

## **FINANCE AGENDA**

**DATE: JANUARY 20, 2025**

### **PUBLIC COMMENT:**

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- Siding at BAC
- Quitclaim property in Kruep's Addition

### **UTILITIES:**

- AMI – automatic meter reading
- Work order software
- Water leak sewer rates
- 2025 Utility Rates
- IMUA Scholarship
- Approve transformer bid

### **PUBLIC SAFETY:**

- Camera bids

### **AMBULANCE:**

- Billable Runs
- Pay off Electric Loan

### **RECREATION:**

- Clubhouse maintenance
- Hannah's Playground bathroom heat installed

### **BUSINESS ADMINISTRATOR:**

- Announce Jansen Ford Ordinances to Approve at February 18<sup>th</sup> Council meeting

### **CITY COLLECTOR:**

- Heath Insurance Renewal – Stay with Consociate
- Appropriation Amendment Ordinance

**ZONING:**

- Code Enforcement
- Solar Panel Ordinance

**MAYOR'S REPORT:**

- Appoint Erin Hamilton & Jamie Fields to Library Board
- Municipal Court System

**OLD BUSINESS:****NEW BUSINESS:**

## **FINANCE COMMITTEE MEETING \* JANUARY 20, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Robert Berndsen, Jason Davinroy, Bryan Eversgerd, Bill Fischer, Steve Hellige, Carl Ratermann, Gary Usselmann. Absent: Tim Schleper.

City Officials: Public Works Mgr. Don Voss, Business Administrator Trevor Schubert, Electric Operations Mgr. Jason Deering, Police Chief Mark Berndsen, EMS Operations Mgr. Allen Pollmann, Golf Course Mgr. Paul Smith, Utility Billing Clerk Jackie Hummert, City Attorney Joanne Stevenson.

Visitors: Dan Robben.

### **PUBLIC COMMENT:**

None.

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- Don has contacted Litteken Construction about the siding at the BAC building. They are getting a price for corrugated metal and hardy board.
- Quitclaim on 2 properties in Kruep's addition are not accessible and of no use to the city. The council agreed to not accept these quitclaim properties.

#### **UTILITIES:**

- AMI – automatic meter reading provided a quote for a minimum of \$387,290 and this would include purchase 1/3 of the electric meters; and a full-price quote of \$773,000 which would include all 100% of electric meters. This system will work with our current water meters, so no change will be needed for those. There is also a \$20,000 annual support fee. Project was tabled for more information. Need to find out if there is space on the current server at city hall.
- Service/Maintenance Order Software – \$3,150/yearly to lease or \$9,700 to purchase with annual support of \$2100. Don to do more research.
- Sewer charge for water leaks – the current ordinance is antiquated in the pricing. Joanne to provide an updated ordinance to better reflect current pricing.
- 2025 Utility rates – council agreed to go with the 3% cpi increase on all utilities.
- IMUA scholarship – council agreed to the \$2,500 match if student from Breese is chosen.
- Transformer bid – on agenda to approve the transformer repair bid from Sunbelt Solomon in the amount of \$683,506. This is the transformer that failed a couple months ago. Jason also explained that the replacement transformer that we just purchased was damaged in transit. It was minor damage, and the company is sending a crew to fix it.
- Unit 5 generator is out of commission right now. Looking to source a part to repair it.

### **PUBLIC SAFETY:**

- The new cameras have been received and are being reviewed by the business administrator for payment.

### **AMBULANCE:**

- Motion by Eversgerd, second by Berndsen to approve billable runs for December. Motion carried by unanimous vote.
- Allen would like to pay off the ambulance loan to the electric department for the 2017 ambulance. Motion by Usselmann, second by Fischer to pay off loan. Motion carried by unanimous voice vote.
- Need to set up a committee to research the purchase of a new ambulance. The current lead time on delivery is approximately 2 years.

### **RECREATION:**

- Doug is currently doing maintenance at the clubhouse.
- The new furnace has been installed at Hannah's playground.
- Need to set up a meeting to discuss swimming pool maintenance.

### **BUSINESS ADMINISTRATOR:**

- Jansen Ford TIF and business district ordinance will be tabled. PGAV has advised that the comprehensive plan public hearing must be held before the ordinances can be passed.
- Trevor stated he has asked for a quote from PGAV to update the comprehensive plan since it hasn't been done since 2016.

### **CITY COLLECTOR:**

- Health Insurance – council agreed to stay on the current plan with Consociate Health since there is no price increase.
- The supplemental appropriation ordinance amending the line items in electric distribution for the maintenance and cap-out of the transformers is on the agenda for approval tomorrow night. There were no objections at the required public hearing.

### **ZONING:**

- Code enforcement – is this something we need to investigate? We would have to hire a code enforcement official. Don believes this person could also be our building code inspector. He also stated we need to update our building codes and stated there is software available for this. Zoning Administrator believes it would be beneficial.
- Solar panel ordinance – we need to get this done and approved sooner rather than later. John Becker has paperwork to be sent out to the aldermen and will work with Joanne in preparation.

## **MAYORS REPORT**

- Municipal Court System – Joanne to investigate and report back.
- Will table library board appointments until after library board meeting.

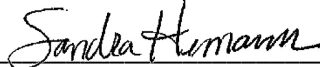
## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

None.

Meeting adjourned at 8:17 PM.

Non-verbatim minutes taken by:   
Sandy Hemann, City Clerk

## **FINANCE AGENDA**

**DATE: FEBRUARY 17, 2025**

### **PUBLIC COMMENT**

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- Walnut St – County Plans for repair
- Mine St Update

#### **UTILITIES:**

- Past due landlord bills
- Fair Solar Credit
- Service Order Software/Brightly Software
- Automatic meter reading software
- Ranger for Sewer Dept
- Relocate lift station at new wastewater treatment plant

#### **PUBLIC SAFETY:**

- Stop or yield sign at N. Cherry & 12<sup>th</sup> St.
- Sync speed limits coming into city

#### **AMBULANCE:**

- Billable Runs
- Should get our ambulance back from Sugar Creek this week
- Ambulance going in for repair

#### **RECREATION:**

- Christmas Lighting – set up meeting with decorating committee
- Dog Park – Walker Mondt
- Park part-time employee
- Golf course maintenance update
- Point of sale system for clubhouse and pool
- Swim pool bathhouse repairs

**BUSINESS ADMINISTRATOR:**

- Public hearing at 7:00 PM
- Jansen TIF & Business District ordinances
- YMCA donation

**CITY COLLECTOR:**

- Need budgets turned in by March 17<sup>th</sup>

**ZONING:**

- Cannabis dispensary rules
- Solar Ordinance from Joanne

**MAYOR'S REPORT:**

- Appoint Jamie Fields to the library board and re-appoint Jean Steinman to the library board
- Manager's paperwork

**OLD BUSINESS****NEW BUSINESS**

## **FINANCE COMMITTEE MEETING \* FEBRUARY 17, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Robert Berndsen, Jason Davinroy, Bryan Eversgerd, Steve Hellige, Carl Ratermann, Tim Schleper, Gary Usselmann. Absent: Bill Fischer

City Officials: Public Works Mgr. Don Voss, Business Administrator Trevor Schubert, Electric Operations Mgr. Jason Deering, Police Chief Mark Berndsen, EMS Operations Mgr. Allen Pollmann, Park Custodian Bruce Kruep, Zoning Administrator John Becker, Deputy City Clerk Jackie Hummert, City Attorney Joanne Stevenson, Treasurer Robert Venhaus.

Visitors: Lucas Essenpreis, Walker Mondt.

### **PUBLIC COMMENT:**

None.

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- The county contacted Don about the road repair on Walnut Street by the roundabout. When construction begins, the county will be shutting down the southbound traffic on Walnut St. The city will be replacing some curbing and removing the median before the county begins their portion.
- Tom is working up the costs for the Mine Street Improvement. Don stated there will only be funds for the curbing and storm sewer. He also stated we still need to get the ROW purchased from one landowner yet.

#### **UTILITIES:**

- Past due landlord bills – we are down to 1 landlord with outstanding bills and Don will get in contact with them.
- Fair solar credit – Council in agreement to keep it at the current 5.45 cents for 2025 instead of the 3.89 cents calculated by our energy provider. A letter to be sent to the solar customers informing them of this.
- Service Order Software – Don researching software from Brightly Software Co.
- Automatic meter reading software – Don still researching.
- Polaris Ranger for Sewer Dept – Don to get a price quote to the council.
- Changing the location for the new lift station to the new wastewater treatment plant should save the city approximately \$600,000. The original plan was to place it at the old sewer plant. HMG is working on the new plan.



- #5 engine – we have found parts to do the repair, but it will be about 8 weeks for delivery. We still need to find a mechanic/company to do the work.
- Looking to the future, the council discussed retiring the old Cooper engine and getting a bigger/better replacement. Jason to start researching this.

#### **PUBLIC SAFETY:**

- The council agreed to place a yield sign at the corner of N. Cherry & 12<sup>th</sup> Street. Joanne to prepare the ordinance.
- Mark would like to sync all the speed limits coming into town. Council in agreement. IDOT will need to be contacted to change the speed limit on Route 50 since it is a state highway. Joanne to prepare the ordinance.

#### **AMBULANCE:**

- Motion by Eversgerd, second by Schleper to approve billable runs for January. Motion carried by unanimous voice vote.
- Sugar Creek's ambulance was taken out of commission by an accident and their second ambulance was out for repair, leaving them with no ambulance. They borrowed one of ours short term and the city will continue to assist them with runs when possible.
- One of our ambulances will be going in for repair on Tuesday, so we will be down to 2 ambulances for a short time.

#### **RECREATION:**

- Dog Park – Walker Mondt asked the council if he can get the fencing ordered. J Square Fence LLC has quoted a cost of \$22,250; Fears Fencing submitted a quote of \$25,900. Motion by Davinroy, second by Schleper to order fence from J Square Fence LLC. Motion carried by unanimous voice vote. Walker asked for a project manager to oversee the project. The council decided to contact HMG.
- Will set up a committee meeting with the Christmas lighting committee.
- Bruce stated he will need 2 new part-time employees at the park for the coming summer season. He was instructed to move forward with hiring them.
- Golf course maintenance – no update.
- Point of Sale System for clubhouse and pool – no update.
- Swim pool bathhouse – Don is researching new doors for the restrooms.
- Breese Youth Soccer and Baseball – current organizers are stepping down. Will need to find replacements. It was discussed to have someone within the city do this. Will do more research and talk to the park board.

#### **BUSINESS ADMINISTRATOR:**

- Jansen TIF & Business District ordinances are ready to be passed at tomorrow night's meeting.
- YMCA donation – City has been donating \$1500 for the last several years. The council agreed to continue the donation.

### **CITY COLLECTOR:**

- Full budgets need to be turned in to the city collector by March 17<sup>th</sup>. We will set up a committee meeting after that date to review all budgets.

### **ZONING:**

- Cannabis dispensary rules – John Becker and Joanne to research state laws regarding regulation and zoning regulations. At the current time, we have nothing to regulate the opening of a dispensary in the city.
- Solar Ordinance – Joanne prepared the ordinance and sent out. John noted a couple changes that need to be made. Kevin asked managers to review and send any changes to Joanne by March 1<sup>st</sup> so we can get it approved soon.

### **MAYORS REPORT**

- Will appoint Jamie Fields to the library board and re-appoint Jean Steinman to the library board at the meeting on February 18<sup>th</sup>.
- Managers paperwork – Kevin wants all plans, quotes, bids etc. on paper and sent out to the council before a meeting, so they can review and ask questions before they must vote on it.

### **OLD BUSINESS:**

None.

### **NEW BUSINESS:**

None.

Meeting adjourned at 8:23 PM.

