

## City Council Meeting Summary 04.02.2018

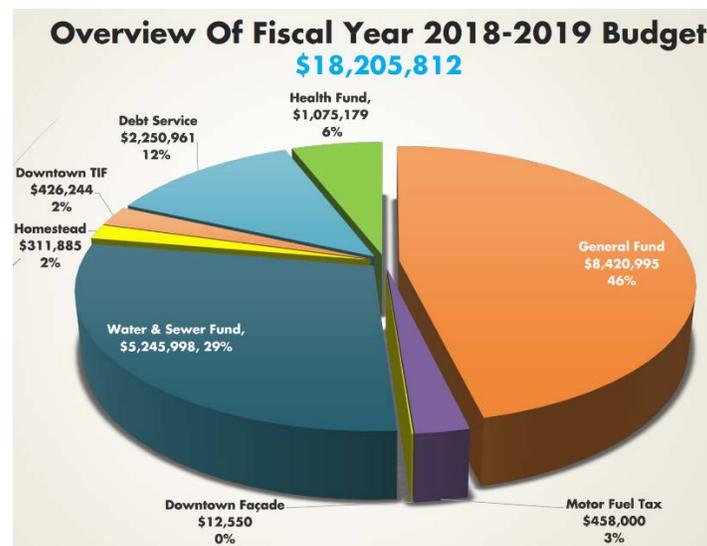
Next City Council Meeting – April 16<sup>th</sup>, 2018 at 6:00 PM

Official Minutes available at [www.cityofmonmouth.com](http://www.cityofmonmouth.com)

### **Open Hearing – 2018- 2019 City Budget**

At last City Council meeting, the budget was presented and discussed. Tonight, an open hearing was held to address any questions or concerns that citizens may have. No persons from the public addressed Council.

*The proposed budget has been open for comment on the [cityofmonmouth.com](http://cityofmonmouth.com) homepage and may be found under our transparency section of the website after May 1st.*



### **1- Presentations Or Citizen Inquiries**

No members of the public engaged City Council.

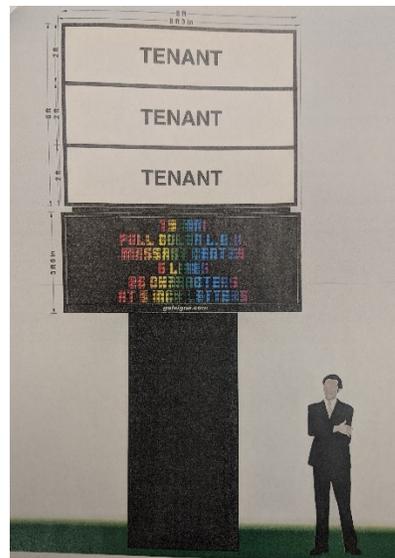
### **2- Proclamation – National Service Recognition Day – Mayor Davies**

Mayor Davies made a proclamation to recognize the contribution that those involved in National & Community Service make. The proclamation explains how the nation's city governments are employing national service and volunteerism effectively. Monmouth joins a number of communities across America in proclaiming that April 3, 2018, will be recognized as National Service Recognition Day.

*The official proclamation may be found on the [www.cityofmonmouth.com](http://www.cityofmonmouth.com) website.*

### **3- Building and Zoning Report – Director Woodward**

- Smithfield has completed their outside foundation on the new rendering building and has started on the grade beams.
- Monmouth Park was issued a permit for the construction of a new **Splash Pad** at the park on North 11<sup>th</sup> street. This is a Rotary project and funded by a local foundation. Construction begins this week on it.
- Monmouth College has started work the remodeling of the third floor of Greer Hall. These updates and improvements will be 100% ADA compliant.
- There has also been a sign application for placement at the commercial complex located on East Broadway and South 11<sup>th</sup> Street. This sign would advertise the tenants of the building as well as community and business announcements. The proposed sign would be approximately 30 feet from the roadway. The sign will be approximately 10 feet from the ground to the bottom of the display. The maximum height of the sign will be 25 feet. Council discussed the regulations and existing ordinances for signs that are currently in place. No immediate approval was taken by Council on this matter and a moratorium was put in place on the sign permit issuance. Council paused the project due to the fact that a future discussion has been scheduled for review of the international building code sign ordinance.



