



**CITY OF MONMOUTH  
COUNCIL MEETING MINUTES**



**Date:** Tuesday, July 5, 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 Bob Wells, Dennis Willhardt, Dan Heatherly and Jaime Godina **Absent:** Alderman Brian Daw **Also Present:** Mayor Rod Davies, City Administrator Lowell Crow, City Clerk Susan Trevor, MFD Chief Casey Rexroat, MPD Chief Feithen, Woodard & Curran Public Works Director Andy Jackson and Community Development Director Paul Schuytema. **Also Absent:** City Attorney Marcum Spears

**III. APPROVAL OF MINUTES**

**A. June 20, 2016 Council Meeting Minutes**

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

**IV. PRESENTATION TO THE COUNCIL**

**A. Presentations or Citizen Inquiries**

There were none to be considered.

**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 Alderwoman Twomey to approve the Consent Agenda as presented.**

Alderman Willhardt asked to have the bill for Courtney and Aldrich removed for discussion as he was not clear as to why the City is paying for the MFD and MPD Pensions audit when it was his initial understanding that it would cost the City nothing. Mayor Davies explained that Courtney and Aldrich was actually doing the City's bookkeeping for these funds using figures supplied to them by a City employee who was being paid to do the bookkeeping. Administrator Crow further explained that in order to meet the new guidelines set by the I.D.O.I. it was necessary to expedite the whole process to meet the October 31<sup>st</sup> deadline. This could only be done by using an auditor to review the audits of the two pension funds in order to get the figures to an actuary to determine the actuarial figures for the pensions by October 31<sup>st</sup>. Mayor Davies then called for the vote on the above motion. **AYE:** Alderman Rutledge, Alderwoman Twomey, Aldermen Wells, Heatherly, Godina and Alderwoman Johnson **NAY:** Alderman Willhardt **ABSENT:** Alderman Daw **MOTION CARRIED.**

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

#### **1. Central Illinois A.B.A.T.E. Request for Street Closure – Becky Shearer**

Becky Shearer, owner of J.B.'s Woodshed on East 1<sup>st</sup> Avenue, requested on behalf of A.B.A.T.E. of Illinois, Inc. permission to close the 100 block of East 1<sup>st</sup> Avenue on August 19<sup>th</sup> from 7:00 to 9:00 p.m. to allow for parking of motorcycles. J.B.'s Woodshed is hosting a bike show to promote and educate motorcycle safety. This is the third of three bike shows sponsored by Central Illinois A.B.A.T.E., WMOI Radio Stations and Euclid Beverage. Around 100 motorcycles are expected for the show and that is why a request is being made to close the 100 block of East 1<sup>st</sup> Avenue. All businesses in that block have been notified with no objections expressed and the proper Certificate of Liability is on file in the Clerk's office. **It was moved by Alderman Heatherly and seconded by Alderwoman Twomey to approve the above-stated request. AYE:** Alderwoman Twomey, Aldermen Wells, Willhardt, Heatherly, Godina, Alderwoman Johnson and Alderman Rutledge **NAY:** none **ABSENT:** Alderman Daw  
**MOTION CARRIED.**

#### **2. Zoning/Community Development June Report – Director Schuytema**

##### **a. Zoning**

- ✓ Zoning Administrator Wade Woodward and City Administrator Lowell Crow are conducting interviews to find a replacement for Guin Tuttle, the Code Enforcement Officer/Zoning Administrative Assistant.
- ✓ Junk and Debris is continuing to increase in notices issued, fines paid and clean-ups. Permits issued remains about the same as last year.

##### **b. Community Development**

- ✚ Director Schuytema said that he attended the quarterly Workforce Board Meeting which focused on the Federal emphasis for the age group of 17-24 year olds and developing programs to assist them in seeing work opportunities in their communities. The C.E.O. program that the City is attempting to bring to Monmouth dovetails very nicely with this emphasis. There will be an initial meeting held at Security Savings on July 27<sup>th</sup> at 3:00 p.m. to give local people and some of the potential funders information about the C.E.O. Program.
- ✚ The Business Council will be submitting their request for the Bacon Fest Event at the next Council meeting.
- ✚ Director Schuytema noted that he wanted to give the Council some background on the City's retail development vision and a summary of the work that had been done with and by Retail Coach during their initial contract year. The City's retail strategy for retail recruitment and growth is based on the two downtown strategic plans that were compiled and the plan that was developed when the City was applying for an expansion and extension of their Enterprise Zone.
- ✚ There are three main areas targeted for retail expansion: The Bypass Area in the Enterprise Zone, the North Main Area and the Downtown Area.
- ✚ Retail for the Bypass Area can be new construction, franchises either regional, national or a local business,
- ✚ Retail for the North Main Area would most likely be a mixture of local entrepreneurs and larger franchises.

