IL, 62034
618-593-0173

SITE LEGEND

- | | | |
|---|---|--|
| ○ = IRON MARKER FOUND | EROSION = EROSION CONTROL (FILTER FENCE) | □ = EXISTING STORM SEWER INLET |
| ● = 5/8" IRON PIN SET | INLET PROTECTION / CHECK DAM | □ = EXISTING STORM SEWER |
| △ = CONCRETE MONUMENT FOUND | ⊙ = EXISTING SANITARY MANHOLE | ● = PROP. STORM SEWER CURB INLET |
| ■ = CONCRETE MONUMENT SET | SANB = EXISTING 8" SANITARY SEWER | ⊙ = PROP. STORM SEWER MANHOLE |
| ⑨1 = 911 ADDRESS | FK = EXISTING SANITARY FORCEMAIN | ⊙ = PROP. STORM SEWER GRATED AREA INLET |
| --- = BUILDING SETBACK | ○ = PROP. SANITARY MANHOLE | ⊙ = PROP. STORM SEWER OPEN THROAT AREA INLET |
| --- = UTILITY & DRAINAGE EASEMENT (EXCEPT AS NOTED) | ○ = PROP. SANITARY CLEANOUT | (SIDES TO HAVE OPEN THROATS SHOWN BOLD) |
| --- = EXISTING UTILITY & DRAINAGE EASEMENT | SANB = PROP. SANITARY SEWER | --- STORM --- = PROP. STORM SEWER |
| ○ = LIGHT POLE / UTILITY POLE W/ GUY | FK = PROP. SANITARY FORCEMAIN | ⊙ = PROP. FLARED END SECTION |
| OK = OVERHEAD ELECTRIC LINE | WV = EXISTING HYDRANT w/ GATE VALVE & BOX | ⊙ = PROP. FLARED END SECTION & RP RAP PER NRCS |
| ⊠ = ELECTRIC BOX | WV = EXISTING WATER MAIN | 100.00 = EXISTING SPOT ELEVATION |
| --- = EXISTING TELEPHONE RISER | ⊙ (W) = EXISTING GAS / WATER METER | 100.00 = PROPOSED SPOT ELEVATION |
| FD = EXISTING FIBER OPTIC LINE | ⊙ (W) = PROPOSED WATER METER PIT & TAP | --- = DRAINAGE DIRECTION |
| --- GAS --- = EXISTING GAS LINE | WV = PROP. HYDRANT w/ GATE VALVE & BOX | |
| --- = EXISTING FENCE | WV = PROP. WATER MAIN | |
| | ◀ = PROP. GATE VALVE & BOX | |

PROJECT AREA MAP
1" = 40'

L. PROF. DESIGN FIRM (LS/PE/SEI) 18401072
NETEMEYER ENGINEERING ASSOCIATES, INC.
3009 Highway Road
Aviston, IL 62210-1018
PH: 618-228-7816 FAX: 618-228-7900
NET. REG. NO. 121234
NET. REG. EXPIRES 12/31/2025
NET. REG. NO. 121234
NET. REG. EXPIRES 12/31/2025

MIGLIORE PROPERTIES TOWNHOMES
OAK STREET, HIGHLAND, IL 62249

MIGLIORE PROPERTIES LLC
c/o JOHN BLANDINA
618-593-0173

OWNER/DEVELOPER:

ENGINEER/SURVEYOR:

REVISIONS	
NO.	DATE
1	05-05-23

INTENDED USE:
PLANNING & PERMITTING
NOT FOR CONSTRUCTION

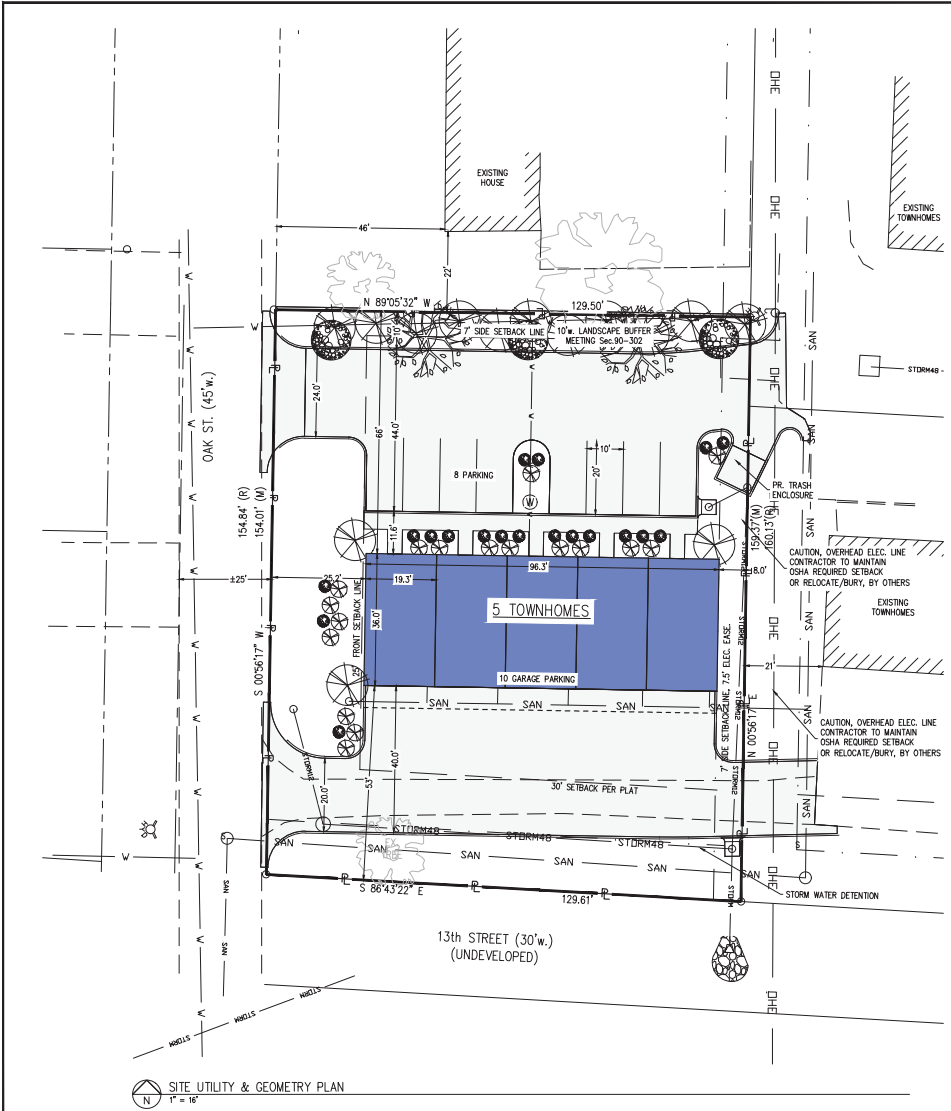
PROJECT NO: 20230144
EXP. DATE: 11/30/2023

DRAFT, FOR REVIEW

PATRICK R. NETEMEYER
JOB NO: 20230175
DWG. FILE:
DRAWN BY: SRN
CHECKED BY:

COVER SHEET & AREA MAP

SHEET NO:
C-P1



SITE UTILITY & GEOMETRY PLAN
1" = 16'

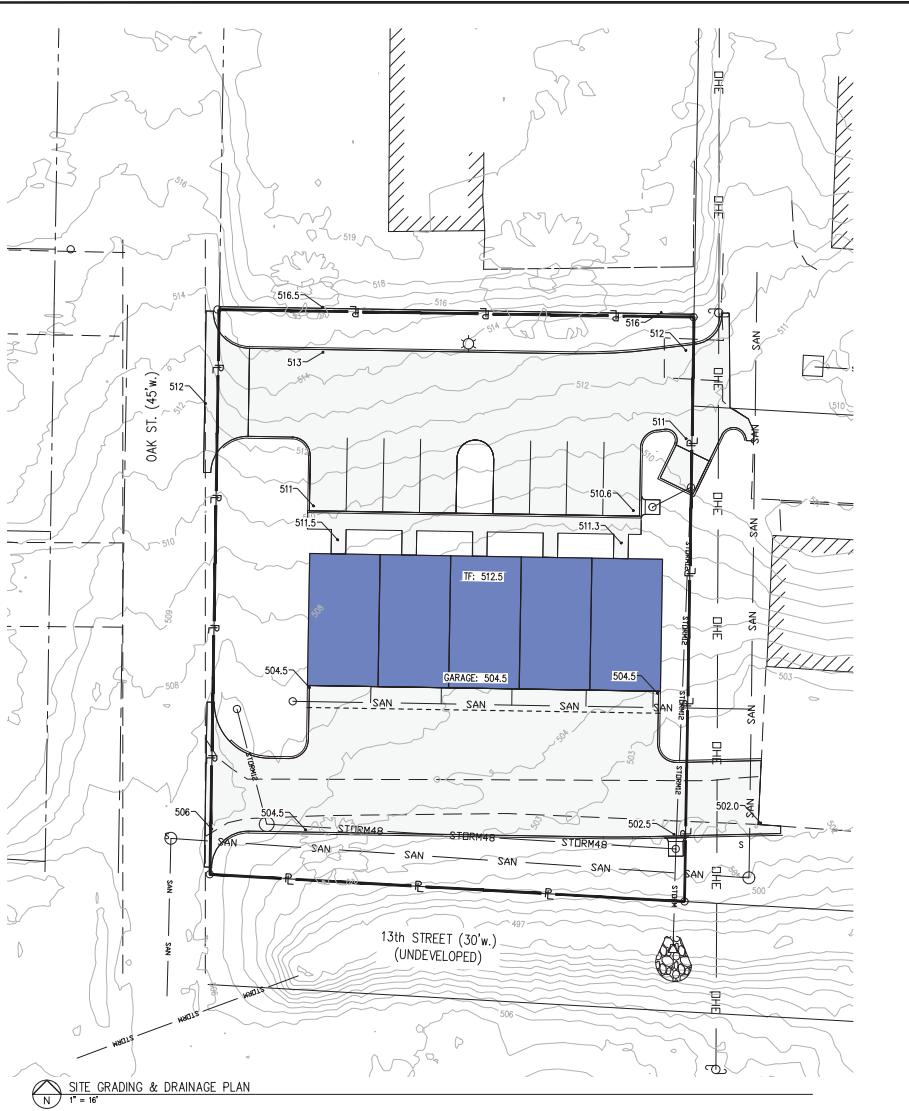
SITE
GENERAL SITE UTILITY AND GEOMETRY SHOWN HEREON
FINAL IMPROVEMENT & DRAINAGE PLANS TO BE SUBMITTED SEPARATELY

