



Council Meeting Summary 09.18.2017

Meeting minutes can be found on the cityofmonmouth.com website after their publication

1– Presentations or Citizen Inquiries to Council

No citizen inquiries were presented.

2- MFD August Report – Chief Rexroat

Chief Rexroat presented some of the recent trainings that the Fire Department has been involved in, including helicopter transport that was taught by Air Evac out of Macomb. The evac training helped the firefighters receive first hand instruction from the pilots themselves. One of the shifts was able to perform a mock landing in the soccer field behind the YMCA. The firefighters also had presence at the car show and made use of their UTV. The UTV allows them to navigate the large crowd more easily during peak hours when medical assistance is needed. There were also two significant fires during the month of August and one this month.

A detailed monthly report compiled by Chief Rexroat is available on the cityofmonmouth.com website under the community engagement dropdown

3- MPD August Report – Chief Switzer

Chief Switzer presented his monthly report to Council. During the month of August the Task Force Officer made a number of drug arrests within the City including a conspiracy arrest for Cocaine. Chief Switzer was also happy to report that during Monmouth College’s move-in day and freshman walk-out there were no incidents. The police also provided traffic control during the Riley 5k run and he reported that event went great with no incidents.

A detailed monthly report compiled by Chief Switzer is available on the cityofmonmouth.com website under the community engagement dropdown

4- Woodard & Curran Update – Jennifer Anders & Kevin White

Kevin White presented to council an update on the construction projects that the City is actively engaged in. The updates included the Combined Sewer Screw pump project and the Well 10 addition. The timelines and technical details were discussed. Kevin also expressed praise for City staff that are involved in the project as well as the contractors performing the work.

Details on our various construction projects can be found on the cityofmonmouth.com website under the community enqagement dropdown

5- Smithfield Amendment to existing service agreement – Jennifer Anders

Jennifer Anders from Woodard & Curran discussed the background of the infrastructure improvements that would be necessary for the north pretreatment facility. The clarifiers, the force main and electrical were identified as liabilities that could severely impact Smithfield’s production ability if a failure were to occur. The engineering group at Woodard & Curran has worked with Smithfield closely over the past few years to identify what improvements would be necessary to ensure future reliability. The Council discussed the service agreement which includes a 3 million dollar debt service schedule that Smithfield has agreed to service. The additional revenue would serve as the funding mechanism for the necessary improvements as well as the engineering for the proposed project. A motion was made for approval and was approved unanimously.

6- Ordinances

- A. Annexation of 19 Fairway Circle** – Joe and Marci Switzer have requested the annexation of their residence into City limits. The City Of Monmouth requires all Department Heads to live within the City limits. A motion was made for approval and was approved unanimously.
- B. Use Variance – 200 N 2nd Street – Seals Photography** – Lori Seals is moving her business from downtown Market Alley to her residence. Her residence would mainly be used for meeting with clients and the majority of photo shoots would occur offsite. *The Zoning Board meeting on September 13th 2017 made a recommendation for approval. (Details below)* A motion for approval by council was made and was approved unanimously.
- C. Use Variance – 706 N A Street – Jones** – Krystal Jones would like to open up a pet grooming business at her residence. No animals will be kenneled overnight and the plumbing would be done professionally and to code. All drains would have fur traps so as to not impact the drainage system. *The Zoning Board meeting on September 13th 2017 made a recommendation for approval. (Details below)* A motion for approval by council was made and was approved unanimously.
- D. Use Variance – 308 S B Street – Ellison** – Rebecca Ellison would like to open up a catering business after renovating an existing garage with a full commercial kitchen setup. No food would be served on-site. *The Zoning Board meeting on September 13th 2017 made a recommendation for approval. (Details below)* A motion for approval by council was made and was approved unanimously.
- E. Authorizing borrowing of funds for General Corporate Purposes**
The borrowing of funds are to be used for necessary improvements at the north pre-treatment facility. These improvements are required to ensure reliable waste water treatment for Smithfield Foods. Council previously approved an amendment to the existing Smithfield Foods agreement which guarantees the revenue stream required to repay the funds. A motion for approval was made and was approved unanimously. *A further explanation of the funding mechanism and the history of the pretreatment facility has been attached below.*

7- Executive Session

Council met in executive session to discuss potential legal action and a potential appointment. No action was taken upon return to normal session.



