City Council Meeting Summary 03.16.2020
Next City Council Meeting – March 30th, 2020 at 6:00 PM
Official Minutes available at www.cityofmonmouth.com

1- Presentations Or Citizen Inquiries
No presentations or inquiries were heard tonight.

2- MPD Monthly Report – Chief Switzer
- MPD hosted a Peer Support meeting that was sponsored by the Chaplain Service 10-41 Inc. The meeting was attended by people from Galesburg, Knox County, and McDonough County who were interested in starting the Chaplain Service that we use here at MPD.
- MPD hosted three career shadow students from MRHS and United HS. The three students were very interested in law enforcement and were able to ride with an officer, observe the 911 Center and got an overview of the investigation section.
- The Drug Task Force officer did make several arrests within the last week after an investigation in which a ¼ of a pound of methamphetamine was seized.
- Currently, MPD is making adjustments to complaint taking and incident responses due to the COVID-19 outbreak. Officers will still patrol the community; however, procedures are in place to mitigate contact during this time.

3- MFD Monthly Report – Chief Rexroat
- The firefighters provided tours of the fire station to a group of approximately 25 Cub Scouts and another group of approximately 20 children.
- Chief Rexroat assisted Director Clark with an occupancy inspection at the new CBD shop located on South Main Street.
- The water tank on Engine 21 was found to be leaking from the top of the tank. A similar issue was found and repaired about a year ago. The tank will be repaired as soon as possible with no cost to the City as the water tank is guaranteed for the life of the truck.
- IFSI has temporarily suspended its fire academy. As a result, our two new hires have returned to Monmouth. They will continue to work with their individual shifts until the session resumes.

4- Approval of MPD Chief Switzer Contract
Chief Switzer’s current employment contract is due for renewal. Chief Switzer has been with the department since 1994 and assumed the Chief’s position 3 years ago.
A full copy of the employment agreement is available on the City’s website. To summarize, the contract is for 3 years with an annual salary of $86,591. A motion was made for approval and was approved.

5- Approval of Communications Director Ken Helms Contract
Information Technology Director Helms’ employment contract is due for renewal. Director Helms has been with the City since 2010. The job title is being changed from Information Technology to Communications Director to better reflect the additional job responsibilities that were not present upon original hiring. A full copy of the employment agreement is available on the City’s website. To summarize, the contract is for 4 years with an annual salary of $55,036. A motion was made for approval and was approved.

6- Approval of Façade Grant Applications
1. 218/220 South Main Street
   The building owner has applied to the façade committee for a grant to improve the awning and windows of the existing storefront. The item comes to City Council with a favorable recommendation by the committee for reimbursement of up to $7500 on eligible improvement expenses.
   A motion was made to follow the façade committee’s recommendation and was approved.

2. Tin Cup - 226 South Main Street
   The Tin Cup has applied to the façade committee for a grant to perform masonry work and awning replacement. The business will also be installing exterior lights and a sign. The item comes to the City Council with a favorable recommendation by the committee for reimbursement of up to $4500 on eligible improvement expenses.
   A motion was made to follow the façade committee’s recommendation and was approved.

7- FY 2020-2021 Budget Presentation
Administrator Steinbrecher presented the proposed budget to City Council this evening. No action was taken on this item tonight and it will be available for viewing on the www.cityofmonmouth.com website as well as in City Hall. A presentation has been attached to this summary.

8- Capital Improvement Program Presentation
Jennifer Anders with the Woodard And Curran presented an infrastructure capital improvement plan to City Council. No action was taken on this item tonight and it will be available for viewing on the www.cityofmonmouth.com website as well as in City Hall.

A discussion was held regarding the funding mechanism that may be used. The City is currently ahead in its debt schedule and holds Capital Appreciation Bonds. The Capital Appreciation Bonds were chosen as a funding mechanism for an EPA mandate at the time because this option allowed the City to not increase consumer water and sewer rates. By converting the existing CA bonds to Conventional Revenue Bonds that have a very low interest rate, the City will be able to finance an
improvement program that keeps the debt service payments at the same annual payment amount. A refinancing like is being discussed is similar to a home mortgage refinancing. A presentation of the program has been attached to this summary.

The capital improvement program and the funding mechanisms involved will be discussed by Council again as the administration pursues the project further.

