

**AGENDA
REGULAR SESSION
HIGHLAND CITY COUNCIL
HIGHLAND AREA SENIOR CENTER
187 WOODCREST DRIVE
MONDAY, DECEMBER 4, 2023
6:30 PM**

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

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE:

MINUTES:

- A. **MOTION** – Approve Minutes of November 20, 2023 Regular Session (attached)

PROCLAMATION:

Mayor Hemann will read a document proclaiming the week of December 4 through 8, 2023 as Youth Appreciation Week.

PUBLIC FORUM:

- A. Citizens' Requests and Comments:
1. 2024 Highland Farmers' Markets – Lucas Pinsker, Sports, Leisure & Facilities Manager (attached)
 2. Highland Optimists' Club – 2024 Shootout – Special Event Application – Rick Ringwald, Representative (attached)

Anyone wishing to address the Council on any subject may do so at this time. Please come forward to the podium and state your name. Per Ordinance No. 3299, please limit your comments to 4 minutes or less.

- B. Requests of Council:

- C. Staff Reports:

NEW BUSINESS:

- A. **MOTION** – Bill #23-122/RESOLUTION Approving and Authorizing Allocation of Hotel/Motel Tax Funding for the 2024 Highland Optimists' Club Shootout (attached)
- B. **MOTION** – Bill #23-123/RESOLUTION Authorizing the Sole Source Purchase of 32 Self-Contained Breathing Apparatus Air Bottles for the Fire Department and Waiving Normal and Customary Bidding Procedures (attached)
- C. **MOTION** – Bill #23-124/ORDINANCE Regarding the Illinois Paid Leave for All Workers Act (attached)
- D. **MOTION** – Approve Schedule of 2024 Meeting Dates for Council, Boards, and Commissions (attached)

Continued


REPORTS:

A. **MOTION** – Accepting Expenditures Report #1255 for Nov. 18, 2023 through Dec. 1, 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 Heimburger, ADA Coordinator, by 9:00 AM on Monday, December 4, 2023.
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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.

PROCLAMATION

WHEREAS,

The vast majority of youth are concerned, knowledgeable and responsible citizens; and

WHEREAS,

The accomplishments and achievements of these young citizens deserve the recognition and praise of their elders; and

WHEREAS,

Optimists International has, since 1956, developed and promoted a program entitled Youth Appreciation Week; and

WHEREAS,

The Highland Optimists' Club have indicated a desire to join Optimists International in expressing appreciation and approval of the contributions of youth.

THEREFORE,

I, Kevin B. Hemann, Mayor of the City of Highland, do hereby proclaim the week of December 4 - 8, 2023, as

YOUTH APPRECIATION WEEK

and hereby encourage the citizens of the City of Highland, Illinois, to join the Optimists' Club in expressing appreciation and approval of the contributions of Highland's youth. By this action, let it be known that we have faith in their ability as they assume responsible roles in the future of mankind.

IN WITNESS WHEREOF,

I have hereunto set my hand and caused the Seal of the City of Highland to be affixed this 4th day of December, 2023.

Kevin B. Hemann, Mayor



CITY OF HIGHLAND

SPECIAL EVENT APPLICATION

Authorized under City Ordinance Sec. 64-3-1

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

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

PROCEDURE:

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

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: Highland Farmers' Market

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

Location of Event: Highland Downtown Square

Sponsoring Organization/Individual: Highland Parks and Recreation Department

Event Responsible Party: Lucas Pinsker
Address: 1 Nagel Dr.
Phone(s): 618-910-9275
Email: lpinsker@highlandil.gov

Secondary Contact: Mark Rosen
Address: 1 Nagel Dr.
Phone(s): 618-304-4660
Email: mrosen@highlandil.gov

Date(s) of Set-up: Same day as event each week.

Event Date(s) / Times:
Tuesdays from 4-7pm, May 21-September 24. Will meet at the Weinheimer Community Center the week before Schweizerfest.

Date(s) of Tear-down: Same day as event each week.

Expected Attendance: 100-300 each week.

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

Sound Amplification System utilized: Yes No
If yes, hours of operation: 4-7pm

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:** _____
N/A

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

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

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

Other City Services: Restrooms, City Officials (Sign approval), Refuse Dumpsters (Specify):
Department: _____
Access to Plaza Park restrooms.

Application Checklist (Attachments):

Deputy Clerk Initial
Upon receipt or waiver:

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

Site Plan Rendering _____

Evacuation Plan _____

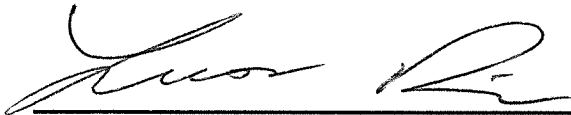
Fire Plan _____

Parking Plan _____

Schedule City Council Meeting for announcement _____

Date: _____ December 4, 2023

Application Submittal (60+ days) _____



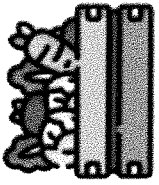
Event Sponsor Responsible Party

11/2/23

Date

City Manager

Date



Vendor List

Tuesday, August 1st
4-8pm

1 **Wooden Spool Market & Greenhouse**

-Produce, plants & succulents.

2 **Buckeye Bees**

-Honey and homegrown produce.

3 **His Abundance Farm**

-Homegrown produce

4 **Main Street Pastures**

-Pasture-raised meats, eggs & dairy.

5 **The Cookie Doode**

-Cookies, pies & bread.

6 **Prairie Creek Cattle**

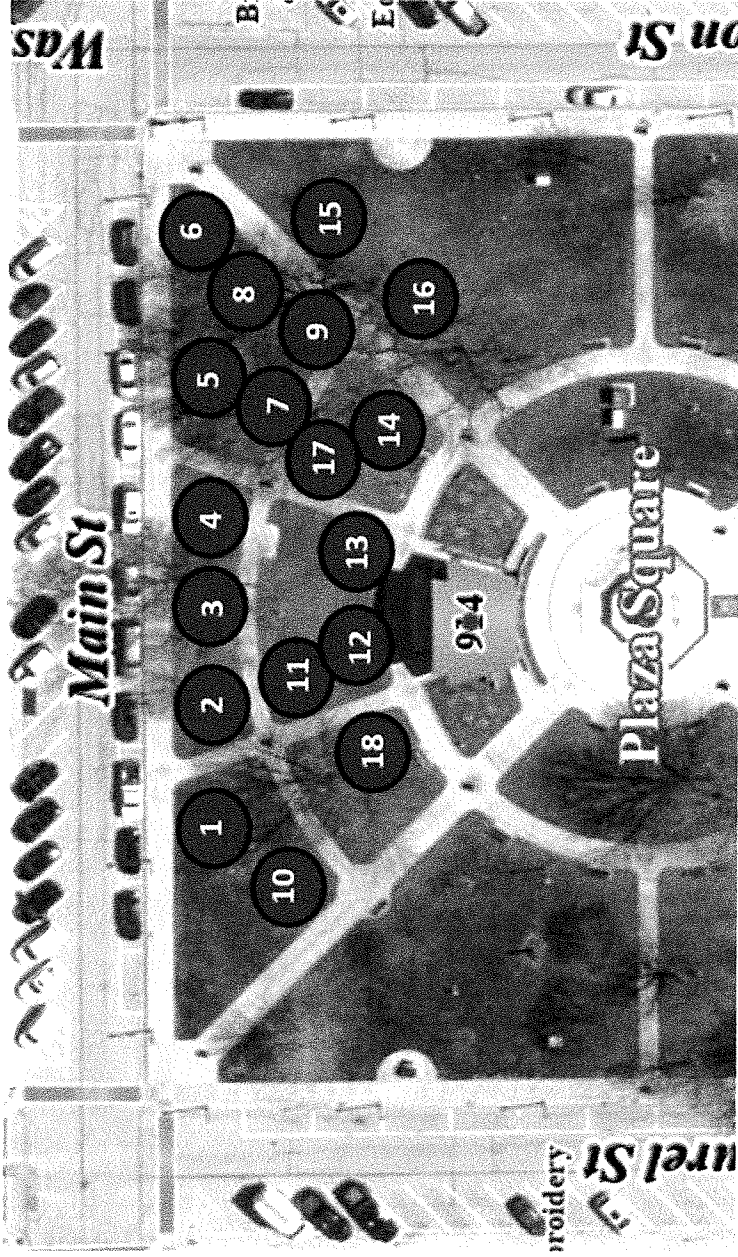
-Half/Whole Hogs, Choice Beef & Fresh Chicken

7 **Stewards of Hope Int.**

-Gus' Pretzels, Hot Dogs & Salsiccia

8 **My Green Backyard**

-Season garden produce, baked goods, plants & flowers.