- ✚ Retail for the Downtown Area would primarily be local entrepreneurs (“Mom and Pop” businesses).
- ✚ During the first five months of the contract with Retail Coach, they focused on providing the City with updated data such as psychographics and purchasing patterns, which is vital information in order to attract retail and to work with existing local businesses.
- ✚ The best use of our local resources is to work with local “Mom and Pop” businesses to help them grow and be a success. This takes a great deal of time.
- ✚ In his opinion, Director Schuytema feels that the weakest link in the City’s retail development is being able to work with larger franchises. It is a complicated process with a number of components to work with and bring together. It would be best to work with Retail Coach for the next several years and utilize their expertise in this area as this is not a short term process with immediate results. Retail Coach gives the City another tool to be able to attract economic development. It does not get in the way of working with our local businesses, but it enhances the work with these businesses.
- ✚ The City was very fortunate to have received the funds from the America’s Best Community contest, which enabled us to be able to hire Retail Coach to assist us with our retail economic development.
- ✚ Director Schuytema explained that time spent with Outreach Mission and Support Program was to help them with a small business plan for a not-for-profit group that is being set up to create an outlet here in Monmouth and on-line for leather goods produced in the Lake Chad area of Africa. While helping Mr. Mono develop a business plan, he learned that the Small Business Center does not provide assistance for not-for-profit groups.

### **3. MFD June Report – Chief Rexroat**

- There were a total of 122 calls in the month of June. There were only three small fires with no structures involved.
- Captain Ryan Armstrong and Ralph Peeler attended a Commander General Staff class hosted by the Davenport Fire Department and instructed by the Illinois Fire Service Institute. The class teaches the firefighters about being an incident commander at large incidents that may cover several days.
- Firefighters assisted at the Police Department entry-level testing by taking medical information from the candidates at the physical agility test.
- During the wind storm all departments worked very well together.
- Entry-level testing for the fire department is conducted every two years. The Board of Fire and Police Commission will be conducting entry-level firefighter testing on July 16<sup>th</sup> at the Monmouth College Huff Center.

**4. Woodard & Curran May Report – Public Works Director Andy Jackson**

- The windstorm brought down many trees and limbs. Public Works has been picking up limbs and debris that is on the boulevard. Storm debris pick-up will end this Friday, July 8<sup>th</sup>.
- Road work has been delayed about one week due to the State budget impasse. Now that the stop gap budget has been passed, the North 6<sup>th</sup> Street project will begin on July 11<sup>th</sup> and the MFT Resurfacing Program will begin on July 25<sup>th</sup>.
- Wade Woodward, Zoning Administrator, met with local restaurants to educate them on the use of grease traps and the cost to clear the sewer system if a back-up occurs.
- Alderman Heatherly asked if the water meters that are being replaced are being replaced with the digital read meters to which Director Jackson replied that the City is doing a few at a time. Administrator Crow said that it was budgeted to buy 25 digital read meters per month.

**5. Woodard & Curran Project Updates – Jennifer Anders, W & C Engineer**

- 1) C.S.O. Project – upgrade two screw pumps – 30% of the design submittal has been given to the City with 90% design submittal to be completed in August. The final design submittal will be ready to be submitted in September.
- 2) Well Project. The City received two bids. The lowest bid was from Leander Construction and the second bid was from Laverdiere Construction. W & C is still reviewing the bids.
- 3) Treatment Plant Upgrade. W & C has solicited a quote from TONKA, the manufacturer, in order to by-pass the price increase from having the contractor purchase the water softeners and are awaiting the quote.
- 4) North Plant Upgrade. The cost estimate is being finalized this week as W & C is still waiting on the electrical estimate. There should be more information on this in our August update.

**6. Approval of Placement of Sign on Citizens Lake Historic Bridge**

**It was moved by Alderman Rutledge and seconded by Alderman Godina to approve the placement of a sign made from ¼ stainless steel on the Historic Bridge at Citizens Lake Recreation Area to honor Ken Russell, retired I.D.N.R. district fisheries biologist manager. AYE:** Aldermen Wells, Willhardt, Heatherly, Godina, Alderwoman Johnson, Alderman Rutledge and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Daw, **MOTION CARRIED.**

**V. RESOLUTIONS**

**A. 16-004, Release of Executive Session Minutes**

**It was moved by Alderman Heatherly and seconded by Alderwoman Twomey to approve the release of the Executive Session Minutes listed in Resolution 16-004. AYE:** Aldermen Wells, Willhardt, Heatherly, Godina, Alderwoman Johnson, Alderman Rutledge and Alderwoman Twomey **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**VI. EXECUTIVE SESSION**

**A. Per Illinois Statute 5ILCS 120/2 to consider purchase of Real Estate and AFSCME Contract Negotiations with possible action to follow upon return to Regular Session.**

**1. It was moved by Alderman Wells and seconded by Alderman Heatherly to go into Executive Session at 7:30 p.m. AYE:** Aldermen Willhardt, Heatherly, Godina, Alderwoman Johnson, Aldermen Rutledge, Alderwoman Twomey and Alderman Wells **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**2. It was moved by Alderman Wells and seconded by Alderwoman Johnson to return to Regular Session at 8:23 p.m. AYE:** Aldermen Heatherly, Godina, Alderwoman Johnson, Aldermen Rutledge, Alderwoman Twomey, Aldermen Wells and Willhardt **NAY:** none **ABSENT:** Alderman Daw **MOTION CARRIED.**

**VII. OTHER BUSINESS**

**A. Administrator Crow Updates**

**1. Airport Projects**

With the passage of the stop gap budget, it is now possible to go out for bids on the fence and vault projects at the airport. Administrator Crow will be meeting with the WCPBF to discuss the repercussions for the Festival demolition derby events.

**VIII. ADJOURNMENT**

**It was moved by Alderman Godina and seconded by Alderwoman Twomey to adjourn the meeting at 8:25 p.m. MOTION CARRIED by unanimous voice vote with the exception of Alderman Daw, who was absent.**

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**Mayor Rod Davies**

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**City Clerk Susan S. Trevor**