



**CITY OF MONMOUTH
COUNCIL MEETING MINUTES**



Date: Monday, April 4, 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, Alderwoman Susan Twomey, Aldermen Brian Daw, Bob Wells, Dennis Willhardt, Dan Heatherly and Jaime Godina **Also Present:** Mayor Rod Davies, City Administrator Lowell Crow, City Attorney Marcum Spears, City Clerk Susan Trevor, MFD Chief Casey Rexroat, MPD Chief Feithen, Woodard & Curran Public Works Director Andy Jackson and Community Development Director Paul Schuytema.

III. APPROVAL OF MINUTES

A. March 21, 2016 Council Meeting Minutes

It was moved by Alderman Daw and seconded by Alderman Wells to approve the March 21, 2016 Council Meeting Minutes as presented. AYE: Alderwoman Johnson, Alderman Rutledge, Alderwoman Twomey, Aldermen Daw, Willhardt, Heatherly and Godina **PASS:** Alderman Wells **NAY:** none **MOTION CARRIED.**

IV. PRESENTATION TO THE COUNCIL

A. Presentations or Citizen Inquiries

1. Proclamation – Mayor’s Service Day

Mayor Davies read a proclamation declaring April 5, 2016 as the Mayors Day of Recognition for National Service recognizing the dedication and sacrifice of citizens who help to make our communities healthier and safer. The proclamation was accepted by AmeriCorp volunteer Ms. Livingston.

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).

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

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

1. Zoning/Community Development March Report – Director Schuytema

a. Zoning

- ✓ There has been limited permit activity during the month of March.
- ✓ A temporary occupancy for the new Pi Phi sorority house was issued by Building Inspector Wade Woodward.

b. Community Development

- ✚ The Façade Grant Committee met to consider two applications. The first application fit into the intent of the Committee to preserve historic facades for the downtown; therefore, the Committee will be working with the owner to further develop a plan within their budget. The second applicant was having difficulty understanding how to fit their façade within the guidelines toward maintaining the historic restoration of the downtown. The Committee will be working with this applicant as well in order to help them better understand how to fit their business façade into the goal of keeping the historic restoration of the downtown.
- ✚ Monmouth College intern, Drake Decker, is putting together a program to give to businesses within the TIF District that qualify for façade assistance in order to help them to better understand how to fit their building facades into the City's historic restoration of the downtown.
- ✚ On the City's website on the left hand side of the menu the site for new residents is now functional. WIU students will be translating it into Spanish in the future.
- ✚ The new City website is 85% complete with a launch date projected in early May.
- ✚ On April 28th at 5:30 p.m., Retail Coach will give a presentation at the Buchanan Center for the Arts prior to the Downstate City Managers Meeting. Their presentation will give focus on the demographics, psychographics and the gap analysis that will help existing businesses to identify some new market opportunities.

Alderman Heatherly asked what the next step will be at the auction house site now that the demolition is complete. Director Schuytema said that Houseal-Laavigne has developed a design that will include parking and green space.

2. Woodard & Curran February Report – Director Jackson

- ❖ Director Jackson acknowledged Jason Dennis, the Woodard & Curran Engineer for the City's new well project and its CSO – LTCP. He works under Jennifer Anders who then reports to myself and the Council. Director Jackson said that Mr. Dennis was present to give a briefing on the two upcoming projects.
- ❖ There were two snow events in February. The lack of significant snow events during this past winter has kept costs well below the City's maintenance budget.
- ❖ This coming weekend the department will be replacing seven sections of column pipe in Well #7. It will be out of service beginning on Saturday and should be back in service on Wednesday.
- ❖ The site of the demolished Ballard's Auction House will be seeded this spring to help keep the weeds down until the final plan for the site is implemented.
- ❖ In answer to Alderman Heatherly's question as to whether the timing for the traffic signals on South Main had been corrected, Director Jackson said that the controllers had been replaced and the signals should be within a second of each other.