Non-verbatim minutes taken by: Sandra Hemann  
Sandy Hemann, City Clerk

## **FINANCE AGENDA**

**DATE: MARCH 17, 2025**

### **PUBLIC COMMENT:**

- Nick Hegger – request permission to plant trees on City property

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- Building Code ordinance amendment
- Mine Street – committee meeting
- Maintenance shed – committee meeting
- Work Order Software
- Farrell right of way

### **UTILITIES:**

- Polaris purchase
- PLC upgrades to WTP
- AMI Software
- Generator quotes

### **PUBLIC SAFETY:**

- Drone purchase
- D12 Cameras installed; camera licenses
- Approve N Cherry & N 12<sup>th</sup> St yield sign ordinance Tuesday night

### **AMBULANCE:**

- Billable Runs
- ESO Charting System
- New ambulance bids
- Monitor purchase

**RECREATION:**

- Christmas Lighting committee meeting
- Dog Park fence
- Golf Cart batteries
- Switch cart kids' payroll from Maintenance to Clubhouse
- Teesnap renewal or switch to NBC Sports
- Baseball & Soccer league managers

**BUSINESS ADMINISTRATOR:**

- Jansen Ford Business District Agreement for review
- Business District Grant update
- Labors' & Finishers' payroll audit

**CITY COLLECTOR:**

- Budget committee meeting
- New chairs for Council Chambers

**ZONING:**

- Solar Ordinance
- Zoning Hearings March 20<sup>th</sup> – Amend Zoning Map & Solar Code

**MAYOR'S REPORT:**

- Committee meeting minutes

**OLD BUSINESS:**

- BAC siding – Litteken Construction quotes

**NEW BUSINESS:**

## **FINANCE COMMITTEE MEETING \* MARCH 17, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Robert Berndsen, Jason Davinroy, Bryan Eversgerd, Bill Fischer, Carl Ratermann, Tim Schleper, Gary Usselmann. Absent: Steve Hellige.

City Officials: Public Works Mgr. Don Voss; Business Administrator Trevor Schubert; Electric Operations Mgr. Jason Deering; Police Chief Mark Berndsen; Police Sgt. Kurt Detmer; EMS Operations Mgr. Allen Pollmann; Park Custodian Bruce Kruep; Deputy City Clerk Jackie Hummert; Golf Supt. Paul Smith; Clubhouse Mgr. Doug Schulte; Street Supt. Tom Tebbe; City Attorney Joanne Stevenson; Treasurer Robert Venhaus.

Visitors: Jeff Jung, Dan Robben, Walker Mondt, Abby Brauer, Grant Boehne.

### **PUBLIC COMMENT:**

Nick Hegger requested permission to plant trees on the city easement behind his house at 1149 Randy Street. He has previously talked to Don Voss about the placement. Mayor Timmermann explained that the city has the right to cut down any of those trees if there is ever a need. Hegger stated he understood. Motion by Bill Fischer, second by Gary Usselmann to approve planting. Motion carried by unanimous voice vote.

Walker Mondt asked the status of the dog park. Alderman Schleper explained HMG Engineers is working on the layout, and he has a meeting with them on March 28<sup>th</sup>. Mondt explained the quote from the fence company will expire by then, and the price may go up. The dog park committee has additional funds they will turn over to the city, and all invoices for the dog park will be paid through the city.

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- Building Code ordinance amendment – need to adopt most current version. Will have ordinance drafted for approval in April.
- Mine Street – will have funds for storm sewer and curbing only, no pavement. Surface will be rock & oil. Funds will come from MFT and Business District.
- Farrell right-of-way – offered Farrell and Meier \$2.00/sq ft. Meier accepted, Farrell refused. Next offer to Farrell will be \$4.50 sq. ft.
- Would like to replace the maintenance shed and storage building at the street department with one larger shed. HMG is working on the details. Motion by Ratermann, second by Davinroy to proceed with plans for a new shed. Motion carried by unanimous voice vote.
- Work Order Software – Don is still researching.

### **UTILITIES:**

- Motion by Schleper, second by Usselman to purchase a Polaris Ranger XP1000 for public works. Motion carried by unanimous voice vote.
- PLC Upgrades to water treatment plant – 1<sup>st</sup> phase is finished and came in under budget. The 2nd phase was projected at \$200,000. Don to contact VIPower Services to meet with the council to discuss the project.
- AMI software – OATI is the company Don would like to go with. It is very compatible with our present system. Don was instructed to get the contract to Joanne for review and start the process to purchase.
- Generator quotes – the Worthington needs work as it is leaking very badly, and the Fairbanks needs a timing chain. MSHS Company has given a quote of \$29,495.00 to do the work. Motion by Davinroy, second by Berndsen to approve the repair work. Motion carried by unanimous voice vote.
- Electric tower rent – Tower Cove has taken over the lease and would like to make a one-time payment of \$226,000 instead of making monthly payments. Don liked the idea of the one-time payment to set aside and collect interest on that money. No decision was made.

### **PUBLIC SAFETY:**

- Drone purchase – cost of \$8,913.51 to be taken out of this year's budget. Motion by Schleper, second by Fischer to purchase drone. Motion carried by unanimous voice vote.
- D12 cameras were installed on Memorial Drive and 7<sup>th</sup> Street
- Ordinance to place a yield sign on N. Cherry & 12<sup>th</sup> street is on the agenda for approval Tuesday night.

### **AMBULANCE:**

- Motion by Eversgerd, second by Davinroy to approve billable runs for February. Motion carried by unanimous voice vote.
- Allen would like to change the charting system to ESO Charting Systems. We currently have Mediclaims/Code Red, but ESO offers better functionality. Motion by Schleper, second by Eversgerd to approve changing to ESO Charting Systems. Motion carried by unanimous voice vote.
- New ambulance bids – Received 2 bids: 1) Sentinel Emergency Solutions bid \$293,817.00 for a complete ambulance and 2) Sentinel bid \$222,344 to build the ambulance if we provide a chassis. Jansen Ford bid \$62,000 for the chassis only. Both bids have a 30-month lead time. Foster Coach submitted a verbal bid only of \$350-\$400,000. Motion by Schleper, second by Eversgerd to approve ordering the ambulance from Sentinel Emergency Solutions in the amount of \$293,817.00. Motion carried by unanimous voice vote.
- Monitor purchase – two current monitors are 9 years old. Allen would like to purchase a new one at a price of \$42,192.12 and put it on the BLS truck, that way we have a backup if either monitor fails. Motion by Schleper, second by Fischer to approve purchase. Motion carried by unanimous voice vote.

### **RECREATION:**

- Christmas lighting committee asked for an increased budget for fy-2026 to \$10,000 to include a few new displays. Motion by Davinroy, second by Usselmann to approve increase. Motion carried by unanimous voice vote.
- Golf Cart Batteries – Paul stated new batteries for the golf carts are \$175.00 each. He stated most of the batteries need replaced. Motion by Schleper, second by Eversgerd to approve purchasing all new batteries. Motion carried by unanimous voice vote.
- Doug explained he would like to switch the cart kids' payroll from Maintenance to Clubhouse to make the budget more evened out. Council approved.
- Teesnap, the POS system for the clubhouse, is having a major price increase. Doug checked into a new system from NBC Sports. This program can also be used at the swimming pool. Motion by Schleper, second by Davinroy to approve moving POS system to NBC sports. Motion carried by unanimous voice vote.
- Baseball and soccer league managers are quitting this year. This has previously been a volunteer job, but the city is going to have to start paying this person. Bruce believes he has found someone who is interested in doing both. A recreation committee meeting will need to be set up to discuss.

### **BUSINESS ADMINISTRATOR:**

- Jansen TIF & Business District agreements are ready for review. Total project cost is \$7,188,000, with a \$1,797,000 eligible expense. The agreement would be 95% reimbursement. The project completion date is estimated to be October 2026.
- Business District Grants – Trevor is still needing paperwork from 11 more businesses. The deadline is April 4, 2025, so any business needing an extension, needs to contact Trevor.
- Central Laborers & Finishers Union will be doing a routine audit for the years 2019-2024. They will be on site March 27<sup>th</sup>.

### **CITY COLLECTOR:**

- Budgets have been turned in and a finance committee budget meeting is set for March 26<sup>th</sup> @ 6:30 PM at the utility office.
- The council has agreed to purchase new chairs for the council chambers and will be added to fy-2026 budget. Jackie to get samples and prices.

### **ZONING:**

- There is a zoning hearing for an amendment and solar ordinance on March 20<sup>th</sup> at 7:30 PM in City Hall.

### **MAYORS REPORT**

- Mayor Timmermann reminded the committee chairmen it is their responsibility to take minutes at committee meetings and to turn them in to the city clerk to be placed on record.

**OLD BUSINESS:**

- BAC siding – Litteken Construction turned in a quote for metal siding in the amount of \$63,910.00, and James Hardy siding in the amount of \$78,760.00. The council agreed to purchase metal siding.

**NEW BUSINESS:**

None.

Meeting adjourned at 8:26 PM.

Non-verbatim minutes taken by: Sandra Hemann  
Sandy Hemann, City Clerk



## **FINANCE AGENDA**

**DATE: APRIL 14, 2025**

### **PUBLIC COMMENT:**

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- STU Funds
- iWorQ Systems - Work Order software
- Tower Co

### **UTILITIES:**

- VIPOWER meeting @ 6:30 pm
- HMG @ 7:00 pm

### **PUBLIC SAFETY:**

- Status of speed limit changes and ordinance

### **AMBULANCE:**

- Billable Runs
- New Mediclaims contract

### **RECREATION:**

- Trash cans for pet waste
- Sports league replacement
- Golf cart battery update

### **BUSINESS ADMINISTRATOR:**

- Year-end documents / Prepare for Audit

CITY COLLECTOR:

- Approve FY2026 Budget
- Paint BAC front door

ZONING:

MAYOR'S REPORT:

- Alley maintenance
- Credit cards – policy & procedures

OLD BUSINESS:

- Cannabis Zoning ordinance
- Council attendance

NEW BUSINESS:

## **FINANCE COMMITTEE MEETING \* APRIL 14, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Robert Berndsen, Jason Davinroy, Bryan Eversgerd, Bill Fischer, Steve Hellige, Tim Schleper. Absent: Carl Ratermann, Gary Usselmann.

City Officials: Public Works Mgr. Don Voss, Business Administrator Trevor Schubert, Electric Operations Mgr. Jason Deering, Police Chief Mark Berndsen, EMS Operations Mgr. Allen Pollmann, Park Custodian Bruce Kruep, Deputy City Clerk Jackie Hummert, Golf Supt. Paul Smith, Clubhouse Mgr. Doug Schulte, Street Supt. Tom Tebbe, City Attorney Joanne Stevenson, Treasurer Robert Venhaus, Utility Billing Clerk Monica Mensing.

Visitors: Jeff Jung, Dan Robben, Lucas Essenpreis, Brian Buchheit.

### **PUBLIC COMMENT:**

None.

### **COMMITTEE REPORTS**

#### **UTILITIES:**

- The council met with VIPOWER regarding the upgrade for one EMD generator and the power plant SCADA. The upgrade cost to be \$460,00 with work to be done fall 2025. The council approved the upgrade and VIPOWER will get us a contract to be approved at the 5/6/25 council meeting.
- Brian Buchheit with HMG Engineers updated the council on the status of the sewer plant upgrade and the south water tower.  
SEWER PLANT - He stated the sewer plant upgrade was not even scored with EPA last year, and we only have about a 50/50 shot at receiving an EPA loan this year. June is when the state will send notifications. Buchheit stated the sewer plant is currently running at 88% capacity. When we reach 90%, they will deny any permits and we will be shut down from growth. Without the upgrade, we would only be able to add about a 40-lot subdivision.  
SOUTH WATER TOWER - Buchheit stated it is also unlikely we will get a loan for the South Water Tower, as there are billions in applications and only 666 million in available funding. If we receive no funding, his recommendation would be to do a bond issue for both projects.
- AMI software – we are moving forward with software from *Oati* at an initial cost of \$426,215.00. All information has been sent to the council and will be ready for approval at the 5/6/25 council meeting.