9

Bossler Gardens

-Fresh cut flowers & custom designed bouquets.

10

KC Karen's Creations

-Machine quilted/embroidered mug rugs, table runners, & more.

11

Candle Cottage

-Homemade candles, bath salts & salt scrubs

12

Roedell Wood Projects

-Custom wood pieces.

13

Popeye's Produce

-Homegrown produce.

14

The Chocolate Affair

-Homemade ice cream.

15

Mac's Family Fun Time

-Gourmet popcorn, kettle corn & ice cream sandwiches.

16

Joe and Rhonda Rench

-Homegrown produce.

17

Smokehouse Jellies

-Smoked artisan pepper jellies.

18

Alexandra's Modern

Accessories

-Handmade bags, wallets, keychains, headbands, kitchen items.



CITY OF HIGHLAND

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

CITY OF HIGHLAND-SPECIAL EVENT APPLICATION

Name of Event: Highland Optimist Shootout

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

Location of Event: Highland High School

Sponsoring Organization/Individual: Highland Optimist Club

Event Responsible Party: Rick Ringwald
Address: 6 Birdie Lane Highland, IL 62249
Phone(s): 314-458-5128
Email: rick@powersinvest.com

Secondary Contact: Matt Powers
Address: 3418 Fairway Dr. Highland, IL 62249
Phone(s): 618-303-6074
Email: Matt@powersinvest.com

Date(s) of Set-up: January 5th / 6th, 2024

Event Date(s) / Times: January 6th - 9am - 10pm

Date(s) of Tear-down: January 6th

Expected Attendance: 2800

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

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

Funding request of the Council: [X] 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:** _____

N/A

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

N/A

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

Requests police presence at the event.

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

N/A

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

N/A

Application Checklist (Attachments):

Deputy Clerk Initial
Upon receipt or waiver:

Certificate of Insurance: (attached)

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

Site Plan Rendering

N/A

Evacuation Plan _____

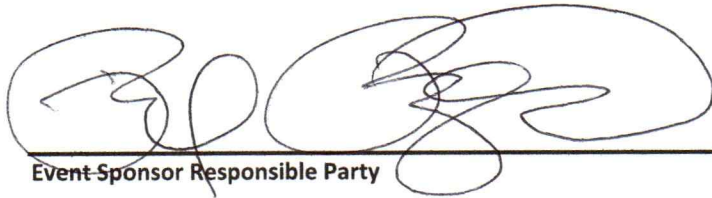
Fire Plan _____

Parking Plan _____

Schedule City Council Meeting for announcement _____

o **Date:** 12/4/23

Application Submittal (60+ days) _____



Event Sponsor Responsible Party

11/9/23
Date

City Manager

Date

ONE BALA PLAZA, SUITE 100
Bala Cynwyd, PA 19004

Philadelphia Indemnity Insurance Company (A capital stock company)

**COMMERCIAL GENERAL LIABILITY
CONFIRMATION OF COVERAGE**

This CONFIRMATION OF COVERAGE is attached to
and made part of MASTER POLICY NUMBER: **PHPK2544408**

CLUB NUMBER: 12180
CLUB NAME:
HIGHLAND, IL
CLUB ADDRESS:
P.o. Box 471
Highland, IL, 62249

**AMBA, Association Member Benefits
Advisors**
4050 NW 114th St
URBANDALE, IA 50322
1-800-503-9227

EXTENDED NAMED
INSURED: Optimist International

MAILING ADDRESS: 4494 Lindell Boulevard
St. Louis, MO 63108-2404

POLICY PERIOD: FROM May 1, 2023 TO May 1, 2024
AT 12:01 A.M. IN THE TIME ZONE FOR YOUR CLUB MAILING ADDRESS SHOWN ABOVE

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$	<u>1,000,000</u>	
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$	<u>100,000</u>	Any one premises
MEDICAL EXPENSE LIMIT	\$	<u>EXCLUDED</u>	Any one person
PERSONAL & ADVERTISING INJURY LIMIT	\$	<u>1,000,000</u>	Any one person or organization
GENERAL AGGREGATE LIMIT	\$	<u>2,000,000</u>	
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	\$	<u>2,000,000</u>	

ADDITIONAL COVERAGE IS ONLY PROVIDED TO THE EXTENDED NAMED INSURED IF "COVERAGE PROVIDED" BOX, BELOW, IS CHECKED. COVERAGE IS NOT PROVIDED IF "COVERAGE NOT PROVIDED" BOX, BELOW, IS CHECKED.

ABUSE AND MOLESTATION COVERAGE				
<input type="checkbox"/>	COVERAGE NOT PROVIDED			
<input checked="" type="checkbox"/>	COVERAGE PROVIDED	PREMIUM INCLUDED	SEE POLICY FOR APPLICABLE LIMITS	COVERAGE EFFECTIVE PERIOD 05/01/23 TO 05/01/24 AT 12:01 AM TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

HIRED & NON-OWNED AUTOMOBILE LIABILITY COVERAGE (Directors and Officers Only)				
<input type="checkbox"/>	COVERAGE NOT PROVIDED			
<input checked="" type="checkbox"/>	COVERAGE PROVIDED	PREMIUM INCLUDED	SEE POLICY FOR APPLICABLE LIMITS	COVERAGE EFFECTIVE PERIOD 05/01/23 TO 05/01/24 AT 12:01 AM TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

APPLICABLE ENDORSEMENT(S) PROVIDED TO THE EXTENDED NAMED INSURED
 (*Hired and Non-Owned Auto Endorsements are only applicable to Directors & Officers)

BJP-190-1 (12-98)	PI-EXEMPT-NOTICE 1 MO (01-19)	PI-FEES-NOTICE 1 (11-19)	PI-SAMEX-NOTICE 1 (03-22)	PP2020 (02-20)	CPD-PIIC-CW (02-21)
PI-LOC-SCH (08-20)	PI-BELL-1 MO (10-16)	PI-CME-1 MO (11-09)	IL0017 (11-98)	IL0021 (09-08)	IL0274 (02-13)
PI-ACL-001 (12-18)	PI-HS-029 (02-20)	PI-SAM-018 MO (01-22)	PI-TER-DN1 (01-21)	PI-SAM-MO-NOTICE 1 (03-22)	Gen Liab Dec (10-04)
Gen Liab Schedule (01-00)	CG0001 (04-13)	CG0134 (08-03)	CG2101 (11-85)	CG2106 (05-14)	CG2116 (04-13)
CG2132 (05-09)	CG2135 (10-01)	CG2147 (12-07)	CG2167 (12-04)	CG2170 (01-15)	CG2504 (05-09)
CG2625 (04-05)	CG2643 (12-04)	CG2650 (04-13)	PI-GL-001 (08-94)	PI-GL-002 (08-94)	PI-GL-042 (04-22)
PI-HS-005 (07-04)	PI-SAM-006 MO (01-22)	PI-SE-001 (07-20)	CADS03 (10-13)	Hired Or Borrowed Auto Sche (07-06)	CA0001 (10-13)
CA0165 (10-13)	CA0166 (10-13)	CA0219 (01-16)	CA2551 (10-13)	PI-AUT-001 (01-16)	PI-SAM-NOTICE 1 (03-22)
PI-SAM-008D (01-17)	PI-ARB-1 MO (03-05)	PI-SAM-008 (05-19)	PI-SAM-MO 1 (01-17)		



