

City Council Meeting Summary 03.04.2019

Next City Council Meeting – March 18th, 2019 at 6:00 PM

Official Minutes available at www.cityofmonmouth.com

1- Presentations Or Citizen Inquiries

No presentations were made this evening.

2- Building And Zoning Monthly Report – Director Clark

- Due to the extreme cold, the municipal airport experienced frozen water pipes in the room that houses the water heater and restroom plumbing. C&D Electric and H&L Plumbing facilitated the repairs.
- City Hall experienced a gas leak due to the aging infrastructure in the basement. Director Clark made the appropriate repairs.
- The roof insulation and membrane were installed for Fareway Foods. Plumbing and electrical installation are continuing according to schedule inside the building.
- Estimates were received to correct the stormwater infiltration which is occurring in the old Vaughn's Jewelers building.
- The department continues to conduct rental inspections and work with landlords who are out of compliance with current rental standards.

3- Woodard And Curran – Director Jackson

This item was rescheduled for a future City Council meeting.

4- 353 Court LLC Agreement – Administrator Steinbrecher

353 Court LLC is a consulting firm that specializes in revitalizing downtowns and assisting with community and economic development. The company was discovered through the professional recommendations of other communities (Pekin, Normal and Havana) that have had successful downtown revitalizations after working with them. The company also recently engaged in a contract with the city of Aledo.

353 presented their techniques, and a work plan to Council, a few items of note are:

- The company will contact existing businesses to help encourage business expansion & retention. Their independent and objective nature will help to facilitate a candid conversation with business/building owners which can then be used to help develop long-term planning on the City's part.
- 353 will produce a "market ready inventory" which would be used to identify areas where a strategic investment may be advantageous to encourage new business development.
- The company will also introduce an entrepreneurial aspect to their services which will be used to encourage new business start-ups in the community.

- A comprehensive market analysis, combined with stakeholder forums and community roundtables will be used to create an actionable work plan for the City to use as a framework in its continued efforts of economic development.
- 353's strategy is one of long-term, sustainable investment in the community. Their workplans concentrate on creating an atmosphere that is conducive towards entrepreneurship and long-term business success.
- 353 would function as a readily available asset to existing businesses and new businesses who would like to discuss or receive coaching on the more technical aspects of running a business and growing a business.

Funding for these services would be secured through restricted use T.I.F. funds which may only be applied to infrastructure or services that are directly related to economic development in the specified TIF area.

No action was taken on this item tonight. Council and Staff will review 353's proposal and proceed with any potential action at a later date.

5- Approval of Public Square Beautification Project Engineering Agreement

Last year the City applied for a grant to beautify the public square. The grant would allow for roadway improvement/redesign as well as the construction of a more efficient and aesthetically appealing surface which includes green spaces and other natural improvements. The public square would also have several features which would work to provide a safer walking area for pedestrians. The ITEP grant is extremely competitive, and our last application which is valued at **\$1,000,000** did not receive an award. Upon review of the other applicants and through discussions with our State Coordinator we were provided with several points that may give us a competitive edge.

Hutchinson Engineering was previously selected by the Council as the preferred engineering firm for this project due to their accomplishments when applying for these types of grants with other communities. The current engineering agreement up for approval is to prepare an appropriate plan with a focus on the four quadrants, including a public involvement process which will solicit feedback from local businesses and residents. Hutchinson will prepare the Streetscape Improvement Plan and will present the report for submittal to IDOT, which is a prerequisite for the grant application.

The fee for these services is not to exceed **\$130,000** and will utilize funding from the restricted use of T.I.F. revenues as the project is in the specified TIF area.

A motion for approval was made and was **approved**.

6- Approval of WIPFLI Auditor's 2019 Letter Of Engagement

Every year the City undergoes an independent of its finances. This audit includes financial statements, activities, practices, control mechanisms and a review of each major fund. In recent years, WIPFLI LLP

has been selected to perform this audit. City Administration is recommending that we continue to retain WIPFLI for the 2019 fiscal year audit. The fee for engagement is **\$28,000**.

A motion to approve the retention of WIPFLI as this year's auditors was made and was **approved**.