9- Engineering Services Agreement for Harlem Avenue Watermain
The infrastructure underneath West Harlem Avenue has lasted past it’s engineered lifespan and requires replacement. A replacement of this length is a substantial investment and as such has delayed the resurfacing of the road. The City will be attempting to pursue a CDB federal grant to replace the water main. To score higher on the grant application, the project needs to be “shovel-ready” which includes construction engineering. The total amount being requested for the services is $136,000 by the City’s primary engineering firm, Woodard and Curran.
A motion was made for approval and was approved.

10- Approval of North Pre-Treatment Plant Construction Bid
The City maintains a pre-treatment facility that is used to treat Smithfield’s waste stream before it enters the main treatment plant. Smithfield and the City maintain an agreement which states that Smithfield will be responsible for costs incurred during the improvement and operation of the pre-treatment facility since they are the sole user of it.
A single bid was received from Leander Construction for $6,161,700.00. The improvements include a new raw wastewater lift station, improvements to the anaerobic lagoon, aeration system improvements, clarifier upgrades, sludge handling upgrades and new electrical and electrical service to multiple areas. A full copy of the bid may be found on the www.cityofmonmouth.com website.
A motion was made for approval and was approved.

11- Ordinances
A. 20-006 - Use Variance – 303 East Broadway
A special use variance has been requested by the property owner at 303 East Broadway to operate a home-based accounting business. The owner does not foresee any issues with parking. The request comes to City Council from the Zoning Board where it received a favorable recommendation.
A motion was made for approval. However, as this item did not receive enough votes to carry a super majority on the first reading, it will return at the next City Council meeting.

B. 20-007 - Use Variance – 808 North A. Street
A special use variance has been requested by the property owner at 808 North A. Street to operate a garage-based machining and laser engraving business. The business will be performing engraving on commercial signs, drinkware, marketing items, and firearms. The
owners do not foresee any issues with noise or parking. The request comes to City Council from the Zoning where it received a favorable recommendation.

A motion was made for approval. However, as this item did not receive enough votes to carry a super majority on the first reading, it will return at the next City Council meeting.

C. **20-008 – Downtown Overlay District**
This item is part of the on-going downtown revitalization discussions.
An ordinance was presented for discussion by City Council at the last meeting that would establish a downtown overlay district.
This overlay district would prohibit certain business uses from operating within the immediate downtown area. Unless state or local ordinances otherwise restrict them, these business types may operate outside of the downtown area.

Restricted uses would include:
- Dispensaries of adult-use cannabis and CBD
- Tobacco and vape shops
- Tattoo and piercing parlors
- Storage units
- Automotive sales
- Automotive services and body repair enterprises
- Pawnshops
- Title loan or “quick cash” agencies
- Storage yards or staging areas with outdoor operations
- Parking lots for any type of commercial or service vehicles
- Adult entertainment establishments as defined by Section 154.11

A full copy of the ordinance is available for review on the City’s website.
A motion was made to approve the ordinance and was **approved.**

**12- Executive Session**
No executive session was held tonight.

**13- Other business**
No other business was discussed tonight.
Fiscal Year 2020-2021

Budget Overview

Monmouth City Council Meeting
March 16\textsuperscript{th}, 2020
Overview Of Fiscal Year 2020-2021 Budget

$19,210,212

- General Fund: $8,754,350 (46%)
- Water And Sewer Fund: $5,990,892 (32%)
- Debt Service: $2,295,100 (12%)
- Health Fund: $1,011,160 (5%)
- Downtown & Fareway TIF: $278,200 (2%)
- Homestead: $10,000
- Downtown Façade: $15,000
- State And Local Motor Fuel Tax: $560,000 (3%)
Overview Of General Fund Budget

$8,754,350

- Fire Department: $2,498,343 (29%)
- Police Department: $3,533,670 (40%)
- Boards & Commissions: $5,500
- Municipal Operations: $1,663,479 (19%)
- Solid Waste: $817,512 (9%)
- Zoning & Building: $134,800 (2%)
- Technology Support: $101,046 (1%)
Overview Of Fire Department Budget

$2,498,350

Total labor costs constitute 93% of the total Fire Department budget.

For every $1.00 the City spends on payroll for active Firefighters, it spends another 82¢ on pension benefits for retired Firefighters.
Overview Of Police Department Budget

$3,533,670

Total labor costs constitute 93% of the total Police Department budget.

For every $1.00 the City spends on payroll for active Police Officers, it spends another 58¢ on pension benefits for retired Police Officers.
Budget Highlights

- Increased Utility Tax rate from 1.25% to 1.75% to counter balance the lack of growth in other General Fund revenues coupled with the loss of Property Tax revenues to support pensions, to offset the 5% loss of Local Government Distributive Funds from the State Of Illinois as proposed in Governor Pritzker’s Budget, and to designate monies for a new fire truck.