Authorized Representative

102222 (07/10)

Page 2 of 2

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RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING
ALLOCATION OF HOTEL / MOTEL TAX FUNDING
(Highland Optimists' Club – 2024 Shootout)**

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

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

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

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

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

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

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

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

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

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

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

AYES:

NOES:

ABSENT:

APPROVED:

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

ATTEST:

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



HOTEL/MOTEL FUND APPLICATION

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

Organization Information

1) Name and Address of Applicant (Organization):

Highland Optimist Club
PO Box 471
Highland, IL 62249

2) Website Address: highlandoptimist.org

3) Contact Person: Rick Ringwald

a) Name: _____

b) Phone: 314-458-5128

c) Fax: N/A

d) Email: rick@powersinvest.com

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

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

6) Agency Tax ID # 37-6048992

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: Highland Optimist Shootout

9) Date(s) of the Event: January 6th 2024

10) Location of the Event: Highland High School

11) Description of the Event:

One-day Basketball Shootout for high school teams. 8 games in total

12) Funding Request Amount: \$ 4,000.00

13) Projected Attendance for the Event: 3000

14) Expected Overnight Stays for the Event: Minimum of 30 hotel stays in Highland

15) Description / Purpose of Funding Request:

Requesting \$4,000.00 sponsorship to assist in funding the event. Premier one-day basketball event in the St. Louis Metro area.

16) Other Sources of Project Funding:

^{Ticket Sales}
Individual Donations: \$ 49,000

^{Sponsors}
Grants: \$ 26,500

^{concessions}
Private Businesses: \$ 31,000

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

Request police presence at the event. Games begin at 9am, with the last game at 8pm. We anticipate a large crowd after 1pm.

18) Continuing / New Activity:

a) Is this event... New Continuing

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

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

d) Did you receive funding last year? Yes No

e) If "d" = yes i) What amount did you receive? \$ 4,000

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 Scott Credit Union	\$5000.00
2 Korte Co	\$2500.00
3 Many at the \$1000 level	
4 - APEX, Plocher, Meredith, Powers Advisory Group... etc	
5 Many at the \$500 level	
- Beslen, BDry, Highland Dentistry... etc	

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

2000+ attendees coming from outside the City of Highland. Many will buy gas or eat at local establishments. Typically there are numerous hotels as we historically have a team stay at the old Baymont.

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).

32nd Annual Event with a large following. Very positive press in newspapers and on social media. Proceeds from the event help fund youth organizations within our local community.

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.

Budget is similar to last year. Appearance fees and hotel stays remain elevated as we attract teams throughout IL and the midwest. We have 4 overnight stays this year, including teams from Chicago and Kentucky.

11222544.1

We've increased ticket prices over the years to account for higher expenses and demand.

Revenues:

Hotel / Motel Tax Grant	\$ 4,000
<u>Ticket Sales</u>	\$ 49,000 49,000
<u>Concessions</u>	\$ 30,000
<u>Sponsons</u>	\$ 24,000
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Revenues:	\$ <u>107,000</u>

Expenses:

Expenditure Types	Amount
<u>Appearance fees</u>	\$ 23,000.00
<u>Lodging</u>	\$ 6,000.00
<u>Pay of expenses</u>	\$ 28,000.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES:	\$ <u>57,000.00</u>

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? 32nd year

26) Projected sales tax generation: Event _____ Indirect gas, meals, hotels, etc

27) Number of volunteers associated with event? 100+

28) Nonprofit or for profit event? non-profit

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

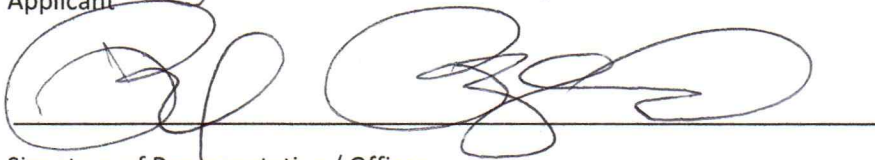
30) Why should event be funded? Attach narrative.

Without continued support from our sponsors, we'd be unable to attract top-end teams and the large crowds that come to watch the event. We've expanded our reach with teams often coming from out-of-state locations. Most diverse event in Highland. Very positive press for the community.

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 Optimist Club

Applicant



Signature of Representative / Officer

Co-chair

Title

11/9/23

Date



CITY OF HIGHLAND

To: Mayor and Council Members
From: Mallord Hubbard, Economic Development Coordinator
Date: November 29, 2023
Subject: Approval of Hotel/Motel Funding for 2024 Highland Optimist Shootout

RECOMMENDATION

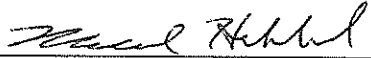
I am recommending the Council consider approval of Hotel/Motel funds to the Highland Optimist Club for the 2024 Highland Optimist Shootout.

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 \$4,000 will be appropriated from the Hotel/Motel Tax Budget for this item.

Recommended by: 

Mallord Hubbard, Economic Development Coordinator

RESOLUTION NO. _____

RESOLUTION WAIVING COMPETITIVE BIDDING REQUIREMENT AND APPROVING AND AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FELD FIRE TO PURCHASE 30-YEAR AIR CYLINDERS AS A SOLE SOURCE PURCHASE

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 Council has been advised of the need for new air cylinders for the City Fire Department; and

WHEREAS, the Fire Chief has advised the City Council that Feld Fire is the only vendor offering 30-year air cylinders for sale; and

WHEREAS, the Fire Chief has advised the City Council that purchasing the 30-year air cylinders from Feld Fire will save the City approximately \$30,000 that would normally be spent on 15-year air cylinders; and

WHEREAS, the Fire Chief has advised the City Council that purchasing the 30-year air cylinders from Feld Fire prior to January 1, 2024 will save the City approximately \$2,200 due to an expected price increase in 2024; and

WHEREAS, Feld Fire has provided a proposal to the Fire Chief for 32 30-year air cylinders for a price of \$55,645.12 (“Feld Fire Proposal”) (See Exhibit A); and

WHEREAS, City Council deems it to be in the best interests of City to waive the competitive-bidding requirement and to agree to the Feld Fire Proposal as a sole source purchase, and as attached (See Exhibit A); and

WHEREAS, the City Council also finds that the City Manager and/or Mayor should be authorized and directed, on behalf of the City of Highland, to execute whatever documents are necessary to waive the competitive-bidding requirement and agree to the Feld Fire Proposal as attached (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. City shall waive normal and ordinary bidding procedures, and the Feld Fire Proposal (See **Exhibit A**) is approved.

Section 3. The City Manager and/or Mayor is authorized and directed, on behalf of the City of Highland, to execute and date whatever documents may be necessary enter the Feld Fire Proposal (See **Exhibit A**) as a sole source 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:

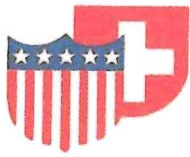
ABSENT:

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
Fire Department
Chris Straub, Fire Chief



To: Honorable Mayor Hemann, Chief Carole Presson Director of Public Safety, and City Council

From: Chris Straub, Fire Chief

Date: November 27, 2023

Re: Purchase of new 30-year SCOTT air cylinders

I am submitting for your approval a request to waive customary purchasing practices and award a sole bid to Feld Fire.