### **PUBLIC WORKS:**

- STU Funds – The city qualifies for about \$822,000 of STU funds from the state for a shovel ready project. The 12<sup>th</sup> street roundabout is the project, and the total cost is about \$1.2 million. The county will pay 1% and the city will need to come up with about \$500,000.00 to complete the project. Currently, there is \$320,000.00 in the infrastructure account which was earmarked for the 12<sup>th</sup> street roundabout project.
- *iWorQ Systems* – work order software. Includes work orders, integrates with GIS, can handle rental inspection software, fleet maintenance and cemetery (for an extra charge). Cost is \$15,250 for the 1<sup>st</sup> year and \$11,500 annually and to be split between 5 departments. Motion by Schleper, second by Davinroy to purchase the software. Motion carried by unanimous voice vote.
- *Tower Co* – has offered to buy a lifetime lease in the amount \$226,000. Currently we receive \$1053.00 monthly. This was tabled for further review.

### **PUBLIC SAFETY:**

- Joanne prepared the ordinance to sync the speed limits on routes coming into town. IDOT is doing a speed study on Route 50, so we are waiting to hear from them. The council agreed to approve all the other route speed limit changes now. Joanne to amend the ordinance accordingly.

### **AMBULANCE:**

- Motion by Davinroy, second by Fischer to approve billable runs for March. Motion carried by unanimous voice vote.
- Motion by Schleper, second by Eversgerd to approve the new Medicaid's contract. Motion carried by unanimous voice vote. Contract on the agenda for approval tomorrow night.

### **RECREATION:**

- Trash cans for pet waste on Vossclare Lane and Rt. 50 bridges was tabled.
- Sports league replacement – Bruce has an interested person for the position and Davinroy to set up a meeting to discuss.
- Paul has purchased batteries for the golf carts and is installing them.
- The Optimist Club asked about any park projects needed in the future. Tennis courts were brought up.
- Swings at new playground – there was concern the marked area is too close to the sidewalk. Tom stated the marked area is 31' from the sidewalk which meets regulations. No other location would work without cutting down trees and relocating benches. The council agreed to put them at the marked location to the south of the new playground.

### **BUSINESS ADMINISTRATOR:**

- Trevor will begin year-end documents and preparing for the audit. He stated he will need inventory from managers after May 1.
- Breese Lawn & Garden is looking for a possible business district grant for their building improvements. The council agreed to let Trevor move forward with this.

### **CITY COLLECTOR:**

- Budgets – the council reviewed the amended budget that Jackie sent out and will approve at the meeting tomorrow night.
- BAC front door needs painting. Tom stated there are more doors that need paint. Sandy to contact someone to get them done.

### **ZONING:**

None.

### **MAYORS REPORT**

- Alley maintenance – recommended to work on a plan for fixing commercial high traffic alleys.
- Credit cards – we need a have a policy and procedure for company credit cards. Kevin would like to see any purchase over \$1,000 to be approved by the committee chairman, and “managers only” to sign off on all invoices. Will need to get Joanne details and she will prepare the policy.

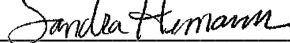
### **OLD BUSINESS:**

- Cannabis Zoning Ordinance – Joanne recommends simulating Highland’s ordinance. She will prepare an ordinance for the council to review.
- Council attendance – the current ordinance states aldermen can miss 2 regular and 1 finance meeting without loss of pay. Kevin recommended allowing to miss 4 regular and 2 finance meetings without loss of pay. Joanne to prepare the ordinance. Joanne also reviewed the current policy regarding attending meetings virtually, so correct procedure is followed when this occurs.

### **NEW BUSINESS:**

None.

Meeting adjourned at 8:45 PM.

Non-verbatim minutes taken by:   
Sandy Hemann, City Clerk

## **FINANCE AGENDA**

**DATE: MAY 19, 2025**

### **PUBLIC COMMENT**

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- IDOT application for funding Mine Street; also have \$131,516.70 that was reimbursed to Street from MFT in FY2025
- Purchase of Forklift in Approved Budget
- Purchase of Flail Mower in Approved Budget

#### **UTILITIES:**

- Cell towers
- Carlyle North Water District

#### **PUBLIC SAFETY:**

- Increase mowing fees and fines to \$100 per cut and day
- Vehicle maintenance
- Donate towards a Cellbrite phone extractor purchase by County and Carlyle PD
- Seeking applications for a new full-time officer

#### **AMBULANCE:**

- Billable Runs
- City funded EMT class
- Increase part time wages

#### **RECREATION:**

- Dog Park plans
- Maintenance check on Park vehicles / Move Brandon's truck to Park and replace
- Purchase ADA staircase for Pool
- Lifeguard chair replacements
- Maintenance on Park Gator
- Replacing Bruce's truck with a Public Works truck

**BUSINESS ADMINISTRATOR:**

- 

**CITY COLLECTOR:**

- TV antennae at BAC

**ZONING:**

- Brad Drewes property

**MAYOR'S REPORT:**

- 

**OLD BUSINESS:**

- Cannabis Zoning ordinance
- Council attendance
- City credit card policy

**NEW BUSINESS:**

-

## **FINANCE COMMITTEE MEETING \* May 19, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:04 PM.

Aldermen in attendance: Jason Davinroy, Luke Essenpreis, Steve Hellige, Jeff Jung, Carl Ratermann, Dan Robben, Gary Usselman. Absent: Tim Schleper

City Officials: Public Works Mgr. Don Voss, Street Supt. Tom Tebbe, Electric Operations Mgr. Jason Deering, Police Chief Mark Berndsen, EMS Operations Mgr. Allen Pollmann, City Treasurer Robert Venhaus, City Attorney Joanne Stevenson, Golf Supt. Paul Smith, Park Custodian Bruce Kruep, Zoning Admin. John Becker, Golf Clubhouse Mgr. Doug Schulte, City Collector Sandy Hemann

Visitors: None.

### **PUBLIC COMMENT:**

None.

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- IDOT application for funding Mine Street: IDOT is going to release money that we can apply to use on the Mine Street project. The money is not on a per capita basis. The cost of the project is estimated at \$847,000 for turnkey. There is a local match of 10%-20%. It looks promising that we will receive the money from IDOT. There is also \$131,516 that was reimbursed to Street from MFT in FY2025. All agreed to continue with the application process.
- Purchase forklift in approved budget: the forklift we have now is a 1974 model, we are unable to get parts to fix. Tom called around for pricing and MH Equipment had Yale GP50N Life Truck at a price of \$32,171 for brand new equipment. The council agreed and it's on the agenda for approval tomorrow night.
- Purchase Flail mower in approved budget: the cost will be split with the electric department; equipment will mount on front of mower so we can get down into ditches, it cuts brush and trees up to 6" in diameter; we can also use it at the golf course. Received price from Bobcat of St. Louis in the amount of \$11,550.79. The council agreed and it's on the agenda for approval tomorrow night.



## **UTILITIES:**

- Cell Tower for AT&T: The AT&T tower by utilities office, AT&T offered a lump sum payment of \$226,000 for lifetime lease. If we put the money in the bank, with earning interest, we would come out pretty good. The lump sum is a good option because of phone technology changing and there could be less need for cell phone towers. The council agreed we should take the lump sum.
- Cell Tower for Verizon: We also received a lump sum price of \$82,000 from Verizon for the tower rent for the street department at Southside Park location. Currently we are paid \$690/month, after June 1<sup>st</sup> it will be \$790/month. The council discussed this was not a good offer and asked Don to talk with them again and see if they would make another offer.
- Carlyle North Water District: Don received a phone call from a homeowner asking about getting water to 5-7 homeowners on Old State Rd northeast of Breese east of the creek which is Carlyle North Water District. Don spoke with Brad Furlong and HMG, and using rough numbers came up with an estimate of \$81,000. The homeowner talked to the Carlyle North board. Don asked the council if he should pursue the possibility of supplying water to this area. The council told Don to investigate the possibility.
- Jason talked about the insurance claim on Unit #5, we have a \$100,000 deductible and we won't be able to meet the deductible.
- Jason got a report back on the transformer that the coil is damaged, it will need to be rewound, the price quoted was \$710,097. The transformer that we purchased for \$314,000 to get us by has a sister that may be available for a reasonable price and could be a better option. Jason stated he's waiting to hear back if it's available. The council agreed to allow Jason to continue researching options.
- Timmermann stated the City of Highland had some damage due to the storm and we sent Wayne and Cole to help them out. Highland was grateful for the help from our guys.

## **PUBLIC SAFETY:**

- Increase mowing fees: Mark increased mowing fee fine to \$100. AT&T owes \$600 currently, and there is another property that owes about the same amount in fines. Mark stated another resident owes \$625 for towing a vehicle 25 days ago.
- We need an ordinance to change the speed limits. Mark is waiting for approval from IDOT for the speed limit to change on Old Route 50. Joanne has prepared a draft of the ordinance and will present it at a later date.
- Vehicle maintenance: Mark's truck has transmission issues; Mark is working with Best One to try to resolve, they are going to change the transmission fluid first to see if that helps. He may need a new transmission. There is an issue with a squad car radio, had it looked at extensively, nothing was found. Mark continues to research both problems, he's not sure what it's going to cost to get these two issues resolved: if it's a larger expense, it's not in the budget.
- Donate towards Cellebrite: A Cellebrite reader is a software tool used in digital forensics to view and analyze data extracted from mobile devices such as emails, text message, phone calls, where a person went to, even deleted items. City of Carlyle is purchasing one, the machine costs around \$15,000-\$20,000. Carlyle is asking for help to pay for the machine. Mark would like to

donate \$1,000 towards the purchase to be able to use the machine when we need to extract information from a cell phone or locked cell phone. Mark stated having this service would speed up the process of investigating it and not rely on the State. The council agreed for Mark to offer \$1,000 to Carlyle.

- The Police Department is seeking applications for a new officer. Keith is quitting and will be staying until June 1<sup>st</sup>. Mark opened the application process starting May 16<sup>th</sup> and ending May 30<sup>th</sup>. Mark wants to hire laterally if we get an applicant that has experience and qualifications. The council agreed to hire laterally if we have an experienced applicant.
- Mark asked if he could investigate police part-time salaries with those agencies around us and raise the part-time salaries; the council said he could check, but the increase needs to be in the budget.

### **AMBULANCE:**

- Motion by Usselmann, second by Davinroy to approve the billable runs for April. Motion carried by unanimous voice vote.
- City funded EMT class: Allen reported he wants to get a class set up with Kaskaskia College for certification only. Kaskaskia College is charging us \$500 and then it would be about \$300/student. This cost is in the budget for this year. Allen has 8-10 people that are interested in the class without advertising. Hellige made a motion to get the class set up and spend the money, Davinroy seconded, motion carried by unanimous voice vote.
- Increase part time wages: Allen stated basic EMT is at \$16/hour, and the medics are at \$19/hour, he stated that it is barely minimum wage. Allen is requesting to bump each by \$2/hour, he has the increase included in the current budget. Allen reported that after checking other services they are higher than us even with the \$2/hour increase. Timmermann asked Allen to explore increasing wages even more to keep up with the services around us and see if we can get closer to those salaries. The increase in part-time wages needs to be added to the appropriation ordinance.
- Timmermann mentioned that since last year, the ambulance has been doing well with good leadership, and the changes that have been made, Timmermann stated we need to move forward and need to keep the ball rolling, HSHS is working with us as well to utilize our services for transports.

### **RECREATION:**

- Dog Park plans: Davinroy stated there was a meeting with HMG for the location, discussed moving the dog park up the hill a little bit where it would not interfere with the ditch. HMG is redrawing the plan for the relocation. Public Works will get started when HMG marks the area.
- Maintenance check on park vehicles / move Brandon's truck to Park and replace: Davinroy stated Bruce's truck is falling apart, there are holes in the floor. Suggested taking Brandon's truck (electric department) and giving it to Bruce; the Park doesn't have revenue to be able to purchase a new truck. It was decided to check the cost and bring that information to the next finance meeting.

