



CITY OF MONMOUTH COUNCIL MEETING MINUTES

MONMOUTH
ILLINOIS

Date: Monday, March 16, 2020

Time: 6:00 p.m.

Location: 100 East Broadway
Monmouth, Illinois

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Rod Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 p.m. and led the audience in the Pledge of Allegiance to the Flag.

II. ROLL CALL

City Clerk Susan S. Trevor called the roll and those answering **Present were:** Alderman Tony Cook, Alderwoman Susan Twomey, Aldermen Brian Daw, Robert Wells, Juan Pinedo, Dan Heatherly and Alderwoman Mary Kelly **Absent:** Alderman Justin Thomas **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor, City Attorney Marcum Spears, MFD Chief Casey Rexroat, MPD Chief Joe Switzer, Community Engagement - IT Director Ken Helms, Building and Zoning Director Joe Clark and Woodard and Curran Public Works Director Andy Jackson

III. APPROVAL OF MINUTES

A. Approval of March 2, 2020 Council Meeting Minutes

It was moved by Alderwoman Kelly and seconded by Alderman Cook to approve the March 2, 2020 Minutes as presented. **AYE:** Alderman Cook, Alderwoman Twomey, Aldermen Daw, Wells, Pinedo, Heatherly and Alderwoman Kelly **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

IV. PRESENTATION TO THE COUNCIL

A. Amendment to Agenda

Due to a lengthy agenda and the presence of the people requesting the two special use variances to be voted on, Mayor Davies amended the Agenda for the Special Use Variances 20-006 and 20-007 to be considered immediately after the approval of the bills.

B. Presentations or Citizen Inquiries (all inquiries are limited to 3 minutes per City Ordinance)

There were none to be heard

C. Consent Agenda

1. Approval of Bills

It was moved by Alderman Heatherly and seconded by Alderman Daw to approve the payment of the bills as presented. **AYE:** Aldermen Cook, Alderwoman Twomey, Aldermen Daw, Wells, Heatherly, Pinedo, and Alderwoman Kelly **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

V. SPECIAL USE ORDINANCES

A. 1st Reading

1. 20-006, Special Use Variance, 303 E. Broadway

Building and Zoning Director Clark explained that both this Ordinance 20-006 and the next Special Use Variance, Ordinance 20-007 came to the Council with the unanimous recommendation by the ZBA for approval. **It was moved by Alderman Heatherly and seconded by Alderman Daw to accept the recommendation of the ZBA and approve the Special Use Variance for 303 E. Broadway.** **AYE:** Aldermen Daw, Wells, Pinedo, Heatherly and Cook **NAY:** Alderwoman Twomey **ABSTAIN:** Alderwoman Kelly **ABSENT:** Alderman Thomas **MOTION CARRIED.**

2. Ordinance 20-007, Special Use Variance, 808 N. A Street

It was moved by Alderman Heatherly and seconded by Alderman Daw to accept the recommendation of the ZBA and approve the Special use Variance for 808 N. A Street. AYE: Aldermen Daw, Wells, Pinedo, Heatherly and Cook **NAY:** Alderwomen Twomey and Kelly **ABSENT:** Alderman Thomas **MOTION CARRIED.**

VI. COMMITTEE OF THE WHOLE

A. MFD February Report – Chief Rexroat

- 🔥 There were 94 calls in the month of February.
- 🔥 Staff training on a number of skills was continued during the month.
- 🔥 As Chief, I attended pipeline training as to how to handle ruptured gas lines as well as other types of ruptured pipelines.
- 🔥 The mock crash that was being planned for this year at the high schools has been cancelled due to the COVID-19 Virus outbreak.
- 🔥 Repair to Tower 22 was completed by Alexis Fire Equipment and the minor crack in Engine 21 was repaired under warranty.
- 🔥 The department applied for a \$23,000 grant to State Fire Marshal to replace extrication equipment. There is no match required if the grant is received.
- 🔥 An application has also been submitted for a one million dollar grant with a 5% match to the Assistance to Fire Fighter's Grant.
- 🔥 The department is monitoring every day the status of the Coronavirus and consulting with other departments as to procedures being used to combat the virus. Increased sanitizing along with "social distancing" is being practiced.
- 🔥 The two new fire fighters that were attending the Fire Academy have returned home as the Academy has been cancelled until at least the end of April due to the COVID-19 virus outbreak.

B. MPD February Report – Chief Switzer

- There were 77 arrests and 1,808 calls in the month of February
- The department hosted a peer support group that helps officers and people after critical incidents.
- The department also hosted three students for "Career Shadow Day".
- A full ALICE Drill was held at West Central School and the Junior High.
- Permits for exceptions to the two hour downtown parking rule were printed.
- The drug force officers made several arrests for meth.
- In order to mitigate face to face contacts due to the COVID-19 virus Pandemic, the department has made internal adjustments on calls coming in.
- Staff training is continuing through on-line classes.