Discussion: Self-Contained Breathing Apparatus (SCBA) is a vital life-saving device for a firefighter. This device provides firefighters with breathable air in environments with oxygen deficiency, smoke, dangerous gasses, and other airborne contaminants that may be otherwise dangerous to breathe.

Per the National Fire Protection Association (NFPA) 1981, the standard on the SCBA for Emergency Services is 15 years. We will be starting year 14 with the current cylinders. Per NFPA 1981, each air pack shall have 2 cylinders each. Currently, the fire department has 16 air packs and 32 cylinders. This is the first time a vendor is offering a 30-year bottle. We are asking to purchase these cylinders from Feld Fire due to their standing as the only vendor for the equipment.

Budget Impact: The total amount requested for this purchase is \$55,654.12. The Fire Department has incorporated funding for the last 3 budget years to help prepare for these purchases. Purchasing the 30-year cylinder instead of the 15-year cylinder, it will cut the cost that is spent for replacements by approximately \$30,000.

By ordering this equipment prior to December 1, 2023, we will save \$2226.88 due to an increase taking effect on January 1, 2024. It is also expected that additional increases may occur which has been common practice.

In the past, the fire department has purchased the cylinders and the air pack on the same purchase. Splitting the two purchases, will allow us more budget flexibility due to the purchase being in smaller monetary cost and spread between multiple budget years.

We therefore respectfully request the council to waive the customary bidding practices and allow the fire department to move forward with finalizing purchasing with Feld Fire for the air cylinders.

Respectfully Submitted,

Chief Chris Straub



WE'VE GOT YOU COVERED

Cylinder Budget Quote

10403 Baur Blvd Ste E
Oliveffe, MO 63132
Phone: 314-396-9744

Date: October 19, 2023
Quote #: 1
Customer PO:

Customer Number:

To: Highland FD
Attn: Chief Chris Straub

Ship to: Highland FD
12229 Troxler Ave
Highland, IL

OFFICE NOTES:						
Salesperson	Job	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Requested By
Mike Simpson		Best Way	<u>Included</u>		Standard	
Qty	Item #	Description	List Price	Per Each Price	Extended Total	
32.00	200129-01	Cyl&Valve Assy, 15yr , SC, 4.5, 45 Min	\$ 1,847.90	\$ 1,330.49	\$ 42,575.68	
32.00	200129-35	Cyl&Valve Assy, 30yr , SC, 4.5, 45 Min	\$ 2,318.00	\$ 1,738.91	\$ 55,645.12	
		Purchased after 12/31/23				
32.00	200129-01	Cyl&Valve Assy, 15yr , SC, 4.5, 45 Min		\$ 1,441.36	\$ 46,123.52	
32.00	200129-35	Cyl&Valve Assy, 30yr , SC, 4.5, 45 Min		\$ 1,808.50	\$ 57,872.00	
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Customer Notes: This pricing is to be used for budget purposes only.
Cost will be less at time of purchase.

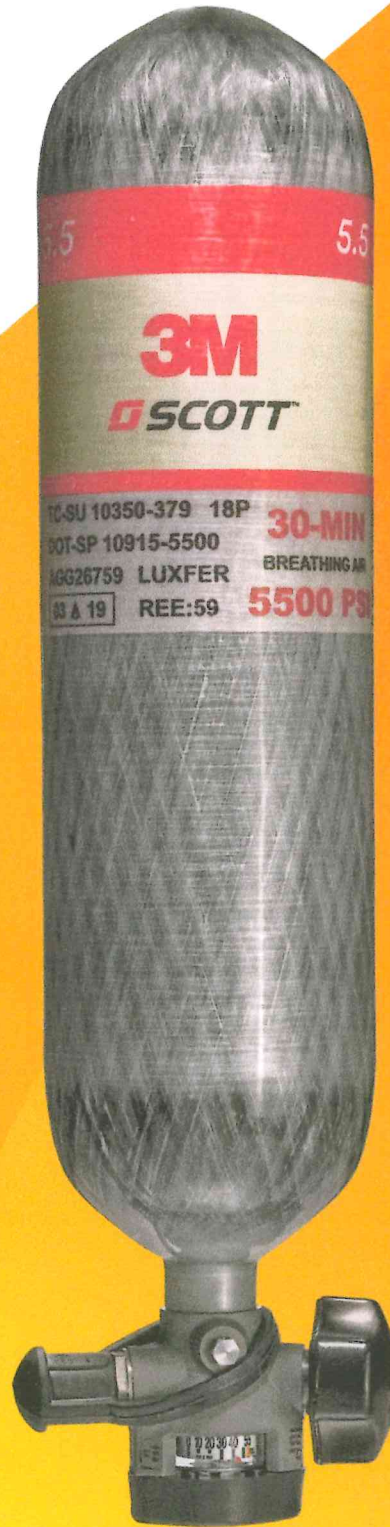
Subtotal	\$	202,216.32
Sales Tax		
Total		

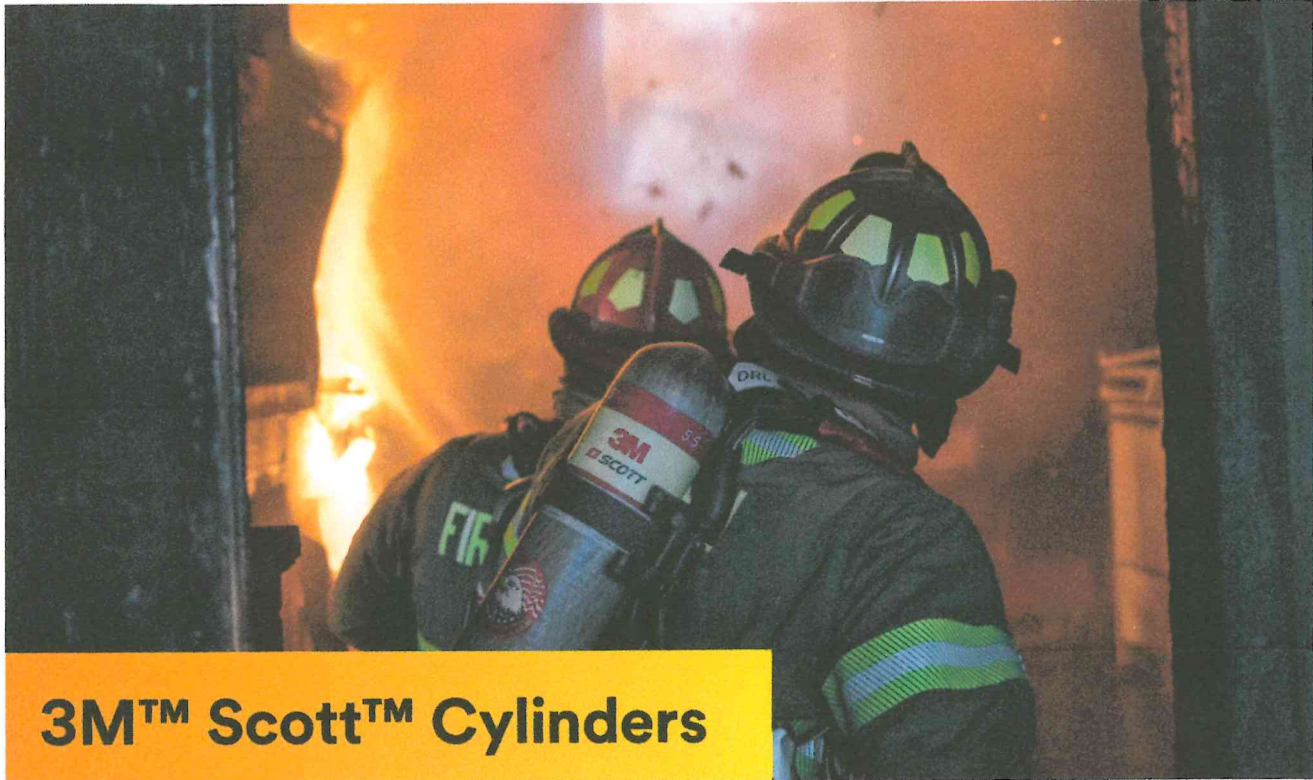
Make all checks payable to Ed M. Feld Equipment Co., Inc.
Thank you for your business!