BUILDINGS
FINAL BUILDING PLANS FOR EACH BUILDING SHALL BE SUBMITTED FOR APPROVAL FOR EACH BUILDING.

LIGHTING
LIGHTING SHALL BE DARK SKY COMPLIANT. PROBABLE FIXTURE LOCATIONS & SPECIFICATION SHOWN WITHIN LANDSCAPE ISLANDS. FINAL DESIGN & SPECIFICATION TO BE PROVIDED WITH FINAL PLANS.

SIGNAGE
APPROXIMATE SIGN LOCATION & DESIGN SHOWN.
FINAL LOCATIONS AND SPECIFICATIONS TO BE PERMITTED UNDER SEPARATE COVER

LANDSCAPING
THE PRELIMINARY LANDSCAPE PLAN SHOWN HEREON IS AN OPTIONAL GENERAL DESIGN WITH PROBABLE LANDSCAPE LOCATIONS & SPECIFICATIONS. FINAL DESIGN & SPECIFICATIONS TO BE SUBMITTED WITH FINAL PLANS.



SITE GRADING & DRAINAGE PLAN
1" = 16'

REVISIONS

NO.	DATE
1	05-05-23

INTENDED USE
PLANNING & PERMITTING
NOT FOR CONSTRUCTION

REF: 000-03141
EXP. DATE: 11/30/2023

DRAFT, FOR REVIEW

PATRICK R. NETEMEYER
JOB NO: 20230175
DWG. FILE:
DRAWN BY: SRN
CHECKED BY:

UTILITY & GEOMETRY GRADING & DRAINAGE

SHEET NO:
C-22

ENGINEER/SURVEYOR:
NETEMEYER ENGINEERING ASSOCIATES, INC.
3000 Highway Road
Aurora, IL 62210-1010
PH: 618-220-7500
FAX: 618-220-7505
WWW: WWW.NEETEMEYERENGINEERING.COM
PROF. REG. NO. 001280-0001

OWNER/DEVELOPER:
MIGLIORE PROPERTIES, LLC
OAK STREET, HIGHLAND, IL 62499
C/O JOHN BANIK
618-493-0173

PROJECT NO. 20230175
SHEET NO. C-22



City of Highland Building and Zoning

Meeting Date: June 7, 2023

From: Breann Vazquez, Director of Community Development

Location: PIN# 01-2-24-04-09-102-006.004

Zoning Request: Planned Unit Development

Description: PUD to allow for a 5-unit multifamily dwelling structure

Proposal Summary

The applicant and property owner is Migliore Properties LLC (8 Ginger Lea, Glen Carbon, IL 62034). The applicant of this case is requesting the following Planned Unit Development to comply with Table 3.1 of Section 90-201 of the City of Highland Municipal Code (hereafter known as the “zoning matrix”):

- **A 5-unit multifamily dwelling structure within the R-3 district to the east of Oak Street, southwest of El Kay Court (PIN# 01-2-24-04-09-102-006.004)**

Comprehensive Plan Consideration

The Comprehensive Plan and Future Land Use Map are considered policy guides to current and future development. While they do not have the force of an ordinance, it is generally recommended that municipalities adhere to the findings, policies, principals, and recommendations in these documents. Changes and deviations are permissible, but they should be reasonably justified.

The subject property is denoted as Multi-Family on the Comprehensive Plan’s Future Land Use Map. The applicant’s request is consistent with the Future Land Use Map and the goals and policies established within the Comprehensive Plan.

Surrounding Uses

Direction	Land Use	Zoning
North	Single-Family Residence	R-1-D
South	Single-Family Residence	R-1-D
East	Multifamily Dwellings	R-3
West	Single-Family Residence	R-1-D

Standards of Review for Special Use Permits

Below are the six (4) consideration items listed in Section 90-199 of the Zoning Code which the Combined Planning and Zoning Board shall take into account while reviewing a PUD request.

1. The extent to which the proposed development is consistent with the city's comprehensive plan and with the purposes of this article and of all other applicable codes and ordinances.
The development is consistent with the Comprehensive Plan and with all other applicable codes and ordinances.
2. The extent to which the proposed development deviates from the regulations that are generally applicable to the property (including, but not limited to, the use and lot and building regulations of the district), and the apparent merits (if any) of said deviations.
The proposed development does not deviate from regulations that are generally applicable to property zoned for multi-family uses.
3. Whether the proposed design of the PUD makes adequate provisions for vehicular and pedestrian circulation, off-street parking and loading, separation of residential and commercial uses, open space, recreational facilities, preservation of natural features, and so forth.
The proposed design of the development makes adequate provisions for the above. A site plan review will be required.
4. The compatibility of the proposed PUD with adjacent properties and surrounding area.
The proposed development is compatible with adjacent properties and the surrounding area.

Staff Discussion

Before construction may begin, a formal site plan review and a building permit review will be conducted by staff. Staff has no concerns with the Planned Unit Development at this time given that the area is zoned for multi-family uses and is flagged for multi-family uses in the comprehensive plan.

Aerial Photograph





City of Highland

Exhibit "C"
CITY OF HIGHLAND, ILLINOIS
Special Use Permit
Reasons for Determination

Submit Questions To:
Administrative Official
City of Highland
12990 Troxler Ave
Highland, IL 62249
(618) 654-5570 (fax)
(618) 654-7115

For Office Use Only:
Date Submitted: _____
Filing Fees: \$ _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Date of Public Hearing: 06/07/2023
Determination: **Conditional Approval**

On June 7, 2023, the City of Highland Combined Planning and Zoning Board at its regular meeting recommended ~~approval~~, approval with condition(s), ~~denial~~ of a Planned Unit Development Special Use Permit for the following:

Migliore Properties, LLC (8 Ginger Lea, Glen Carbon, IL 62034), the applicant and property owner of a vacant lot located on Oak Street (PIN #01-2-24-04-09-102-006.004), is requesting Planned Unit Development approval to allow for a 5-unit multifamily dwelling structure within the R-3 zoning district. The site is situated to the east of Oak Street and Southwest of El Kay Court..

The City Council will consider the recommendation of the Combined Planning and Zoning Board at the June 19, 2023, meeting of the City Council.

In recommending approval with certain conditions (listed below) (action) of this Planned Unit Development Special Use Permit, the Combined Planning and Zoning Board considered all standards listed in the zoning regulation and all other conditions listed for that use in other sections of these regulations. In addition, the Combined Planning and Zoning Board found that the proposed use did ~~did not~~ provide safeguards to assure its compatibility with the surrounding area.

Conditions (if any): Amended to include the following two conditions: 1) Proposed closure of the front/north access to Oak Street, and, 2) Proper stormwater management design.

Anthony Walker
Chairperson of the Combined Planning and Zoning Board

Date

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR A PLANNED USE DEVELOPMENT TO MIGLIORE PROPERTIES, LLC FOR A 5-UNIT MULTIFAMILY DWELLING STRUCTURE WITHIN THE R-3 ZONING DISTRICT

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

WHEREAS, the City Council has made the findings of fact, and the statement of its reasons for granting the Petition for Special Use Permit in question, in a separate resolution numbered as Resolution No. _____;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND, AS FOLLOWS:

Section 1. Migliore Properties, LLC (“Owner”), is hereby granted a Special Use Permit in the “R-3” zoning district, as defined in Chapter 90 of the *Code of Ordinances, City of Highland*, for a Planned Use Development to develop a 5-unit multifamily dwelling structure at PPN# 01-2-24-04-09-102-006.004.

