

City Council Meeting Summary 12.07.2020

Next City Council Meeting – December 21st, 2020, at 6:00 PM

Official Minutes available at www.cityofmonmouth.com

0- Presentation of Appreciation Plaque

Mayor Davies and Chief Joe Switzer presented Captain Jerry Kinney with an appreciation award for over 30 years of service to the Monmouth Police Department and the community. Officer Kinney started with the department when he was 23 years old and was promoted to Sergeant in 2000, Lieutenant in 2009 and Captain in 2019. Captain Kinney also attended Staff and Command School and the national FBI Academy. Mayor Davies and Chief Switzer thanked Kinney for his service to the community and wished him a happy retirement.



1– Presentations Or Citizen Inquiries

No presentations were made to City Council this evening.

2- MFD Monthly Report – Chief Rexroat

- The fire department assisted the Monmouth Roseville High School and Harding Elementary with conducting fire drills for all of the students
- The water primer pump on Engine 23 failed and had to be replaced. Also, on Engine 23, one of the front tires developed a leak and also had to be replaced.
- Chief Rexroat assisted Director Clark with an inspection for a business at 69 Public Square and participated in discussion with Monmouth College regarding possible work to one of the dormitories.

3- MPD Monthly Report – Chief Switzer

- Several Ballistic plates were donated to the department by the law offices of Clark and Glasgow. These plates with the carrier can be utilized by an officer as additional protection if needed.
- MPD received notification that the Department complies with the federal use of force guidelines. This is a mandatory certification that jurisdictions must achieve if they do or plan on receiving federal funding. The accrediting agency is the Illinois Chiefs of Police Association. It consists of submitting MPD policies and protocols on the use of force to the Illinois Chiefs of Police Association to verify they meet federal standards. Before the order and certification going into effect this year, MPD policies and protocols already met the national standards
- The department installed three air sanitizers, one in the dispatch center and two in the building's common areas. These air sanitizers use UV light and ozone to sanitize the air by killing virus particles that may be airborne.

4- Request for Carry-out Service Parking Space – Patton Block Grill & Brewpub

The Patton Block Grill & Brewpub would like to convert one of the 20-minute parking spots in front of their building to reserved parking for carry-out service. The Patton Block will supply the signage, and the street department will perform the installation.

A motion was made for approval and was **approved**.

5- Request to Lease a One-Ton Truck for Public Works

Monmouth's Public Works department maintains a small fleet of work trucks that are used for general maintenance and snowplow operations. The city currently has two f-350s that can no longer accept a snowplow due to their age and condition. The Public Works department would like to lease a one-ton truck through Enterprise, so they are not short on resources. The monthly cost to rent this vehicle would be \$860.92, with maintenance included.

A motion was made to approve the lease and was **approved**.

6- Approval of Bids for 110 South A Street (Old Dairy Building)

The former Maple City Dairy building has fallen into severe disrepair in the last few years. The City recently received a \$75,000 monetary donation from a local foundation and a brownfield grant to remediate asbestos and demolish the building. Director Clark discussed the two bids up for approval with City Council. Maple City Construction has submitted a bid for \$63,900 for the demolition of the building, and Environmental Management Services has provided a \$23,270 bid for asbestos abatement.

A motion was made to award the two bids and was **approved**.

7- Illinois Local CURE's Economic Support Grant Program

The City has been awarded a grant to provide financial assistance to businesses that have been affected by the COVID-19 pandemic. Companies that have incurred additional expenses to protect the public health and their employees' safety are eligible to apply for the grant. Businesses that have had to close or restrict their capacity due to the Governor's Executive Orders on mitigation restrictions may also apply for reimbursement. More information on this program is attached to this report and will also be available on our website and at City Hall.

A motion to empower the City Administrator and Mayor to sign any required legal documents needed to facilitate this grant was made and was **approved**.

8- Executive Session

No executive session was held.

9- Other business

No other business was discussed.

Report compiled by Ken Helms, City of Monmouth

MONMOUTH ECONOMIC SUPPORT REIMBURSEMENT PROGRAM

The City of Monmouth has received federal funds from the Illinois Local Coronavirus Urgent Remediation Emergency Support (CURE) Program to provide financial assistance to Monmouth businesses that have experienced an interruption of their enterprise due to the COVID-19 public health emergency. Businesses that have incurred additional expenses to protect the public health and safety of their employees and customers and/or have had to close or restrict capacity because of the Governor's Executive Orders for mitigation restrictions, may apply for reimbursement under this program.

Attached is a Project Narrative with details on businesses that would qualify and eligible expenses for grant funds, as well as an accompanying Economic Support Reimbursement Grant Request Application form. Please read through the narrative to determine if your business and expenses are eligible for funding. Please contact City staff if you have any questions or need assistance in completing the application form with supporting documentation.