SCOTT
Fire & Safety

3M™ Scott™ Cylinders





3M™ Scott™ Cylinders

Over the years, breathing air cylinders have been providing SCBA users with a supply of fresh air. The original cylinders were made of steel and quite heavy. But today, advances in technology have enabled cylinders to become much lighter and less burdensome to the SCBA user. 3M Scott offers a complete assortment of cylinders to meet the needs and demands of all SCBA users – aluminum cylinders for infrequently used SCBA to carbon-wrapped cylinders for daily use. In addition, 3M Scott offers a variety of cylinders for its escape products.

5.5 Cylinder:

The lightest and smallest cylinders used on self-contained breathing apparatus.

The best way to understand the needs of SCBA users is to simply listen. 3M Scott did just that by visiting SCBA users from across North America. The participants included fire chiefs, SCBA technicians, safety officers and firefighters. It was not exclusive to the fire service, as representatives from the military, general industry and law enforcement were also included. The overwhelming attribute that users requested was a reduction in weight, followed closely by a reduction in profile.

The engineers of 3M Scott determined the best manner to accomplish this was to increase the pressure of the cylinders to 5500 psig, which resulted in the 5.5 cylinder, an “industry first.” The 5.5 cylinder has more than a 10% reduction in weight and profile as compared to a traditional 4500 psig cylinder and is available in 30, 45, 60 and 75-minute durations.

The construction maintains an aluminum liner wrapped with layers of carbon fibers and fiberglass, and sealed with a protective epoxy resin coating, which makes the cylinder easier to clean.

The overall result is a lighter “3M™ Scott™ Air-Pak™ SCBA that helps to reduce user fatigue, increase productivity and decrease injuries.

Accessory Items: Customs Logo I.D. Bands

3M Scott offers its customers the ability to customize their new carbon cylinders by adding a personalized logo. This custom logo is printed on white paper, and protected by the fiberglass wrap and epoxy resin.

- Maltese cross or customer-provided graphic
- Greater visibility
- Easy to identify
- Reduces cylinders being misplaced in mutual aid scenarios
- Twenty-five cylinder minimum order



Cylinder Offerings

Aluminum Cylinder

- Aluminum cylinders are built to the Department of Transportation (DOT) and Transport Canada (TC) specifications
- 2216 psig working pressure
- Rated for 30-minute duration, based on NIOSH breathing rates
- Hydrostatic testing to be performed every five years
- Unlimited life expectancy

Carbon Cylinder

- Carbon cylinders are built to DOT and TC specifications
- 2216, 4500 and 5500 psig working pressures
- Lightweight, composite cylinder consisting of an aluminum alloy inner shell with a total overwrap of carbon fiber, fiberglass and epoxy resin
- Rated for 30, 45, 60 and 75 (5.5 only) minute durations based on NIOSH breathing rates
- Luminescent band provides enhanced visibility
- 75-minute cylinder is ideal for Rapid Intervention Team (RIT) and extended-duration operations
- Hydrostatic testing to be performed every five years
- 15-year life expectancy

ST7 Tough Cylinder

- ST7 Tough cylinders are built to DOT and TC specifications
- Built extremely tough and durable
- Provides added protection against abrasion and abuse
- 4500 psig working pressure
- Rated for 30, 45 and 60-minute durations based on NIOSH breathing rate
- Luminescent band provides enhanced visibility
- Hydrostatic testing to be performed every five years
- 15-year life expectancy

Escape Cylinder

- 2216 psig aluminum cylinders available in 3-minute or 5-minute durations with unlimited life expectancy
- Carbon cylinders available in 3000 psig (5-minute or 10-minute durations) and 4500 psig (15-minute duration)
- 15-year life expectancy for carbon cylinders

30-Year Life Cylinder

- 30-year cylinders (available in the US only) are built to DOT specifications
- 4500 psig working pressure
- Lightweight, composite cylinder consisting of an aluminum alloy inner shell with a total overwrap of carbon fiber, fiberglass and epoxy resin
- Rated for 30, 45 and 60-minute durations based on NIOSH breathing rates
- Luminescent band provides enhanced visibility
- Hydrostatic testing to be performed every five years
- Up to a 30-year life expectancy

Accessory Items:

To help prevent damage and improve durability of the cylinder, 3M Scott offers several protective solutions.

Cylinder Sleeves

Protective sleeves are offered for 2216 psig, 4500 psig, and 5500 psig carbon cylinders, and will accommodate multiple cylinder sizes, to include 30, 45, 60 and 75-minute durations.

- Constructed of a specially-compounded fire-retardant-grade of clear, high-durometer, PVC/ Plastisol that meets or exceeds the flammability standards of ASTM D-568
- Easy to use and install over the cylinder, forming a protective barrier
- Certified to NFPA 1981, as an accessory to the 3M™ Scott™ Air-Pak™ SCBA

Cylinder End Caps

Protective end caps are offered for 4500 psig carbon cylinders and will accommodate 30 and 45-minute rated durations.

- Protects the crown areas of carbon cylinders
- Easy to install and remains firmly adhered to cylinder
- Easily removed and reused as necessary (i.e. hydrostatic testing)
- Can be purchased individually or as a set
- Certified to NFPA 1981, as an accessory to the 3M™ Scott™ Air-Pak™ SCBA

Cylinder Valves



CGA Threaded Cylinders

Snap-Change Cylinders

ACS Cylinders

Description		Duration	Air Capacity		Volume		Dimensions			Weight
Part Number	Pressure (psig)	Minutes (at 40 LPM)	Cubic Feet (SCF)	Liters	H ₂ O (in)	Length less Valve (in)	Length with Valve (in)	External Diameter (in)	Empty Cylinder with Valve (lbs.)	Full Cylinder with Valve (lbs.)
Escape Cylinder (CGA Threaded)										
Aluminum										
801935-03	2216	5	7	203	83	9.3	12.4	4.4	4.7	5.3
805031-01	2216	3 or 5	7	203	83	9.3	12.4	4.4	4.9	5.4
Carbon-Wrapped										
200779-03	4500	15	24	666	148	14.3	17.4	4.7	5.3	7.0
805947-02	3000	5	8	219	68	9.3	12.4	4.0	3.3	3.9
805948-02	3000	10	17	487	151	13.9	17.0	4.6	4.4	5.7
200779-01	4500	15	24	666	148	14.5	17.6	4.8	5.5	7.2
ELSA Cylinder										
Aluminum										
8007200	2216	5	8	225	92	10.0	13.0	4.4	5.1	5.7
8007201	3000	10	15	432	134	14.7	17.8	4.4	8.0	9.1
8007202	3000	15	24	678	210	15.1	18.2	5.3	9.5	11.3

