



**CITY OF MONMOUTH
COUNCIL MEETING MINUTES**



Date: Monday, June 6, 2016

Time: 7:00 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 7:00 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:** Alderwoman Dawn Johnson, Aldermen Dave Rutledge, Alderman Brian Daw, Aldermen Bob Wells, Dennis Willhardt, Dan Heatherly and Jaime Godina **Absent:** Alderwoman Susan Twomey **Also Present:** Mayor Rod Davies, City Administrator Lowell Crow, City Clerk Susan Trevor, City Attorney Marcum Spears, MFD Chief Casey Rexroat, MPD Chief Feithen, Woodard & Curran Public Works Director Andy Jackson, Community Development Paul Schuytema and members of the Press.

III. APPROVAL OF MINUTES

A. May 16, 2016 Council Meeting Minutes

It was moved by Alderwoman Johnson and seconded by Alderman Wells to approve the May 16, 2016 Council Meeting Minutes as presented. AYE: Alderwoman Johnson, Alderman Rutledge, Aldermen Wells, Willhardt and Heatherly **NAY:** none **PASS:** Aldermen Daw and Godina **ABSENT:** Alderwoman Twomey **MOTION CARRIED.**

IV. PRESENTATION TO THE COUNCIL

A. Presentations or Citizen Inquiries

There were none to be heard.

B. Consent Agenda

1. Approval of Bills (Items on Consent Agenda will not be discussed unless a request is made to remove an item for discussion)

2. Approval of J & M Display 2016 Fireworks Contract

3. Approval of J & M Display Multi-year Contract Extension

Mayor Davies explained that due to new regulations and declining number of volunteers, J & M will now be setting off the City's fireworks electronically and these contracts are for this purpose. The City has set aside \$10,000 in the budget for the fireworks.

Alderman Willhardt questioned the significant increase in MPD expenses to which Administrator Crow explained that the buyouts occurred in May rather than later, which is reflected in the expenses.

It was moved by Alderman Heatherly and seconded by Alderman Rutledge to approve the Consent Agenda as presented. AYE: Alderman Rutledge, Aldermen Daw, Wells, Willhardt, Heatherly, Godina and Alderwoman Johnson **ABSENT:** Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

C. Committee of the Whole Discussion Items – possible action to follow

1. Zoning/Community Development May Report – Director Schuytema

a. Zoning

According to Director Schuytema, the Junk and Debris cleanups have been going well thanks to the concerted effort of Wade and Guin.

b. Community Development

- ✚ On May 17th the Entrepreneurial Support Network held their Small Business award presentations for our five county region. Monmouth had two businesses win awards. The Tac Shack won Best Small Business Start-Up for the year and Alfanos won the Best Start-up Business Success over five years.
- ✚ A local C.E.O. Program is being formed. Basically it is to get Juniors and Seniors in high school practical business experience while also earning credit for Carl Sandburg Junior College. It will be open to United and Monmouth-Roseville students and will be at no cost to the schools. Currently a Board is being formed and business stakeholders are being sought.
- ✚ An educational presentation for local business building owners was held to inform them about the Façade Program. There have been three applications.
- ✚ The new website is ready to be implemented.

2. Woodard & Curran April Report – Director Jackson

- The City and Woodard & Curran have just completed their three year partnership.
- Had pre-contract meeting for MFT and hope to begin the re-surfacing by July.
- Well #7 repairs are completed.
- The re-lining and repair of the overflow pipe at Citizens Lake has been completed. The cost was under \$10,000 and is being paid out of last year's money.
- The lot on South 1st where Ballard's Auction House was torn down has been seeded, but as there are a significant number of weeds, we are looking for other solutions.
- The EPA has requested to have service lines leading to houses identified and Director Schuytema has created a line in our data base to record this information. The plumbers, fire department, and water department are cooperating in providing this information.
- North 6th Street extended will have to be closed just north of the Chandler building to the Farm King Road during the FAU re-surfacing project. This closure should not affect Shopko traffic, but it will affect the people who live In Hastings Way.

3. Woodard & Curran Annual Report – Marc Thomas, Area Manager

- The company always begins with Safety/Compliance as being the most important focus.
- It was a very mild winter; therefore, overtime was down and that money was then able to be invested in infrastructure.
- Under Safety/Compliance, Mr. Thomas noted that several safety related incidents occurred and the City worked with the corporate safety team to investigate and address safety issues.
- There are several provisions in the Wastewater Permit Modifications that are pending based on the new wastewater discharge permit from the IEPA.
- The year-end costs were **under budget by \$6,944.**
- The 2015-2016 Fiscal Year Billing Total was \$5,696,942.
- Woodard & Curran assisted the City with the revision and implementation of a new water rate structure with the biggest adjustments on the commercial side.
- In addition to the oversight of the daily Public Works functions, Woodard & Curran provided technical support to address four areas of engineering expertise – 1) Updated the Capital Plan 2) Met with Smithfield Foods to discuss wastewater operations and future wastewater expectations 3) Evaluated the North Plant pump station peak flow situation to find the correct solution 4) Assisted in the evaluation of the 350 feet of 30” sewer line collapse and repairs in the 800 block of North 3rd.

Mr. Thomas thanked the City for the opportunity to work with them and was looking forward to next year with a number of engineering projects coming up.