Lew Steinbrecher lew.steinbrecher@cityofmonmouth.com

Annette St. Ledger annette.stledger@cityofmonmouth.com

OR CALL 309-734-2141

MONMOUTH ECONOMIC SUPPORT GRANT PROGRAM PROJECT NARRATIVE

Businesses Served:

The City of Monmouth proposes to target small independently-owned private (both for-profit and not-for-profit) business enterprises that are considered non-essential by the Governor's Executive orders without the ability for employees to work remotely. Such businesses would include self-employed individuals and independent contractors and cover the sale of both goods and/or services. The primary focus is to financially assist retail establishments providing said goods or services to the general public, including bars and restaurants with liquor licenses that were significantly impacted by the Governor's Executive Orders.

Business Types Excluded:

Pursuant to Illinois Local CURE's Economic Support (ES) Payments Program regulations, the following types of businesses will not be allowed to receive financial assistance: private clubs or businesses that limit membership for reasons other than capacity, government-owned business entities, businesses engaged in pyramid sales, home-based businesses, businesses that derive a least 33% of their gross annual revenues from legal gambling activities, except the following restaurants with gaming terminals that are pre-approved by DCEO as part of this application (J.W. Clendenin Post No. 2301-Veterans of Foreign Wars, Niko & Baka, Inc., Andrew Waters, Butch Crain, Inc., Danny's Tap, Inc., Four Star Bar and Grill, Inc., DNC Gaming and Entertainment/GEM ILLC Pizza Hut, Marion B. Fletcher Post #136-American Legion, Tombstone Bowl Incorporated, and Varsity Club, Inc.).

The City will cross-check all business applicants against the Federal System for Award Management (sam.gov) excluded parties list to verify that they are not listed. Those businesses found to be on this list will be ineligible to apply for financial assistance under this program. Business types specifically listed under section 5001(b) of the federal CARE's Act are prohibited from receiving funds under the Illinois Local CURE's Economic Support Payments Grant Program and Monmouth's parallel grant program designed to mirror the guidelines and restrictions of both federal and state statutes.

Program Funding Orientation:

The City intends to apply for \$250,000 under the DCEO's Local CURE's Economic Support Payments Grant Program to provide local business support grant payments up to a maximum of \$10,000 each, to twenty-five (25) separate Monmouth businesses. These local grants would reimburse businesses for costs they have incurred to renovate and modernize their business property to enhance the public health and safety for employees and patrons alike, thus allowing the business to remain open and transact business in a more guarded environment and reduce the risk of exposure to coronavirus. Businesses would also be eligible for reimbursement of expenses associated with improvements to the building's ventilation system, the purchase of outdoor dining furniture and electric/propane outdoor patio space heaters as well as smokeless portable or permanent fire pits, and tents for outdoor service. Additionally, businesses which did not receive a loan that was subsequently forgiven under the Paycheck Protection Program (PPP), operating costs such as rent and utilities (not including city water/sewer bills or payroll) during the time period when the business was closed or under restricted capacity, and can demonstrate a decrease in sales revenue for the same time period from the previous year, may be eligible for reimbursement from these grant funds. The primary goal of the City's program is to rescue local businesses from the financial setbacks they have suffered because of the COVID-19 pandemic and to sustain them during this very difficult public health emergency to ensure their long-term economic viability as an ongoing business concern within the Monmouth community.

MONMOUTH CURE'S LOCAL ECONOMIC SUPPORT REIMBURSEMENT GRANT REQUEST APPLICATION

This grant program is intended to use federal/state funds to reimburse local Monmouth businesses for expenses incurred that were directly related to the COVID-19 public health emergency and the issuance of the Governor's subsequent executive orders. Eligible expenses include property renovation to enhance public health and safety for customers and employees, and may also qualify for reimbursement of certain operating costs if the business was closed and did not receive a forgivable PPP loan, up to \$5,000. The maximum grant amount is \$10,000. Interested business owners should read the Program Narrative for details of eligible businesses, priority business types, and eligible expenses before completing this application.

Legal Name of Business (W-9): _____ DBA Name: _____
(Important Note: Reimbursement check will be made payable to the legal name of the business)

Principal Business Address: _____

Applicant Name: _____ Owner? YES - NO

Primary Phone Number: _____ (Cell?) E-Mail Address: _____

Number of Full-Time Employees: _____ Part-Time Employees: _____

Taxpayer ID (FEIN, DUNS or Social Security Number): _____

USPS Mailing Address for Payment: _____

Did This Business Have Less Than \$2,000,000 In Annual Revenues in 2019? YES _____ NO _____

Is this business delinquent on payment of any State of Illinois or City of Monmouth tax obligation? YES _____ NO _____

Is this business engaged in any unlawful activity under Illinois or federal laws? YES _____ NO _____

Has this business received any financial assistance or received notice of award of assistance under the BIG Program? YES _____ NO _____

Is this business on the Federal System for Award Management excluded parties list? YES _____ NO _____

Does this business fail to meet any of the eligibility criteria identified in the Program Narrative? YES _____ NO _____

Amount of Funds Requested for Property Improvements: \$ _____ (eligible expenses described in Program Narrative)

Amount of Funds Requested for Operating Expenses: \$ _____ (eligible expenses described in Program Narrative)

Please Note: All Applications Must Include a Completed and Signed W-9 Form; AND: Supporting Documentation of ALL Eligible Expenses, including Invoices, Receipts, Canceled Checks, Bank Statements, Credit Card Charges and Payments, Fund Transfers, or other proof of expenses and payments. All Eligible Expenses must have been incurred between March 1, 2020 and December 30, 2020.