C. Approval of MPD Chief Switzer and Communications Director Ken Helms Contracts

It was moved by Alderman Wells and seconded by Alderman Pinedo to approve the contracts of MPD Chief Switzer and Communications Director Ken Helms as presented. AYE: Aldermen Wells, Pinedo, Heatherly, Alderwoman Kelly, Alderman Cook, Alderwoman Twomey and Alderman Daw **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

D. Approval of Façade Grant Applications

1. Guadalajara Grocery and Restaurant – 218/220 South Main Street

The request from Gus Munoz, the owner of the 218/220 South Main Street building, was for \$15,500 to replace front glass windows, remove old wood shingles on the front awning and replace with a new metal awning. The Façade Committee recommends awarding a maximum \$7,500 grant. **It was moved by Alderman Wells and seconded by Alderman Pinedo to approve a maximum \$7,500 Façade Grant to Mr. Munoz for upgrading the façade of 218/220 South Main Street. AYE:** Aldermen Wells, Pinedo, Heatherly, Alderwoman Kelly, Alderman Cook, Alderwoman Twomey and Alderman Daw **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

2. Tin Cup – 226 South Main Street

The request from Mike Sheid, the owner of the building at 226 South Main Street, was for \$8,435 for masonry work, replace or repair front awning, installation of sign, install lighting, removal of all rotten wood and replace with rough cedar siding. The Façade Committee recommends awarding a 50/50 grant up to \$4,500. **It was moved by Alderman Wells and seconded by Alderman Cook to accept the recommendation of the Façade Committee and approve up to \$4,500 Façade Grant to Mr. Sheid for upgrading the façade of 226 S. Main Street. AYE:** Alderman Heatherly, Alderwoman Kelly, Alderman Cook, Alderwoman Twomey, Aldermen Daw, Wells and Pinedo **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

E. FY 2020-2021 Budget Presentation – Administrator Steinbrecher

BUDGET HIGHLIGHTS of FY 2020-2021 BUDGET OF \$19,210,212:

- Increased Utility Tax rate from 1.5% to 2.0% 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 declined by \$21,000 because of the need to reallocate more revenue for municipal police and fire pension contributions.
- General Fund revenues have been outpaced by more rapid growth in labor and pension costs, which can only be addressed by reducing civilian staffing levels; therefore, 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 instead of 26 pay periods used in the past.
- Placed monies to accumulate in a newly created Fire Truck Reserve Fund in order to purchase a new ladder truck.
- Established a new expenditure line item in General Fund Municipal Operations for previously approved annual stipend of \$20,000 to the YMCA 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 Downtown TIF District to put private investment in rehabilitating these 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) malfunctioning bay doors at Station #2 with two (2) new ones.

In response to Alderwoman Kelly's question as to whether there was any way to make any further cuts in staffing; Mayor Davies said that MFD and MPD are all ready at minimum staffing. He had hoped that the State's consolidation of a single management of the two funds would result in administrative savings, but it appears that these savings will be used up by the enhanced benefits for the fire fighters. He explained that this has been an ongoing issue for a long time. Alderwoman Kelly also asked as to who was going to cover the duties of the Solid Waste Coordinator to which the Mayor responded that the Woodard and Curran Public Works Department would be covering these duties.

G. Capital Improvement Program Presentation

1. Recent Infrastructure Project Successes -- Director Andy Jackson

- ✓ 1993 N.E. Quadrant Storm Sewer CSO Project
- ✓ 2001-02 Major seven (7) million dollar S.E. and S. W. Quadrant CSO project
- ✓ 2003 New Water Treatment Plant
- ✓ 2009 seventeen (17) million dollar new Wastewater Treatment Plant
- ✓ 2014 Drilling of new Well
- ✓ Over a 25 year period there have been a total of thirty-five (35) million dollar projects implemented and completed.
- ✓ South Main Street and West 1st Avenue water main project was a combination of funding with grants and local funds.