7- Authorization To Approve Natural Gas Contract

The City's natural gas purchasing agreement for municipal facilities is coming up for renewal shortly. Administrator Steinbrecher would like authorization to shop around with other recognized resellers to receive the most competitive pricing available. This authorization only affects municipal facilities and does not affect home or business owners in the area.

A motion to approve was made and was **approved**.

8- History Museum Magic Fest Street Closure Request – Director Henrichsen

The annual Nikola Magic Festival will be held April 26-27th of this year. The request is for closure on the 27th from 11:30 AM – 8:30 PM.

Due to the large turnout last year and the even greater turnout that is expected this year due to event expansions, the History Museum would like to close a small section of Sunny Lane during the event to accommodate pedestrian traffic as they travel from a nearby parking lot to the building where the event will be held.

A motion for approval was made and was **approved**.

More information regarding the event may be found on the Warren County History Museum's website (www.wchistorymuseum.com) as well as their Facebook page.

9- Discussion On Applying For 2019 CDBG Grant – WIRC

Two years ago, the City applied for a grant which would improve select water mains in the southern side of town. The grant was awarded and after State Of Illinois funding delays, will open for bids this month.

The State has announced that they will again be offering this program for 2020. Western Illinois Regional Council discussed this year's potential opportunity with Council.

- The grant may be used to improve public infrastructure which is a threat to health and safety.
- The grant has a maximum request limit of \$500,000 under the public infrastructure request.
- Applications are due at the end of August.
- The improvements must occur within neighborhoods that are of low to moderate income and must be in an underserved area.

WIRC will work with staff to investigate the potential areas which may benefit from this grant and what next steps will need to be taken to pursue this opportunity.

No action was taken on this item at the current time.

10- Ordinances

A. Request Of Change of Zoning from Public Service to R-2

This item was rescheduled for a future City Council meeting.

7- Executive Session

An executive session was held as per Illinois Statute 5ILCS 120/2 to consider a possible sale of Real Estate and Employee Compensation.

8- Other business

No other business was discussed.

CITY OF MONMOUTH				
Summary of Expenses				
As of February 28, 2019				
	2018-2019	Monthly	YTD	% Expended
	Budget	Expense	Expense	YTD
GENERAL FUND				
Municipal Operations	1,641,593.00	103,490.52	1,719,572.94	104.75%
IT Support	90,000.00	11,835.97	81,492.65	90.55%
Solid Waste	816,000.00	60,207.69	625,139.66	76.61%
Social Security/IMRF	131,000.00	7,898.29	95,641.81	73.01%
Boards & Commissions	5,500.00	252.56	1,041.34	18.93%
Police Department	3,276,502.00	176,563.23	2,705,769.57	82.58%
Zoning Department	161,800.00	7,078.69	89,354.93	55.23%
Community Development	0.00	0.00	0.00	0.00%
Fire Department	2,236,450.00	103,619.06	1,985,107.01	88.76%
Swimming Pool	62,150.00	0.00	0.00	0.00%
GENERAL FUND	8,420,995.00	470,946.01	7,303,119.91	86.73%
CEMETERY FUND				
	0.00	0.00	0.00	0.00
DEBT SERVICE FUND				
	2,250,961.00	0.00	2,191,999.67	97.38%
MOTOR FUEL TAX FUND				
	458,000.00	0.00	30,092.59	6.57%
LOCAL MOTOR FUEL TAX FUND				
	0.00	0.00	15,000.00	
INTERNAL SERVICE FUND				
	1,075,179.00	0.00	741,687.51	68.98%
DOWNTOWN FAÇADE				
	12,550.00	0.00	450.00	3.59%
WATER AND SEWER FUND				
	5,245,998.00	419,567.21	4,988,324.72	95.09%
Bond Proceeds (Capital Projects)				
Smithfield \$3 M loan		0.00	81,339.34	
		34,465.00	850,930.01	
REVOLVING LOAN FUND				
	0.00	0.00	0.00	0.00%
HOMESTEAD FUND				
	311,885.00	0.00	10,000.00	3.21%
TIF DOWNTOWN #1				
	426,244.00	0.00	169,780.57	39.83%
TIF NORTH 6TH #2				
	4,000.00	0.00	0.00	

This is not a month end report of all funds.