- Purchase ADA staircase for pool: Doug informed the council the steps are chipping, the fiberglass gel coating is shattering, these have been in place for 10-15 years. Doug received quotes and there is a quote for \$7,174 for steps (doesn't include shipping), and a ramp for \$17,000 ramp. The quote from Recreonics that includes shipping comes out to around \$7,554. Doug is asking to go with Recreonics because they will make sure it fits our pool, they gave us a discount as a municipality and the price includes shipping.
- Lifeguard chair replacements: the base of the chair has rotted away, we need to replace the 2 for the stationery towers, it was quoted at \$200 each. Going to ask the Street Department to fabricate a base for the mobile tower. We need to replace chairs as well, we only found 1 so far that is broken, and we should have enough for this year, but we will have about 15 or so that we'll need to replace after this season. Will add replacement of chairs in the budget for next year.
- Maintenance on Park Gator: Public Works maintenance has not had time to look at the Gator to see if it can be repaired.
- Replacing Bruce's truck with Public Works truck: this topic was discussed earlier.
- Essenpreis stated he had someone ask him about the picnic tables under the shelter and that they were unclean. It was noted that the tables are cleaned each time someone reserves a shelter.
- Davinroy discussed paying of referees for the softball and soccer leagues. Prior to the City taking over, they were paid in cash. Sandy suggested turning in the form the same way the council does for committee meetings, and they would get paid monthly, they would get a 1099 if they make over \$600.
- Brian Albers will be managing the softball and soccer leagues as a city employee. He will need to stop by and talk to Kim and get the paperwork filled out. Brian will be paid \$3,000 for each league.

#### **BUSINESS ADMINISTRATOR:**

None.

#### **CITY COLLECTOR:**

- TV antennae at BAC: There are 2 televisions at the BAC building. Charter used to give us service for free, but that has been discontinued. Sandy requests permission to contact Jim Astroth for cost on an antenna. It would be 1 antenna for 2 televisions and can be split between the two. The council agreed to go ahead and have this done.

#### **ZONING:**

- Brad Drewes property: Don stated we have pictures of the property. On the property includes work trailers, skid loader, dilapidated truck, half-finished fence, additions on the house with no siding for at least 2 years. Drewes has a business called Top Notch Contracting LLC, which is a Missouri LLC, and the address is in House Springs, MO. On an internet search, Top Notch Contracting LLC was located at Drewes's address in Breese. Joanne stated that if it's an active

business and he operates it out of his home and the equipment that is on the property is part of his business, we could take the same approach as was done with Brandon Richter's property. Drewes building permits are expired and if he's working without a building permit, the city can fine him \$100/day until a new permit is issued. Joanne suggested the best approach would have Drewes get a new building permit and make condition of the new building permit that he completes the project in a certain period of time. Don will send Joanne copies of the building permits. The council decided to revisit this issue.

## **MAYOR'S REPORT**

- Timmermann mentioned CodeRed and severe weather warnings. The warnings go through CodeRed, and the police department can send notifications to the community any time of day. The National Weather Service issues the warning that is sent through CodeRed. Timmermann wants everyone to understand that if the National Weather Service issues a warning for Clinton County, the police department receives the notification from CodeRed, and then the police department will send a CodeRed notification and sirens out to the community. The warning is only issued if there is a tornado within 25 miles of Breese.

## **OLD BUSINESS:**

- Cannabis Zoning ordinance: Joanne sent a proposed general dispensary ordinance, and a retailer's occupation tax ordinance. Joanne asked for questions, comments or proposed changes. There was discussion about the distance of where a dispensary can be built by schools, churches and parks. The proposed ordinance states that no cannabis dispensary license shall be issued to any location within 1,000 feet from any school, park, church or any other location if said location would violate any city zoning ordinances. The council decided to change the distance to 500 feet. Joanne will make the revision. It will be on the agenda for the first meeting in June for approval.
- Council attendance: Joanne presented the council attendance ordinance. The council agreed to put on the agenda at the first meeting in June.
- City credit card policy: presented to the council, Timmermann asked for any feedback. The policy will be sent to the department heads for review. The policy will be added to the 2<sup>nd</sup> meeting in June for approval.

## **NEW BUSINESS:**

- Usselman and Timmermann had a meeting with the library board officers. Kelly Zurliene has resigned; her last day is June 9<sup>th</sup>. The board hired Meagan Holthaus; her first day will be May 28<sup>th</sup>. Timmermann talked with Litteken Construction regarding renovations to the library windows and door operations. The renovations will start between July 1<sup>st</sup> and the middle of July. City Council and Library board worked together on the renovations plan. The library board is going to approach Joe Cunningham about purchasing his property, which is to the East of the library.

- Tom Tebbe brought up in issue with Waste Management. A resident called to say that the trash truck left a bunch of trash in the middle of the road by her house. Tom had emailed Todd Hinderliter with WM and he sent a crew right away to clean up the mess.

**ADJOURNMENT:**

Motion by Jung, second by Usselmann to adjourn the meeting. Motion carried by unanimous voice vote.

The meeting adjourned at 8:35 PM.

Non-verbatim minutes taken by: \_\_\_\_\_  
Monica Mensing, Deputy Clerk

## **FINANCE AGENDA**

**DATE: JUNE 16, 2025**

### **PUBLIC COMMENT**

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- Application has been submitted to IDOT
- Walnut St over pass construction for September; curbing replacement by city forces shortly

#### **UTILITIES:**

- Tower Co proposal for \$226,000
- Rate study nearly complete
- Substation transformer rewind quote \$710,097
- Maintenance on Worthington (\$74,815.54) & Fairbanks (\$11,326.52)
- Top Ag property
- Raeber property
- Purchase 2025 F-150 XL for \$45,207.41

#### **PUBLIC SAFETY:**

- No Parking signs north of District 12 on Memorial Dr and S Walnut near curve
- Hire Christopher Jansen as full-time police officer; start date 7/2/25
- Tunes for Tara donation at Tuesday Council meeting

#### **AMBULANCE:**

- Billable Runs

#### **RECREATION:**

- New rough mower arriving soon
- New playground open

**BUSINESS ADMINISTRATOR:**

- IML RMA Return to Work policy
- Approve Jansen Ford Redevelopment Agreement for \$1,797,000
- 2025-2026 Business District Grants
- Approve PGAV Contract not to exceed \$25,000
- 2025 Financial Statements

**CITY COLLECTOR:**

- City Hall hours
- FY2026 Appropriation Ordinance

**ZONING:**

- Brad Drewes property
- McKay Manor fence
- John Becker ?

**MAYOR'S REPORT:**

- Water Tower / Sewer Plant funding

**OLD BUSINESS:**

- City credit card policy

**NEW BUSINESS**

## **FINANCE COMMITTEE MEETING \* JUNE 16, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Tim Schleper. Remote: Gary Usselmann.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Clubhouse Mgr. Doug Schulte, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep.

### **PUBLIC WORKS:**

- HMG submitted the Mine Street application to IDOT.
- Walnut Street project at the overpass is slated for September and will be contracted out. City will replace a few spots of curbing before the project starts. As of right now, traffic will not be shut down during the project.

### **UTILITIES:**

- The Tower Co lease buyout offer for \$226,000 has been approved and just needs a signature from Kevin.
- Top AG property—Don wants to approach Top AG about buying the old concrete elevator to relieve Top AG of the liability and use the land to build a structure to house 2 diesel generators. It will cost some money to tear down, but the location is ideal. More discussion next Finance meeting.
- Raeber property—Looks promising as of right now. Kevin spoke with John Fonke and said the family may still want to develop the front part and offer the City to buy the back half of the property. The family is concerned a substation would be unsightly. Kevin assured them the City would construct it in a way to not drive down property value.
- Electric and Sewer asked to purchase a 2025 F-150 XL from Jansen Ford for \$45,207.41. The truck would replace Brandon's, and Brandon's truck could go to Bruce. Council agreed and will approve at Tuesday's council meeting. Bruce's current truck will get added to the surplus items that need to be auctioned off this fall.
- Rate Study—Zoom presentation with Utility Financial Solutions LLC July 14<sup>th</sup> at 6:30 pm. Don will send out the rate study prior to the meeting for review.
- Transformer Rewind quote increased \$25,000 after evaluation to \$710,097. Jason found a 1998-99 model twin to the current transformer available for \$350,000. Cost would be an additional \$15,000 to Sunbelt Soloman to scrap the old transformer. Council agreed to purchase the sister transformer for \$350,000.



- Maintenance quote on Worthington tripled in price and Fairbanks was looked at but not fixed. Jason suggests looking for a new bid before incurring additional costs.
- K & J applied for a solar system that is basically 100% of their usage. The City originally agreed to pay for their electric service intending to recoup the revenue later to offset the costs. The City negotiated with K & J asking them to reimburse the City for their electric service up to \$12,000. The original total cost before negotiation would have been \$14,950. Council decided utility service will no longer be included in agreements and will be paid in full up front. Council agreed to accept the \$12,000 and to review current hookup fees and make necessary adjustments.

### **PUBLIC SAFETY:**

- Mark requested to place No Parking signs on Memorial Drive north of District 12 between the duplexes and the lift station on both sides of the road. Kevin wants to discuss future parking plans with Ryan Ketchum. Mark also wants No Parking signs on South Walnut at the curve next to the apartments. Council agreed to put the signs on South Walnut and only on the east side going north at District 12. Joanne will write an ordinance for each area.
- Council agreed to hire Chris Jansen to replace Keith Wempe. He will be sworn in at Tuesday's Council meeting and start 7/2/25.
- Tara Whitaker will be at the Tuesday Council meeting to present the Breese EMS, Fire, and Police departments with donations collected at the Tunes for Tara & Maci's Heroes benefit. The purpose of the event was to supplement the First Responder Organizations that responded to their motor vehicle accidents.

### **AMBULANCE:**

- Motion by Schleper, seconded by Davinroy to approve the Billable Runs for May 2025. Motion carried by unanimous voice vote.

### **RECREATION:**

- Paul reported that the new rough mower will arrive soon. Trevor reminded the council that the General Fund would purchase the mower and set up a 5-year 3% loan. Payments would be about \$1500-1800 per month.
- New playground is complete with mulch and open. Southside and Soccer Parks also need mulch.
- Davinroy suggested that we enforce the 30-minute lightning rule for all organizations using the City parks. Need to follow up with Joanne regarding an ordinance that was requested last year.
- Disc swing at Hannah's Playground needs a new bushing. A replacement part will cost \$3223.99. Discussed trying to find a feasible fix for much less.

- Dog Park—Don said the fence posts for the double gate will need to be surface mounted on the concrete slab. Don needs to know what kind of plumbing will be installed so the water lines can be laid before pouring concrete.

#### **BUSINESS ADMINISTRATOR:**

- Return to Work Policy—IML RMA requires a policy to be in place by September 1<sup>st</sup>. Need to schedule a Health committee meeting to review and approve by July 14<sup>th</sup> Finance meeting.
- Insurance renewals for equipment are due to Trevor by the end of month.
- Jansen Ford Redevelopment Agreement—the signed agreement was returned to Trevor and will be approved at Tuesday's Council meeting. It is a TIF agreement to reimburse Jansen Ford the lesser of \$1,797,000 or 25% of their project costs.
- Business District Grants—Need to schedule a committee meeting to start planning for 2025-2026. Discussed revising the Business District Plans to include the KC Hall and the American Legion. Trevor wants to start this year's program in July. Council agreed to a 50/50 split of the project costs capped at \$7500.
- PGAV Contract—On Tuesday agenda for approval not to exceed \$25,000.
- 2025 Financial Statement
  - General Fund had excess revenues of approximately \$300,000 which was down from last year due to purchasing the Holy Cross Lane property.
  - Ambulance revenue was up \$265,000 from last year. They paid off their loan to Electric and cut their fund balance deficit in half. Still owe the Capital Expense Fund for the new ambulance.
  - Government Funds (TIFs, Business Districts, MFT, and Police Drug & Alcohol) showed a loss due to the South Main Street project.
  - Business Funds (Electric, Water, Sewer, Golf) all had operating incomes except Golf; Sewer was most successful.

