

**MINUTES OF REGULAR SESSION
HIGHLAND CITY COUNCIL
MONDAY, MAY 18, 2020**

Mayor Michaelis called the Regular Session to order at 7:00pm. Due to the City's COVID-19 Response, Mayor Michaelis and Councilmembers Sloan, Frey, Bellm, and Hipskind were present via phone. Others present via phone: City Manager Latham, City Attorney McGinley, Directors Conrad, Cook, Gillespie, Imming, and Rosen. Chief Wilson, Coordinator Hubbard, Deputy City Clerk Hediger and City Clerk Bellm.

MINUTES

Councilman Frey made a motion to approve the minutes of the May 4, 2020 Regular Session as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

PUBLIC FORUM

Citizens' Requests and Comments:

No comments or requests were received by, phone, mail, or email, in advance of the meeting.

Requests of Council:

No requests or comments.

Staff Reports:

City Manager Latham reported the equipment was moved in today for the east Broadway resurfacing project. They plan to begin milling tomorrow. Look for detour routes.

NEW BUSINESS

Approve Mayor's Reappointment of Jon Boulanger to the Telecommunications Advisory Board – Councilwoman Bellm made a motion to approve the mayor's reappointment of Jon Boulanger to the Telecommunications Advisory Board, for another three-year term, to expire May 31, 2023, as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Approve Reappointment of Terry Remelius to the Police and Fire Commission – Councilman Frey made a motion to approve the mayor's reappointment of Terry Remelius to the Police and Fire Commission, for a three-year term to expire June 2023, as attached; seconded by Councilwoman Bellm. Mayor Michaelis stated we are very fortunate to have Terry serve us in this position. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Approve Appointment of Russell Heuberger to the Liquor Control Commission – Councilwoman Bellm made a motion to approve the mayor’s reappointment of Russell Heuberger to the Liquor Control Commission, for an additional three-year term, to expire June 2023, as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Approve Notice of Municipal Letting, Bid #PW-16-19 for the Broadway Streetscape Project – Councilman Frey made a motion to approve Notice of Municipal Letting, Bid #PW-16-19 for the Broadway Streetscape Project as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-66/ORDINANCE Declaring City-Owned Real Property Surplus (1213 13th Street) – Councilwoman Bellm made a motion to approve Bill #20-66/Ordinance #3017 declaring city-owned real property surplus (1213 13th Street) as attached; seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-67/RESOLUTION Authorizing 1213 13th Street to be Sold According to 65 ILCS 5/11-76-4.1 – Councilman Frey made a motion to approve Bill #20-67/Resolution #20-05-2715 authorizing 1213 13th Street to be sold according to 65 ILCS 5/11-76-4.1 as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-68/RESOLUTION Authorizing Naming the Fishing Pond at Dennis Rinderer Park, David Levi McCain Pond – Councilwoman Bellm made a motion to approve Bill #20-68/Resolution #20-05-2716 authorizing naming the fishing pond at Dennis Rinderer Park, David Levi McCain Pond as attached; seconded by Councilman Frey. Councilman Frey explained, to our new council members, David Levi McCain was killed while on duty in 1930. He is the only officer from our department to be killed in the line of duty. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-69/ORDINANCE Approving Renewal of Pool Rental Agreement with St. Joseph’s Hospital, of the Hospital Sisters of the Third Order of St. Francis for the One-Year Term from March 1, 2020 through February 28, 2021 – Councilman Frey made a motion to approve Bill #20-69/Ordinance #3018 approving renewal of pool rental agreement with St. Joseph’s Hospital, of the Hospital Sisters of the Third Order of St. Francis for the one-year term from March 1, 2020 through February 28, 2021 as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-70/RESOLUTION Rejecting all Bids for Bid #F-02-20, For Purchase of Automatic CPR Devices - Councilwoman Bellm made a motion to approve Bill #20-70/Resolution #20-05-2717 rejecting all bids for Bid #F-02-20, for purchase of Automatic CPR Devices as attached; seconded by Councilman Frey. Councilman Frey asked for an explanation of why we are doing this. Chief Wilson reported one of the concerns for the future is what is the full budgetary impact of being shut down for this period of time. These units are nice to have, but they are not essential. We can do manual CPR at any time. Will revisit when we know what the financial impact of this looks like.

Councilman Hipskind did a follow-up on the question he had at the last council meeting. He asked City Manager Latham do we have a plan in place on how we are going to deal with any budget shortfalls. Have we made a determination of what is coming in and what the impact of this is? City Manager Latham stated it is a little too early to really know at this point. The last sales tax report we received was for end of February. Next month, we will get a better idea, as it will have the sales figures

for March with half the month being impacted the shutdown. We are closely monitoring collection of utility billings. At this point, we do not see a lot of shortfalls. We have the same people that do normally struggle. We do not feel we need to do anything drastic at this time. Councilman Hipskind expressed we need to be proactive rather than reactive. He suggested, in the future, we have a special meeting just on this and have a collective decision on how we go forward. City Manager Latham reported my directive to directors has been not to spend a lot of money on equipment and large purchases until we know how this is going to impact us. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-71/RESOLUTION Authorizing Industrial Development Commission to Provide \$500 Grant to Ten Highland Businesses that Establish a Website including an Inventory Shopping Cart and Payment Capabilities – Councilman Frey made a motion to approve Bill #20-71/Resolution #20-05-2718 authorizing Industrial Development Commission to provide \$500 grant to ten Highland Businesses that establish a website including an inventory shopping cart and payment capabilities as attached; seconded by Councilwoman Bellm. Councilman Hipskind asked is \$500 all we can do. City Manager Latham asked do you mean the grant itself or the \$5,000 set aside. Councilman Hipskind replied the \$500 itself. Director Angela Imming explained it was hard to determine a set price. I will tell you that most of the small businesses that would take advantage of this already have a digital presence; it may be Facebook, website, or digital means. You can do it for almost nothing with exception of purchase of the Square™ and a \$20 website fee. If we do more, than we are targeting much larger businesses. Councilman Hipskind expressed I think the businesses that we are targeting are going to need to throw some of their own money in to get this done. Director Imming contended \$200-\$300 will get most of the businesses there, with some consultation. A few may require more. The Industrial Development Commission is funding this grant.

