

**MINUTES OF REGULAR SESSION
HIGHLAND CITY COUNCIL
MONDAY, MAY 15, 2023**

Mayor Hemann called the Regular Session to order at 7:00pm at the Highland Area Senior Center. Council members Sloan, Frey, Bellm, and Napper were present. Others in attendance were City Manager Conrad, City Attorney McGinley, Directors Cook, Gillespie, Presson, and Vazquez, EMS Chief Wilson, Fire Chief Straub, Deputy City Clerk Hediger, City Clerk Bellm, and 18 citizens.

MINUTES

Councilman Frey made a motion to approve the minutes of the May 1, 2023 Special Session as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Councilwoman Bellm made a motion to approve the minutes of the May 1, 2023 Regular Session as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

PUBLIC FORUM

Citizens' Requests and Comments:

Finding Nemo Meet & Greet -Hard Road Theatre Productions' Square Use Request – Ryan Goodwin, Representative, requested permission for use of the Square, Wi-Fi access, electric box for Tropical Sno's truck, and use of the sound system, on Saturday, June 3, 2023 from 12:00pm – 3:00pm. He added that Tropical Sno would like to keep the same electric box for Schweizerfest. Councilwoman Bellm made a motion to approve Hard Road Theatre Productions' request for the use of the Square on Saturday, June 3, 2023, from 12:00pm – 3:00pm for the Finding Nemo Meet & Greet as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Jonathan Pierce, Troop 8040, who is working on his Eagle Scout project, requested permission to have a small bench placed in front of the door of the bell tower, which is planned to be placed at the corner of the parking lot at Zschokke and Broadway. A picture of the bench was presented to the council for review. Councilwoman Bellm made a motion to approve putting a bench in front of the bell tower. Seconded by Councilman Napper. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Kate Broadhurst reminded the council that the Memorial Day Parade is fast approaching. They Corvette Club has offered rides to any council members and city officials. Magnetic signs will not be allowed on the sides of the cars. Please let them know how many will to ride in the Corvettes. Councilwoman Sloan stated she will be using her Jeep and riding with some vets. Mayor Hemann reported everyone received email reminders today, to respond.

Requests of Council:

No comments or requests presented.

Staff Reports:

City Manager Conrad reported the new cemetery software is now open for business through the city's website. He recognized Lana Hediger, Brad Koehneman, and George Stram for their work on this project. It should save a lot of time for Brad and Lana, and preserves a lot records.

Grass complaints are issued for anything over eight inches in height. After seven days, city crews go out and cut, and issue a fine. We do only have two guys in that department; it does take some time to get around to them.

Discussion on the Purchasing Policy – City Manager Conrad stated this is our annual review of the city's policy. There has been no changes in state laws. There is only one suggested change that we have. Presently, directors have the authority to purchase under \$1500 at their discretion. The director and city manager's approval is required for purchases \$1500 to \$24,999. Over \$25,000 requires the council's approval. Three verbal quotes are required for purchases within \$1500-\$5000. For \$25,000 or more, three bids required unless it meets certain criteria. Those exceptions being the State's bid list or purchasing using consortium pricing, or compatibility is overriding factor. The suggested change would be to Chapter 4, Section C, 4 -Additional Documents Required. These documents are statutorily required by the State of Illinois. Currently these are required with the bid in order for it to be 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. We have had to reject low bid, because of this. We would like to move the requirement to Section E, which is when proof of insurance and bonds are presented and handled. We feel we could handles the signing of these documents at that same time. Councilman Frey clarified that, presently, everything is in the packet. What happens if they cannot produce the documents? Would we need to go thru the whole process again? City Manager Conrad responded the same thing we do currently, in cases where the bidders cannot produce the bond or proof of insurance. In those cases, we go to the next lowest bidder. These are all documents that these bidders are familiar with. Mayor Hemann asked what you need from the council. City Manager Conrad stated if no objections to that suggestion, then we would reword the policy and bring it back to the council for approval.

City Manager Conrad reported that Community Development Director Breann Vazquez has taken a position as City Administrator for the City of Litchfield. This will be Breann's last meeting with us, and we want to recognize her for her service.