2. Current Infrastructure Challenges, High Priority Projects and Funding, Additional Needs and Summary – Jennifer Anders, W& C Engineer

Jennifer prefaced her presentation on Monmouth's infrastructure and roads by stating that the Capital Planning Program is trying to balance old and new infrastructure issues.

a. Infrastructure Challenges

- Aging underground infrastructure and roads result in water main breaks and sewer failures, which then result in patched roads. The U/G infrastructure needs to be repaired or replaced before spending money on new streets.
- There are also the issues of NPDES Permit Compliance and ongoing CSO compliance.
- SCADA System upgrades for the Water and Wastewater Plants needs to be addressed for software, alarms and cyber security.

b. High Priority Projects

- West Harlem Avenue – Complete Streets -- \$3.1 Million
- East Euclid Avenue Water Main - \$1.5 Million
- State Mandates- Phosphorous optimization;
- CMOM Development
- Wastewater Disinfection (big one) -- \$1.9 Million
- Downtown Sewer Replacement -- \$3 Million
- SCADA System Upgrade -- \$605,000
- Downtown Square Revitalization -\$1.7 Million

c. High Priority Project Funding

- ❖ After utilizing Grant funds, Federal highway funds, TIF funds and USDA loan, there is a \$5.0 Million dollar gap to fund these high priority projects.

d. Additional Needs – Unfunded

- North D Street – Sewer Replacement - \$100k
- 6th Street – Replace Water Main and Road -- \$1.0M
- E. Broadway – Replace Water Main, Sewer, and Road -- \$2.5M
- South Lift Station Replacement -- \$300k
- N. 3rd Street Interceptor Repair/Replacement -- \$500k
- **Total Unfunded Cost -- \$4.4M**

e. Summary

- ✚ Borrowing \$5M today will allow completion of \$11.85 M in infrastructure improvements by leveraging additional grant and low interest loan programs.
- ✚ Monmouth will continue to have infrastructure needs just like the rest of the country.
- ✚ Additional Needs will be addressed by continuing to look for additional funding opportunities as well as exploring new grants that become available for unfunded projects or utilizing monies from funded projects that come in under budget.

H. Bond Refinancing Discussion

Mayor Davies explained that when the City built the Wastewater Treatment Plant it was financed with coupon bonds and help from financial partners; therefore, the City didn't raise the Water/Sewer rates on residential customers. The Administration is currently working with Speer Financial to refinance some bonds and if we can do that it is possible to come up with an additional \$5 million dollars. We are also working on an additional \$7-8 million dollars, but that will be Smithfield's debt. Administrator Steinbrecher added that the City can refinance some bonds and still keep the same debt service level. Mayor Davies also added the savings on one bond is about \$700,000. The refinancing should be ready to present at the next Council meeting.

I. Engineering Services Agreement for West Harlem Avenue Water Main Replacement Project/Grant

Administrator Steinbrecher explained that the City was notified that it qualified for a CDBG grant for East Euclid Avenue. In order to qualify for the grant, the City must have completed the engineering design and must have obtained an Illinois EPA permit by July 30, 2020. The Engineering Services Agreement with Woodard and Curran is for \$136,000 to complete the design. Also to prepare the grant application, a Technical Assistance Agreement with WIRC for \$1,500 needs to be approved. **It was moved by Alderman Wells and seconded by Alderman Cook to approve the Engineering Services Agreement with Woodard and Curran to complete the engineering design for the West Harlem Avenue Water Main Replacement Project and the Technical Assistance Agreement with WIRC to prepare the grant application for this project.** AYE: Alderwoman Kelly, Alderman Cook, Alderwoman Twomey, Aldermen Daw, Wells, Pinedo and Heatherly NAY: none ABSENT: Alderman Thomas **MOTION CARRIED.**

J. Approval of North Pre-Treatment Plant Construction Bid

It was moved by Alderwoman Kelly and seconded by Alderman Heatherly to approve the bid by Laverdiere Construction for the North Pre-Treatment Plant Construction Project. AYE: Alderman Cook, Alderwoman Twomey, Aldermen Daw, Wells, Pinedo, Heatherly and Alderwoman Kelly **NAY:** none **ABSENT:** Alderman Thomas **MOTION CARRIED.**

VII. ORDINANCES

A. 1st Reading

3. 20-008, Downtown Overlay District

It was moved by Alderwoman Kelly and seconded by Alderman Wells to approve Ordinance 20-008 for the establishment of a downtown overlay district to add to the existing zoning code prohibiting certain types of businesses. AYE: Alderwoman Twomey, Aldermen Daw, Wells, Pinedo, Heatherly and Alderwoman Kelly **NAY:** Alderman Cook **ABSENT:** Alderman Thomas **MOTION CARRIED.**

VIII. OTHER BUSINESS

Mayor Davies announced that he is considering closing City Hall to the Public due to the COVID-19 Virus Outbreak.

IX. ADJOURNMENT

It was moved by Alderman Heatherly and seconded by Alderman Wells to adjourn the March 16, 2020 meeting at 7:30 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Thomas, who was absent.

Mayor Rod Davies

City Clerk Susan S. Trevor