#### **CITY COLLECTOR:**

- Council agreed to update City Hall business hours to 7:30-4:00 starting 7/1/25. The new operating hours will match the County offices and Clinton County Electric Cooperative. City Hall is continuing to implement more online capabilities for Breese residents.
- Finalizing \$ amounts for the FY2026 Appropriation and will send to Joanne to prepare the ordinance. Public Hearing will be held during the July 14 Finance meeting at 7 pm.

### **ZONING:**

- Jung has tried several times to contact Brad Drewes about cleaning up his property. Joanne needs to send a formal letter warning him of impending fines.
- Jung will reach out to McKay Manor regarding fixing their fence after recent storms.
- John Becker—Council decided to have Joanne make an addendum to his contract. The contract will include committee meeting pay of \$75.00 per Finance and/or Council meeting attended and will be retroactive. Jung will notify John of the change.

### **MAYOR'S REPORT:**

- Sewer Plant funding—City did not make the list for funding. Waiting on a letter for the Water Tower later this month.
- Don wants to schedule a committee meeting to discuss bonds once he receives the updated Sewer Plant estimate.

### **OLD BUSINESS:**

- City credit card policy—Need to revise to allow for large \$ purchases when needed rather than a \$1000 limit. Supervisors should explain large purchased to their committee chairman prior to Finance meetings. Credit cards should only be used by supervisors.

### **NEW BUSINESS:**

- Alternative Transportation Vehicle requirements—Review requirements/restrictions for permits. Consider changing the age limit from 21 to 18. Should the seatbelt requirement be relaxed?

Motion by Schleper, seconded by Davinroy to adjourn after no further business was brought before the Council. Motion carried by unanimous voice vote.

Meeting adjourned at 8:37 pm.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk

## **FINANCE AGENDA**

**DATE: JULY 14, 2025**

### **PUBLIC COMMENT:**

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- Rock & Oil Ward 1—7/22 and 7/24; rain date 7/25

### **UTILITIES:**

- Tower Co proposal for \$226,000
- Electric Rate study
- EMD 5 parts are in
- Waiting on new bid for Worthington & Fairbanks
- Top Ag property
- Raeber property
- Update Electric & Water tap on fees
- Wastewater Treatment Plant

### **PUBLIC SAFETY:**

- Hospital security officer policy
- Scooter ordinance
- Increase part-time wages to \$30/hr

### **AMBULANCE:**

- Billable Runs

**RECREATION:**

- Severe weather ordinance
- Brad Hoffman condemning the stage at North Side Park
- Dog Park

**BUSINESS ADMINISTRATOR:**

- Approve Return to Work policy due 9/1/25
- Business District Grants

**CITY COLLECTOR:**

- Approve FY2026 Appropriation Ordinance Tuesday night
- IML Conference 9/18-9/20
- Grocery Tax
- State requirements for website posting

**ZONING:**

- Brad Drewes property—letter regarding expired building permits
- Ordinance addressing construction equipment on Residential property
- Rental Inspection Ordinance
- Business Licenses
- Proposed solar farm

**MAYOR'S REPORT:**

- Dispensary interest

**OLD BUSINESS:**

- City credit card policy

**NEW BUSINESS:**

## **FINANCE COMMITTEE MEETING \* JULY 14, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Tim Schleper, Gary Usselmann.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Clubhouse Mgr. Doug Schulte, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Sgt. Kurt Detmer, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson, Zoning Admin. John Becker.

Visitor: Brad Hoffman, IML Risk Management Association

### **PUBLIC WORKS:**

- Rock & Oil—scheduled for 7/22 and 7/24 with a rain date of 7/25

### **UTILITIES:**

- Tower Co payout—Don and Jackie discussed putting the money in a CD at Germantown Bank. The current CDs are comparable to Illinois Funds interest rates.
- Top AG property—Don wants to approach Top AG about buying the old concrete elevator to relieve Top AG of the liability and use the land to build a structure to house 2 diesel generators. Council agreed to let Don move forward.
- Raeber property—City offered \$1 million for the property; Raeber/Fonke want \$1.6 million. Don would like to counter offer \$1.2 million. Don believes the city could recoup the money by selling the 10 acres along Holy Cross Lane. Council agreed to offer \$1.2 million for the entire acreage.
- Electric Rate Study—Utility Financial Solutions LLC made their presentation over Zoom. Council needs to review and discuss the suggested rate structure. Don scheduled a Utilities Committee meeting for the whole council to attend Tuesday, July 22<sup>nd</sup> at 7pm to be held at the Utilities office.
- Electric and Water tap on fees—the last Water tap on fee increase was approved in the 5/21/24 minutes, but the ordinance was never filed. Right now, the city only charges material costs for water, and not labor. The cost of a 1" line is currently up to \$2150 and a ¾" line is \$1650. It takes too long to recoup the absorbed costs from an average customer. The previous suggestion was to analyze tap on fees each year. Council decided to address the fees every January with the rate increases. Joanne to prepare an ordinance that states that the Electric and Water tap on fees will be that year's current market price rounded to the nearest hundred. The current rate structure for commercial electric tap on is 15% of the first \$2000 then 50% of the rest and material, no labor. Last month it was discussed to do away with percentages and

bill actual costs. The new tap on fees for both commercial and residential should include the cost of transformers.

- Wastewater Treatment Plant—Will discuss at the Utilities Committee meeting Tuesday July 22<sup>nd</sup>

#### **PUBLIC SAFETY:**

- Ryan Isaak wrote a letter to HSHS expressing the concern and need for St Joseph's to obtain their own security officers. Mark and the officers feel 2 hours is too long to be tied up at the hospital. The police officers would like the hospital to have a procedure in place so the officers know what is expected, then they can get back on the road. Kevin wants to schedule a meeting between HSHS and the Safety Committee only.
- Scooter ordinance—Need to research what the state laws are. Tabled discussion until next Finance meeting.
- Mark requested to increase part-time wages for police officers to \$30/hr. Trevor was asked to look at current overtime wages to see if it's worthwhile hiring another full-time officer.

#### **AMBULANCE:**

- Motion by Schleper, seconded by Davinroy to approve the Billable Runs for June 2025. Motion carried by unanimous voice vote.

#### **RECREATION:**

- Brad Hoffman presented his findings at North Side Park. The bandstand has structural, electrical and fall protection liabilities. If IL OSHA were to get involved, the city could incur substantial fines. Citations from OSHA opens the city up to lawsuits due to known hazards. Brad recommended closing off the stage for repair. There are no signs indicating load limits and no knowledge of any engineering. The "secondary stages" had trip hazards, and the steps did not have rails. Any electrical wiring that is used for more than 30 days needs to be hard wired, not done with extension cords. The brick footing in front of the stage needs to have fall protection. The bleachers are also required to have fall protection. He suggested we put age limit signs on the playgrounds. Brad said liability coverage will be denied if action is not taken immediately. Kevin wants to invite Clinton County Showcase to the August Finance meeting to a solution.
- Severe weather ordinance—Joanne to draft an ordinance that follows the IHSA guidelines.
- Dog Park—Tom has time scheduled in October to work on the Dog Park. Don suggested purchasing and storing the materials to avoid increasing costs. The Dog Park Committee requested to have an additional water spicket with a hose for washing mud off the dogs. The council agreed to install one spicket for drinking water on both sides.
- Golf Course is on alternate course while Hole #2 is under repair.
- Tim will reach out to his contact for pricing on new bleachers.
- Bruce stated the Jr. Legion is donating \$1300 for dirt at the ball diamond in preparation for their state qualifier tournament.

### **BUSINESS ADMINISTRATOR:**

- Return to Work Policy—IML RMA requires a policy to be in place by September 1<sup>st</sup>. Taylor Koetting sent his proposed policy to RMA for review. RMA said it meets their criteria. No conflicts were found in either union contract regarding light duty. Essenpreis recommends a reasonable accommodation form so the employee and manager both sign stating they understand any restrictions. Taylor also suggested having an evaluation form from the doctor. Trevor wants to make sure the language in the policy matches the City Employee Handbook.
- Business District Grants—Will start advertising and accepting applications. Trevor met with PGAV regarding the organizations outside the Business District boundaries. Business District funds are not allowed to be spent on businesses outside of the boundaries.
  - Option 1 – Find alternative ways to give them money that's not from a Business District.
  - Option 2 – Do a plan amendment that includes all current businesses and any potential future businesses. This would require additional costs from PGAV, public hearings and passing ordinances. The deadline would be October 1<sup>st</sup> to be able to give the organizations money this year. Trevor said this would be the best option as several businesses that are outside the boundaries have reached out as well.

Council decided to proceed with amending the Business District plans to include fraternal organizations and additional businesses. Trevor suggested they apply for grants this year.

- Trevor mentioned an organization that is offering grants to install outdoor fitness equipment. He offered to present it to the Park Board.

### **CITY COLLECTOR:**

- FY2026 Appropriation Ordinance—with no public in attendance for the public hearing, the ordinance will be passed tomorrow night at the 7/15 Council meeting.
- IML Conference—Kevin suggested that the new aldermen attend. Trevor will collect a list of names tomorrow night and make reservations.
- Grocery Tax—The current 1% state tax ends 12/31/25. Municipalities can impose a local 1% tax in its place by passing an ordinance. The deadline to submit the certified ordinance to the IL Dept of Revenue is 10/1/25 to implement the local tax on 1/1/26. Council agreed to have Joanne prepare the ordinance.
- State requirements for Municipal websites—Special committee meetings must be posted on our website.

### **ZONING:**

- Drewes property—Joanne has updated notices to send to Drewes. They are to be served by a police officer and are time sensitive. Drewes has a certain number of days to correct the issues or apply for new building permits. If an officer serves the notices, he cannot deny that he received them. Joanne will get the signed notices to Jackie along with pictures to take to the Police Dept for delivery.



- Rental Inspection Ordinance—Don wants to revise the ordinance to state that if the landlord keeps the utilities in their own name, they are required to have an annual inspection.
- Business Licenses—Don wants to implement Business Licenses to be able to inspect new businesses to make sure they are up to code and ADA compliant. The fee would be just enough to cover the cost of the software. The inspection would only be one time and required before the business opens.
- Solar Farm—Kevin and John received an email regarding a pre-annexation agreement for a community solar farm located 1 mile west of the city boundary between Old Rt. 50 and New Rt. 50. The proposed property is within the 1.5-mile radius that is protected under our Comprehensive Plan. The council needs to schedule a meeting with the developer and IMEA.

## **MAYOR'S REPORT**

Chris Conrad sent Kevin an interested dispensary since the City of Highland was split on whether to allow dispensaries. Kevin will request any interested dispensaries present their plan at a Finance meeting to ensure they meet the requirements in the ordinance.

## **OLD BUSINESS:**

City credit card policy—Kevin will monitor credit card purchases going forward.

## **NEW BUSINESS:**

None.