City Hall Renovation Bids were opened last week. Five packets were picked up. One bidder dropped out the week before due to the timeframe. The pricing did come in higher than we anticipated. We are going to look at some financing options, and we have contacted Joy Howard to look at options. We will bring the recommendation for the June 1 meeting. Bidders provided a timeframe of 270-355 days lead on the project. Councilman Frey inquired with the costs being significantly higher than we expected, if we opened the timeframe to get the project started and done could we get more competitive pricing. City Manager Conrad reported the spillway project just came in significantly higher as well. Councilman Frey stated, having a business, myself, we just completed a project and found that pricing is starting to coming down and the wait time for materials is as well. We may be able to wait and go back out for bid and get more bids. Mayor Hemann expressed I do not feel like the timeline was the issue. We had two that turned down bidding because the project was not big enough for them. Councilman Frey expressed every meeting we talk about saving money. I would like to see it completed, too, but we are in position to wait it out for a while. City Manager Conrad stated the roof came in cheaper than I anticipated. This will be a total remodel of this building when it is complete. If the council wants to wait until the market is more favorable, that is an option. Councilwoman Bellm pointed out we do not know what interest rates will do. If I thought it was going to save us a substantial amount, I would say hold off;

however, I do not think we are going to see that. I want to see what Joy is going to say as far as options. Councilman Napper stated I think Rick has a good idea. Things are going well here. I don't know that I want to reject all the bids though. City Manager Conrad expressed with bids already opened, it goes that a standard is set if we go out again.

NEW BUSINESS

Approve Mayor's Reappointment of George E. Jones to the Board of Police and Fire Commissioners – Councilman Frey made a motion to approve the mayor's reappointment of George E. Jones to the Board of Police and Fire Commissioners for a three-year term, to expire June 2026, as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Approve Mayor's Appointment of Thomas D. Friedrich to the Tree Commission – Councilwoman Bellm made a motion to approve the mayor's appointment of Thomas D. Friedrich to the Tree Commission to fill a vacancy that will expire July 2025 as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Approve Mayor's Reappointment of Jill Lawson to the Telecommunications Advisory Commission – Councilman Frey made a motion to approve the mayor's reappointment of Jill Lawson to the Telecommunications Advisory Commission for another three-year term, to expire May 31, 2026, as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Approve Mayor's Reappointment of Jeffrey Hebrank to the Liquor Control Commission – Councilwoman Bellm made a motion to approve the mayor's reappointment of Jeffrey Hebrank to the Liquor Control Commission for an additional three-year term, to expire June 2026, as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Approve Transfer of Grave in City Cemetery from Feuquay and Peregrin to Feuquay as Sole Owner – Councilman Frey made a motion to approve transfer Grave Space 3, in Lot No. 2, of Block No. 20 in the Highland City Cemetery from Brian Feuquay and James Peregrin to Brian Feuquay as sole owner as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-46/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Jaycees – 2023 Schweizerfest – Councilwoman Bellm made a motion to approve Bill #23-46/Resolution #23-05-3028 authorizing allocation of hotel/motel tax funding for Highland Jaycees – 2023 Schweizerfest, in the amount of \$4,000, as attached. Motion seconded by Councilman Frey. Councilman Frey asked how much they had requested. Councilwoman Sloan replied \$5,000. Councilman Frey expressed I do not have an issue with giving them the full \$5,000, as this is one of the three largest events held. Councilwoman Bellm stated we have been cutting everyone this year, to stay within the amount of funds that are available in reserves. Councilwoman Sloan pointed out we have lowered the ones that received in years priors. This is the first time the Jaycees have asked. Councilman Frey explained this is a three-day event. So, that is \$1500 per day. In looking what we have given other organizations for their events, it was more than that per day. Councilwoman Sloan agreed we have given \$2,000 to a one-day event with far less attendance. Councilman Frey made a motion to amend the amount to \$5,000, as I know all the profits go back to the community. Motion seconded by Councilwoman Sloan. Roll Call

Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion amended. Roll Call Vote on motion as amended: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried as amended.

