

FINANCE MEETING

DATE: 3-16-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 3-12-20

PUBLIC COMMENT:

-

UTILITIES:

-
-

PUBLIC WORKS:

- Cost of tap in fees: water and electric
- Bid results for downtown sewer lining
- Update on ADA project
- Ditch cleaning by Fire Dept.

POLICE:

- City Hall renovation project
-

RECREATION:

- Mar. 24 – golf board meeting
- Pool fee increase
- Report on golf course changes

BUSINESS ADMINISTRATOR:

- Approval of 3 Business Districts
- Update o grocery store
- Update on new RT. 50 businesses
- Dist. 12 request
- Hillary Frost request
- New TIF approval – Apr. 7, 2020
- Poettker fence improvement

CITY COLLECTOR:

- Capital expenses asked for in 2020
- Health Fare Apr. 16, 2020
- Closing City Hall at 5pm on Fridays

AMBULANCE:

-
-

ZONING:

- Zoning map – new color for Planned developments
-

MAYOR'S REPORT:

- WODA affordable care support letter
- If City must close offices, what services will remain
-
-
-

FINANCE COMMITTEE MEETING * March 16, 2020

Minutes of the finance committee meeting of the Breese City Council held in City Hall on the above date.

The meeting commenced at 7:04 p.m.

Aldermen in attendance: Tim Schleper, Kevin Timmermann, Jason Davinroy, Robert Berndsen, Gary Usselmann, Bill Fischer, Debbie Koetting

Absent: Carl Ratermann

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, Golf Course Superintendent Paul Smith, Zoning Administrator John Becker

Press: none

Visitors: Kimberly Phillips, Rhonda Pulver, Janice Pulver, Travis Gocher, Kelvin Winkeler

Public Comment: Rhonda Pulver spoke for the group regarding WODA. Neighborhood association came together with some concerns regarding traffic on Holy Cross. There is only one way in and one way out of neighborhood and safety is a major concern. The other concern is the condition of the road. Farm traffic and Litteken Construction trucks have a hard time sharing the road with other vehicles. The size of the unit could suggest an additional 100 – 150 cars coming in and out of the neighborhood. District 12 is concerned about a large addition of students being added to classrooms. Group is supportive of affordable housing, just not the location due to the road situation. Would like some further investigation into the matter. City business plan from 2016 states that the area was zoned as single-family residences. Residents nearby request a meeting with the developers, outside of the regular council meetings. Alderman Schleper stated that he would like to see this meeting happen before the City signs any sort of support letter. Council agreed to arrange a meeting.

1. Recommendation is to waive all late fees and disregard any cancellations on electric until May 1, 2020. Council unanimously agreed.
2. Cost of tap in fees for water and electric – proposal is to raise the ¾” taps to \$1,000 and the 1” taps to \$1,500 as the City is currently losing money on these. Will begin to review these each year in January.
3. Bid results for downtown sewer lining – opening was last week. 2 companies submitted bids. Engineer’s estimate was \$219,995. Bids came in at \$194,000 and \$224,000. Council agreed to accept the low bid, as they are a reputable, semi-local company.
4. Update on ADA project – ongoing as allowed by weather.
5. Ditch cleaning requested by Fire Dept. Don will look into
6. City Hall renovation project – haven’t heard back yet.
7. Rental inspections have been going well.
8. Mar. 24 – golf board meeting has been cancelled.

9. Proposal to increase salary for critical golf course employee Ryan Sherman \$1.50 per hour. This employee has turf and spray licenses and has been with us for 7 years. This employee is seasonal and part time. Council approved.
10. Pool fee increase – no information yet.
11. Report on golf course changes – meetings with staff have been cancelled. Tomorrow State will come in and remove money from machines as gaming has been shut down for now. Clubhouse will not be open for morning coffee during shut down. Will be out disinfecting clubhouse in the coming days as well as documenting procedure changes. Course will not be open during shut-down to avoid social contact.
12. Approval of 3 Business Districts – Ordinances will be on agenda tomorrow night.
13. Update on grocery store – had a conference call with the national company on Friday. Figures have been drawn up for landlord and grocery sides. Both sides would like some assurances around TIF availability and ownership responsibilities. TIF agreement will be ready for approval in a couple of weeks. Both sides understand that agreements need to be signed. Total estimate for interior renovations total \$1.5M+ from new appliances, floor drains, plumbing, etc. If everything is agreed upon, national company will send out a team to inspect, document and specify needs.
14. Update on new RT. 50 businesses – meeting scheduled on Thursday.
15. Dist. 12 request for TIF. Stated that they are only allowed to pull money down to capital budget every 3 years and this is the year. Shelley suggested expanding parking lot to the south. Have set \$75,000 aside in the TIF budget. Would like Don to review drainage, etc.
16. Hillary Frost request for TIF money to regrade the alley behind, as water comes into the building. Second request is in regards to ADA compliance. Will be moving entrances to the sides of the building, with the main entrance being on the west side. Would like participation for concrete for ADA compliance. Current estimate is \$36,636. TIF would cover 50% of that, building is still in a TIF.
17. New TIF approval at regular council meeting on Apr. 7, 2020.
18. Poettker fence improvement – interested in annexing the two parcels to the east of the new building.
19. Capital expenses asked for in 2020 – provided to the council to review.
20. Health Fair tentatively scheduled for Apr. 16, 2020 at the BAC building.
21. Closing City Hall at 5pm on Fridays – researched other towns, most operate from 8 am – 5 pm. Also, a customer study also showed that customer traffic is nearly zero between 5 pm and 6 pm of Fridays. City also working on accepting credit card payments. Council agreed.
22. City Hall lobby will be closed for the next two weeks to limit public exposure. Bills can be dropped into the utility mailbox. City Hall will still be staffed, but residents should call vs come in person.
23. EMS Department met to review protocols for Coronavirus, per IL Health Guide. Personnel must disclose any overseas or ‘hotspot’ travel. Symptoms will be evaluated. EMS personnel will have to bring their own meals and are restricted from visiting any public sites. During shift, they are to stay on base and practice social distancing. Clothing will be laundered and building will be disinfected. PPE will be worn on calls. If they are responding to a possible case, they will wear FULL PPE and disinfectant measures will be taken on ambulance. Minimum of full base disinfecting to take place 1x per day, at a minimum. PPE is well-stocked and will be sharing with police. More is on order and will arrive Wed/Thurs. Police will limit calls. This will be ever-evolving as we receive more information. Will partner with other bases in the event of a quarantine.
24. Zoning map – new color for Planned developments. Will continue to consider.
25. WODA affordable care support letter – has been taken off the table for tomorrow night’s meeting. The earliest this will return will be at the April 21 meeting.

26. If City must close offices, what services will remain: Clubhouse is closed, Ambulance will be in, City Hall will be operational but lobby will be closed, supervisors are instructing employees to follow guidelines.

The meeting adjourned at 8:19 p.m.

Non-verbatum minutes taken by:


Erin Hamilton, City Clerk