Meeting adjourned at 8:47 pm.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk

## **FINANCE AGENDA**

**DATE: AUGUST 18, 2025**

### **PUBLIC COMMENT:**

## **COMMITTEE REPORTS**

### **PUBLIC WORKS:**

- South Water Tower
- Amend Appropriation
- Rock and oil alleys and driveways – 9/24 \$0.19 per sq. ft.
- Alley maintenance in the 800 and 900 block of North 4<sup>th</sup> St

### **UTILITIES:**

- Approve electric rate increase ordinance
- Tree removal options
- Worthington & Fairbanks overhaul bid from Peaker Services for \$47,250.00

### **PUBLIC SAFETY:**

- Increase part time officer wages

### **AMBULANCE:**

- Billable Runs
- Credit card fees

### **RECREATION:**

- Bleachers – quotes and how many rows?
  - Belson Outdoors – 3 rows \$1746 per unit / 4 rows \$2604 per unit
  - Langenhorst Construction – 3 rows \$1495 per unit / 4 rows \$1875 per unit
- Over seed fairways

#### BUSINESS ADMINISTRATOR:

- Audit update
- Breese Lawn & Garden Business District Agreement
- Bernardi Securities meeting
- Community Bank of Trenton TIF Agreement
- Business District Grants update
- PGAV Comprehensive Plan & Business District Amendment

#### CITY COLLECTOR:

- Employee Handbook—schedule a committee meeting to review
- City Health Insurance—wellness program
- Library grounds maintenance

#### ZONING:

- Scott Meinhardt's retirement
- iWorq software – Business Licenses
- Brad Drewes property
- Solar code amendment hearing 8/28/25
- Approve updated Rental Inspection ordinance
- Approve Sheedy Variance Findings of Fact and Ordinance

#### MAYOR'S REPORT:

- Land purchase from Parkview Land Trust
- Chamber of Commerce Meet & Greet 8/28 5-7pm @ Bent Oak

#### OLD BUSINESS:

#### NEW BUSINESS:

## **FINANCE COMMITTEE MEETING \* AUGUST 18, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 PM.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Tim Schleper, Gary Usselmann.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Police Sgt. Kurt Detmer, Business Admin. Trevor Schubert, EMS Operations Mgr. Allen Pollmann, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson, Zoning Admin. John Becker.

Visitor: Doug Ratermann.

### **PUBLIC WORKS:**

- South Water Tower is ready to go to bid. Caldwell Tanks suggested going to bid for 700 working days to get better bids. The electrical bid came in at \$450,000. The city will do its own wiring.
- Rocking and oiling for alleys and driveways will be on 9/24/25 at \$0.19 per square foot. Applications are due 9/19/25.
- Tom was contacted by a homeowner on 924 North 4<sup>th</sup> Street requesting that the city maintain the alley behind her property. The residents that live on the 800 and 900 blocks of North 4<sup>th</sup> do not have a front entrance and use the alley as their main access. When the highway was widened, their front parking was eliminated. Don suggested the city should maintain the alley. Estimated cost would be an additional \$5000. Council agreed to maintain the alley.

### **UTILITIES:**

- Jason reviewed the electric rate increases with the council. The ordinance is on Tuesday's agenda for approval and includes a facility fee and 3-year rate schedule. Don wants to schedule the next rate study for the following 2-3 years.
- Jason requested permission to keep a list of trees for removal and bidding them out each year as needed. The number and size of trees that need to be removed are too much for the city crew to handle. Council agreed.
- Peaker Services quoted \$47,250 for diagnosis of Worthington and Fairbanks. Peaker previously worked on the EMDs. Council agreed to go with Peaker again.

### **PUBLIC SAFETY:**

- Mark requested to increase PT wages to \$30 per hour. The current wage is \$25 per hour. At the last meeting, Mark was told to look at the cost difference between raising the PT wages and

hiring another full-time officer. Adding another full-time officer would cost more. Council agreed to raise the PT wages to \$30 per hour.

### **AMBULANCE:**

- Motion by Schleper, seconded by Davinroy to approve the Billable Runs for July 2025. Motion carried by unanimous voice vote.
- More insurance companies are sending credit card payments for ambulance services. The credit card fees are 3.5% plus \$0.15 per transaction. The city is currently incurring those fees. Allen requested permission to tell Mediclaims to include any additional fees on the invoices they send out. Council agreed.
- The youth football schedule has changed from 4 hours to 8 hours a day. Breese EMS has always provided service as a courtesy. The council decided to research the hourly cost to provide the service and determine whether they need to charge a fee.

### **RECREATION:**

- Tom received quotes for replacement bleachers at the parks:
  - Belson Outdoors – 3 rows \$1746 per unit / 4 rows \$2604 per unit
  - Langenhorst Construction – 3 rows \$1495 per unit / 4 rows \$1875 per unitThe council agreed to purchase 3 row units from Langenhorst. The plan is to put 1 unit at each ballfield this year and add a 2<sup>nd</sup> unit to each field next year if needed.
- Paul explained the maintenance he's doing at the golf course and the need to over seed this year. He received an estimate from SiteOne for \$2980. Council agreed for Paul to proceed.
- Doug requested permission to purchase new range balls on the city credit card for \$2500. Council approved.

### **BUSINESS ADMINISTRATOR:**

- Audit draft is complete. Leslie will be at the September 15<sup>th</sup> Finance meeting to present. One finding that is a significant deficiency in compliance was that GTSB did not have sufficient collateral to cover our deposits in multiple months. A corrective action plan has already been established. The only other deficiency involved missing receipts for credit card statements.
- Breese Lawn & Garden submitted a Business District Agreement application. The total project cost came to \$880,000. Trevor asked the council to consider an alternate payment schedule since the Business District is likely to expire before the project is paid off. The council agreed to discuss it further at a later date.
- Kevin Wills from Bernardi Securities will be at City Hall on Thursday August 21<sup>st</sup> at 12pm for an introductory meeting.
- Community Bank was recently bought by Dietrich Bank. Dietrich Bank will assume their TIF agreement.
- Business District Grants are due by September 12<sup>th</sup>. No applications have been received yet.

- PGAV quoted \$37,500 for a full update of the comprehensive plan. Council agreed to sign the agreement. Adam Stroud said he can complete the Business District Amendment for \$8000-10,000. Council agreed to proceed with the amendment. The amendment will add the KC Hall and the American Legion to the Plan.

#### **CITY COLLECTOR:**

- Luke will send Jackie dates to set up a committee meeting to review and update the Employee Handbook.
- Jackie reached out to Bill Schmaltz for information to incorporate a wellness program for next year. Kevin would like to set up a preliminary meeting in September to start discussing insurance plans.
- Emerald Edge sent a proposal for sod at the library. Gary followed up with the Library Board and decided to have the city seed the ground after the construction project is complete.

#### **ZONING:**

- Doug Ratermann attended to express his opposition regarding the possible solar farm. His mother lives next to the proposed location and was offered \$15,000 as a “good neighbor agreement.”
- Joanne reported that she spoke with the lawyer from the solar company. She told them that the city is not interested in signing their pre-annexation agreement and that the county ordinance requires the city to agree. The lawyer explained that they will push forward without the agreement implying that the county’s ordinance is not enforceable because it is too restrictive according to state law. If the county denies the solar farm, the company will sue the county.
  - The county ordinance has a provision that requires the city to allow special use permits within their 1.5-mile comprehensive plan. The city’s comprehensive plan only includes zoning for wind farms and does specifically state solar farms.
  - Joanne found a typographical mistake in the Breese zoning code. The current code does not include the language “within a 1.5-mile” pertaining to the jurisdiction of the comprehensive plan.
  - The Zoning Hearing to amend the city’s solar ordinance is scheduled for 7pm on August 28, 2025, at City Hall.
- Scott Meinhardt is retiring from rental inspections and has a referral. Don will schedule an interview with the Zoning Committee.
- The Business License module quote from iWorQ was \$3500. Don would like to update the current ordinance to require inspections for commercial rentals. Council agreed. Joanne will update the ordinance.
- Brad & Dawn Drewes have not applied for a new building permit and still have multiple trailers on their property. The council decided to start issuing fines delivered by Don.

- An amendment to the Rental Inspection ordinance is on Tuesday's agenda for approval. The amendment will require landlords who retain utilities in their name to have annual inspections.
- The Zoning Board approved a variance for Brent & Erica Sheedy. The council will approve the zoning ordinances Tuesday night.

## **MAYOR'S REPORT**

Mayor Timmermann addressed the controversial billboard ad that was posted outside city limits near Central High School. He explained that the city is opposed to the sign but that the city has no jurisdiction to take any action. Also, the billboard qualifies as protected speech under the First Amendment.

The city is purchasing land from Parkview Land Trust for \$1.4 million. The city needs the property for the future substation. Relocating the substation anywhere else will require building new circuits and would cost more than \$1.4 million. The city will sell off the remaining lots to recoup the cost of the purchase. The Electric Fund will finance the purchase and gain from any profit to offset the substation costs. The Appropriation Ordinance needs to be amended to include this purchase, as well as the bonds for the Sewer Plant upgrade.

The City of Breese is hosting the Chamber of Commerce After Hours at Bent Oak GC on Thursday August 28<sup>th</sup>. Kevin invited everyone to attend.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

None.

Meeting adjourned at 8:13 pm.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk

## **FINANCE AGENDA**

**DATE: SEPTEMBER 15, 2025**

### **PUBLIC COMMENT:**

- Audit Presentation—FEW CPA's

### **COMMITTEE REPORTS**

#### **PUBLIC WORKS:**

- CDL
- Fall Cleanup Day 10/18/25

#### **UTILITIES:**

- Reduce .0107 PCA for September billing to .0075

#### **PUBLIC SAFETY:**

- Alternative vehicle ordinance
- Replace Ryan Isaak's vehicle

#### **AMBULANCE:**

- Billable Runs

#### **RECREATION:**

- Band stand

#### **BUSINESS ADMINISTRATOR:**

- Insurance Renewal—IML RMA / Imming Insurance
- Schedule committee meeting to review grant applications
- Breese Lawn & Garden
- Meristem Advisors—Feasibility analysis for bonds



**CITY COLLECTOR:**

- Supplemental Appropriation—Hearing on 9/22/25; Approve ordinance on 10/7/25
- Online Hosted Code of Ordinances – initial publication \$7861.25, annual service \$3475.00
- Closed Session minutes

**ZONING:**

- Brad Drewes property
- Zoning Hearing 9/25/25 – Amendment to the Zoning Code
- Vacant and dilapidated parcels
- Solar field vegetation maintenance

**MAYOR'S REPORT:****OLD BUSINESS:**

- Employee Handbook

**NEW BUSINESS:**

- Retired employees fishing at the reservoir

## **FINANCE COMMITTEE MEETING \* SEPTEMBER 15, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 p.m.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Gary Usselman.

Absent: Tim Schleper.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Clubhouse Mgr. Doug Schulte, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Ems Operations Mgr. Allen Pollmann, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson, Zoning Admin. John Becker.

Visitor: Brian Buchheit, HMG Engineers  
Leslie Gregory, F.E.W. CPAs

Leslie Gregory from F.E.W. CPAs reviewed the FY2025 Audit. Overall income was \$2.4 million, up from \$2.1 million the previous year. Ambulance started the fiscal year at negative \$542,000 and ended at a positive \$261,000. All proprietary funds show a positive balance except the Golf due to purchasing new cart batteries. This year \$297,000 funds were found not FDIC secured at Germantown Trust & Savings. Trevor will monitor the fund security and GTSB will be contacted before moving large amounts going forward.

Brian Buchheit from HMG Engineers attended to explain the cost of the additional changes to the Sewer Plant Upgrade. HMG had to redesign some equipment and move the terminal lift station from the old dump site back to the treatment plant site. The project is on track to bid out by October 1<sup>st</sup>.

### **PUBLIC WORKS:**

- Don would like to offer a prorated contract to reimburse employees for CDL training. He will have a draft for review by the next finance meeting.
- Don had a request from Vern Mohesky to assist correcting a leaning flagpole at the Villas. Council agreed for Don to pour the concrete foundation.
- City Wide Cleanup is scheduled for 10/18/25
- Rock & Oiling for alleys and driveways is scheduled for 9/24/25
- Tom ordered the new bleachers—1 for each field to start. The old bleachers will be removed.

