



CITY OF MONMOUTH COUNCIL MEETING MINUTES



Date: Monday, May 4, 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:** Aldermen Justin Thomas, Tony Cook, Brian Daw, Robert Wells, Juan Pinedo, Dan Heatherly and Alderwoman Mary Kelly **Present Remotely per Council approval that no one was to be denied permission to attend the meeting by video or audio conference:** Alderwoman Twomey **Also Present:** Mayor Rod Davies, City Administrator Lew Steinbrecher, City Clerk Susan S. Trevor **Also Present in Adjacent Room:** City Attorney Marcum Spears, Communications 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 April 20, 2020 Public Hearing for CDBG Grant Small Business Stabilization Program Minutes

It was moved by Alderman Cook and seconded by Alderman Wells to approve the April 20, 2020 Public Hearing Minutes as presented. AYE: Alderman Cook, Alderwoman Twomey (remotely), Aldermen Daw, Wells, Pinedo, Heatherly and Alderwoman Kelly **NAY:** none **PASS:** Alderman Thomas **MOTION CARRIED.**

B. Approval of April 20, 2020 Council Meeting Minutes

It was moved by Alderman Wells and seconded by Alderman Cook to approve the April 20, 2020 Council Meeting Minutes as presented. AYE: Alderman Cook, Alderwoman Twomey (remotely), Aldermen Daw, Wells, Pinedo, Heatherly and Alderwoman Kelly **NAY:** none **PASS:** Alderman Thomas **MOTION CARRIED.**

IV. PRESENTATION TO THE COUNCIL

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

1. Update on COVID-19 in Warren County–Jenna Link, W.C. Health Department Director

Jenna updated the Council on the COVID-19 situation in Warren County. At present there are 86 confirmed cases, most have which experienced mild symptoms. There have been 168 negative tests for the virus. She has been meeting with Smithfield and wanted the Council to know that Smithfield has been implementing very stringent measures since the President signed the order for the meat processing plants to resume operations after they had implemented a two week shutdown. They have secured private testing, which will begin this week, for all their employees. The result should be available within 24 to 48 hours and those testing positive will be sent home for a 14 day self-quarantining. As a result of the testing, the number of positive cases is expected to rise significantly. The communities of Warren County and West Central Illinois are working to adopt a plan which seeks to reopen the economic and social components

of our society with a phased approach that relies on medical experts, business leaders and community partners. There will be four phases: Phase Zero, which is in effect currently per orders from the Governor; Phase One – Restart with an estimated time frame of 3-6 weeks; Phase Two – Revitalize with an estimated time frame of 4-8 weeks and finally Phase Three – Reopen with an estimated time frame of 6-12 weeks. She strongly advocated following the social distancing recommendations. The most reliable and up-to-date information can be found on the web sites of the Illinois Department of Public Health – www.dph.illinois.gov; the Centers for Disease Control and Prevention – www.cdc.gov; and the Warren County health Department – www.warrencohealth.com.

B. Consent Agenda

1. Approval of Bills

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

V. COMMITTEE OF THE WHOLE

A. City Response to Lost Revenues from Stay-At-Home Order

City Administrator Steinbrecher briefed the Council on the measures the City had to implement due to the lost revenues from the Governor's stay-at-home-order. The City was all ready under a very tight budget prior to the COVID-19 Pandemic. The following are some of the actions taken:

- Issued mandatory furloughs to 2 police officers, one public service officer, 2 full-time dispatchers, 3 part-time dispatchers, 2 new hires in the fire department who had not completed fire academy training.
- Deleted purchase of a new patrol car for the MPD.
- Eliminated the transfer of \$55,000 from the General Fund to the Fire Truck Reserve Fund for a new ladder truck.
- Negotiated a reduction in the annual cost of the Woodard & Curran operating agreement for a total savings of \$384,000 annually.
- Instituted a spending freeze on all unnecessary expenditures.
- 92% of all Non-Union City Employees have voluntarily agreed to defer their Annual Salary Adjustment to August 1st.
- A portion of the \$240,000 set aside for the new ladder truck will be re-allocated to cover labor costs for the MFD as the local firefighters union rejected the City's request to discuss a 3-month temporary reduction of minimum staffing levels from 4 to 3 firefighters per shift, which would have saved the City approximately \$72,500.
- The General Fund will need to borrow from Water/Sewer Fund Reserves to help cover the loss of tax revenues, thus creating obligations on future General Fund budgets.
- Eliminate fireworks display (\$10,000) on July 4th, subject to approval by the Council.

The staff at City Hall is working on plans and schedules in an effort to minimize any disruptions in municipal services. A general discussion followed with a suggestion from Alderman Wells to increase the minimum dump fee at the transfer station from \$5 to \$10. The Administration said they would take it under advisement.

B. Approval of the West 11th Utility Extension Contract

Woodard and Curran Public Works Director Andy Jackson explained that a bid opening was held on April 22, 2020 here at City Hall with Advanced Plumbing and Mechanical submitting the lowest bid of \$651,294.50. The bids were reviewed by Woodard and Curran and were found to be complete and acceptable. Upon approval of the bid by the Council, a Notice of Award and a Notice to Proceed will need to be executed by the Administration. Director Jackson felt that upon executive of the above-mentioned documents, construction could probably begin within a week. He further explained that the City will hold the contract and receive the invoices. The City will then send the invoices to Loves, who will pay Advanced Plumbing and Mechanical. **It was moved by Alderman Wells and seconded by Alderwoman Kelly to accept Woodard and Curran’s recommendation and approve awarding the West 11th Utility Extension Project to Advanced Plumbing and Mechanical for the bid of \$651,294.50.** **AYE:** Aldermen Daw, Wells, Pinedo, Heatherly, Alderwoman Kelly, Aldermen Thomas, Cook and Alderwoman Twomey (remotely). **NAY:** none **MOTION CARRIED.**

C. Woodard & Curran Agreement for Construction Administration of Water/Sewer West 11th Utility Extension to Love’s Truck Stop

Administrator Steinbrecher explained that the Engineering Services Agreement would establish Woodard and Curran as the Project Engineers who would oversee and administer contracts for the Love’s Truck Stop project. The same payment procedure used for the West 11th Utility Extension Project would be used for the Engineering Service Agreement where the City will hold the contracts, receive the invoices and send them to Loves, who would in turn pay the invoices. The Administration is recommending approval of the Engineering Service Agreement with Woodard and Curran. **It was moved by Alderman Wells and seconded by Alderman Cook to approve the Engineering Service Agreement for the Love’s Truck Stop Project as recommended.** **AYE:** Aldermen Wells, Pinedo, Heatherly, Alderwoman Kelly, Aldermen Thomas, Cook, Alderwoman Twomey (remotely) and Alderman Daw. **NAY:** none **MOTION CARRIED.**

VII. OTHER BUSINESS

There was none to be considered.

VIII. ADJOURNMENT

It was moved by Alderman Heatherly and seconded by Alderman Cook to adjourn the May 4, 2020 meeting at 7:55 p.m. MOTION CARRIED by unanimous voice vote.

Mayor Rod Davies

City Clerk Susan S. Trevor