



**CITY OF MONMOUTH
COUNCIL MEETING MINUTES**

Date: Monday May 16, 2022

Time: 6:00 p.m.

Location: 100 East Broadway
Monmouth, Illinois

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Davies called the meeting to order in the Council Chambers at City Hall, 100 East Broadway at 6:00 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:** Aldermen Tony Cook, Alderwoman Susan Twomey, Aldermen Jim Conard, Juan Pinedo, Alderwoman Mary Kelly (remotely) and Alderman John VanVleet **Also Present:** Mayor Rod Davies, City Clerk Susan S. Trevor, City Administrator Lew Steinbrecher, City Attorney Marcum Spears, Building and Zoning Director Joe Clark, Communications Director Ken Helms, MFD Chief Casey Rexroat, MPD Chief Joe Switzer and Woodard & Curran Area Manager Greg Frieden **Absent:** Woodard and Curran Public Works Director Andy Jackson

III. APPROVAL OF MINUTES

A. Approval of April 18, 2022 Council Meeting Minutes

It was moved by Alderman Cook and seconded by Alderman Conard to approve the May 2, 2022 Council Meeting Minutes as presented. AYE: Aldermen Thomas, Cook, Alderwoman Twomey, Aldermen Conard, Pinedo, Alderwoman Kelly (remotely) and Alderman VanVleet **NAY:** none **PASS:** Alderman Daw **MOTION CARRIED.**

IV. PRESENTATION TO THE COUNCIL

A. Presentations or Citizen Inquiries

1. Awards to Present to Firefighters

MFD Chief Casey Rexroat presented a Meritorious Service Award to Captain Cozadd and a Commendation Award to Firefighter Tyler Osborne.

2. Back to School Program Award – Karla Wallace

Mayor Davies presented a Certificate of Recognition to Karla Wallace for her spear heading the Back to School Program. Chiefs Switzer and Rexroat also commended Karla for including their departments in helping with this program and how successful it has been.

B. Consent Agenda

1. Approval of Bills

It was moved by Alderman Daw and seconded by Alderwoman Twomey to approve the bills as presented. AYE: Aldermen Cook, Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely) and Aldermen VanVleet **NAY:** none **MOTION CARRIED.**

V. COMMITTEE OF THE WHOLE

A. MFD April Report – Chief Rexroat

- 🔥 The department responded to 118 calls in April
- 🔥 Firefighter Mangieri completed his two weeks of classes after graduation from the Firefighter Academy and has been placed on shift.
- 🔥 The department toured Big River Resources to familiarize themselves with the facility to assist them in responding to any fire at their location.
- 🔥 Assistant Chief Spears and Chief Rexroat spoke to the M-R Forensics class on fire investigations.
- 🔥 The Police and Fire Commission Board established the eligibility list for the rank of Captain in our department. Three people took the test. When there is a vacancy, the list of eligibility is in place.
- 🔥 The department had planned to host a “DUI/Distracted Driving” demonstration at M-R High School, but had to cancel due to bad weather. It is tentatively re-scheduled for the Fall around the high school homecoming.
- 🔥 The department will begin hydrant flushing next Monday beginning on the West side of town and go systematically down each street working toward the center of town and then switch to the East side of town using the same procedure.

B. MPD April Report – Chief Switzer

- The department made 56 criminal arrests, issued 96 ordinance violation tickets and had 1,202 calls for service in the month of April.
- A dispatch trainee resigned as well as a full-time dispatcher.
- A new dispatch trainee has been hired.
- This month is National Tele-Communicator Recognition Month.
- Julie Richardson took part in a FOIA training seminar.

C. Cemetery Mapping Proposal – Ramaker and Associates

Administrator Steinbrecher said that upon a request from the Cemetery Board, he and Ken Helms had reviewed several proposals for mapping the cemetery and are recommending accepting the proposal from Ramaker and Associates. He asked Ken to further explain the proposal. Communications Director Ken Helms explained that the City’s maps for our cemetery are very old and fragile. They need to be updated and digitized. The proposal being recommended is from Ramaker and Associates, which is very stable company and a leader in the cemetery software industry. The City does currently have Ramaker’s basic software for data entry of deeds and burials, but does not have mapping included. The company will initially conduct a drone fly-over to gain the dimensions of the cemetery and then will be able to put the plots in. The proposal is for a total of \$31,000 with an annual maintenance fee of \$2,700. The long-term process will be the data input either by volunteer or professional service. The end result will be a complete digital system that will also be mobile accessible. **It was moved by Alderman Daw and seconded by Alderman Conard to accept the proposal from Ramaker and Associates for mapping the cemetery and data entry for \$31,000. AYE:** Alderwoman Twomey, Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas and Cook **NAY:** none **MOTION CARRIED.**