- General Fund revenues for corporate property taxes (General Fund) declined by $21,000 because of the need to reallocate more property tax revenues for municipal police and fire pension contributions.

- The stagnant growth in General Fund revenues is quickly outpaced by the more rapid growth in labor and pension costs which have created a systemic deficit that can only be addressed by reducing civilian staffing levels.

- The budget recommends the elimination of the Solid Waste Coordinator's position to save $62,338 in General Fund expenditures.

- Salaries adjusted to reflect 27 pay periods during this fiscal year, compared to 26 pay periods normally in most fiscal or calendar years.

- Created a Fire Truck Reserve Fund and appropriated monies into that fund to begin accumulating funds that will be used to purchase a new ladder truck.
• Established a new expenditure line item in the General Fund Municipal Operations to appropriate $20,000 annually to the YMCA per the agreement executed on June 19, 2018, to provide this annual stipend for 10 years in support of operating the new community outdoor pool.

• Budgeted monies in the Downtown TIF District to provide economic incentives to owners of historic commercial buildings in the central business district to preserve the structural integrity and requisite utility systems, by leveraging new private investment in rehabilitation facilities.

• Funds have been allocated in the Police Department to purchase a new patrol vehicle.

• Funds have been allocated to the Fire Department to replace two (2) existing bay doors at Station #2 with two (2) new ones. The existing doors are in a severe state of disrepair.
City of Monmouth, IL

Infrastructure Capital Planning
March 16, 2020
Agenda

- Recent Infrastructure Project Success
- Current Infrastructure Challenges
- High Priority Projects
- High Priority Project Funding
- Additional Needs
- Summary
Recent Project Success

Love's Development
Infrastructure Challenges

- Aging underground infrastructure and roads
- Sewers installed in the 1880’s are still in use
- Water Main Breaks and Sewer Failures
  - Underground infrastructure failures results in patched roads
  - Need to repair/replace U/G before spending money on new complete streets
- NPDES Permit Compliance
  - Mandating evaluations and plans
  - Wastewater Disinfection
- Ongoing CSO compliance
- SCADA System Upgrade – Water and Wastewater Plants
  - Software Upgrades
  - Alarming
  - Cyber Security
High Priority Projects – West Harlem

West Harlem Avenue – Complete Streets

- Replace 3,500 ft of 8” and 10” cast iron water main with new 10” PVC
- New road, sidewalks, drainage
- Investigate sewer

Total Project Cost $3.1 Million

- $550k Grant Available
- $1.1M in Federal Hwy Funds Available
- Additional Funds Needed - $1.45M
High Priority Projects – East Euclid

East Euclid Avenue

- Replace 3,000 ft of 6” cast iron water main with new 10” PVC
- New road

Total Project Cost $1.5 Million

- $500k Grant Available
- Additional Funds Needed - $1M
High Priority Projects – NPDES Compliance

State Mandates
- Phosphorous optimization/study
- CMOM development
- Wastewater Disinfection

Total Project Cost $1.9 Million
- $1.5M SRF for Disinfection
- Additional Funds Needed - $400k
High Priority Projects – Downtown Sewer Replacement

- Rehabilitate/Replace (Relocate as necessary) 30” Sewer Interceptor through downtown as shown
- Runoff control (keep storm water out of sewer as possible)

Total Project Cost $3 Million
- $800k USDA Grant
- $1.2M USDA Low Interest 40-yr loan
- Additional funds needed - $1M
High Priority Projects – SCADA Upgrades

- SCADA System Upgrade – Water and Wastewater Plants
  - Software Upgrades
    - Core software is no longer compatible with operating systems
    - High Risks
  - Alarming
    - Existing WIN911 software is discontinued
  - Cyber Security
    - Meet new EPA mandates
    - Secure mobile access
    - Disaster recovery
  - Consolidated Hosting – Water and Wastewater on same package

- Total Project Cost $650k
  - Additional Funds Needed - $650k
High Priority Projects – Downtown Square Revitalization

Downtown Square

- Replace 3,500 ft of 4” cast iron water main with new 10” PVC
- New road, sidewalks, drainage