Section 2. The Special Use Permit is granted.

Section 3. This Ordinance shall be known as Ordinance No. _____ and shall be in full force and effect upon adoption.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the office of the City Clerk on the _____ day of _____ 2023, the roll call 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

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING SOLE SOURCE PURCHASE OF SERVICES FROM
TANTALUS SYSTEMS, INC. FOR ANNUAL MAINTENANCE
AND TECHNICAL SUPPORT**

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 selected Tantalus Systems, Inc. (“Tantalus”) to be the provider of City’s smart grid meter network; and

WHEREAS, City has determined that the purchase of Tantalus hardware and the use of Tantalus software requires software maintenance updates, endpoint licenses, and ongoing technical support; and

WHEREAS, City has determined the annual support from Tantalus is necessary to facilitate the ongoing functioning of the City’s smart grid meter network; and

WHEREAS, City is permitted by Illinois law to purchase services, including services from Tantalus for annual maintenance and technical support, when there is no comparable competitive product or service and is available from only one supplier or source; and

WHEREAS, City has determined services from Tantalus for annual maintenance and technical support can only be purchased from Tantalus; and

WHEREAS, City has determined the services from Tantalus for annual maintenance and technical support will cost City \$48,163.92 to purchase (*See* “Tantalus Invoice” attached hereto as **Exhibit A**); and

WHEREAS, the Director of Light and Power has informed the City Council that the services from Tantalus for annual maintenance and technical support are budgeted in the 2024 City fiscal budget; and

WHEREAS, the City Council finds that the Tantalus Invoice (**Exhibit A**) for the purchase of services from Tantalus for annual maintenance and technical support should be approved; and

WHEREAS, the City Council deems it to be in the best interests of City to purchase services from Tantalus for annual maintenance and technical support (**Exhibit A**) as a Sole Source Purchase; and

WHEREAS, the City Council also finds that the City Manager should be authorized and directed, on behalf of the City, to execute whatever documents are necessary to make the purchase, pursuant to the Tantalus Invoice (**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. Purchase of services from Tantalus for annual maintenance and technical support (**Exhibit A**) as a Sole Source Purchase 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 make the purchase.

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

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

AYES:

NOES:

KevinB.Hemann
Mayor
City of Highland
Madison County, Illinois

ATTEST:

Barbara Bellm City Clerk
City of Highland
Madison County, Illinois



Invoice

Date: May 29, 2023	Page: 1
Invoice Number AM2023-068	

Tantalus Systems Inc.
1130 Situs Court, Suite 230
Raleigh, NC 27606 USA
Phone: 604-299-0458
Fax: 604-451-4111

Wire Payment to:
Tantalus Systems Inc.
Comerica Bank
226 Airport Parkway, San Jose, CA 95110
ABA/Routing Number: 121137522
SWIFT Code: MNBDUS33
Account Number: 1894554193

FOB Vancouver	Destination Highland
-------------------------	--------------------------------

Sold To:
City of Highland
P.O. Box 218
1115 Broadway
Highland, IL 62249

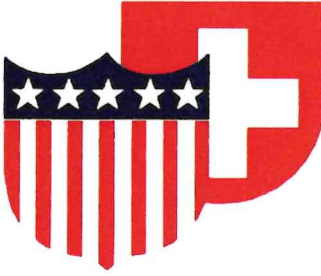
Ship To:
P.O. Box 218
1115 Broadway
Highland, IL 62249
USA

Order No. 2023 AM&TSA	PO Number PREMIUM 2023	Ship Via	Terms NET30
---------------------------------	----------------------------------	-----------------	-----------------------

Qty. Ord.	Qty. Shp	Item Number	Description	Unit Price	UOM	Amount
1	1	2023AMTSAP	Annual Maintenance---Premium Server, Software Annual Maintenance & TSA Premium Jan 2023-Dec 2023	48,163.92	EA	48,163.92

Comments: 2023 AM&TSA	Subtotal	USD	48,163.92
	Total sales tax	USD	0.00
	Total Amount	USD	48,163.92

Remit Check to:
Tantalus Systems Inc. PO BOX 674556 DETROIT MI 48267-4556



City of Highland

Department of Light and Power

Memo to: Chris Conrad, City Manager
From: Dan Cook, Director of Light & Power
Date: June 6, 2023
Subject: Tantalus Meter Annual Maintenance and Technical Support Payment

RECOMMENDATION

I recommend that you seek council approval to pay the attached invoice from Tantalus Systems Inc. for \$48,163.92 for the purchase of a Technical Support and Annual Maintenance Agreement per the attached invoice.

DISCUSSION

As you are aware the city selected Tantalus to be the provider of our Smart Grid Meter Network and along with the purchase of their hardware and use of their software comes an annual support fee that covers software maintenance updates, endpoint licenses and ongoing technical support. This annual support is necessary to facilitate the ongoing functioning of our system.

FISCAL IMPACT

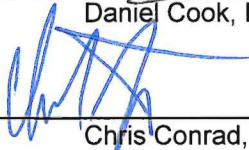
This item is budgeted for in the 2024 Fiscal budget under GL#101-101-5-393-00.

CONCURRENCE

Recommended by:


Daniel Cook, Director of Light & Power

Approved by:


Chris Conrad, City Manager

ORDINANCE NO: _____

AN ORDINANCE AMENDING CITY CODE, CHAPTER 78 – UTILITIES, ARTICLE II, ELECTRIC SERVICE REGULATIONS, DIVISION 6. – NET METERING AND INTERCONNECTION POLICY

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

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to provide flexibility for solar power, net metering and interconnection policy as it relates to government property and government buildings; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to authorize and direct the City Manager, or the City Manager’s designee, specifically the Director of Light & Power, to create separate policy for government property and government buildings for solar power, net metering and interconnection; and

WHEREAS, City has determined any policy created for government property and government buildings for solar power, net metering and interconnection shall not apply to other property and buildings serviced by the City Light & Power Department; and

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

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

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

Section 2. Chapter 78 – Utilities, Article II, Electric Service Regulations, Division 6. – Net Metering and Interconnection Policy, shall be amended as follows:

DIVISION 6. – NET METERING AND INTERCONNECTION POLICIES

Sec. 78 – 185 - Customer Self-Generation Net Metering Policy

- (p) The City Manager, or the City Manager’s designee, specifically the Director of Light & Power, shall have the authority to modify the terms and conditions stated herein as they apply to government property or government buildings. “Government” shall include any entity legally capable of entering into an intergovernmental agreement with the City. Modifications include, but are not limited to, anything related to solar generation, metering, interconnection, rates,

and financial terms and conditions. This shall apply to Government property and Government buildings only.

and

EXHIBIT B – INTERCONNECTION AGREEMENT

Recitals

WHEREAS, interconnection Customer is proposing to install, own, and operate an electric generating facility, or is proposing a generating capacity addition to an existing generating facility that qualifies under the Utility’s Customer Self-Generation Interconnection Policy (**adopted June 19, 2023**) consistent with the City of Highland Standard Distributed Generation Interconnection Request Application Form completed by interconnection Customer.

Section 3. That this Ordinance shall be known as Ordinance No: _____ and shall be effective upon adoption with implementation date of _____

This Ordinance adopted by the City Council of the City of Highland, Illinois and deposited and filed in the office of the City Clerk on the __ day of _____, 2023, the vote taken by ayes and nays and entered upon the legislative records as follows:

AYES:

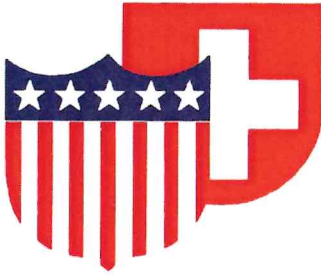
NAYS:

APPROVED:

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

ATTEST:

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



City of Highland

Department of Light and Power

Memo to: Chris Conrad, City Manager
From: Dan Cook, Director of Light & Power
Date: June 15, 2023
Subject: Revision of Code of Ordinances, Chapter 78, Article II, Division 6

RECOMMENDATION

I recommend that you seek council approval to revise Chapter 78, Article II, Division 6 of the City of Highland Code of Ordinances as attached.

DISCUSSION

In response to recent requests from Highland CUSD 5 regarding the addition of solar generation to their facilities, in order to lower their operating costs and be more environmentally friendly, I would ask that you seek council approval to allow the attached proposed modifications which will provide flexibility in the solar power net metering and interconnection policy as it relates to government property and government buildings.