Description		Duration	Air Capacity		Volume	Dimensions			Weight	
Part Number	Pressure (psig)	Minutes (at 40 LPM)	Cubic Feet (SCF)	Liters	H ₂ O (in.)	Length less Valve (in.)	Length with Valve (in.)	External Diameter (in.)	Empty Cylinder with Valve (lbs.)	Full Cylinder with Valve (lbs.)
CGA Threaded Cylinders										
Aluminum										
804101-01	2216	30	45	1267	517	21	24.0	6.8	17.7	21.0
Carbon-Wrapped										
804840-01	2216	30	45	1282	523	20.6	23.7	6.7	8.3	11.6
804721-01	4500	30	45	1285	285	18.5	21.6	5.5	7.7	11.1
804722-01	4500	45	67	1886	418	20.4	23.5	6.3	10.1	15.0
804723-01	4500	60	88	2482	550	21.7	24.7	7.0	12.7	19.2
200930-01	5500	30	43	1213	233	19.3	22.4	5.0	6.9	10.0
200969-01	5500	45	64	1819	349	19.3	22.4	6.1	9.1	13.8
200972-01	5500	60	86	2424	465	21.6	24.7	6.6	11.1	17.4
200975-01	5500	75	107	3029	581	22.6	25.7	7.2	13.8	21.7
Carbon-Wrapped Short and Stubby										
804722-01A	4500	45	66	1877	416	18.2	21.3	6.8	10.4	15.3
Carbon-Wrapped ST7										
804721-11	4500	30	45	1285	285	18.5	21.6	5.5	7.7	11.1
804722-11	4500	45	67	1886	418	20.4	23.5	6.3	10.1	15.0
804723-11	4500	60	88	2482	550	21.7	24.7	7.0	12.7	19.2
Carbon-Wrapped 30-Year										
804721-35	4500	30	45	1285	285	18.8	21.9	5.6	8.1	11.5
804722-35	4500	45	67	1886	418	20.8	23.9	6.5	10.9	15.8
804723-35	4500	60	88	2482	550	21.8	24.9	7.1	14.0	20.5
Snap-Change Cylinders										
Carbon-Wrapped										
200131-01	2216	30	45	1282	523	20.6	23.7	6.7	8.6	11.9
200128-01	4500	30	45	1285	285	18.5	21.6	5.5	8.1	11.4
200129-01	4500	45	67	1886	418	20.4	23.5	6.3	10.4	15.3
200130-01	4500	60	88	2482	550	21.7	24.7	7.0	13.1	19.5
200967-01	5500	30	43	1213	233	19.3	22.4	5.0	7.2	10.3
200970-01	5500	45	64	1819	349	19.3	22.4	6.1	9.4	14.1
200973-01	5500	60	86	2424	465	21.6	24.7	6.6	11.4	17.7
200976-01	5500	75	107	3029	581	22.6	25.7	7.2	14.1	22.0
Carbon-Wrapped Short and Stubby										
200129-01A	4500	45	66	1877	416	18.2	21.3	6.8	10.8	15.6
Carbon-Wrapped ST7										
200128-11	4500	30	45	1285	285	18.5	21.6	5.5	8.1	11.4
200129-11	4500	45	67	1886	418	20.4	23.5	6.3	10.4	15.3
200130-11	4500	60	88	2482	550	21.7	24.7	7.0	13.1	19.5
Carbon-Wrapped 30-Year										
200128-35	4500	30	45	1285	285	18.8	21.9	5.6	8.5	11.8
200129-35	4500	45	67	1886	418	20.8	23.9	6.5	11.3	16.2
200130-35	4500	60	88	2482	550	21.8	24.9	7.1	14.4	20.8
ACSi Cylinders (90-Degree CGA Threaded)										
Aluminum										
200874-01	2216	30	45	1267	517	20.9	24.0	6.8	17.7	21.0
Carbon-Wrapped										
200873-01	2216	30	45	1282	523	20.6	23.7	6.7	8.3	11.6
200870-01	4500	30	45	1285	285	18.5	21.6	5.5	7.8	11.2
200871-01	4500	45	67	1886	418	20.4	23.5	6.3	10.2	15.1
200872-01	4500	60	88	2482	550	21.7	24.8	6.9	12.8	19.3



Personal Safety Division
3M Scott Fire & Safety
 Monroe Center, P.O. Box 569
 Monroe, NC 28110

Phone 1-800-247-7257
 Email US-3M-ScottMonroeCSR@mmm.com
 Web 3M.com/ScottFire (US)
 3M.ca/ScottFire (Canada)

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3M™ Scott™ 30-Year Cylinder

Question

Why is 3M Scott introducing the 30-year life cylinder?

Answers

3M Scott Fire & Safety has listened to the fire service concerning the need to extend the useful cylinder life beyond that of the traditional cylinder. The introduction of the 30-year life cylinder reinforces the commitment of Scott Safety to provide our customers with a selection of products that allows them to select the option that provides the best value across the life of their product.

Question

What are the benefits of the 30-year life cylinder?

Answers

The 30-year life cylinder provides a budget friendly option for those departments looking to "stretch their dollar." With a life expectancy up to *30 years, departments may not be as likely to replace cylinders as frequently, thus providing a lower cost of ownership.

*Cylinders must undergo additional testing before they are fully approved for 30 years.

Question

What sizes and pressure ratings are available in the 30-year life cylinder? are being manufactured?

Answers

There will be three different cylinder durations available: 30-minute, 45-minute, a 60-minute cylinder based on the NIOSH breathing rate of 40 liters per minute. The 30-year life cylinder will only be available in a 4500 psi pressure rating.

Question

Is it easy to identify a 3M Scott Fire & Safety 30-year life cylinder?

Answers

Yes, 3M Scott Fire & Safety has placed a 1 ¼" blue band around the top of each 30-year life cylinder for easy identification.



Question

Is the material construction the same as that of a traditional 15-year carbon composite cylinder?

Answers

No, the 30-year life cylinder utilizes additional carbon as part of its construction. This is due to the more stringent testing that the 30-year life cylinder must endure as part of the DOT approval process. The fiberglass and gel coat are identical to that of a traditional 15-year cylinder.

Question

How does the weight compare to that of a traditional 15 year carbon composite cylinder?

Answers

The 30-year life cylinder is slightly heavier than that of a traditional 15 year carbon composite cylinder. This is due to the difference in material construction.

	15 Year Cylinder*	30 Year Cylinder*	Weight Change*	% Increase
30-Minute	7.65	8.05	2.50	5.23%
45-Minute	10.05	10.85	1.10	7.96%
60-Minute	12.65	13.95	1.74	10.28%

**CGA cylinders were empty and weights are in pounds.



Questions & Answers

Question

Can the 30-year life cylinders be used on any 3M Scott Air-Pak SCBA?

Answers

The 30-year life cylinders are currently approved on the NFPA 2013 edition Air-Pak 75 and Air-Pak X3 SCBA, in addition to a multitude of other SCBA configurations. Additional approvals are pending. While DOT approved, the 30-year life cylinders are not TC approved and are restricted from use and transport into Canada.

Product	Approval Status
Air-Pak X3, CGA	Yes
Air-Pak X3, Snap Change	Yes
Air-Pak 75	Yes
Air-Pak NxG7	Yes
Air-Pak 50	Yes
Air-Pak NxG2	Yes
Air-Pak 2.2/3.0/4/5	Yes
Air-Pak 75i	Yes
Air-Pak 50i	Yes
ISCBA	Yes
SWAT-Pak	Yes

Question

What are the hydrotest requirements for the 30-year life cylinders?

Answers

The 30-year life cylinders have the same hydrotest requirements as any other traditional composite cylinder used in the fire service. It is necessary to hydrostatically test the cylinders a minimum of every five years.

Question

What is the service life for the 30-year life cylinders?

Answers

The service life is defined as a maximum of 30 years, as dictated by the Department of Transportation's policy for composite cylinders, Special Permit 14232.

Question

What additional testing requirements must the 30-year life cylinder undergo?

Answers

Under DOT-SP 14232, there is a special provision for a recall program that requires Luxfer to randomly sample and test (30) cylinders of each design type which have been in service for 10 and 15 years. Should the sample batch of cylinders fail the design qualification testing at either the 10 or 15 year intervals, the 30-year cylinder design will be remanded to a 15 year approval. Upon successful completion of the aforementioned design qualification tests, all manufactured cylinders of a like design will be granted full 30-year approval.