Does the Business Owner meet any of the following qualifications?

Minority YES _____ NO _____
Female YES _____ NO _____
Veteran YES _____ NO _____
Disabled YES _____ NO _____

Affidavit: I declare and attest that I have reviewed the responses in this grant reimbursement request application and that the information contained herein, including all supporting documentation, is true and accurate to the best of my knowledge; that I have reviewed and understand that contents of the Program Narrative; that the business had less than \$2,000,000 in annual revenues in 2019; that the business was open on March 1, 2020; that the business has not received any financial assistance from any other state or federal program under the CARES Act (except PPP loan recipients which cannot request reimbursement for operating expenses); that the business has not received any financial assistance under the State of Illinois Business Interruption Grant (BIG) Program; that expenses are directly connected to the COVID-19 public health emergency, were necessary for the operation of the business, did not fill a shortfall in any governmental revenues to either the City of Monmouth or State of Illinois; was not otherwise funded by budgeted revenues from any governmental unit; that the expenses would not have been incurred except for the COVID-19 public health emergency or would have been expended on costs associated with a substantially different purpose; that the costs were incurred between March 1, 2020 and December 30, 2020; that all expenses are eligible under the program requirements; that no expenses were paid through a private insurance policy claim; that none of these expenses were prohibited under section 5001(b) of the CARES Act; that none of these expenses were associated with reimbursing donated goods or services; that no workforce bonuses, severance pay, legal settlements or administrative costs for local government were paid with this reimbursement grant request; AND that all expenses were reasonably incurred due to the COVID-19 public health emergency. I further declare that the business is an eligible business as defined in 14 Illinois Administrative Code 700.60(b) and is obligated to comply with the administrative rules pursuant to the 14 Illinois Administrative Code Part 700.

Signature of Business Owner

Date

Please attach W-9 and invoices/receipts and proof of payment with a cover summary page listing each expense. E-mail the completed application and all documentation to annette.stledger@cityofmonmouth.com or mail to Annette St. Ledger, City of Monmouth, 100 East Broadway Avenue, Monmouth, IL 61462.

CITY OF MONMOUTH				
Summary of Expenses				
As of December 17, 2020				
	2020-2021	Monthly	YTD	% Expended
	Budget	Expense	Expense	YTD
GENERAL FUND				
Municipal Operations	\$ 1,540,479.00	\$ 73,209.80	\$ 820,794.08	53.28%
IT Support	101,046.00	1,811.40	53,109.82	52.56%
Solid Waste	817,512.00	61,699.95	511,468.51	62.56%
Social Security/IMRF	123,000.00	3,894.30	67,256.74	54.68%
Boards & Commissions	5,500.00	-	1,099.04	19.98%
Police Department	3,533,670.00	123,336.72	2,191,954.11	62.03%
Zoning Department	134,800.00	4,540.46	46,522.88	34.51%
Fire Department	2,498,343.00	72,181.66	1,650,317.04	66.06%
GENERAL FUND	\$ 8,754,350.00	\$ 340,674.29	\$ 5,342,522.22	61.03%
CEMETERY FUND				
	\$ -	\$ -	\$ 400.00	0.00
FIRE TRUCK RESERVE				
	\$ 295,000.00	\$ -	\$ 366,309.21	124.17%
DEBT SERVICE FUND				
	\$ 2,295,610.00	\$ -	\$ 2,281,427.79	99.38%
MOTOR FUEL TAX FUND				
	\$ 410,000.00	\$ -	\$ 89,733.83	21.89%
LOCAL MOTOR FUEL TAX FUND				
	\$ 150,000.00	\$ -	\$ 29,040.61	19.36%
INTERNAL SERVICE FUND				
	\$ 1,011,160.00	\$ -	\$ 578,919.90	57.25%
DOWNTOWN FAÇADE				
	\$ 15,000.00	\$ -	\$ 12,217.85	81.45%
WATER AND SEWER FUND				
	\$ 5,990,892.00	\$ 565,565.81	\$ 4,512,055.87	75.32%
Bond Proceeds (Capital Projects)		\$ 332,275.50	\$ 1,148,844.91	
Smithfield \$10.6 M loan		\$ 914,749.54	\$ 4,013,997.01	
REVOLVING LOAN FUND				
	\$ -	\$ -	\$ -	0.00%
HOMESTEAD FUND				
	\$ 10,000.00	\$ -	\$ -	0.00%
CDAP HOUSING GRANT				
	\$ -	\$ -	\$ 62,235.00	0.00%
TIF DOWNTOWN #1				
	\$ 230,200.00	\$ -	\$ 123,608.73	53.70%
TIF NORTH 6TH #2				
	\$ 48,000.00	\$ -	\$ 6,921.29	
This is not a month end report of all funds.				