CONCURRENCE

Recommended by: 
Daniel Cook, Director of Light & Power

Approved by: 
Chris Conrad, City Manager

RESOLUTION NO. _____

A RESOLUTION ISSUING A “H2” LIQUOR LICENSE TO 4 SEASONS MANAGEMENT, INC., PURSUANT TO CHAPTER 6, OF THE CODE OF ORDINANCES, CITY OF HIGHLAND, ENTITLED ALCOHOLIC LIQUOR

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

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

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

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

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

WHEREAS, 4 Seasons Management, Inc. (hereinafter “4 Seasons”) desires to obtain a “H2” hotel (video gaming) liquor license; and

WHEREAS, 4 Seasons submitted an Application for a Retail Liquor Dealer’s License to City (*see* Application attached hereto as **Exhibit A**); and

WHEREAS, Chapter 6 of the City Code of Ordinances, Alcoholic Liquor, currently defines “Hotel”, and City reserves the right to ensure the establishment in question fits the definition; and

WHEREAS, 4 Seasons’ Application for Retail Liquor Dealer’s License (**Exhibit A**) has been approved by the Mayor / Liquor Commissioner; and

WHEREAS, City has determined there is one “H2” liquor license currently available to be issued to 4 Seasons due to the fact 4 Seasons is “stepping in the shoes” of the current license holder and will be leasing the hotel in question; and

WHEREAS, City has determined it to be in the best interests of public health, safety, general welfare and economic welfare to issue 4 Seasons a “H2” Liquor License; and

WHEREAS, the Liquor Commissioner reserves the right to ensure all aspects of City Code have been complied with prior to issuance of the “H2” liquor license to 4 Seasons, and has the right to reject the license at the City’s sole discretion; and

WHEREAS, the City Manager and/or Mayor is authorized and directed to execute any documents necessary to issue a “H2” liquor license to 4 Seasons.

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

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

Section 2. Subject to 4 Seasons meeting all requirements for a liquor license, City shall issue a “H2” liquor license to 4 Seasons.

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

Passed by the City Council 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:

NAYS:

APPROVED:

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

ATTEST:

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

RESOLUTION NO. _____

A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT WITH MORAN ECONOMIC DEVELOPMENT, LLC FOR CONSULTING SERVICES RELATED TO ECONOMIC DEVELOPMENT

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 desires to engage Moran Economic Development, LLC (“Moran”) for economic development services (*See* Contract attached hereto as **Exhibit A**; hereinafter “Moran Agreement”); and

WHEREAS, Moran desires to offer economic development services pursuant to the Moran Agreement (*See* **Exhibit A**); and

WHEREAS, City shall pay Moran, pursuant to the Moran Agreement, as follows:

1. \$130.00 per hour, not to exceed \$2,600.00 monthly, or \$31,200.00 annually;
2. Reimbursable expenses not to exceed \$3,000.00 annually;

(*See* **Exhibit A**); and

WHEREAS, Moran is an independent contractor and is an independent legal entity operating independently of the City; and

WHEREAS, City has determined that the Mayor and/or City Manager should be authorized and directed, on behalf of City, to execute whatever documents are necessary to approve the Moran Agreement. *See* **Exhibit A**.

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

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

Section 2. The Moran Agreement is approved. *See* **Exhibit A**.

Section 3. Mayor is authorized and directed, on behalf of the City of Highland, to execute and date the Moran Agreement. *See Exhibit A.*

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

Passed by the City Council of the City of Highland, Illinois, and deposited and filed in the Office of the City Clerk, on the _____ day of _____ 2023, the vote being taken by ayes and noes, and entered upon the legislative records, as follows:

AYES:

NOES:

APPROVED:

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

ATTEST:

Barb Bellm
City Clerk
City of Highland
Madison County, Illinois

APPLICATION
FOR RETAIL LIQUOR DEALERS LICENSE
CITY OF HIGHLAND

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

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

1. Applicant: 4 Season Management Inc
(GIVE NAME OF INDIVIDUAL OR NAMES OF PARTNERS/CORPORATION - - -TYPE OR PRINT CLEARLY)

2. Trade, Partnership or Assumed Name Seasons Hotel

3. Give date partnership/corporation was formed under name given on Line 1: 05-26-2023
Month Day Year

4. Location of above place of business 20 Central Blvd. Highland. IL. 62249
NUMBER STREET CITY STATE ZIP CODE

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

6. Are alcoholic liquors stored but not sold at any location other than the one given above?
NO
If "yes", give location: _____
NUMBER STREET CITY STATE ZIP CODE

7. Check principal kind of business:

<input type="checkbox"/> Restaurant	<input type="checkbox"/> Tavern	
<input checked="" type="checkbox"/> Hotel	<input type="checkbox"/> Grocery Store	<input type="checkbox"/> Amusement Place
<input type="checkbox"/> Club	<input type="checkbox"/> Package Store	<input type="checkbox"/> Department Store
<input type="checkbox"/> Country Club	<input type="checkbox"/> Gaming Hall	<input type="checkbox"/> Convenience Store

8. Give name and address of owner of premises: Vishnubhai Patel 30 Rodgers Ave. Dedham. MA. 02026

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

10. State the full name, address and date of birth of the person who you intend to be the Manager or Operator of said establishment, if License is issued: Kunjai Patel 20 Central Blvd Highland, IL 62249 3-12-1995

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

Not Yet. I will be moving to Highland once I take over the business on 21st June.

11. If "yes", how long and address of person _____

12. Is this business located within 100 feet of any church, school, hospital, home for the aged or indigent persons or for veterans, their wives or children or any naval or military station? No

A. If answer to the above is "yes", is your place of business a hotel offering restaurant service, a regularly organized club, a food shop, or other place where the sale of liquor is not the principal business carried on? _____

B. If answer to (A) is "yes", on what date was business started? _____

13. Have any manufacturers, importing distributor or distributor directly or indirectly paid or agreed to pay for this license, advanced money, or anything else of value. Except as specifically permitted in the Act, or any credit, (Other than merchandising credit in the ordinary course of business as specifically permitted in the Act), or is such a person directly or indirectly interested in the ownership, conduct or operation of the place of business? No If answer is "yes", give

particulars _____

14. Applicant Information: Name Kunjai Patel

A. Residence Address 30 Rodgers Ave. Dedham. MA. 02026
NUMBER STREET CITY STATE ZIP CODE

B. Place of Birth: India
NAME OF CITY, COUNTY AND STATE

Date of Birth: 03-12-1995
Month Day Year

C. Are you a citizen of the United States? Yes If a naturalized citizen, time and place of naturalization? _____

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

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

Date: _____ State disposition of application: _____

Give address: _____

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

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

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

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

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

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

15. Co-Applicant information: Name _____

A. Residence Address _____
NUMBER STREET CITY STATE ZIP CODE

B. Place of Birth: _____
NAME OF CITY, COUNTY AND STATE

Date of Birth: _____
Month Day Year

C. Are you a citizen of the United States? _____ If a naturalized citizen, time and place of naturalization? _____

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

E. Have you ever made application for a liquor license for any other premises? _____

Date: _____ State deposition of application: _____

Give address: _____

F. Are you or is any other person, directly or indirectly interested in your place of business, a public official as defined in Sec 2 (14) Art VI of the Illinois Liquor Control Act? _____ If so, office held? _____

G. Has any license previously issued to you by any State or local authorities been SUSPENDED? _____ Date: _____

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

H. Has any license previously issued to you by any State or local authorities been REVOKED? _____ Date: _____

If so, state reasons therefor: _____

Where: _____
CITY COUNTY STATE

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

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

Name (Last,First,MI) Home Address (Street, City, State, Zip) Date of Birth

Patel Kunjal Vishnubhai 30 Rodgers Ave.Dedham.MA.02026 03-12-1995

17. If a majority interest in the stock of the Corporation is owned by one person, or his nominees, state the name and address of such person: Kunjal Patel 100% 30 Rodgers Ave. Dedham. MA. 02026.

18. State the location and description of the premises or place of business which is to be operated under this license: (Attach a detailed diagram of property noting exits, entrances, location of bar, coolers and specific areas where retail liquor may be sold and consumed including and outside areas.) 20 Central Blvd. Highland. IL. 62249
Street Address:

Owner of Property: Patel Vishnubhai K
Last First MI
Address: 30 Rodgers Ave. Dedham. MA. 02026
Street/ PO Box City State Zip
Lease from: Month June Day 21 Year 2023 TO
Month June Day 30 Year 2033

(Attach copy of lease to this application)

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

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

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

C. If yes, the reasons therefor _____

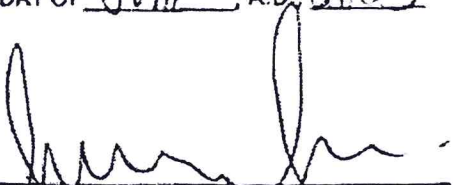
AFFIDAVIT
(PLEASE READ CAREFULLY BEFORE SIGNING)

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

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

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

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7th DAY OF June, A.D. 2023.