4. Woodard & Curran Monthly Updates – Jason Dennis & Jennifer Anders

Jason Dennis, Engineer for Woodard & Curran gave the following updates on:

a. North Water Treatment Plant

- 1) Need to add 5th water softener to water treatment plant.

b. Well Project

- 1) Had good attendance at the pre-bid meeting. The minutes and agenda will be sent out as Addendum 1 next week.
- 2) Bid opening will be next Thursday, June 16th at 2:00 p.m. here at City Hall.
- 3) Awarding of bid should be around July 20th.
- 4) Drilling should begin around the 1st of August.

c. WWTP – LTCP

- 1) Preliminary design for Phase I of the enlargement of the screw pumps is 30 % completed. 90% completion should be by the middle of August with the final submittal to the City by the end of August. The submittal to the IEPA would be in September and that will keep the City on the schedule that was submitted previously to the IEPA.

Jennifer Anders, Engineer for Woodard & Curran gave the following update:

a. North Plant Evaluation

All the data has been compiled and is now with the Operating Staff for review. The finished evaluation report should be turned over to the City by the end of June.

5. Approval of Memo of Understanding with Alberto and Grace Alfano

Mayor Davies explained that TIF funds have to be used within the TIF District. These funds are generated by increases in assessed valuation when do a TIF project. By putting this money back into the TIF District it helps upgrade those building within the district. This agreement with the Alfano's is to help them get their building into code compliance and to help further development of adjacent building. These buildings are complicated as there is not distinct party wall defining the structures. Alderman Willhardt expressed his concern as to the City entering into this type of agreement and setting a precedent. Alderman Rutledge felt that it was worth fixing these building rather than let them totally run down. Mayor Davies again stated that this agreement is to help the Alfano's come into compliance and to help the whole project as the City's plan is to definitely improve this TIF District and this building. He further explained that TIF funds and project benefit the City and its EAV. City Attorney Spears added that the TIF funds were designed with specific guidelines to benefit blighted areas within cities. **It was moved by Alderman Daw and seconded by Alderman Heatherly to approve the Memo of Understanding with Alberto and Grace Alfano as presented. AYE:** Aldermen Daw, Wells, Heatherly, Godina, Alderwoman Johnson and Alderman Rutledge **ABSENT:** Alderwoman Twomey **NAY:** Alderman Willhardt **MOTION CARRIED.**

6. Approval of Work Orders

a. #5 – WTP Upgrades

Jennifer Anders, Engineer from Woodard & Curran, explained that this work order covers the design and construction around expanding the Water Treatment Plant in order for it to handle the new water supply from the new well that is being drilled. Mayor Davies added that the City will supply the TONKA water softener by buying it directly from TONKA and therefore not having to pay a contractor markup.

b. #6 – WWTP Computer Upgrades

It was explained by Jennifer that Work Order #6 covers an upgrade to the computer software at the WWTP. The licensing needs to be upgraded as well.

Jennifer also explained in response to Alderman Willhardt's question concerning "media rehabilitation" that inside these softeners at the water treatment plant were "media or little beads". These "media" have a life to them and it will not be possible to determine how well these "media" are performing until the new softener is put in and comparisons are made. Woodard and Curran will then make a recommendation as to what needs to be done to get optimum performance from the older softeners.

It was moved Alderman Heatherly and seconded by Alderman Rutledge to approve Work Orders #5 & #6 collectively as presented. AYE: Aldermen Daw, Wells, Willhardt, Heatherly, Godina, Alderwoman Johnson and Alderman Rutledge **ABSENT:** Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

V. ORDINANCES

A. 1st Reading

1. 16-011, Amending Chapter 124 entitled Rental Registration and Inspections

Administrator Crow explained that the Zoning Department has discovered that some people are attempting to get around registering their properties as rentals by stating that they are selling the property “contract for deed” when in fact they are really just continuing to rent it. After studying other city’s ordinances and talking with local judges, Zoning and the City Attorney drafted this ordinance to provide that unless a property is registered in the courthouse as an actual change of ownership, it will be treated as a rental property.

It was moved by Alderman Wells and seconded by Alderwoman Johnson to approve the amending of Chapter 124 entitled Rental Registration and Inspections as presented. AYE: Aldermen Willhardt, Heatherly, Godina, Alderwoman Johnson, Aldermen Rutledge, Daw and Wells **ABSENT:** Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

VI. EXECUTIVE SESSION

A. Per Illinois Statute 5ILCS 120/2 to consider Contract Negotiations and possible purchase of Real Estate.

It was moved by Alderman Heatherly and seconded by Alderman Daw to go into Executive Session at 8:10 p. m. to consider Contract Negotiations and possible purchase of Real Estate. AYE: Aldermen Heatherly, Godina, Alderwoman Johnson, Aldermen Rutledge, Daw, Wells and Willhardt **ABSENT:** Alderwoman Twomey **NAY:** none **MOTION CARRIED.**

It was moved by Alderman Daw and seconded by Alderman Wells to return to Regular Session at 8:35 p.m. AYE: Aldermen Godina, Alderwoman Johnson, Aldermen Rutledge, Daw, Wells, Willhardt and Heatherly **ABSENT:** Alderwoman Twomey

VII. OTHER BUSINESS

A. Administrator Crow

1. Updates

Zoning Administrator Wade Woodward completed his Commercial Zoning Certification.

VIII. ADJOURNMENT

It was moved by Alderman Wells and seconded by Alderwoman Daw to adjourn the meeting at 8:40 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderwoman Twomey, who was absent.

Mayor Rod Davies

City Clerk Susan S. Trevor