3M Scott Fire & Safety

Personal Safety Division
Monroe Center, P.O. Box 569
Monroe, NC 28111

Phone 1-800-247-7257
E-Mail ScottMonroeCSR@scottssafety.com
Web ScottSafety.com

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ORDINANCE NO. _____

**AN ORDINANCE REGARDING THE
ILLINOIS PAID LEAVE FOR ALL WORKERS ACT
FOR THE CITY OF HIGHLAND, ILLINOIS**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the City of Highland is a non-home rule Illinois municipality; and

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the “Act”); and

WHEREAS, the State of Illinois did not make the necessary appropriations or include statutory language exempting the Act from the Illinois State Mandates Act (30 ILCS 805/1 *et seq.*); and

WHEREAS, effective January 1, 2024, the Act requires an employer to provide certain paid leave to their employees, unless the employer is subject to an existing municipal ordinance that requires the employer to provide any form of paid leave to their employees; and

WHEREAS, the City of Highland recognizes the importance of paid leave and currently provides reasonable paid leave benefits to its employees through existing leave policies and applicable collective bargaining agreements; and

WHEREAS, the City of Highland has determined that applying the Act to its own employees will negatively impact the City of Highland, placing an undue financial and operational burden on the City of Highland’s ability to provide uninterrupted services to its residents; and

WHEREAS, the City of Highland believes and hereby declares that it is in the best interests of the City of Highland to clearly define the paid leave benefits that City of Highland employees shall receive.

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

- Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.
- Section 2. Pursuant to Section 15(p) of the Act, the City of Highland hereby adopts its current paid leave policies and procedures for all City of Highland employees as set forth in the City of Highland’s Code of Ordinances, Employee Handbook, Annual Salary Ordinances, and collective bargaining agreements to which the City of Highland is a party, and all other binding legislative actions governing paid leave adopted by the City Council, as the same may be amended from time to time. However, in no event shall the City of Highland provide less than one (1) day of paid leave per year to any City of Highland employee.

- Section 3. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.
- Section 4. Severability. If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.
- Section 5. The City Clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

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:

ABSENT:

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

Highland, Illinois

Phone: (618) 654-9891
Fax: (618) 654-4768

Office – 1115 Broadway
P.O. Box #218

NOTICE

Please take notice that the regular meetings of the City Council of the City of Highland are held on the first and third Mondays of each month , except as noted below, if the first or third Monday is a legal holiday. City Council meetings are currently being held at the Highland Area Seniors Center, 187 Woodcrest Drive.

The Regular meetings shall commence at 6:30 PM on the following dates:

January 2, 2024 * (<i>Tuesday</i>)	July 1, 2024
January 16, 2024 * (<i>Tuesday</i>)	July 15, 2024
February 5, 2024	August 5, 2024
February 20, 2024 * (<i>Tuesday</i>)	August 19, 2024
March 4, 2024	September 3, 2024 * (<i>Tuesday</i>)
March 18, 2024	September 16, 2024
April 1, 2024	October 7, 2024
April 15, 2024	October 21, 2024
May 6, 2024	November 4, 2024
May 20, 2024	November 18, 2024
June 3, 2024	December 2, 2024
June 17, 2024	December 16, 2024

* (Tentative – another date may be set by the Council)

To be posted: December 30, 2023

City of Highland, Illinois

2024 List of Meeting Dates of the City Council and Boards and Commissions

This schedule will be amended when City Hall reopens, to reflect change of meeting location for City Council and certain other boards.

	Day	Date	Time	Public Body	Location	Address
January						
	Tuesday	January 2	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	January 3	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	January 3	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	January 3	7:00 PM	Foreign Fire Insurance Board	Highland Public Safety Building	12990 Troxler Avenue
	Monday	January 8	7:00 PM	Telecommunications Advisory Board	Highland Communications Services	192 Woodcrest Drive
	Tuesday	January 16	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	January 16	7:00 PM	Parks & Recreation Advisory Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	January 24	4:00 PM	Cemetery Board of Managers	Korte Recreation Center	#1 Nagel Drive
	Thursday	January 25	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Wednesday	January 31	8:15 AM	Police Pension Board	Highland Public Safety Building	12990 Troxler Avenue
February						
	Monday	February 5	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	February 6	4:00 PM	Tree Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	February 7	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	February 7	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	February 20	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	February 20	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	February 27	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street
March						
	Monday	March 4	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	March 6	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	March 6	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	March 18	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	March 19	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	March 19	7:00 PM	Parks & Recreation Advisory Commission	Korte Recreation Center	#1 Nagel Drive
	Thursday	March 21	7:00 PM	Silver Lake Advisory Commission	Korte Recreation Center	#1 Nagel Drive
April						
	Monday	April 1	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	April 2	4:00 PM	Tree Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	April 3	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	April 3	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	April 3	7:00 PM	Foreign Fire Insurance Board	Highland Public Safety Building	12990 Troxler Avenue
	Monday	April 8	7:00 PM	Telecommunications Advisory Board	Highland Communications Services	192 Woodcrest Drive
	Monday	April 15	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	April 16	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	April 23	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street
	Wednesday	April 24	4:00 PM	Cemetery Board of Managers	Korte Recreation Center	#1 Nagel Drive
May						
	Wednesday	May 1	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	May 1	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Friday	May 3	8:15 AM	Police Pension Board	Highland Public Safety Building	12990 Troxler Avenue
	Monday	May 6	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	May 20	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	May 21	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
June						
	Monday	June 3	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	June 5	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	June 5	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	June 17	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	June 18	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	June 25	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street
	Wednesday	July 31	8:15 AM	Police Pension Board	Highland Public Safety Building	12990 Troxler Avenue
July						
	Monday	July 1	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	July 3	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	July 3	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	July 3	7:00 PM	Foreign Fire Insurance Board	Highland Public Safety Building	12990 Troxler Avenue
	Monday	July 8	7:00 PM	Telecommunications Advisory Board	Highland Communications Services	192 Woodcrest Drive
	Monday	July 15	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	July 16	7:00 PM	Parks & Recreation Advisory Commission	Korte Recreation Center	#1 Nagel Drive
	Thursday	July 18	7:00 PM	Silver Lake Advisory Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	July 24	4:00 PM	Cemetery Board of Managers	Korte Recreation Center	#1 Nagel Drive
August						
	Monday	August 5	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	August 7	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	August 7	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	August 19	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	August 20	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	August 27	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street
September						
	Tuesday	September 3	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	September 4	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	September 4	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	September 16	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	September 17	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
October						
	Tuesday	October 1	4:00 PM	Tree Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	October 2	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	October 2	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	October 2	7:00 PM	Foreign Fire Insurance Board	Highland Public Safety Building	12990 Troxler Avenue
	Monday	October 7	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	October 14	7:00 PM	Telecommunications Advisory Board	Highland Communications Services	192 Woodcrest Drive
	Tuesday	October 15	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Wednesday	October 16	11:30 AM	Police Pension Board	Highland Public Safety Building	12990 Troxler Avenue
	Thursday	October 17	7:00 PM	Silver Lake Advisory Commission	Korte Recreation Center	#1 Nagel Drive
	Monday	October 21	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	October 22	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street
	Wednesday	October 23	4:00 PM	Cemetery Board of Managers	Korte Recreation Center	#1 Nagel Drive
November						
	Monday	November 4	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Wednesday	November 6	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	November 6	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	November 18	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	November 19	5:00 PM	Library Board of Trustees	Louis Latzer Memorial Public Library	1001 Ninth Street
	Tuesday	November 19	7:00 PM	Parks & Recreation Advisory Commission	Korte Recreation Center	#1 Nagel Drive
December						
	Monday	December 2	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	December 3	4:00 PM	Tree Commission	Korte Recreation Center	#1 Nagel Drive
	Wednesday	December 4	12:00 PM	Industrial Development Commission	Highland Public Safety Building	12990 Troxler Avenue
	Wednesday	December 4	7:00 PM	Combined Planning Zoning Board	Highland Area Seniors' Center	187 Woodcrest Drive
	Monday	December 16	6:30 PM	City Council	Highland Area Seniors' Center	187 Woodcrest Drive
	Tuesday	December 17	6:30 PM	Historical Commission	Louis Latzer Memorial Public Library	1001 Ninth Street

Note: The Highland Police and Fire Commission only meets as needed. No regular meetings scheduled at time of posting.