Notary Public



SHIVANI GIRHOTRA
Notary Public
Commission Expires 01/01/2025

APPLICANT (S):

Kunjal Vishnubhai Patel

Kunjal

**AGREEMENT FOR TECHNICAL SERVICES AND ASSISTANCE
THE CITY OF HIGHLAND, ILLINOIS
AND
MORAN ECONOMIC DEVELOPMENT, LLC**

This Agreement, entered into this _____ day of _____, 2023 by and between the City of Highland, Illinois, hereinafter referred to as the "City" and Moran Economic Development, LLC, hereinafter referred to as the "Consultants".

Whereas, the City has a need for assistance with day-to-day planning activities; and,

Whereas, the Consultants are duly experienced in providing such assistance,

Now, therefore, the City and the Consultants, for the considerations and under the conditions hereinafter set forth, do mutually agree as follows:

SCOPE OF SERVICES:

Plat and Plan Review – Review plats and plans and provide a written evaluation of same.

Combined Planning and Zoning Board Meetings – Attend Combined Planning and Zoning Board Meetings on an as-needed basis to present and discuss applications.

Day to Day Support – Provide as-needed assistance to the Building & Zoning Department in the form of (a) review and evaluation of building permit applications, special use permits, variances, or other applications for appeals or rezoning, (b) interpretation of the Zoning Code and Land Development Code and applicability of same to development projects; (c) preparation of staff reports and presentations; and (d) other assistance as needed.

COMPENSATION

The Consultants shall be compensated at an hourly rate of \$130 per hour, not to exceed \$2,600 monthly (\$31,200 annually). The Consultant shall invoice monthly for all work performed under the Scope of Services.

Reimbursable expenses shall consist of actual costs incurred by the Consultants for printing, delivery charges, travel and any other similar expenses required to provide the above Scope of Services. Such expenses shall also be invoiced monthly to the Client at their direct and actual cost to the Consultants and shall not exceed \$3,000 annually.

TERMINATION OF AGREEMENT

If for whatever reason the City determines that the work should be terminated, the City will inform Moran Economic Development in writing that it wishes to terminate this agreement. The date of termination shall occur upon receipt of the written notice of termination by Moran Economic Development via the U.S. Postal Service or by email.

The City will pay Moran Economic Development an amount representing the work performed to the date of termination, plus any expenses which have been incurred by Moran Economic Development to that date.

1. Confidentiality; FOIA Requests. "Confidential Information" means any information which Consultants has designated as confidential in writing or should be considered confidential (however it is conveyed or on whatever media it is stored) including information that relates to a party's trade secrets, commercial information, proprietary information, and, private personal information, In the event the City,

or an authorized representative thereof, receives a FOIA request for documents containing Confidential Information, City shall notify Consultants of the request. Upon receipt of such notice by email, Consultants shall notify City within two business days whether, and if so, why, it believes the requested documents are exempt from disclosure under the applicable FOIA law, or if any portion of the requested documents is exempt from disclosure (and therefore should be redacted) under the Illinois Freedom of Information Act or other applicable rules, laws, or regulations.

2. Not Legal Advice. City understands that any information or deliverables Consultants provides to City in connection with this agreement or the services provided hereunder is not, and should not be relied upon as, legal advice.
3. Delay. Consultants shall not be responsible for failure to perform or for delays in the performance of services which arise out of causes beyond the control and/or without the fault or negligence of Consultants.
4. Relationship. Consultants will act under this agreement as an independent contractor, and nothing contained herein will constitute either party as the employer, employee, or representative of the other party, or both parties as joint venturers or partners for any purpose.
5. Enforceability. The invalidity or unenforceability of any provision of this agreement does not affect the validity or enforceability of any other provisions of this agreement, which will remain in full force and effect.
6. Amendments. This agreement may not be amended or modified except in writing signed by the parties hereto.
7. Governing Law. The laws of the state of Illinois, without regard to conflicts of law principles thereof, govern all matters arising under this agreement.
8. Notices. All notices pursuant to this agreement must be in writing and delivered by hand, sent via overnight delivery or by certified or registered mail to each party's address provided in this agreement.
9. Entire Understanding. This agreement sets forth the entire agreement and understanding between Consultants and City with respect to the subject matter hereof.
10. Execution. The signature of either party hereto that is transmitted to the other party or other party's authorized representative electronically will be deemed for all purposes to be an original signature. This agreement may be executed in any number of counterparts with the same effect as if all parties hereto had signed the same document.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed this _____ day of _____, 2023.

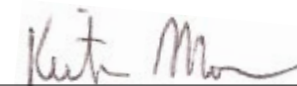
ATTEST:

City of Highland

Mayor

ATTEST:

Moran Economic Development



Keith Moran
President



City of Highland
1115 Broadway, PO Box 218
Highland, IL 62249

To: Honorable Mayor Hemann and City Council

From: Chris Conrad-City Manager

Date: June 14, 2023

Re: Contract for Planning Services

I submit for your consideration a contract with Moran Development for Planning and Economic Development services.

Discussion

With Breann recently leaving to take the Litchfield position, we have been left with an area of responsibility for which we do not have staff with either the time or skillset to address. This is in the planning and more complex economic development areas. While we have adequately spread Breann's other duties among other staff, this is an area in which the City could use assistance.

Prior to her leaving we did look for candidates with similar backgrounds and unfortunately there are few to be found out there right now. In speaking with my city manager/administrator colleagues, this is a common issue.

Moran Development, a company and consultant we have used in the past, are now offering these services ala carte and have trained staff who can provide these services. In discussions with Breann prior to her departure we felt this would be a satisfactory alternative to a full-time employee for the immediate future.

I therefore recommend the council approve the attached contract for services with Moran Development.