### **UTILITIES:**

- The September Power Cost Adjustment was calculated at \$.0107. Jason suggested reducing it to \$.0075. Motion by Davinroy, seconded by Usselmann to reduce the PCA for September to \$.0075. Motion carried by unanimous voice vote.

### **PUBLIC SAFETY:**

- Mark presented vehicle bids from Jansen Ford and K&J
  - The Dodge truck has a 10-year/100,000-mile power train and 3-year bumper to bumper warranty; it is not a police vehicle
  - The Ford F-150 has a 5-year/100,000-mile power train and 3-year bumper to bumper warranty; it is a police vehicleCouncil decided to research further and discuss it at the next finance meeting
- Alternative vehicle ordinance—Should the age limit be lowered from 21 years old to 18 years old? Aldermen Jung and Davinroy argued the age limit should be 16 years old. Motion by Hellige, seconded by Robben to change the age limit to 18 years old. Motion denied by 5-3 voice votes. Alderman Davinroy suggested to table the motion and get more information before the next finance meeting.

### **AMBULANCE:**

- Motion by Jung, seconded by Usselmann to approve the Billable Runs for August 2025. Motion carried by unanimous voice vote.
- Mayor Timmermann made special mention and thanked Allen for his efforts to turn the ambulance service around.
- Medicaid's said the insurance companies will not pay the credit card fees and will end up billing the patient for the fees. Council will discuss possibly increasing rates to offset the loss from credit card fees at the October Finance meeting.

### **RECREATION:**

- Don asked if everyone was in favor of demolishing the bandstand. Council agreed. Kevin will meet with Steve Klostermann to discuss a plan for a future structure.
- Concrete and dirt work are done at the Dog Park. Don requested to not open the Dog Park until May so they can plant grass.
- Doug mentioned the water line underneath the ladies' shower room will need maintenance in early spring.

### **BUSINESS ADMINISTRATOR:**

- Insurance renewal—Imming Insurance wants to bid for the city's insurance. Without sufficient time to create a proper RFI, the council decided to stay with IML for 2026 and revisit building a bid packet by 7/1/2026.
- Trevor has received 26 business district grant applications. Finance committee will meet on Tuesday 9/30/25 at 7pm to review the applications. Kevin wants an audit of the grants this year to make sure they are all compliant. Since the Business District plan is currently being updated to include the American Legion and KC Hall, they can submit grant applications this year.
- Still waiting to hear back from Breese Lawn & Garden regarding their Business District agreement. Kevin explained that not all businesses will earn their full amount. The district has 17 years left.
- Meristem Advisors have everything they need from the city for the sewer rate study. The cost will be \$15,000. The rate given should cover the city's payments plus 25%.
- Trevor would like to discuss interfund payables at the next finance meeting.

### **CITY COLLECTOR:**

- Supplemental Appropriation public hearing will be held 9/22/25 at 7pm along with the sewer bonds public hearing. The appropriation ordinance will be on the 10/7/25 agenda for approval.
- Online hosted codification through CivicPlus—initial publication is \$7861.25, and then \$3475.00 for annual service. The city code of ordinances will be available on the city's website via a link to CivicPlus. New ordinances will be supplemented every 4 months. Motion by Usselmann, seconded by Jung to approve purchasing codification services from Civic Plus for \$7861.25. Motion carried by unanimous voice vote.
- Closed session minutes—overdue for review. Executive session minutes are supposed to be reviewed every 6 months to decide if they can be published. Council will review the minutes in closed session at the October finance meeting.
- Leaf Dump is scheduled for 10/25/25 – 12/21/25.

### **ZONING:**

- Zoning hearing scheduled for 9/25/25 to amend the zoning code 40-1-2 to include "with a mile and a half."
- Brad Drewes property—His building permit is still expired, and work is not complete, he has multiple work trailers on the property, and his business is registered as his home address. Joanne will send another notice explaining fines for not having a building permit, trailers on the property and running a business in a residential district.
- Vacant and dilapidated parcels—Joanne will have the title company run title searches on the addresses to find the owners.
- Solar field vegetation maintenance—already covered in the ordinance.

## **MAYOR'S REPORT**

No report.

## **OLD BUSINESS:**

- Employee Handbook—Luke is making the revisions that were suggested at the committee meeting and will have it for review at the next finance meeting.

## **NEW BUSINESS:**

- Should fishing be allowed at the reservoir?—Council decided to post signs saying “Authorized Personnel Only” and make sure water plant doors are always locked.

Meeting adjourned at 9:04 p.m.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk

## **FINANCE AGENDA**

**DATE: OCTOBER 20, 2025**

### **PUBLIC COMMENT**

### **COMMITTEE REPORTS**

#### **PROJECTS:**

- South Water Tower
- Sewer Plant Upgrade
- Mine Street Improvements
- Library Renovation

#### **PUBLIC WORKS:**

- Dump site
- IDOT funding

#### **UTILITIES:**

- Top Ag property
- Raeber property
- Polaris Ranger warranty
- AMI reconnect procedures
- St. Rose Water District contract

#### **PUBLIC SAFETY:**

- Alternative vehicle ordinance
- Purchase F-150 to replace Ryan's vehicle

#### **AMBULANCE:**

- Billable Runs
- Hire another full time Paramedic
- Increase rates to cover credit card fees ?

#### **RECREATION:**

- Grandstand
- Purchase aerator for golf course
- Install fence screen around dumpster at golf course

**BUSINESS ADMINISTRATOR:**

- Bond Parameter Ordinance—approve 11/4/2025
- Interfund Loan balances
- Future CD renewal options

**CITY COLLECTOR:**

- SSA Agreements
- Equal Pay agreements
- Executive Session—review closed session minutes

**ZONING:**

- 

**MAYOR'S REPORT:**

- Executive Session – Personnel changes
- RMA claim denial

**OLD BUSINESS:**

- Employee Handbook

**NEW BUSINESS:**

- Food truck permits

## **FINANCE COMMITTEE MEETING \* OCTOBER 20, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 p.m.

Aldermen in attendance: Jason Davinroy, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Tim Schleper, Gary Usselmann.

Absent: Steve Hellige.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Clubhouse Mgr. Doug Schulte, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Ems Operations Mgr. Allen Pollmann, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson, Zoning Admin. John Becker.

Visitor: None.

### **PROJECTS:**

- South Water Tower—out for bid; all 4 tank builders have taken out bids. Council needs to decide on a color for the ring around the bowl of the tower.
- Sewer Plant Upgrade—out for bid; currently have 7 plan holders. Mandatory meeting for plan holders on 10/28/25. The bid opening will be on 11/13/25 for approval at the 12/16/25 council meeting.
- Mine Street—webinar on 10/24/25 at 2:30pm
- Library—need to decide on brick. When the rear foyer is complete the front windows will be replaced. Jason Litteken plans to finish the 3<sup>rd</sup> week of November.

### **PUBLIC WORKS:**

- Don asked the council to refer residents to him and Tom before allowing them to dump anything.
- Since IDOT awarded funding for Mine Street, the city needs another shovel ready project before the next funding opportunity. Ideas discussed were Mater Dei Drive, the 12<sup>th</sup> Street Roundabout, Koch Lane.

### **UTILITIES:**

- Top AG—Don met with Jeff Henrichs and offered \$1.00 to relieve them of the liability. Jeff agreed as long as the City takes care of the legal end and is waiting on his board for approval. Don wants to tear down the existing structure and construct a pre-engineered steel building to house 3 engines.



- Raeber property—REA reached out to Don and Jason to potentially purchase part of the property to relocate their building. Kevin mentioned he has someone interested in about 20 acres for a single-family subdivision. The closing is scheduled for Tuesday, October 28<sup>th</sup> at 3:30pm.
- Polaris Ranger warranty—The Polaris came with a 1-year warranty; Don received a letter for a 3-year warranty for \$2700. Council agreed to purchase the 3-year warranty.
- St. Rose Water District—Contract is expired. Karl Klostermann asked for a new rate scale that includes over 6 million gallons.
- AMI reconnect procedures—Reconnect fees are currently \$75.00 during work hours and \$200.00 after hours. Council agreed to keep the current fees in place and continue to pay hourly employees a minimum of 2 hours overtime to return to work after hours for a reconnection.
- BAC HVAC—The system has a leak and needs to be replaced. Kevin suggested reevaluating funds for replacement in March.

#### **PUBLIC SAFETY:**

- Mark's transmission is failing and is being replaced for about \$6000. Ryan's vehicle has had recent repairs but needs replaced; he would like a truck. Council agreed to purchase a truck and pass the Explorer onto Doug.
- Alternative vehicle ordinance—Council decided to change the age requirement to 18 years old. Joanne was asked to update the ordinance to 18 years old and find out what the driving time restrictions are.

#### **AMBULANCE:**

- Motion by Schleper, seconded by Usselman to approve the Billable Runs for September 2025. Motion carried by unanimous voice vote.
- Council decided to rediscuss increasing rates at the November finance meeting. Need to decide whether to raise the base rate or the mileage rate.
- Allen started advertising for a new full-time paramedic. Applications will be accepted until November 12<sup>th</sup> with hopes to hire the first week of December. Starting base pay is \$24.00.

#### **RECREATION:**

- Grand stand—Kevin wants the Council Recreation committee to meet with the Theater group to figure out what to replace the current structure with.
- Paul's aerator is 30 years old and beyond repairs. Bellerive Country Club is trading in 2 aerators to Toro that could be available for about \$18-20,000 each. Paul is waiting to see what kind of shape they're in. He plans to include this in his next budget.

- The fence around the dumpster at the golf course needs to be replaced. Council agreed to install a new fence after the Sewer Plant upgrade is finished to avoid damage to the fence.

#### **BUSINESS ADMINISTRATOR:**

- Bond Parameter Ordinance—Council will approve the ordinance at the November 4<sup>th</sup> meeting and then the city can start issuing bonds. Kevin wants to keep everything at Germantown Trust & Savings. The sewer rate study is still being prepared.
- Interfund loan balances—Trevor to research and report back what the balances are from before writing them off.
  - General Fund to Ambulance
  - General Fund to Golf
  - Electric to Sewer
  - Electric to Water
- The KC Hall submitted a Business District Grant application for a new roof and security cameras.

#### **CITY COLLECTOR:**

- SSA Agreements—Contract amounts are for the allowed maximum 105% increase. Council will approve the contracts at the November 4<sup>th</sup> meeting.
- Equal Pay agreements—Monica drafted a customer agreement that outlines the requirements for Equal Pay. Council agreed to let Monica mail all Equal Pay customers an agreement to sign in November.

#### **ZONING:**

- Don gave an update on the Cunningham property—Don offered the family \$2500 to use city crew to tear down the trailer.

#### **MAYOR'S REPORT**

- RMA claim denial—After resubmitting, RMA said they found the City of Breese not negligent and will not pay the claim. They suggested the city could offer to cover the deductible amount. Kevin asked Jason to contact IMEA to at least try to go after Ameren. Council agreed to find out what the deductible cost would be and notify RMA that the city is looking for other brokers.

**OLD BUSINESS:**

- Employee Handbook—Luke made the revisions and sent them to Jackie to update the document. Council will approve the handbook at the November 4<sup>th</sup> meeting.

**NEW BUSINESS:**

- Food truck permits—Kevin was asked by another town if we require permits for food trucks. Our current solicitor ordinance only applies to someone that goes door to door. Council agreed not to enforce permits for food trucks.

Motion by Schleper, seconded by Robben to begin executive session and adjourn the regular finance meeting.