*Proposed sign*

Director Woodward's full monthly report may be found on the [www.cityofmonmouth.com](http://www.cityofmonmouth.com) website.

### **4- Woodard and Curran Report – Director Jackson**

- The contractors (Legacy Corporation) that are working on the Smithfield Force main project have completed construction of piping from county road 210<sup>th</sup> to south of the wastewater plant. This project is close to 50% completed and is running on schedule.
- There were 3 snow removal events in February.

- Woodard and Curran have been working on the collection and input of various data points into an online mapping tool that will eventually be made available to the public and potential developers. This tool will allow for a quick reference of the water & sewer distribution system.
- Burlington Northern has been in discussion with the City to establish an agreement to remove the old railroad tracks that exist on North Main Street. These tracks are an artifact from an older spur line that is no longer in existence. They have presented a significant obstacle in removal over the years due to the reinforcement and nature of the crossing as well as traffic considerations during their removal.

*Director Jackson's full monthly report may be found on the [cityofmonmouth.com](http://cityofmonmouth.com) website*

### **5- Community Engagement Report – Director Helms**

City staff and officials have had an opportunity to talk with some of the first year students from the Warren County CEO program recently and listen to their business ideas. It was a great experience and wonderful to see the program moving on full steam.

*The CEO (Creating Entrepreneurial Opportunities) program is for Monmouth-Roseville High School and United High School juniors and seniors.*

*CEO is a business education program, teaching students how to think like business owners. The class meets off-campus in local businesses for 90 minutes each school day. Students dress in business casual attire every day and learn proper workplace behavior.*

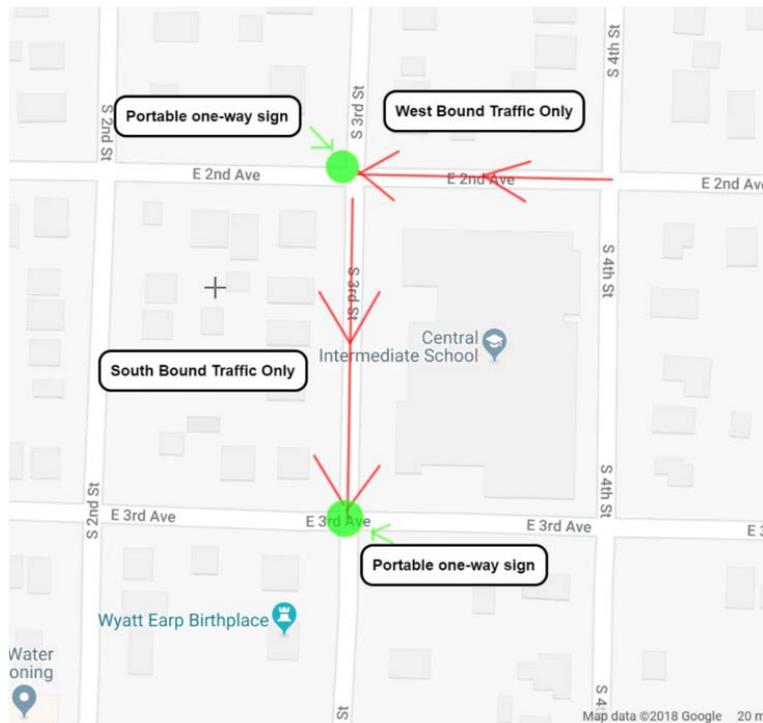
*Students are immersed in real-life learning experiences with the opportunity to take risks, manage the results, and learn from the outcomes. They learn confidence-building skills like speaking in front of groups and targeted skills like writing successful business plans.*

*Each student receives a mentor from the business community. In the first semester, students create a class business. During the second semester, they have the opportunity to start their own business. The final event of the school year is a trade show, where they showcase their student businesses. Students receive high school credit and dual credit with Carl Sandburg College.*

Helms also talked with Council about City Staff's recent involvement on various programs with the Chamber Of Commerce and its Director Amy Patterson. "The Chamber has been great to work with, and we look forward to discussing a future project in the coming months."