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
13016	Highland's Tru Buy	CENTRAL PURCHASING	06/06/2023	229.42
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	5.00
Total for Department: 000 Balance Sheet Accounts				234.42
Department: 011 General Admin				
13015	Highland Chamber Of Commerce	HIGHLAND CHAMBER ANNUAL AWARDS BANQUET	06/06/2023	400.00
13019	The Municipal Clerks Of Illinois	MCI SUMMER SEMINAR - L HEDIGER 07/20/23-07/21/23	06/06/2023	35.00
13029	AMAZON CAPITAL SERVICES	CREDIT MEMO FOR INVOICE 1PVR-6YYX-KJXH	06/16/2023	-211.40
13031	AssuredPartners Cornerstone LLC	APRIL MONTHLY DEBIT CARD FEE	06/16/2023	175.50
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	177.33
13052	COVIUS DOCUMENT SERVICES LLC	CERTIFIED MAILERS	06/16/2023	298.41
13067	FRONTIER	PHONE CHARGES - CITY HALL GENERAL ALARM	06/16/2023	48.62
13075	Highland Area Christian Servie	MAY 2023 GOOD SAMARITAN	06/16/2023	255.33
13076	Highland Chamber Of Commerce	RESERVATION FOR ANNUAL AWARDS MALLORD	06/16/2023	50.00
13077	Highland Communication Services	HCS SERVICES- COH CITY HALL	06/16/2023	639.98
13084	I.M.L. Risk Management As	FIREWORKS LIABILITY EFFECTIVE JULY 4TH FIREWORKS EVENT 07/01/23	06/16/2023	100.00
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	1,963.89
13097	LOYTET-ARCHITECTS	CITY OF HIGHLAND CITY HALL REVISIONS JOB #2246	06/16/2023	3,993.00
13149	U S Postal Service	ANNUAL POST OFFICE BOX FEE	06/16/2023	388.00
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	436.24
13159	Watts Copy Systems Inc	COPIER LEASE/USAGE - CITY HALL BACK OFFICE	06/16/2023	273.16
Total for Department: 011 General Admin				9,023.06
Department: 012 Police Dept				
13029	AMAZON CAPITAL SERVICES	1 QTY HAND SOAP,1 QTY -3 HOLE PUNCH	06/16/2023	225.03
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	152.85
13070	Galls, LLC	BALL CAP	06/16/2023	25.40
13077	Highland Communication Services	PSB -TV/PHONE AND INTERNET	06/16/2023	656.95
13096	Leon Uniform Company Inc	2 LS UNDERVEST SHIRTS-BLAND	06/16/2023	577.48
13121	R P Lumber Co Inc	1 QTY TUSTIN ENTRY SMT SATIN NICKEL- DOOR HANDLE TOWER SHED	06/16/2023	49.99
13124	Ray O'Herron Co Inc	AMMO-5.56 25 BOXES 20RD/BX	06/16/2023	403.00
13126	Reding Tire & Battery Inc	ROTATE TIRES FROM CAR 2 TO CAR 5	06/16/2023	83.05
13136	JACOB STREICHER	REIMBURSEMENT FOR 3 511 PANTS STRIECHER	06/16/2023	150.12
13141	The Kwik Connection Printing Inc	LEGAL NOTICE-Ordinance 3269	06/16/2023	220.00
13146	TRANSUNION RISK AND ALTERNATIVE	TLO BACKGROUND CHECKS INVESTIGATIONS	06/16/2023	75.00
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	1,127.16
13159	Watts Copy Systems Inc	DETECTIVE COPIER	06/16/2023	36.05
13161	William F. Brockman Co	SWITZERFEST PARADE CANDY FOR CITY COUNCIL	06/16/2023	495.35
13167	MORROW BROTHERS FORD INC	POLICE VEHICHL 2023 FORD VEH# 1FMSK8AB2PGA84446	06/16/2023	82,740.00
Total for Department: 012 Police Dept				87,017.43
Department: 013 Building & Zoning				
13029	AMAZON CAPITAL SERVICES	1 QTY SERTA SMART LAYERSTM AIR CHAIR LEATHER	06/16/2023	329.99
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	234.78
13067	FRONTIER	PHONE CHARGES - B&Z	06/16/2023	40.50
13077	Highland Communication Services	HCS SERVICES- COH BUILDING & ZONING	06/16/2023	337.55
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	201.17
Total for Department: 013 Building & Zoning				1,143.99
Department: 014 Fire Dept				
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	235.31
13030	Ameren Illinois	GAS CHARGE	06/16/2023	77.98
13038	Breathing Air Systems Div	SEMI-ANNUAL PREVENTATIVE MTN-AIR TEST,O-RING,FILTER,CARTRIDGE	06/16/2023	750.87
13043	City Of Highland	DUMPSTER SERVICES FIREHOUSE	06/16/2023	200.00
13054	DINGES FIRE COMPANY	3 QTY CUSTOM LETTER PATCH 3' TALL X12.5 WIDE	06/16/2023	306.90
13055	ED M. FELD EQUIPMENT CO., INC.	FUNCTIONAL FLOW TESTING	06/16/2023	1,125.00
13064	FIRE APPARATUS & SUPPLY TEAM INC	5 QTY PT-800 21/2"X50 DJ PLAIN FIRE HOSE	06/16/2023	925.00
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	17.99
13111	O'Reilly Automotive Inc.	1 - BRAKE PADS, BATTERY,CORE CHARGE, 4 -14OZ BRAKEFLN,1-8OZBRAKC	06/16/2023	247.28
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	272.04
13161	William F. Brockman Co	SWITZERFEST PARADE CANDY FOR FIRE DEPARTMENT	06/16/2023	244.80
Total for Department: 014 Fire Dept				4,403.17
Department: 015 Foreign Fire Insurance				
13101	MCFA DEATH BENEFIT	DEATH BENEFIT ASSESSMMENT - #1460 CHARLES HENDRICKS OF HARTFORD	06/16/2023	248.00
Total for Department: 015 Foreign Fire Insurance				248.00
Department: 017 Streets / PW Admin				
13016	Highland's Tru Buy	STREET AND ALLEY- SODA	06/06/2023	31.84
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	1,654.04
13030	Ameren Illinois	Utilities	06/16/2023	78.54
13036	Better Newspapers Inc	COMMERCIAL PRINT JOB-150 COLOR NO PARKING SIGNS	06/16/2023	94.00
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	240.67
13049	Cooperative Response Center, Inc	BASE FEE MAY.CRC AGENT.CRC AGENT DIAL OUT. CRC LINK USER LICENSE	06/16/2023	84.15
13061	Fabick Power Systems Inc	Box Broom for Skidsteer	06/16/2023	6,500.00
13077	Highland Communication Services	Communication Services	06/16/2023	28.00
13082	Houseman, Supply Inc	Cooling System - Clean, Check, Air Filter, Labor	06/16/2023	115.00
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	277.15
13100	MCCLATCHY	PRINT LEGAL AD-1PL01220810 ORDER 419847 05/11/23-05/18/23	06/16/2023	260.48
13102	McKay Auto Parts Inc	Terra - Cair	06/16/2023	25.98
13148	Truck Centers Inc	Street Sweeper - Header SSI, CONC, 6 Bolt	06/16/2023	886.20
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	243.33
Total for Department: 017 Streets / PW Admin				10,519.38

			Total for Fund:001 General Fund	112,589.45
Fund: 006 TIF #1				
Department: 006 TIF #1				
13078	Highland Community School Dist	TIF #1 INTER GOVERNMENTAL AGREEMENT	06/16/2023	4,840.00
			Total for Department: 006 TIF #1	4,840.00
			Total for Fund:006 TIF #1	4,840.00
Fund: 007 Community Development Fund				
Department: 007 Community Development				
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	50.98
			Total for Department: 007 Community Development	50.98
			Total for Fund:007 Community Development Fund	50.98
Fund: 008 Motor Fuel Tax Fund				
Department: 008 Motor Fuel Tax				
13042	Christ Bros Inc	HMA - N50 - 2.73 ton, \$75 p/t	06/16/2023	745.50
13125	Red E Mix LLC	88PCCPE33 PP-2 - 33 cy, \$154p/cy, Super P	06/16/2023	5,280.00
13143	TIMES TRIBUNE	Legal Ads In The Troy Times Tribune: MET NOML - 5/18 & 5/25/2023	06/16/2023	86.40
			Total for Department: 008 Motor Fuel Tax	6,111.90
			Total for Fund:008 Motor Fuel Tax Fund	6,111.90
Fund: 009 Parks & Rec Fund				
Department: 009 Korte Rec Center				
13030	Ameren Illinois	KRC gas bill	06/16/2023	519.27
13034	Chris Becker	Refund for Lifeguard class	06/16/2023	160.00
13040	BUILDINGSTARS INC	monthly service for KRC cleaning	06/16/2023	2,913.00
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	1,033.26
13056	Chelsea Eilers	Refund for Party rental on July 9th	06/16/2023	180.00
13066	Foremost Fitness Group	New treadmill for KRC	06/16/2023	6,224.34
13067	FRONTIER	phone bill for KRC	06/16/2023	173.36
13085	Illinois Electric Inc	Work on KRC pool PM drive	06/16/2023	2,368.09
13086	DIVISION OF ELEVATOR SAFETY ILLINOIS OFFICE	Payment for our elevator certificate of operation	06/16/2023	75.00
13088	IN THE SWIM	1 QTY 25# BROMINE HYDRIA CLEAR	06/16/2023	249.99
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	75.92
13099	Mazzio's Pizza	Pizzas for KRC party rentals	06/16/2023	736.00
13107	Negwer Door Systems	New steel mullions for our KRC front doors	06/16/2023	2,172.56
13112	Pepsi	KRC concessions supplies	06/16/2023	457.09
13116	Pat Poettker	Refund for chance card that was not used	06/16/2023	45.00
13120	Precision Painting	Painted both KRC starway railings and skirts	06/16/2023	1,200.00
13123	Bryan Range	Refund for balance left on account	06/16/2023	35.00
13135	St. Louis Composting	Mulch for the KRC	06/16/2023	53.04
13139	Tech Electronics Inc	7/8-10/7/2023 bill for fire alarm monitoring	06/16/2023	87.00
13144	TK Elevator Corporation	emergency power/generator testing of KRC elevator	06/16/2023	367.00
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	55.98
			Total for Department: 009 Korte Rec Center	19,180.90
Department: 016 Parks & Recreation				
13016	Highland's Tru Buy	SENIOR DAY - 05/10/23	06/06/2023	89.81
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	833.85
13018	Productivity Plus Account	MIDWEST TRACTOR SALES - SILVER LAKE PARK TORO SERVICE	06/06/2023	624.99
13030	Ameren Illinois	Parks shed gas bill	06/16/2023	71.60
13032	Aviston Lumber Company	wood for Silver Lake bridge	06/16/2023	457.62
13033	Barton Electric Inc	Re-adjust north sliding gate photo sensors at Rinderer park	06/16/2023	300.00
13039	Broadway Battery & Tire	2003 F150 maint	06/16/2023	65.88
13041	Suzy Bushur	Refund for playground	06/16/2023	150.00
13042	Christ Bros Inc	Asphalt purchase on use at Glik Park	06/16/2023	266.25
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	707.33
13045	City Utilities	QB club building	06/16/2023	80.15
13059	Essenpres Plumbing & Hig	Work on WCC building sink	06/16/2023	1,284.21
13067	FRONTIER	phone bill for Glik Park	06/16/2023	48.62
13073	Nancy Hediger	Reimbursement for Sil Composting mistake	06/16/2023	109.26
13079	Highland Pool & Spa Inc	Universal skimmer basket	06/16/2023	12.95
13080	Hillyard St Louis Inc	Work on WCC scrubber	06/16/2023	577.71
13083	Hutchinson Recreation & Design	32 yards of wood fiber for Silver Lake	06/16/2023	1,229.00
13090	Jerry's Guns, Ammo & Fishing Tackle	Minnnows for Silver Lake Brude pond	06/16/2023	600.00
13091	Jerry's Landscape Nursery Inc	Flowers for the parks eagle scout project	06/16/2023	268.10
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	1,602.55
13093	Kalmer Landscape Supply	Topsoil for Hoffman park	06/16/2023	338.08
13105	MTI Distributing, Inc	Toro Ground master 4000 repairs on center deck belts	06/16/2023	329.70
13110	Mary Ann Olligies	Refund for Botanical Gardens trip	06/16/2023	74.00
13112	Pepsi	Glik Park concessions supplies	06/16/2023	618.81
13113	Pioneer Manufacturing Company	White Paint for parks fields	06/16/2023	454.42
13114	PLAYPOWER LT FARMINGTON	Long and short supports for caterpillar playground equipment	06/16/2023	435.22
13121	R P Lumber Co Inc	wood for the bridge by garden club	06/16/2023	27.60
13125	Red E Mix LLC	4000 PSI outside winter for Hoffman park	06/16/2023	495.00
13127	Jenny Rensing	Refund for St. Charles trip in December	06/16/2023	36.00
13129	S. Horn Construction	cemetery shed project	06/16/2023	1,303.21
13133	Linda Siess	Refund for YAH Josephine's trip in July	06/16/2023	78.00
13135	St. Louis Composting	Mulch for square	06/16/2023	477.36
13137	SUMNER ONE, INC.	WCC printer monthly bill	06/16/2023	60.00
13141	The Kwik Konnection Printing Inc	Playground Summer camp newspaper advertisement	06/16/2023	378.00
13145	Delores Tonnies	Refund for YAH Botanical gardens trip	06/16/2023	74.00
13147	Trendy Tees & More LLC	Emroidery job for Mark work shirts	06/16/2023	30.00
13151	Uncle Julio's Frontenac (049)	Payment for Uncle Julio's trip from a February 24, 2023 YAH trip	06/16/2023	1,233.94
13154	Vandalia Bus Lines Inc	Bus for Horse Hooky YAH trip 8/8/23	06/16/2023	930.00
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	349.37
13163	Nancy Zaloga	Refund for her previous credit balance	06/16/2023	52.00
			Total for Department: 016 Parks & Recreation	17,154.59
Department: 503 Swimming Pool Fund				
13026	Katie Alford	Refund for outdoor pool swim pass	06/16/2023	80.00
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	168.44
13048	CONTINENTAL RESEARCH CORPORATION	Baeto Dose Shock Kit for HCP	06/16/2023	265.00
13069	Nicole Fuehne	Refund for swim lessons	06/16/2023	110.00
13079	Highland Pool & Spa Inc	Vertex 10% chemical	06/16/2023	27.08