Zoning Board Meeting 09.13.2017

1- Special use variance to operate a photography business out of a residence – Lori & Jason Seals

200 N 2nd Street –Seals is closing her photo studio on the square and is pivoting to a location based photography model. She plans to devote a room in her residence for client use at prearranged times. The majority of the business that is conducted within the studio will be meeting with clients. Parking for clients will be in the driveway which is noted to be very long. A motion for approval was made and was approved unanimously.

2- Variance to construct a 14'x32' garage type building and a special use variance to operate a pet grooming business out of said structure – Krystal Jones

706 North A Street- Jones has requested a variance to build and operate a pet grooming business at her residence. Parking would be off-street and no dogs would be kenneled overnight. The business will also have plumbing done by a licensed plumber and all drains will have professional hair traps installed. A motion for approval was made and was approved unanimously.

3- Special use variance to install a commercial kitchen in an existing residential garage – Rebecca Ellison

308 S B Street- Ellison has requested a variance to allow a commercial kitchen to be constructed in her preexisting 2 stall garage. The business would be catering only. No customers would be on-site and the kitchen would be in full compliance with all Health Department codes. Mrs. Ellison has over 29 years of experience in the catering business. A motion for approval was made and was approved unanimously.

Smithfield Industrial Revenue Bond Financing addition:

Smithfield is a food production facility that generates a highly organic waste stream which has a significant effect on the treatment process and cannot be treated by typical municipal plants. The wastewater plant is governed by the State & Federal EPA. The EPA mandates that wastewater discharge meets certain criteria before it can enter a municipal treatment plant and because of this, Smithfield's waste is run through a pre-treatment facility.

Various parts of the pre-treatment facility were built in 1965 and the majority of the current plant went online in 1972. As with any equipment in use 24/7, time catches up. Typically plants are engineered for a 20-30 year lifespan in regards to capacity, mechanical and electrical equipment. The pre-treatment facility is now seeing cascading equipment failures and is being pushed to the limit of the facility's capacity. 44 years is a long time and the plant is now at the end of its useful life.

Production numbers have significantly increased since the plant was built and the future looks bright for the meat industry. All these factors contribute to the need for a fresh investment in the facility. The revenue will allow for a number of upgrades that address the aging electrical and mechanical components in the plant as well as adding additional capacity for growth.



Industrial Revenue Bond Financing:

Industrial Revenue Bonds are tax-exempt loans that are issued by either state or local governments to a private company to finance their construction or expansion. IRBs have lower interest rates than conventional loans, since the loans are exempt from state and federal income tax. Smithfield is also in the Enterprise Zone which will allow them to maintain their current assessed property tax value for another 9 years. IRB loans do need to meet very specific legal requirements and most often involve manufacturing, wastewater treatment or waste disposal.

CITY OF MONMOUTH				
Summary of Expenses				
As of September 14, 2017				
	2017-2018	Monthly	YTD	% Expended
	Budget	Expense	Expense	YTD
GENERAL FUND				
Administration	4,124,438.00	166,217.74	1,159,388.68	28.11%
IT Support	90,640.00	2,772.54	38,615.57	42.60%
Solid Waste	760,968.00	38,687.34	290,842.81	38.22%
Social Security/IMRF	133,000.00	4,425.24	48,221.21	36.26%
Boards & Commissions	5,500.00	7.46	899.96	16.36%
Police Department	1,970,928.00	72,323.01	702,328.07	35.63%
Zoning Department	140,050.00	4,059.35	49,531.96	35.37%
Community Development	126,175.00	0.00	30,758.00	24.38%
Fire Department	1,196,850.00	42,763.57	469,653.48	39.24%
Swimming Pool	60,000.00	2,022.08	61,929.30	103.22%
GENERAL FUND	8,608,549.00	333,278.33	2,852,169.04	33.13%
CEMETERY FUND				
	0.00	0.00	0.00	0.00
DEBT SERVICE FUND				
	2,009,324.00	0.00	437,601.25	21.78%
MOTOR FUEL TAX FUND				
	126,000.00	0.00	46,491.38	36.90%
INTERNAL SERVICE FUND				
	1,060,398.00	0.00	337,179.26	31.80%
DOWNTOWN FAÇADE				
	25,000.00	0.00	0.00	0.00%
WATER AND SEWER FUND				
	8,295,566.00	340,779.35	1,896,485.66	33.55%
Bond Proceeds (Capital Projects)		0.00	886,534.12	
REVOLVING LOAN FUND				
	0.00	0.00	0.00	0.00%
HOMESTEAD FUND				
	0.00	0.00	0.00	0.00%
TIF G O BONDS				
	286,500.00	0.00	80,056.47	27.94%

This is not a month end report of all funds.