Total Project Cost $1.7 Million

- $1M ITEP Grant
- $200k from TIF
- Additional funds needed - $500k
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<thead>
<tr>
<th>Project</th>
<th>Justification</th>
<th>Grant</th>
<th>Other Funds</th>
<th>Addl Funds</th>
<th>Total Project</th>
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<td>West Harlem</td>
<td>Water main reliability, deteriorated road</td>
<td>$550k</td>
<td>$1.1M FAU – Fed Hwy</td>
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<td>East Euclid</td>
<td>Water main reliability, deteriorated road</td>
<td>$500k</td>
<td>$1.0M</td>
<td>$1.5M</td>
<td>$1.5M</td>
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<tr>
<td>NPDES requirements</td>
<td>State mandate for Wastewater System</td>
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<td>$1.5M SRF</td>
<td>$400k</td>
<td>$1.9M</td>
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<td>Downtown Sewer</td>
<td>Aging infrastructure, drainage issues, CSO compliance</td>
<td>$800k</td>
<td>$1.2M USDA loan</td>
<td>$1M</td>
<td>$3M</td>
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<tr>
<td>Water/WW SCADA</td>
<td>Software and alarming failures, Cyber security</td>
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<td></td>
<td>$650k</td>
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<td>Downtown Square Revitalization</td>
<td>Maximize grant funds, underground infrastructure reliability, runoff control</td>
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<td>$200k from TIF</td>
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<tr>
<td>Total</td>
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<td>$2.85M</td>
<td>$4M</td>
<td>$5.0M</td>
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Additional Needs - Unfunded

- North D Street Sewer ($100k)
  - Recent collapse in 2019
  - Replace ~400ft of 12” clay tile
- 6th Street Water Main – E. Broadway to E. Detroit ($1M)
  - Abandon 8” cast iron and connect to 10” PVC
  - Replace ~300 ft of 4” with 10” PVC
  - Road reconstruction
- East Broadway – water main replacement and road ($2.5M)
  - 2nd to 9th - 2,600 ft of 8” cast iron replaced with 10” PVC
  - Sewer Bridge reconstruction at 4th Street
  - Road Reconstruction
  - Phasing is Possible
- South Lift Station ($300k)
  - Replace with above ground station, age and safety concerns
  - Generator
- N. 3rd Street Interceptor ($500k)
  - Replace/Rehab 24” clay tile interceptor
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<thead>
<tr>
<th>Number</th>
<th>Additional Needs - Unfunded</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>North D Street – Sewer Replacement</td>
<td>$100k</td>
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<tr>
<td>2</td>
<td>6\textsuperscript{th} Street – Replace Water Main and Road</td>
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<td>3</td>
<td>E. Broadway – Replace Water Main, Sewer, and Road</td>
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<td>4</td>
<td>South Lift Station Replacement</td>
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<td>5</td>
<td>N. 3\textsuperscript{rd} Street Interceptor Repair/Replacement</td>
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<td><strong>Total</strong></td>
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<td><strong>$4.4M</strong></td>
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Summary

• Borrowing $5M today will allow completion of $11.85M in infrastructure improvements by leverage additional grant and low interest loan programs

• Monmouth will continue to have infrastructure needs
  • Ongoing
  • Common across the country

• Additional Needs
  • Continue to look for additional funding opportunities
  • Look at unfunded projects if grants become available or if funded projects come in under budget
What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care
You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home
**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor
If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected or exposed.

Wear a facemask
You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes
Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items
You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often
Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all “high-touch” surfaces every day
High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms
Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate. When working with your local health department check their available hours.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation
Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)
What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

Yes. COVID-19 is spreading from person to person in parts of the United States. Risk of infection with COVID-19 is higher for people who are close contacts of someone known to have COVID-19, for example healthcare workers, or household members. Other people at higher risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Learn more about places with ongoing spread at https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Have there been cases of COVID-19 in the U.S.?


How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but is now spreading from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Learn what is known about the spread of newly emerged coronaviruses at https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of
• fever
• cough
• shortness of breath

What are severe complications from this virus?

Some patients have pneumonia in both lungs, multi-organ failure and in some cases death.

How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions.
• Avoid close contact with people who are sick.
• Avoid touching your eyes, nose, and mouth with unwashed hands.
• Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should
• Stay home when you are sick.
• Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
• Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled from an area with ongoing spread of COVID-19?

If you have traveled from an affected area, there may be restrictions on your movements for up to 2 weeks. If you develop symptoms during that period (fever, cough, trouble breathing), seek medical advice. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don’t go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: www.cdc.gov/COVID19