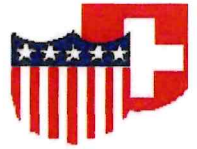
Note: The Highland Liquor Control Commission only meets as needed. No regular meetings scheduled at the time of posting.

Note: A meeting of the Highland Combined Planning Zoning Board may be cancelled if there are no agenda items to address.

Note: The Historical Commission has changed their meeting schedule and will now meet the 4th Tuesday of every other month beginning February 2024.

Note: The City Council amended the Highland Municipal Code regarding start time of their meetings by ordinance passed on August 7, 2023 (eff. 9-1-23).

To be posted: December 30, 2023



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 001 General Fund				
Department: 000 Balance Sheet Accounts				
14807	TRIPACK, INC	Supplies for Central Purchasing	12/01/2023	1,253.54
Total for Department: 000 Balance Sheet Accounts				1,253.54
Total for Fund:001 General Fund				1,253.54
Fund: 009 Parks & Rec Fund				
Department: 009 Korte Rec Center				
ACH	IL Department Of Revenue	OCTOBER SALES TAX	11/22/2023	56.00
Total for Department: 009 Korte Rec Center				56.00
Department: 016 Parks & Recreation				
ACH	IL Department Of Revenue	OCTOBER SALES TAX	11/22/2023	5.00
Total for Department: 016 Parks & Recreation				5.00
Total for Fund:009 Parks & Rec Fund				61.00
Fund: 012 Business District A				
Department: 012 Police Dept				
14802	Korte & Luitjohan Contr Inc	HIGHLAND - CITY HALL REMODEL INVOICE #11275	12/01/2023	130,211.10
Total for Department: 012 Police Dept				130,211.10
Total for Fund:012 Business District A				130,211.10
Fund: 015 American Rescue Plan Act Funds				
Department: 015 Foreign Fire Insurance				
14800	Curry & Associates Engineers Inc	Reconstruct Highland City Lake Spillway Inv. period end 10-29	12/01/2023	11,160.95
Total for Department: 015 Foreign Fire Insurance				11,160.95
Total for Fund:015 American Rescue Plan Act Funds				11,160.95
Fund: 050 Street NHR Construction				
Department: 050 Street NHR Construction				
14798	Highland Community Title LLC	PURCHASE OF LAND	11/28/2023	6,049.30
Total for Department: 050 Street NHR Construction				6,049.30
Total for Fund:050 Street NHR Construction				6,049.30
Fund: 053 2010 Street Bond and Interest				
Department: 053				
14806	The Bank of New York Mellon	HIGHLAND IL GO ALT REV SRCE SR 2010 - PRINCIPAL PAYMENT	12/01/2023	535,000.00
Total for Department: 053				535,000.00
Total for Fund:053 2010 Street Bond and Interest				535,000.00
Fund: 101 Electric Fund				
Department: 000 Balance Sheet Accounts				
ACH	IMEA	OCTOBER PURCHASE POWER	11/22/2023	-45,964.42
14789	TAYLOR & GAVIN LINKS HUELS	Refund Check 023332-000	11/21/2023	8.81
14790	TAYLOR LEWIS - RIECHMANN	Refund Check 019149-000	11/21/2023	318.53
14792	MADISON COUNTY COMMUNITY DEVELOPMENT	Refund Check 022413-000	11/21/2023	423.66
14794	MADISON COUNTY COMMUNITY DEVELOPMENT	ELECTRIC REFUND	11/21/2023	236.35
Total for Department: 000 Balance Sheet Accounts				-44,977.07
Department: 101 Electric Admin				
ACH	IL Dept Of Revenue	OCTOBER UTILITY TAX	11/22/2023	17,364.95
Total for Department: 101 Electric Admin				17,364.95
Department: 102 Electric Production				
ACH	IMEA	OCTOBER PURCHASE POWER	11/22/2023	774,143.20
Total for Department: 102 Electric Production				774,143.20
Department: 104 Electric Distribution				
14788	GRAND PRAIRIE DEVELOPMENT LLC	DELIVERY	11/21/2023	3,331.00
14803	Mike Odorizzi	POLE TESTING 09/01/23 TO 11/14/23	12/01/2023	2,835.00
14805	Power Line Supply	ZHP0030C00100 ARRESTOR POLY 3KV	12/01/2023	2,269.00
Total for Department: 104 Electric Distribution				8,435.00
Total for Fund:101 Electric Fund				754,966.08

Fund: 111 FTTP Fund

Department: 111				
ACH	II. Department Of Revenue	OCTOBER SALES TAX	11/22/2023	3.00
ACH	ILLINOIS DEPT OF REVENUE	OCTOBER RT-10 TELECOMMUNICATIONS INFRASTRUCTURE MTN FEE RETURN	11/22/2023	2,822.70
14787	4COM Inc	OCTOBER 2023 PROGRAMMING	11/21/2023	57,543.80
14799	CALIX INC	SHIPPING#HANDLING	12/01/2023	9,010.43
14801	Graybar	OPTI-FIT ADVANTAGE DROP ONE END 150FT -aerial p/n: 25186497	12/01/2023	2,813.36
14804	POWER & TELEPHONE	VERICOM XPC6U-02682PATCHCORD 10' CAT6 BLUE SNAGLESS (STOCK) -	12/01/2023	1,468.00
Total for Department: 111				73,661.29

Department: 114				
14799	CALIX INC	Calix Cloud Foundation - November 1-30, 2023 Actual Users 5	12/01/2023	320.16
Total for Department: 114				320.16
Total for Fund:111 FTTP Fund				73,981.45

Fund: 201 Water Fund

Department: 000 Balance Sheet Accounts				
14789	TAYLOR & GAVIN LINKS HUELS	Refund Check 023332-000	11/21/2023	2.01
14790	TAYLOR LEWIS - RIECHMANN	Refund Check 019149-000	11/21/2023	52.38
14792	MADISON COUNTY COMMUNITY DEVELOPMENT	Refund Check 022413-000	11/21/2023	17.16
Total for Department: 000 Balance Sheet Accounts				71.55
Total for Fund:201 Water Fund				71.55

Fund: 301 Sewer Fund

Department: 000 Balance Sheet Accounts				
14789	TAYLOR & GAVIN LINKS HUELS	Refund Check 023332-000	11/21/2023	2.06
14790	TAYLOR LEWIS - RIECHMANN	Refund Check 019149-000	11/21/2023	52.44
Total for Department: 000 Balance Sheet Accounts				54.50
Total for Fund:301 Sewer Fund				54.50

Fund: 713 Solid Waste Fund

Department: 000 Balance Sheet Accounts				
14789	TAYLOR & GAVIN LINKS HUELS	Refund Check 023332-000	11/21/2023	2.80
14790	TAYLOR LEWIS - RIECHMANN	Refund Check 019149-000	11/21/2023	156.62
Total for Department: 000 Balance Sheet Accounts				159.42
Total for Fund:713 Solid Waste Fund				159.42

Grand Total **1,512,968.89**

Accepted by City Council December 04, 2023

Mavor _____ Clerk