13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	46.00
13138	Switzer Food and Supplies	Outdoor pool concessions supplies	06/16/2023	209.77
13141	The Kwik Connection Printing Inc	Swim lessons newspaper advertisement	06/16/2023	306.00
			Total for Department: 503 Swimming Pool Fund	1,212.29
Department: 715 Cemetery Fund				
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	54.48
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	966.31
13135	St. Louis Composting	Mulch for the cemetery	06/16/2023	424.32
			Total for Department: 715 Cemetery Fund	1,445.11
			Total for Fund:009 Parks & Rec Fund	38,992.89
Fund: 011 TIF #2 Debt Repayment Fund				
Department: 011				
13063	FCB BANKS	GENERAL OBLIGATION REFUNDING BONDS SERIES 2020	06/16/2023	27,375.00
			Total for Department: 011	27,375.00
			Total for Fund:011 TIF #2 Debt Repayment Fund	27,375.00
Fund: 101 Electric Fund				
Department: 000 Balance Sheet Accounts				
ACH	IMEA	MAY PURCHASE POWER	06/15/2023	-45,846.80
ACH	SPRINGBROOK SOFTWARE LLC	ACH SERVICES FOR MAY 2023	06/16/2023	812.01
			Total for Department: 000 Balance Sheet Accounts	-45,034.79
Department: 101 Electric Admin				
13014	Aramark Uniform Services	RUG SERVICE	06/06/2023	251.70
13037	BHMG Engineers Inc	PROFESSIONAL SERVICE EPA & ANNUAL REPORTING	06/16/2023	84.98
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	74.59
13049	Cooperative Response Center, Inc	BASE FEE MAY CRC AGENT CRC AGENT DIAL OUT. CRC LINK USER LICENSE	06/16/2023	1,178.14
13077	Highland Communication Services	COMMUNICAITON CHARGE	06/16/2023	167.00
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	136.46
13128	Rotary Club of Highland	MEALS JAN- MARCH AND MEMBERSHIP DUES	06/16/2023	152.00
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	204.76
			Total for Department: 101 Electric Admin	2,249.63
Department: 102 Electric Production				
ACH	IMEA	MAY PURCHASE POWER	06/15/2023	776,264.76
13014	Aramark Uniform Services	MAY UNIFORM AND RUG SERVICE	06/06/2023	440.25
13018	Productivity Plus Account	MIDWEST TRACTOR SALES - POWER PLANT ZERO TURN MOWER	06/06/2023	197.28
13029	AMAZON CAPITAL SERVICES	1 QTY CABONLESS PURCHASE ORDER BOOK	06/16/2023	30.33
13037	BHMG Engineers Inc	PROFESSIONAL SERVICE	06/16/2023	4,697.60
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	33.05
13046	Clinton County Garage Door	SERVICE CALL TO THE POWER PLANT	06/16/2023	240.00
13062	Farmer Environmental Services LLC	2 PLM BULK SAMPLES ANALYZED FOR ASBESTOS CONTENT	06/16/2023	40.00
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	192.53
			Total for Department: 102 Electric Production	782,135.80
Department: 104 Electric Distribution				
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	1,880.99
13028	Altec Industries Inc	970740939 Milwaukee Guy Wire Cutting Jaw	06/16/2023	2,167.20
13032	Aviston Lumber Company	PROPANE	06/16/2023	47.81
13065	Fletcher Reinhardt Company	E958N 4" Non Metallic Conduit Cap	06/16/2023	10,478.74
13068	FROST ELECTRIC SUPPLY COMPANY	49012-010 2 1/2" Sch 40 w/one bellend Conduit	06/16/2023	1,854.79
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	335.15
13109	Mike Odorizzi	POLE TESTING 5/1-5/31	06/16/2023	1,890.00
13115	PLUMBERS SUPPLY #215	TOOL REPAIR FEE	06/16/2023	876.00
13118	Power Line Supply	25 KVA Pole Mount Transformer	06/16/2023	45,700.50
13119	PRECISION MARKETING & SALES	SHIRT FOR KYLE	06/16/2023	56.17
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	237.18
			Total for Department: 104 Electric Distribution	65,524.53
			Total for Fund:101 Electric Fund	804,875.17
Fund: 111 FTTP Fund				
Department: 000				
13051	CHUREE COSTLY	HCS REFUND	06/16/2023	34.17
13081	JOYCE HOPPE	HCS REFUND	06/16/2023	32.57
13094	TRINITY KRUEGER	HCS REFUND	06/16/2023	54.12
13095	SOM LAL	HCS REFUND	06/16/2023	89.24
13131	SHEAR BLISS	HCS REFUND	06/16/2023	24.11
13162	STEVEN YOUNG	HCS REFUND	06/16/2023	3.22
13164	CAROL ZIMMERMANN	HCS REFUND	06/16/2023	42.90
			Total for Department: 000	280.33
Department: 111				
ACH	RELIAFUND	HCS -ACH PROCESSING FEE FOR MAY 2023	06/15/2023	201.85
13014	Aramark Uniform Services	RUG SERVICE	06/06/2023	129.86
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	310.20
13023	+COM Inc	JUNE 2023 PROGRAMMING	06/16/2023	10,329.94
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	104.18
13049	Cooperative Response Center, Inc	BASE FEE MAY.CRC AGENT.CRC AGENT DIAL OUT. CRC LINK USER LICENSE	06/16/2023	252.47
13057	Emerald View Turf Farms	450 QTY TURF TALL PESCUE, HARVESTING SERVICES, DELIVERY	06/16/2023	191.00
13089	INTEGRA OPTICS INC.	Fiber/Jumper (Bend Insensitive) Single Mode 9/125. Simplex 2.0mm	06/16/2023	101.78
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	156.26
13093	Kalmer Landscape Supply	TOP SOIL FOR HCS	06/16/2023	106.88
13104	Missouri Network Alliance LLC	DATA CONTENT FEE	06/16/2023	19,295.82
13117	POWER & TELEPHONE	4 Cyber power units CBN50U48A1	06/16/2023	1,783.40
13132	Showtime Networks Inc	MAY VIDEO CONTENT FEE	06/16/2023	168.12
13134	SNI / SI Networks LLC Inc	MAY VIDEO CONTENT FEE	06/16/2023	74.03
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	275.62
13156	Vermeer Midwest	25 HP KOHLER COMMAND PRO ECH740 GASOLINE ENGINE	06/16/2023	29,350.00
13157	VIVICAST MEDIA, LLC	VIDEO CONTENT FEE - MAY	06/16/2023	53,217.60