❖ **Jason Dennis**, the engineer from Woodard & Curran who is the on-site engineer overseeing the well project and the CSO-LTCP project, gave a briefing to the Council as follows:

- 1) The new Well #10 project is on schedule with 85% of the design ready for submittal to the City by April 20th. Currently the draft plans and specs are ready, but they are being put through a quality assurance and quality control process in order to insure that everything is 100% correct prior to submittal to the City.
- 2) Phase I Design for the CSO-LTCP, which centers on the screw pump upgrades, has just begun with the sub-contractors conducting surveys and taking soil samples. All of this field work should be completed by the end of the month of April after which Phase I will transition into the 30% design work.

3. 2016-2017 Budget Discussion

Alderman Heatherly questioned as to why the IML's has increased the Use Tax significantly. Administrator Crow responded that the IML did this because they are estimating that the State is going to increase it in response to late payments. Alderman Heatherly also questioned whether the 911 dispatch agreement was still in effect. Administrator Crow stated that it is still in effect with it being made up of three entities – the City, the County and the Emergency Management Services Board. At present the County should be paying 1/3 more, but does not have the money. Due to the retirement of Ed Chewning, the 911 Director, the County is searching for a new director. The City has stated that it wants to have input into whomever the County is proposing to hire.

4. Reconciliation of 2015-2016 Budget

Administrator Crow informed the Council with regards to amending the 2015-2016 Budget there is good news and bad news. The good news is that if everything holds the City will actually be under what was budgeted, but the bad news is that the City will be short on Revenue this year in the Home Rule Tax and the State Sales Tax receipts. The bankruptcy of Cavanaugh Motors impacted our State Tax receipts and we did not receive some of the grants that we had expected such as the OSLAD grant. In reviewing the good news on the Revenue Side, Administrator Crow pointed out that increased receipts in hotel/motel tax, use tax, fines, dumping fees and donations received for the demolition of the auction house contributed to increased revenue in the General Fund.

In addressing the amending of the Budget, Administrator Crow indicated expenses on the Administration side were higher than budgeted due to the closing out of Cloverleaf Drive; the 6th Street project; increases in utility rates, professional services largely driven by negotiations with the firefighter union and overtime in the police and fire departments. On the Water and Sewer Fund side the revenue is up in billings due to adjustments made in commercial water usage; surcharges paid by Smithfield and their 5% fee increase as well as the Bond Interest Revenue. On the Water/Sewer expense side increases were largely due to mandated CSO/LTCP; SCADA project which was supposed to be associated with the well upgrade, but had to moved up to this year due to the SCADA failure and the sewer collapse at North 3rd and 2 ½ Streets. Alderman Wells brought up the increase in Smithfield's surcharge to which Mayor Davies explained that they had exceeded the limits of phosphates and B.O.D.'s that was in their contract and when that happens Smithfield is penalized by paying a surcharge. According to Mayor

Davies, Smithfield also pays for all the chemicals that they are required to add to correct the situation.

Administrator Crow again pointed out that the positive Revenue in the Water/Sewer fund was largely due to bond sales and the interest that will be carried over. Mayor Davies added that the bond interest is considered another source of financing and if we don't account for it at some point the City will have a huge operating deficit. An example of utilizing bonds for financing was when last year the City authorized \$540,000 to be used out of its Reserves to cover the overrun in health insurance, but instead decided to use the contingency money built into the bonds.

V. OTHER BUSINESS

1. Administrator Crow

a. There will be a Public Hearing on the 2016-2017 Budget at 6:45 p.m. in the Council Chambers on April 18th prior to the Council meeting.

VI. ADJOURNMENT

It was moved by Alderman Heatherly and seconded by Alderman Godina to adjourn the meeting at 7:45 p.m. MOTION CARRIED by unanimous voice vote.

Mayor Rod Davies

City Clerk Susan S. Trevor