Bill #23-47/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for Highland Historical Society – Homestead Harvest Days – Councilman Frey made a motion to approve Bill #23-47/Resolution #23-05-3029 authorizing allocation of hotel/motel tax funding for Highland Historical Society – Homestead Harvest Days, in the amount of \$1,000, as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-48/ORDINANCE Authorizing the Sale of City-Owned Surplus Real Estate, Specifically 1808 Olive Street, to WGO Investments, LLC – Councilwoman Sloan made a motion to approve Bill #23-48/Ordinance #3272 authorizing the sale of city-owned surplus real estate, specifically 1808 Olive Street, to WGO Investments, LLC as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-49/ORDINANCE Declaring Personal Property of the City Surplus and Authorizing its Sale and/or Disposal, Specifically One 1998 Pierce Fire Engine – Councilwoman Bellm made a motion to approve Bill #23-49/Ordinance #3273 declaring personal property of the city surplus and authorizing its sale and/or disposal, specifically one 1998 Pierce Fire Engine as attached. Motion seconded by Councilman Frey. Councilman Frey stated it seems, just recently, we purchased two fire engines. Chris Straub reported we hired a company to do inspections. This truck requires \$20,000 in seals and other equipment and it does not have all the safety requirements in place that new equipment does. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-50/RESOLUTION Waiving Normal & Customary Bidding Procedures and Authorizing the Purchase of One 2023 Toyne Fire Engine from Dinges Fire Company for \$575,165.92 – Councilwoman Bellm made a motion to approve Bill #23-50/Resolution #23-05-3030 waiving normal and customary bidding procedures and authorizing the purchase of one 2023 Toyne Fire Engine from Dinges Fire Company for \$575,165.92 as attached. Motion seconded by Councilman Frey. Councilman Frey stated I read the way the money is laid out with a ten-year, fixed rate. How are we going to pay for this? City Manager Conrad stated they have been putting money into reserves for a few years. What that total amount is to be finance will be determined by when and how much they can sell the other truck for. However, we should have a substantial amount to put down. This is a demonstrator unit. New trucks are twenty-four months out. This one we could take position of in January or February 2024. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-51/RESOLUTION Waiving Normal & Customary Bidding Procedures and Authorizing the Purchase of a New Systems Control and Data Acquisition (SCADA) System from VIPower Services, LLC – Councilman Frey made a motion to approve Bill #23-51/Resolution #23-05-3031 waiving normal & customary bidding procedures and authorizing the purchase of a new Systems Control and Data Acquisition (SCADA) System from VIPower Services, LLC as attached. Motion seconded by Councilwoman Bellm. City Manager Conrad pointed out that the fire truck is being purchased through a joint sourcing consortium; this is being purchased through a sole purchase agreement. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-52/ORDINANCE Amending City Code, Chapter 2 – Administration, Article IV. – Department of Public Safety, Division 2. Emergency Medical Services and Fire Department Divisions of the Fire Department – Councilwoman Bellm made a motion to approve Bill #23-52/Ordinance #3274 amending City Code, Chapter 2 – Administration, Article IV. – Department of Public Safety, Division 2.

Emergency Medical Services and Fire Department Divisions of the Fire Department as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #23-53/RESOLUTION Approving a Collective Bargaining Agreement with the International Association of Firefighters (I.A.F.F.), Local #3672 – Councilman Frey made a motion to approve Bill #23-53/Resolution #23-05-3032 approving a collective bargaining agreement with the International Association of Firefighters (I.A.F.F.), Local #3672 as attached. Motion seconded by Councilwoman Bellm. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

REPORT

Accepting Expenditures Report #1242 for April 29, 2023 through May 12, 2023 – Councilwoman Bellm made a motion to accept Expenditures Report #1242 for April 29, 2023 through May 12, 2023 as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Councilwoman Bellm made a motion to temporarily adjourn this regular session to enter into executive session under the Illinois Open Meetings Act under the following exemption: 5 ILCS 120/2(c)(21) to discuss approval of executive session minutes. Motion seconded by Councilwoman Sloan. Open Meeting temporarily adjourned at 7:47pm.

Mayor Hemann reconvened the Regular Session at 7:51pm. Council members Sloan, Frey, Bellm, and Napper were present. Others in attendance were City Manager Conrad, City Attorney McGinley, Deputy City Clerk Hediger, and City Clerk Bellm.

Mayor Hemann stated no action will be taken on anything that was discussed in the Executive Session.

Councilwoman Bellm made a motion to adjourn. Motion seconded by Councilman Frey. All aye, none nay. Motion carried. Meeting adjourned at 7:52pm.

Kevin B. Hemann, Mayor

Barbara Bellm, City Clerk