Meeting adjourned at 8:30 p.m.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk

## **FINANCE AGENDA**

**DATE: NOVEMBER 17, 2025**

### **PUBLIC COMMENT:**

### **COMMITTEE REPORTS**

#### **PROJECTS:**

- South Water Tower
- Sewer Plant Upgrade
- Mine Street Improvements
- Library Renovation

#### **PUBLIC WORKS:**

- ADA parking spot
- Memorial Drive sidewalk

#### **UTILITIES:**

- St. Rose Water District rates
- Top AG property

#### **PUBLIC SAFETY:**

- No-Parking Zones on South Walnut & Memorial Drive Ordinance
- Purchase bullet proof vests

#### **AMBULANCE:**

- Billable Runs
- Collections
- Increase mileage rates
- New hire

**RECREATION:**

- 

**BUSINESS ADMINISTRATOR:**

- S&P Rating interview
- Sewer Rates—Feasibility analysis
- Joint Review Board
- Pledged Securities and Balances Report

**CITY COLLECTOR:**

- Tax Levy
- City Hall clock
- Amended Cannabis Retailer's Occupation Tax Ordinance

**ZONING:**

- 

**MAYOR'S REPORT:****OLD BUSINESS:**

- Employee Handbook

**NEW BUSINESS:**

## **FINANCE COMMITTEE MEETING \* NOVEMBER 17, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:25 p.m.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben.

Absent: Tim Schleper, Gary Usselman.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Ems Operations Mgr. Allen Pollmann, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson.

Visitors:

### **PROJECTS:**

- South Water Tower—Currently have 6 plan holders bidding the project.
- Sewer Plant Upgrade—Bid opening on Thursday at 2pm.
- Mine Street Improvements—Anticipating a bid opening in January. The plans are going to IDOT for final approval.
- Library Renovation—Currently about 10% over budget. Jackie will check to make sure the overage is covered in the Appropriation Ordinance.

### **PUBLIC WORKS:**

- ADA parking spot—Gerio Primary Care at 556 North 2<sup>nd</sup> St. has requested an ADA parking spot on the east bound lane on the corner of N. 2<sup>nd</sup> & N. Clinton. Council approved.
- Memorial Drive sidewalk—Don asked permission to start preliminary work and purchase right of ways before next fiscal year. The project will be completed next summer. He also wants to add a sidewalk on Holy Cross Ln. from Liberty Ct. to McKay Manor. Council approved.

### **UTILITIES:**

- St. Rose Water District—Karl Klostermann understands that the city cannot add a lower rate to the current scale. Karl agreed to sign a 25-year contract to secure the debt service of a 20-year note on the Water Plant expansion. The council agreed to keep a good relationship with St. Rose.
- Top AG property—Don purchased the property for \$1.00. HMG is working on the plat of survey.

### **PUBLIC SAFETY:**

- No-Parking Zones on S. Walnut & Memorial Drive—Joanne prepared the ordinance for approval tomorrow night.
- Mark recently purchased Chris Jansen's bullet proof vest for \$1300 and needs to get another one for Jared Tebbe. The 50% reimbursable grant has passed and Jared agreed to cover that portion of the cost.

### **AMBULANCE:**

- Motion by Davinroy, seconded by Hellige to approve the Billable Runs for October 2025. Motion carried by unanimous voice vote.
- Collections—Wakefield & Associates dropped Breese Ambulance, so we need a new collections service. Allen will reach out to Joe Heiligenstein to see if that is an option since he already handles Sugar Creek.
- Increase mileage rates—Allen suggested increasing the rate to \$22.00/mile to help offset credit card fees. Joanne will prepare an ordinance for the rate increase.
- New hire—Only received 1 application; Todd Wells, who is currently part time. Allen and Steve scheduled the interview for Monday, November 24<sup>th</sup> at 7pm. Allen also requested a committee meeting to discuss raising wages.

### **RECREATION:**

- Golf course November revenue is already more than last year's November revenue. Last November was a record year.
- Working with the Utility Department to possibly run fiber to the golf course for better internet service.
- Don will follow up with Gerstner Plumbing regarding the Southside Park restroom repairs.
- Jason still needs to schedule a meeting with Clinton County Showcase to discuss future plans. No demolition will happen until after Christmas.

### **BUSINESS ADMINISTRATOR:**

- S&P Rating interview—scheduled for Tuesday at 1pm.
- Sewer feasibility analysis—Must pass an ordinance increasing the sewer rates to cover the debt service plus 25% before issuing bonds. Preliminary numbers are an initial 96% increase and 4% every 4 years after. Council decided Trevor and Don need to run more numbers and discuss further at a later date. Joanne will need to prepare an ordinance for approval on December 2<sup>nd</sup>.
- Joint Review Board—Meeting scheduled for December 12<sup>th</sup> at 7pm.

- Pledged Securities & Balances Report—Daily bank balances should be recorded each morning and reported at the monthly Finance meeting.

### **CITY COLLECTOR:**

- Tax Levy—Proposed levy amount is \$1,232,488.18 at a rate of .84, which is an increase of \$58,444.65 from last year. The maximum the city can levy without a truth in taxation is \$1,232,745.71. The ordinance will be on the December 16<sup>th</sup> agenda for approval and submitted to the county by December 30<sup>th</sup>.
- Cannabis Retailers' Occupation Tax ordinance—IL Dept of Revenue requested changes in some language. The amended ordinance is on the agenda for tomorrow night to approve.
- City Hall clock—The clock needs maintenance. Rather than continuing to incur expenses on the clock, the council discussed putting the funds towards updating the landscaping around city hall next fiscal year.

### **ZONING:**

- Don will reach out to Dawn Drewes for an update.

### **MAYOR'S REPORT**

No report.

### **OLD BUSINESS:**

- Employee Handbook—Luke submitted the recommended updates to Jackie for editing. New additions include Maternity Leave and an Employee Complaint form. The council will approve the new handbook on December 2<sup>nd</sup>.

### **NEW BUSINESS:**

None.

Meeting adjourned at 8:25 p.m.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk



## **FINANCE AGENDA**

**DATE: DECEMBER 15, 2025**

### **PUBLIC COMMENT:**

### **COMMITTEE REPORTS**

#### **PROJECTS:**

- South Water Tower—award bid to Caldwell Tanks, Inc. for \$2,066,00; need to decide on 20 or 30 year note
- Sewer Plant Upgrade
- Mine Street Improvements
- Library Renovation

#### **PUBLIC WORKS:**

- Sidewalk to District 12

#### **UTILITIES:**

- Clinton County Electric Co-Op—discussion for possible land acquisition

#### **PUBLIC SAFETY:**

- 

#### **AMBULANCE:**

- Billable Runs
- Approve hiring Todd Wells

#### **RECREATION:**

-

**BUSINESS ADMINISTRATOR:**

- Budget to Actual comparison report
- Sewer Rate increase
- Interfund Loan forgiveness
- Business District Grants update

**CITY COLLECTOR:**

- Tax Levy Ordinance
- Retiree health insurance premiums

**ZONING:**

- 

**MAYOR'S REPORT:**

- Supervisor payroll approvals
- Executive Session HR Director

**OLD BUSINESS:****NEW BUSINESS:**

## **FINANCE COMMITTEE MEETING \* DECEMBER 15, 2025**

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

Mayor Kevin Timmermann called the meeting to order at 7:00 p.m.

Aldermen in attendance: Jason Davinroy, Steve Hellige, Luke Essenpreis, Jeff Jung, Carl Ratermann, Dan Robben, Tim Schleper, Gary Usselmann.

Absent: None.

City Officials: Public Works Mgr. Don Voss, Electric Operations Mgr. Jason Deering, Street Supt. Tom Tebbe, Clubhouse Mgr. Doug Schulte, Golf Course Supt. Paul Smith, City Treasurer Bob Venhaus, Police Chief Mark Berndsen, Business Admin. Trevor Schubert, Park Custodian Bruce Kruep, City Attorney Joanne Stevenson.

Visitor: Bob Kroeger, Clinton County Electric Co-Op

Motion by Schleper, second by Davinroy to go into executive session to discuss establishing a new human resources position. Motion carried by unanimous voice vote.

Motion by Schleper, seconded by Davinroy to close executive session and resume the finance meeting. Motion carried by unanimous voice vote.

### **PROJECTS:**

- South Water Tower—on Tuesday's agenda to award bid to Caldwell Tanks, Inc. for \$2,066,000. Council agreed to go with a 30-year note.
- Sewer Plant Upgrade—on Tuesday's agenda to formally reject all bids. Brian Buchheit is value engineering the project and hopes to cut approximately \$2 million.
- Mine Street Improvements—Don has a meeting with the Farrell family on Wednesday to discuss purchasing the easement.
- Library Renovation—Litteken Construction is completing finish work.

### **PUBLIC WORKS:**

- Sidewalk to District 12—Tom and Don will send letters to the affected homeowners explaining the project and inviting them to the January finance meeting.
- Street Dept. material bid letting is scheduled for December 22<sup>nd</sup> at 1 p.m.

### **UTILITIES:**

- Clinton County Electric Co-Op—Bob Kroeger attended to express interest in purchasing approximately 10 acres of the new Holy Cross Lane property. Bob and Kevin decided to schedule a committee meeting with CCEC board members for mid-January.
- Jason reported that the liability insurance issued \$603,000 for the damaged transformer.

### **PUBLIC SAFETY:**

- Mark reported that the new No Parking signs on Memorial Drive were ignored during the District 12 Christmas program. He spoke with Ryan Ketchum about communicating to the school's families regarding the signs.

### **AMBULANCE:**

- Motion by Schleper, seconded by Davinroy to approve the Billable Runs for November 2025. Motion carried by unanimous voice vote.
- Approval for hiring Todd Wells full-time is on Tuesday's agenda. His new hire date is 12/17/25.

### **RECREATION:**

- The Recreation committee met with Clinton County Showcase to discuss future needs to consider when constructing the new stage at North Park. Another meeting is scheduled for January 8<sup>th</sup> at 7 p.m., to keep the conversation going. The Showcase agrees that the current stage is a safety hazard.
- Doug wants to figure out a way to pre-sell memberships for Christmas gifts. Kevin asked Trevor to work on that.
- Vaughn Douglas has administrative questions regarding the youth leagues and needs to be orientated.
- The January Park Board meeting is when all organizations are to attend and schedule their events and leagues for the year. Bruce needs to communicate with the Park Board and organizations the importance of that meeting.

### **BUSINESS ADMINISTRATOR:**

- Budget to Actual comparison—at 7 months General Fund has a surplus, Electric has a loss due to capital expenses, MFT has a loss from purchasing winter supplies, Golf is over on capital expense and pro shop supplies. Water, Sewer, and Ambulance are all on track.

- Sewer Rate Increase—Ordinance is on Tuesday's agenda for approval to increase rates to \$29.05 minimum and \$11.08 per 1,000 gallons effective 12/1/25. Sewer bonds will go to market 12/18/25.
- Interfund Loan forgiveness—Ordinance is on Tuesday's agenda for approval to abolish and forgive 4 interfund loans.
- Business District Grants—5 out of 26 approved grants have provided information. Trevor needs to reach out those businesses that have not.

#### **CITY COLLECTOR:**

- Tax Levy—Ordinance on Tuesday's agenda for approval. Proposed amount is \$1,232,488.18.
- Retiree health insurance premiums—Council agreed to charge the maximum amount provided from Bill Schmaltz. Retiree premiums will increase 37% this year effective 2/1/26. They did not have any increase the previous year. Currently the General Fund has loaned \$75,000 to the Health Insurance Fund.

#### **ZONING:**

No report.

#### **MAYOR'S REPORT**

- Payroll—Supervisors are expected to send timesheet approvals to the payroll clerk with all corrections made by end of day Monday. The payroll clerk is only responsible for processing payroll and not adjusting timesheets. Trevor oversees payroll and is responsible for making sure the process is completed timely and correctly. Contact Trevor with questions regarding MiPay.

#### **OLD BUSINESS:**

No report.

#### **NEW BUSINESS:**

No report.

Meeting adjourned at 8:21 p.m.

Non-verbatim minutes taken by: \_\_\_\_\_  
Jackie Hummert, City Clerk