Economic & Business Recruitment Coordinator Mallord Hubbard reported this is the initial round is funded through the IDC budget. They had \$17,000 liquid in their account before this. Once we roll this out and see how it is working, we can go back and look for other offerings. Councilman Hipskind reported David Michael suggested we look at if we can repurpose TIF money to give to these businesses. Coordinator Hubbard stated we have not seen anything where TIF funds would qualify. There way that Business District Funds could be used to assist, that we have found when discussing with Keith Moran. Councilman Frey stated I have talked to City Manager Latham about this. I feel it is a good idea. How do you qualify? What is a small business and what is too large to qualify for this? Generally, it is fifty employees or less. What if more than ten businesses qualified and applied? Director Imming pointed out this does not identify small business, because other than franchises, we consider them all small business. However, those larger, probably already have this. We have 288 HCS business customers. She defined that under this, ecommerce is the ability to transact purchases online. The spirit of this is to help in this pandemic. Right now, I can look at Sam's Pizza's menu online, but I cannot order and pay for it online. The first ten that apply and we receive, who are already established in city limits, and establish an ecommerce presence qualify. Councilman Frey stated, by the way, you can pay for a Sam's Pizza online. Director Imming stated I am not too sure about that. I know they are closed tonight. City Clerk Bellm replied, I tried a few months ago and you could not pay online.

Councilwoman Bellm asked do we have the staff and the time to assist businesses with this. Coordinator Hubbard reported we are working in coordination with the Chamber of Commerce. They plan to provide the guidance on those issues. Director Imming explained the Chamber will match them with a resource to advise them through on this process. HCS does not have the time or the resources and providing the technical expertise in the background. The businesses will need to find the resources and implement it. Councilwoman Bellm expressed I do feel \$500 is going to be on the shy-side. So, the Chamber is going to help them decide what website to use. Director Imming clarified the Chamber will match them up with someone that can help them make that decision. They will guide them towards

resources to get this done. Councilwoman Bellm noted if you have to have someone do it for them, it may cost \$500 or more. Director Imming reported the Square® store and other websites can be used and some can be done for less than \$100. Councilwoman Bellm pointed out one size does not fit all. She added that Broadway Bar & Grill just set this up and I was able to order and pay online. In speaking with them, it took a little time to do, but it works beautifully. Councilman Frey asked so when small businesses ask where to apply, where do we send them. Coordinator Hubbard reported there will be a link on the Industrial Development Commission (IDC) webpage of the city's website. The link will be live by 8am tomorrow morning. We will advertise this through the Chamber of Commerce, social media, and The Pioneer. City Manager Latham stated, my comment to staff was, I would not take just ten applications. If we get 20-30 applications, we will take them. City Attorney McGinley pointed out there is a ninety-day window from time of approval of the grant to when the website must be up and running. Councilwoman Sloan asked does Broadway qualify, since they have done this already. Are they able to apply and be reimbursed? Director Imming replied it is only if they do not have the ecommerce presence at the time it is approved and going forward. City Attorney McGinley explained going backwards would create a Pandora's box. Councilwoman Bellm agreed we should not shut it off at ten applications. Take as many as we can and see what we can do. Mayor Michaelis reported the Highland News Leader called him, this past week. We discussed the Coronavirus and its impact. I suggested in the conversation with them, that small businesses should call the city or me if they have needs. I think it shows good faith that we really are trying to help our small business owners. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-72/ORDINANCE Amending Section 6-22, of Chapter 6, Alcoholic Liquor, Creating Application for Liquor License Renewal – Councilwoman Bellm made a motion to approve Bill #20-72/Ordinance #3019 amending Section 6-22, of Chapter 6, Alcoholic Liquor, creating application for liquor license renewal as attached; seconded by Councilman Frey. Councilwoman Bellm stated, as I read the information, this is just a renewal application that has been modified. It is not the eight-page form it was before. They do not have to do this every year, if everything is the same. Chief Conrad clarified, that is correct. We are trying to streamline this process. This is one of the licensing applications that we are hoping to put online, along with boat stickers. Councilwoman Bellm expressed I appreciate the two pages versus the old eight-page form. Councilman Frey agreed, great job. Director Conrad reported the credit goes to Jackie Heimberger. She did the revision and she is very grateful to the council for passing it, as she has to review all of them. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

Bill #20-73/ORDINANCE Declaring 2007 Ford F-550 Dump Truck Surplus and Authorizing its Sale and/or Disposal – Councilman Frey made a motion to approve Bill #20-73/Ordinance #3020 declaring 2007 Ford F-550 Dump Truck surplus and authorizing its sale and/or disposal as attached; seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Hipskind voted aye, none nay. Motion carried.

REPORT

Approve Warrants #1165 & #1166 – Councilwoman Bellm made a motion to approve Warrants #1165 and #1166 as attached; seconded by Councilman Frey.

Councilwoman Bellm made a motion to adjourn; seconded by Councilman Frey. All council members voted aye, none nay. Motion carried and meeting adjourned at 7:44pm.

Joseph R. Michaelis, Mayor

Barbara Bellm, City Clerk