

**MINUTES OF REGULAR SESSION
HIGHLAND CITY COUNCIL
TUESDAY, JANUARY 16, 2024**

City Clerk Barbara Bellm called the Regular Session to order at 6:30pm at the Highland Area Senior Center. Council members Sloan, Frey, Bellm, and Napper were present. Others in attendance were City Manager Conrad, City Attorney John Hackett, Directors Cook, Gillespie, Ohren, and Presson, Coordinator Hubbard, Treasurer Nicolaides, Deputy City Clerk Hediger via phone, City Clerk Bellm, and 2 citizens.

ELECTION OF MAYOR PRO TEM

City Clerk Barbara Bellm asked for a motion to elect one councilperson to serve as mayor pro tem during the temporary absence of Mayor Hemann. The mayor pro tem shall perform the duties and possess all the rights and powers of the mayor and shall vote in his/her capacity as councilperson only. Councilman Frey made a motion to elect Councilwoman Peggy Bellm as mayor pro tem during the temporary absence of Mayor Hemann. Motion seconded by Councilwoman Sloan. All aye, none nay. Motion carried.

MINUTES

Councilman Frey made a motion to approve the minutes of the January 2, 2024 Regular Session as attached. Motion seconded by Councilwoman Sloan. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Councilwoman Sloan made a motion to approve the minutes of the January 2, 2024 Executive 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:

No comments or request presented.

Requests of Council:

None.

Staff Reports:

City Manager Chris Conrad reported we have been having weekly update calls with Republic Waste. The containers are coming in sooner than expected. We may start sending out the most Frequently Asked Questions (FAQs) with answers on social media and the app, in the next few weeks. Originally, they anticipated starting to disburse the new containers in late April, but it looks like it could

be sooner than that. Councilwoman Sloan asked that in the questions and answers they make sure to have what to do to get senior discount. City Manager Conrad stated he believes that is included.

NEW BUSINESS

Bill #24-02/RESOLUTION Amending and Approving City of Highland Purchasing Manual (January 2024) – Councilman Frey made a motion to approve Bill #24-02/Resolution #24-01-3072 amending and approving City of Highland Purchasing Manual (January 2024) as attached. Motion seconded by Councilwoman Sloan. City Manager Conrad explained, as discussed in the memo to the council, this is a law change that went into effect January 2023 regarding change orders. I caught it when reviewing 2024 law changes. This brings our procedures into compliance with the current laws. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-03/RESOLUTION Approving Change Orders for the City Hall Renovation and Construction Project – Councilwoman Sloan made a motion to approve Bill #24-03/Resolution #24-01-3073 approving Change Orders for the City Hall Renovation and Construction Project, for a deduction totaling \$17,380.89 as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-04/RESOLUTION Waiving Competitive Bidding Requirement and Approving and Authorizing the Purchase of Office Furniture, and other Needed Products and Materials for City Hall Renovation, from Indoff, LLC, for \$113,513.09, Through the State of Illinois Joint Purchasing Program as a Sole Source Purchase – Councilman Frey made a motion to approve Bill #24-04/Resolution #24-01-3074 waiving competitive bidding requirement and approving and authorizing the purchase of office furniture, and other needed products and materials for city hall renovation, from Indoff, LLC, for \$113,513.09, through the State of Illinois Joint Purchasing Program as a Sole Source Purchase as attached. Motion seconded by Councilman Napper. City Manager Conrad reported we are expecting this order to take 8-10 weeks from date of order placed, which we anticipated doing tomorrow. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-05/RESOLUTION Authorizing City to Enter Into a Professional Services Contract with Moran Economic Development, LLC, for Purposes of Amending TIF #1 District and TIF #2 District, and to Establish TIF District #3 – Councilwoman Sloan made a motion to approve Bill #24-05/Resolution #24-01-3075 authorizing City to enter into a professional services contract with Moran Economic Development, LLC, for purposes of amending TIF #1 District and TIF #2 District, and to establish TIF District #3 as attached. Motion seconded by Councilman Frey. City Manager Conrad stated TIF District #3 encompasses the newly annexed properties we have had over the last eighteen months. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-06/RESOLUTION Authorizing Allocation of Hotel/Motel Tax Funding for the City's Annual Membership to Discover Downstate Illinois – Councilman Frey made a motion to approve Bill #24-06/Resolution #24-01-3076 authorizing allocation of hotel/motel tax funding for the city's annual membership to Discover Downstate Illinois, in the amount of \$1,500, as attached. Motion seconded by Councilwoman Sloan. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried. Councilwoman Bellm asked when they would be getting the info for the hotel/motel funding applications submitted. City Manager Conrad reported those requests were mailed out this last week. We hope to have all the submittals in by the second week of February, so we can make it part of the budget process. If someone does not received a request, they can contact Jackie to get the information.

Bill #24-07/RESOLUTION Authorizing and Directing Application to the Madison County, Illinois, Sustainability Grant Program for Highland Silver Lake Improvements – Councilwoman Sloan made a motion to approve Bill #24-07/Resolution #24-01-3077 authorizing and directing application to the Madison County, Illinois, Sustainability Grant Program for Highland Silver Lake Improvements as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Bill #24-08/RESOLUTION Authorizing and Directing Application to the 2024 Surface Transportation Block Grant Program (STP) for the Purpose of Resurfacing Poplar Street from Broadway Through Lindenthal Avenue – Councilman Frey made a motion to approve Bill #24-08/Resolution #24-01-3078 authorizing and directing application to the 2024 Surface Transportation Block Grant Program (STP) for the purpose of resurfacing Poplar Street from Broadway through Lindenthal Avenue as attached. Motion seconded by Councilwoman Sloan. City Manager Conrad reminded the council that STP funds are not expended for five years. This stretch of road was last done fifteen years ago; so, we feel this section of road will be ready by that time, based on traffic volume. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Award Bid #PW-07-23, for the Purchase of New Diesel Fuel Tank and Dispensing System – Councilwoman Sloan made a motion to award Bid #PW-07-23, for the purchase of new diesel fuel tank and dispensing system to Neumayer Equipment Company, in St. Louis, MO, in the amount of \$87,132.16 as attached. Motion seconded by Councilman Frey. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

REPORTS

Accepting Expenditures Reports #1258 for Dec. 30, 2023 through Jan. 12, 2024 – Councilman Frey made a motion to accept Expenditures Reports #1258 for December 30, 2024 through January 12, 2024 as attached. Motion seconded by Councilman Napper. Roll Call Vote: Councilmembers Sloan, Frey, Bellm and Napper voted aye, none nay. Motion carried.

Councilwoman Sloan made a motion to adjourn. Motion seconded by Councilman Napper. All aye, none nay. Motion carried. Meeting adjourned at 6:46pm.

Peg Bellm, Mayor Pro Tem

Barbara Bellm, City Clerk