D. Jennifer Anders, W & C Infrastructure Project Updates

Jennifer Anders from Woodard and Curran gave the Council updates on the following projects:

- 1) The water main replacement on East Euclid from North 6th Street to North 9th is being surveyed and should have that done by summer.
- 2) We are waiting to hear on grant awards for the water main replacement on West Harlem. We should receive word sometime this summer.
- 3) Water and SCADA Upgrade – the server should be in by the end of the year along with everything being installed.
- 4) The pre-approved paperwork has been submitted for the Downtown \$3 million dollar sewer project that is being funded through the USDA. We are currently just waiting for the full application.
- 5) Administrator Steinbrecher asked for design assistance with the downtown parking lot on the old Maple City Dairy property. The plans are being finalized to be able to put it out for bid and should be done in the next few weeks.
- 6) M-R High School Bioretention project has been put out for bids with a bid opening scheduled for May 24th at City Hall.
- 7) The North plant upgrade is all but done. We are just waiting on the back-up generator, which is supposed to be delivered in August.
- 8) The finalized design for the Disinfection Project at the WWTP has been submitted to the IEPA. To secure funding, an application will be submitted to the State Revolving Fund this summer with the hopes of being placed on their list for grant funding.
- 9) Another permit requirement is the Phosphorus Discharge Optimization Plan, which should be done in August.
- 10) The CMOM permit requirement report is due next summer. It is basically a review of the City's collections system as to its capacity and maintenance.
- 11) The design of the water main around the square will begin shortly. This project will have to be done prior to undertaking the re-design of the public square.

E. W & C Engineering Agreement – Green Infrastructure Project Construction Inspection

Jennifer explained that this agreement is part of finalizing the bidding process and provides for the oversight of the construction of the Bio-Retention Basin project and is part of the grant requirement.

F. W & C Engineering Agreement for Sewer Capacity Review Report

This is another unfunded mandate according to Jennifer. The City is required to conduct a review of their sewer infrastructure capacity and maintenance of their system in order to bring them into compliance with their permit. Through this agreement, Woodard and Curran would conduct this review.

Mayor Davies asked for a motion to approve both above-stated engineering agreements with Woodard and Curran. **It was moved by Alderwoman Kelly (remotely) and seconded by Alderman Cook to approve entering into engineering agreements with Woodard and Curran for the oversight of the Green Infrastructure project and the review of the City's Collection System Review Report.** AYE: Aldermen Daw, Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook and Alderwoman Twomey. NAY: none **MOTION CARRIED.**

VI. ORDINANCES

A. 1st Reading

1. 22-018, Special Use Variance, Dog Grooming Business, 719 N. 5th Street

Zoning Director Clark said that the Zoning Board of Appeals met on May 11th and unanimously approved the Special Use Variance for a home-based dog grooming business located at 719 North 5th Street and is recommending approval to the Council. **It was moved by Alderman Conard and seconded by Alderman Pinedo to accept the recommendation of the ZBA and approve the above-stated variance. AYE:** Aldermen Conard, Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas and Daw. **NAY:** Alderwoman Twomey **PASS:** Alderman Cook **MOTION CARRIED.**

VII. EXECUTIVE SESSION

A. Per Illinois Statute 5ILCS120/2 to Consider Union Negotiations

1. It was moved by Alderman Cook and seconded by Alderman Pinedo to go into Executive Session at 6:40 p.m. to consider Union Negotiations. AYE: Alderman Pinedo, Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw and Conard **NAY:** none **MOTION CARRIED.**

2. It was moved by Alderman Cook and seconded by Alderman VanVleet to return to Regular Session at 6:51 p.m. AYE: Alderwoman Kelly (remotely), Aldermen VanVleet, Thomas, Cook, Alderwoman Twomey, Aldermen Daw, Conard and Pinedo **NAY:** none **MOTION CARRIED.**

VIII. OTHER BUSINESS

There was none to consider.

IX. ADJOURNMENT

It was moved by Alderman Daw and seconded by Alderwoman Twomey to adjourn the May 16, 2022 meeting at 6:52 p.m. MOTION CARRIED by unanimous voice vote.

Mayor Rod Davies

City Clerk Susan S. Trevor