### **6- Central School Request – Principal Becky Ince**

During school pickup and drop-off times, there is a large amount of congestion around the area of Central school. Principal Ince has been working with Police Chief Switzer to find a solution to the issue. Council has been asked for permission to restrict traffic on East 2<sup>nd</sup> Avenue and South 3<sup>rd</sup> Street during a limited window during Child drop-off/pickup times. There would be temporary signs put out during these times informing traffic that it is a one-way street. This strategy has been used to great effect in the area around Harding School. Chief Switzer and his department view this as a preventative measure to ensure child safety. Council granted Principal Ince permission to start the pilot program on May 2<sup>nd</sup>.



*The proposed traffic control outside of Central school*

## **7- 2018 Municipal Pool Operations Discussion**

Council had an open discussion on whether to continue operations of the public pool for a final year.

The pool faces a number of challenges this year

- The facility does not currently have a pool manager.
- The facility has significant repairs that are required this year and will involve a significant financial investment.
- The general fund subsidizes the operating costs between 40k - 60k+ annually.
- The pool has had a significant decline in attendance over the last few years.

Council discussed various options to opening the pool including contact with other facilities to provide an alternative for the public.

The outdoor YMCA pool which will be open to the public is estimated to be completed in 2019 which will leave a one year gap in a public available pool.

Council directed staff to gather a complete cost estimate and will discuss the matter at a later time.

**No action was taken at this time.**

## **8- MC Victim Services Request**

Victim Services & Monmouth College have an annual march & rally to bring awareness to Sexual Assault. The Rally will be held on the college campus with a march to the town square where guest speakers will show their support for the victims. The program will start at **5:00 PM** on **April 16<sup>th</sup>**

at the new science building. Participants will leave for the town square at approximately **6:30 PM** and will travel down Broadway. Participants will be on the sidewalk, and no traffic lanes will be closed for the march.

**9- Ordinances**

**A. Amending 2017-2018 FY Budget (1<sup>st</sup> reading) – Administrator Steinbrecher**

Since revenues have arrived significantly less than was projected, this year's budget has resulted in a deficit and a budget adjustment is necessary.

Administrator Steinbrecher noted that the State has continued to hold increasingly more of the shared municipal revenues which have created a shortfall. It was noted that this is not an expense issue but a revenue issue. City departments have been on a spending freeze for the last two months and will continue until the fiscal year ends in May as part of an effort to close the discrepancy. Administrator Steinbrecher also noted that the City will need to have a hard look in the upcoming years at either increasing revenue or cutting services. This year it was required to transfer \$605,400 from City reserves to compensate for the extreme shortfall in revenues.

Steinbrecher noted that using municipal fund reserves is a one-time option and cannot be seen as a sustainable option.

***“Using a fund balance for this is like taking money out of your savings account to buy groceries.”***

SCHEDULE OF FY 2018 BUDGET AMENDMENTS

Cost Center	Original Budget	Budget Adjustment	Amended Budget
General Fund--Revenues	\$8,608,900	-\$1,900,000	\$6,708,900
General Fund--Administration Department	\$4,257,438	-\$1,020,000	\$3,237,438
General Fund--Police Department	\$1,970,928	-\$60,000	\$1,910,928
General Fund--Zoning Department	\$140,050	-\$15,000	\$125,050
General Fund--Community Development Dept	\$126,175	-\$80,000	\$46,175
General Fund--Municipal Pool	\$60,000	+\$2,300	\$62,300
General Fund--Transfer from Fund Balance	-\$0-	+605,400	\$605,400

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Cost Center	Original Budget	Budget Adjustment	Amended Budget
Debt Service-Revenue-Transfer from Water Fund	\$2,009,324	+\$926	\$2,010,250
Water fund--Transfer to Debt Service	\$1,656,324	+\$926	\$1,657,250

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## **B. Adopting 2018-2019 FY Budget (1<sup>st</sup> reading)**

### **C. Amending Chapter 53, Solid Municipal Waste (2<sup>nd</sup> reading)**

This ordinance was amended to allow for additional fees on certain types of waste items at the transfer station. These fees were increased due to increased disposal costs that the municipality incurs upon transportation of the waste off-site. At the first reading of the proposed ordinance, charging for brush disposal was discussed. That has been stricken from the ordinance and will not go into effect.

#### **§ 53.63 - FEES.**

- (A) *Landfills/Transferred/Composted – use by all vehicles.* The Charges for use by all vehicles shall be by the cubic yard as follows:
- (1) Non-compacted solid municipal waste: \$15.00 per cubic yard capacity;
  - (2) Compacted municipal waste, including construction/demolition material: \$8.50 per cubic yard or \$20.00 per standard half ton pick-up truck load of stated material or \$40.00 for a trailer load of stated material;
  - (3) Individual per bag charge, solid municipal waste: \$1.00 each bag

### **D. Amending Chapter 123, Rental Registration and Inspection (2<sup>nd</sup> reading)**

This amendment adjusts the fees that will be assessed for rental registration and inspection of **rental** properties located within the City.

1. An open registration period will exist from October 1<sup>st</sup> to October 31<sup>st</sup> each year for filing the requisite registration form.
2. A fee of \$10.00 for a single family dwelling containing 1 rental unit. A fee of \$20.00 for a dwelling containing 2-5 rental units. A fee of \$30.00 for a dwelling containing more than 5 units.
3. For apartment complexes, each separate building will be assessed a fee as outlined previously. Example – 1 building containing 5 units will cost \$30.00
4. In mobile home parks, a single trailer is considered 1 unit and an entire contiguous park are considered one dwelling.

A motion for approval was made and was approved.

### **E. Amending Chapter 72, Traffic Rules**

1. This amendment raises the penalty for operating a moving vehicle **without a seatbelt** to no less than **\$80.00**
2. The amendment also raises the penalty for operating a **wireless telephone** while driving a motor vehicle without a hands-free device to no less than **\$150.00**
3. This amendment is for City Ordinance Violations and not State level citations.

A motion was made for approval and was approved.

**F. Amending Chapter 131, Drug Paraphernalia Prohibited**

The City Ordinance violation of “possession of drug paraphernalia” has been increased from a fine of \$150.00 to **\$300.00**. This fine increase begins to close the gap between local and State charges while still staying far below the State fine cost of **\$750.00**.

A motion for approval was made and was approved.

**7- Executive Session**

No executive session was held.

**8- Other business**

No other business was discussed.

CITY OF MONMOUTH				
Summary of Expenses				
As of March 29, 2018				
	2017-2018	Monthly	YTD	% Expended
	Budget	Expense	Expense	YTD
<b>GENERAL FUND</b>				
Administration	4,124,438.00	178,412.96	2,764,998.52	67.04%
IT Support	90,640.00	4,188.90	80,167.46	88.45%
Solid Waste	760,968.00	55,607.77	687,205.42	90.31%
Social Security/IMRF	133,000.00	4,111.51	103,704.58	77.97%
Boards & Commissions	5,500.00	0.00	2,952.58	53.68%
Police Department	1,970,928.00	69,936.57	1,652,042.84	83.82%
Zoning Department	140,050.00	3,696.07	100,892.71	72.04%
Community Development	126,175.00	0.00	48,013.50	38.05%
Fire Department	1,196,850.00	39,227.37	1,041,455.52	87.02%
Swimming Pool	60,000.00	-808.50	61,400.78	102.33%
<b>GENERAL FUND</b>	<b>8,608,549.00</b>	<b>354,372.65</b>	<b>6,542,833.91</b>	<b>76.00%</b>
<b>CEMETERY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>DEBT SERVICE FUND</b>	<b>2,009,324.00</b>	<b>0.00</b>	<b>2,010,243.64</b>	<b>100.05%</b>
<b>MOTOR FUEL TAX FUND</b>	<b>126,000.00</b>	<b>0.00</b>	<b>134,727.96</b>	<b>106.93%</b>
<b>INTERNAL SERVICE FUND</b>	<b>1,060,398.00</b>	<b>0.00</b>	<b>756,801.36</b>	<b>71.37%</b>
<b>DOWNTOWN FAÇADE</b>	<b>25,000.00</b>	<b>0.00</b>	<b>21,070.33</b>	<b>84.28%</b>
<b>WATER AND SEWER FUND</b>	<b>8,295,566.00</b>	<b>530,188.87</b>	<b>4,701,237.30</b>	<b>102.55%</b>
Bond Proceeds (Capital Projects)		238,677.44	3,245,060.39	
Smithfield \$3 M loan		57,576.00	560,725.80	
<b>REVOLVING LOAN FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>HOMESTEAD FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
TIF DOWNTOWN #1	286,500.00	0.00	182,348.37	63.65%
TIF NORTH 6TH #2	0.00	0.00	26,297.08	

This is not a month end report of all funds.