			Total for Department: 111	116,049.01
			Total for Fund:111 FTTP Fund	116,329.34
Fund: 201 Water Fund				
Department: 201 Water Admin				
13030	Ameren Illinois	Utilities	06/16/2023	87.52
13049	Cooperative Response Center, Inc	BASE FEE MAY.CRC AGENT.CRC AGENT DIAL OUT. CRC LINK USER LICENSE	06/16/2023	84.15
13150	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	06/16/2023	188.25
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	50.98
			Total for Department: 201 Water Admin	410.90
Department: 202 Water Production				
13025	Alert Electric, Inc	Add Transformer Raw Pump House	06/16/2023	2,950.00
13029	AMAZON CAPITAL SERVICES	1 QTY AQUATIC TECH 20 INCH LIFE RING CABINET W/THROW LINE	06/16/2023	440.00
13030	Ameren Illinois	Utilities	06/16/2023	195.05
13039	Broadway Battery & Tire	Truck # 800- 2018 F150- Oil, Filter, Lube, Change, rotate tires	06/16/2023	312.77
13050	Corsair Controls Inc	Service Call for #5 Controller - labor, troubleshooting issue	06/16/2023	300.00
13072	Hawkins Inc	Chlorine	06/16/2023	4,664.00
13077	Highland Communication Services	Communication Services	06/16/2023	119.66
13087	Illinois Rural Water Association	IRWA Annual Membership Renewal 7/1/23 - 6/30/24	06/16/2023	268.98
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	193.50
13098	Luby Equipment Services	REPLACED AIR FILTER	06/16/2023	1,691.25
13122	R.E. Pedrotti Co. Inc	Meters - Finished, Backwash, Raw	06/16/2023	41,690.00
13140	Teklab Inc	Total Organic Carbon, Fluoride, Metals,	06/16/2023	354.90
13153	USA Blue Book	Hach Orthophosphate Chemkey Low Range	06/16/2023	119.61
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	134.81
13158	Water Solutions Unlimited	Sod Hydrox . WSU 110-T300	06/16/2023	12,134.04
13165	Zobrist Electric Inc	Labor, Service Call - troubleshoot electrical problem at WTP	06/16/2023	200.00
			Total for Department: 202 Water Production	65,768.57
Department: 203 Water Distribution				
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	907.52
13018	Productivity Plus Account	LUBY EQUIPMENT - CREDIT CCR13033	06/06/2023	-185.92
13032	Aviston Lumber Company	Yellow Stoprust Paint, 4x8 Plywood	06/16/2023	96.37
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	303.00
13053	Dave Schmidt Truck Service Inc	Truck # 48 - Reservoir	06/16/2023	140.00
13071	DUSTIN GILOMEN	REIMBURSEMENT FOR SAFETY BOOTS	06/16/2023	96.97
13077	Highland Communication Services	Communication Services	06/16/2023	2.00
13087	Illinois Rural Water Association	IRWA Annual Membership Renewal 7/1/23 - 6/30/24	06/16/2023	134.48
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	91.84
13093	Kalmer Landscape Supply	Top Soil	06/16/2023	179.20
13102	McKay Auto Parts Inc	Sprite (750) and returned Absorber Towel	06/16/2023	27.48
13103	Midwest Municipal Supply Inc	100 ft. 1" Copper	06/16/2023	8,960.00
13108	Northtown Auto & Tractor	Air Filter, Oil Filter, Oil 5W20 FullSyn, Oil Stabilizer	06/16/2023	36.53
13121	R P Lumber Co Inc	Spray Gun Tip Extension 18 in.	06/16/2023	29.00
13130	Schulte Supply Inc	White Marking Paint	06/16/2023	32.46
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	144.08
			Total for Department: 203 Water Distribution	10,995.01
			Total for Fund:201 Water Fund	77,174.48
Fund: 301 Sewer Fund				
Department: 301 Sewer Admin				
13049	Cooperative Response Center, Inc	BASE FEE MAY CRC AGENT.CRC AGENT DIAL OUT CRC LINK USER LICENSE	06/16/2023	84.15
13077	Highland Communication Services	Communication Services	06/16/2023	225.00
			Total for Department: 301 Sewer Admin	309.15
Department: 303 Sewer Collection				
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	907.52
13018	Productivity Plus Account	LUBY EQUIPMENT - CREDIT CCR13033	06/06/2023	-185.92
13032	Aviston Lumber Company	Yellow Stoprust Paint, 4x8 Plywood	06/16/2023	96.37
13053	Dave Schmidt Truck Service Inc	Truck # 48 - Reservoir	06/16/2023	140.00
13071	DUSTIN GILOMEN	REIMBURSEMENT FOR SAFETY BOOTS	06/16/2023	96.97
13077	Highland Communication Services	Communication Services	06/16/2023	2.00
13087	Illinois Rural Water Association	IRWA Annual Membership Renewal 7/1/23 - 6/30/24	06/16/2023	134.48
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	215.74
13102	McKay Auto Parts Inc	Sprite (750) and returned Absorber Towel	06/16/2023	27.47
13108	Northtown Auto & Tractor	Air Filter, Oil Filter, Oil 5W20 FullSyn, Oil Stabilizer	06/16/2023	36.53
13121	R P Lumber Co Inc	Spray Gun Tip Extension 18 in.	06/16/2023	28.99
13130	Schulte Supply Inc	White Marking Paint	06/16/2023	32.46
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	29.90
			Total for Department: 303 Sewer Collection	1,562.51
Department: 304 Water Reclamation Facility				
13029	AMAZON CAPITAL SERVICES	2 QTY FIRE EXTINGUISHER, 1 QTY ELECTRICAL LOCKOUT KIT, SIGNS	06/16/2023	143.72
13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	98.54
13047	KIMBERLY A. COLE	Consulting Services	06/16/2023	2,718.75
13077	Highland Communication Services	Communication Services	06/16/2023	149.99
13087	Illinois Rural Water Association	IRWA Annual Membership Renewal 7/1/23 - 6/30/24	06/16/2023	268.98
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	71.60
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	123.00
			Total for Department: 304 Water Reclamation Facility	3,574.58
Department: 305 WRF Pretreatment				
13047	KIMBERLY A. COLE	Consulting Services	06/16/2023	2,148.75
13140	Teklab Inc	Industry Cross Check Basler Electric	06/16/2023	4,170.20
			Total for Department: 305 WRF Pretreatment	6,318.95
			Total for Fund:301 Sewer Fund	11,765.19
Fund: 401 Ambulance Fund				
Department: 401 Ambulance Fund				
13017	Huels Oil Co	MAY DIESEL FUEL	06/06/2023	1,401.26
13024	Airgas USA,LLC	OXYGEN	06/16/2023	259.96
13035	BEST ONE TIRE & SERVICE OF CLINTON COUNTY	4 QTY TIRES - AMBULANCE #1543	06/16/2023	1,358.00

13044	City Of Highland	MAY CENTRAL PURCHASING	06/16/2023	278.88
13058	EM SAR	LABOR-ANNUITY CONTRACT BILLING	06/16/2023	2,400.00
13060	Everlasting Etch	2 QTY BLACK 6X8 PLAQUE W/SUBLIMATION PLATE	06/16/2023	30.00
13074	HFS	AMBULANCE REFUND- PATRICIA A PLATZ #710157-01-01	06/16/2023	1,427.80
13077	Highland Communication Services	HCS SERVICES- COHEMS	06/16/2023	280.99
13106	MUNICIPAL EMERGENCY SERVICES, INC.	JOB SHIRT 1/4 ZIP, EMBROIDERY NAME AND RANK	06/16/2023	76.00
13111	O'Reilly Automotive Inc.	1 QTY TIRE SHIEN, PROTECT, QUIK DETAILER, MICROFBR TOWEL	06/16/2023	103.61
13152	United Healthcare	AMBULANCE OVERPAYMENT-ANNA ROSE 376001429	06/16/2023	263.18
13155	Verizon Wireless - State	VERIZON WIRELESS CHARGES	06/16/2023	511.84
13160	WEBER GRANITE CITY FORD LLC	MTN/REPAIR #1542	06/16/2023	1,431.65
13166	Zoll Data Systems Inc	ZOLL FIRE REPORTS- INVENTORY MODULE (PER PCR) 05/01/23-05/31/23	06/16/2023	57.09

Total for Department: 401 Ambulance Fund 9,880.26

Total for Fund-401 Ambulance Fund 9,880.26

Fund: 713 Solid Waste Fund

Department: 713 Solid Waste Fund

13027	ALLIED WASTE TRANSPORTATION INC	TEMP DUMPSTER SERVICES	06/16/2023	6,941.20
13092	JOHN DEERE FINANCIAL	HIGHLAND RURAL KING OPERATING ACCOUNT	06/16/2023	34.63
13141	The Kwik Konnection Printing Inc	5/03/23 -3 COLXS* AD W/COLOR (CURBSIDE CLEANUP)	06/16/2023	180.00
13142	Thole Fabrication & Welding Inc	8x6 WIDE FLANGE BEAMS	06/16/2023	80.00

Total for Department: 713 Solid Waste Fund 7,235.83

Total for Fund 713 Solid Waste Fund 7,235.83

Grand Total **1,217,220.49**

Accepted by City Council June 19, 2023

Mayor:

Clerk: