

FINANCE MEETING

DATE: 1-20-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 1-16-20

PUBLIC COMMENT:

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UTILITIES:

- APPA conference Feb. 24-27
- CPI increase 2.3%
- Surplus equipment sale
- Employee accommodations – I have told supervisors there is to be NO accommodations or loaning of equipment unless approved by the Council.

PUBLIC WORKS:

- Addendum to Don Voss's contract dealing with rental inspections
- Report on rental inspections
- Contract for Scott Meinhardt on rental inspections
- Report on ADA work

POLICE:

- Grievance issues
- City Hall cameras
- Increase in cannabis fine

RECREATION:

- Clubhouse manager – full time/part time
- Pool rate increase
- Set recreation meeting date to discuss pool and golf course

BUSINESS ADMINISTRATOR:

- Update on Wade S & S annexation and use of old building
- Update on grocer
- Update on sale of MTS lot and new business
- Update of new TIF timeline
- Business Dist. update
- Sick leave addendums
- RMA loss control agent
- Sexual harassment training – required by State for everyone

CITY COLLECTOR:

- Health insurance aggregate
-

AMBULANCE:

- Report on ambulance finances
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ZONING:

- Loepker variance vote
- Zoning hearing – Feb. 20 (pool addition)

MAYOR'S REPORT:

- Security needs at City Hall
- School Choice Proclamation
- SWICOM meeting at Poettker's – Mar. 26
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FINANCE COMMITTEE MEETING * January 20, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent: None

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Interim Police Chief Mark Berndsen, Police Chief Bob Fix, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss,

Press: none

Visitors: none

Public Comment:

1. APPA conference Feb. 24-27 in Washington D.C.
2. CPI increase 2.3% over last year. Utility rates are automatically increased each year on January 1. It takes council action to not raise them. City electric rates have not been raised since 2015. An average household, family of 4, would see an increase of approximately \$20-\$30 per year at 2.3%. Council agreed to allow the increase for 2020.
3. Surplus equipment sale – Digger Derrek will need to be declared surplus for sale. The backhoe, a dump truck and possibly a forklift will also be for sale.
4. Employee accommodations, or loaning of equipment, was discussed. The council didn't see an abuse of this and decided not to impose a policy at this time.
5. Addendum to Don Voss's contract dealing with rental inspections – will be on the agenda for tomorrow night.
6. Report on rental inspections – 3 have been completed so far.
7. Contract for Scott Meinhardt on rental inspections was reviewed by council.
8. Report on ADA work – 2 ramps are complete and are working on the next intersection.
9. Meeting scheduled for January 27 for a project review.
10. City has been looking at purchasing a new forklift. Don has found a used lift that is being sold for roughly half price. Council agreed to continue to consider the purchase of forklift.
11. Grievance issues
12. City Hall cameras – cost would be \$5,600.
13. Increase in cannabis fine – ours is significantly lower than neighboring communities. Council agreed to vote on a \$250 fine.
14. Clubhouse manager – full time/part time – decision needs to be made so that the job can be advertised in the newspaper. Council agreed to make it a full-time position. Ad will run until February 3rd.
15. Pool rate increase – will discuss at January 27 project meeting.

16. Set recreation meeting date to discuss pool and golf course – will discuss at January 27 project meeting at 6pm.
17. Update on Wade S & S annexation and use of old building – agreement will be back from attorney this week and HMG should have plats ready this week. Projected public hearing will be on February 20.
18. Update on grocer – met with Houscher grocers, who are doing an economic study. They own 430 different groceries. They are a privately-held, employee-owned company. Don has approved firewall – picked up plan today and will start working on it immediately. Next meeting will have next steps for TIF.
19. Update on sale of MTS lot and new business – closing on January 31. There will be two new restaurants on that parcel. Will be adding 55-60 new jobs, approximately 175 seats with both indoor and outdoor dining.
20. Update of new TIF timeline – JRB meeting on January 29 at 1 pm. Full TIF approval by March 31. Two weeks from now will have MTS, Sam’s and Wade’s old building TIF at the meeting.
21. Business Dist. Update – the 3 business districts should be submitted to the state by the end of this month.
22. Sick leave addendums – all have been taken straight from FOP contract. Will be voted on tomorrow night at the regular meeting.
23. RMA loss control agent will be on sight 2/6-2/7 for complete walk-through of city buildings.
24. Sexual harassment training – required by State for everyone
25. Health insurance aggregate – final refund number is still being reviewed. First reporting was too low.
26. Report on ambulance finances – as of December have \$116,000 positive. Halfway through the year we increased rates to be competitive and should be in the black by the end of the fiscal year.
27. Loepker variance vote tomorrow night at regular meeting.
28. Zoning hearing – Feb. 20 (pool addition & annexation)
29. Security needs at City Hall
30. School Choice Proclamation
31. SWICOM meeting at Poettker’s – Mar. 26 at 6 pm.
32. Chamber of Commerce membership meeting on January 29 at 6 pm at Turf.

The meeting adjourned at 8:40 p.m.

Non-verbatum minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 2-17-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 2-13-20

PUBLIC COMMENT:

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UTILITIES:

- February Power Cost Adjustment
- APPA conference – Feb. 24-27 – Dale, Bob B. and Charlie

PUBLIC WORKS:

- Library roof; shed roof
- City Hall security upgrades – Mark Niemeyer quote on bid specs
- Update on s. Main ADA project
- Clear Wave Communications—right of way agreement

POLICE:

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RECREATION:

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BUSINESS ADMINISTRATOR:

- Wade annexation public hearing on 2-20-20
- Resolution to set time/place for 3-1-2- for public hearing on 3 business districts
- Present incentive proposal for future project

- TIF inducement resolutions
 - Don Schomaker – DDS Properties LLC
 - Mark Litteken – Sugar Creek Valley Meats LLC
 - Christian Martin – Clinton County Athletics
 - Bassom Ramadon – Triple Crown Development LLC
 - L&HR Trust
 - David Kapp- Kapp Properties LLC

CITY COLLECTOR:

- Economic Interest form to be filled out
- FY 2020-21 capital expenditures by Mar. 13
- Update on the status of the General Fund

AMBULANCE:

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ZONING:

- Public Hearing Feb. 20, 2020
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MAYOR'S REPORT:

- Clubhouse Manager
- Sick time addendums approval
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FINANCE COMMITTEE MEETING * February 17, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent: None

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Police Chief Bob Fix, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, Golf Course Superintendent Paul Smith, City Collector Sandy Hemann

Press: none

Visitors: none

Public Comment:

1. February Power Cost Adjustment will be just over \$0.075. Council agreed.
2. Prairie State Lobby Day will be held on April 1, 2020. Will be important this year because of potential new Energy Laws. If any council members would like to go, let Dale know.
3. APPA conference – Feb. 24-27 – Dale, Bob B. and Charlie
4. Library roof in progress; shed roof will be worked on when there is a break in schedule.
5. City Hall security upgrades – Mark Niemeyer quote on bid specs: \$6,750 – 4 different payments.
6. Update on S. Main ADA project is going well, in between weather events
7. Clear Wave Communications, a fiber optic company is looking right of way agreement. Original plan was to come right down the highway but is now thinking of routing around some. Will provide internet service to homes and businesses
8. Discussed emergency stop lights during widening of Holy Cross. Going to continue to research options.
9. Chief of Police Bob Fix will be returning to full duty on March 3, 2020
10. Wade annexation public hearing on February 20, 2020 at 7 pm and 7:30 pm
11. Resolution for tomorrow night's regular meeting to set time/place for March 10 for public hearing on 3 business districts
12. Present incentive proposal for future project
13. TIF inducement resolutions
 - a. Don Schomaker – DDS Properties LLC
 - b. Mark Litteken – Sugar Creek Valley Meats LLC
 - c. Christian Martin – Clinton County Athletics
 - d. Bassom Ramadon – Triple Crown Development LLC
 - e. L&HR Trust

f. David Kapp- Kapp Properties LLC

14. Economic Interest form to be filled out
15. FY 2020-21 capital expenditures due by March 13, 2020
16. Update on the status of the General Fund
17. Public Hearing Feb. 20, 2020 at 7 pm at City Hall
18. Clubhouse Manager discussion
19. Sick time addendums approval will be on agenda tomorrow night

The meeting adjourned at 8:17 p.m.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 3-16-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 3-12-20

PUBLIC COMMENT:

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UTILITIES:

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PUBLIC WORKS:

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

POLICE:

- City Hall renovation project
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RECREATION:

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

BUSINESS ADMINISTRATOR:

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

CITY COLLECTOR:

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

AMBULANCE:

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ZONING:

- Zoning map – new color for Planned developments
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MAYOR'S REPORT:

- WODA affordable care support letter
- If City must close offices, what services will remain
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FINANCE COMMITTEE MEETING * March 16, 2020

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

The meeting commenced at 7:04 p.m.

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

Absent: Carl Ratermann

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

Press: none

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

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

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

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

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

The meeting adjourned at 8:19 p.m.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

CITY OF BREESE MEETING AGENDA

DATE: 4/21/20

- CALL TO ORDER
- ROLL CALL
- PLEDGE OF ALLEGIANCE
- MOTION TO APPROVE MINUTES OF LAST MEETING
- MOTION TO APPROVE PAYING BILLS, CITY COLLECTOR & TREASURERS REPORT
- PUBLIC COMMENT

- COMMITTEE REPORTS
 - FINANCE/Tim Schleper
 1. Approve Fick, Eggemeier & Williamson Audit Engagement Letter.

 - UTILITIES/Bob Berndsen:

 - PUBLIC WORKS/Kevin Timmermann

 - PUBLIC SAFETY/Bill Fischer:

 - RECREATION/Debbie Koetting:

- PUBLIC BUILDINGS/Gary Usselmann:
 1. Library Roof Bid Opening 4/23/20.

- ZONING/Carl Ratermann:

- HEALTH/Jason Davinroy:

- MAYOR'S REPORT:
- OLD BUSINESS
- NEW BUSINESS
- ADJOURNMENT

BREESE CITY COUNCIL MEETING * April 21, 2020

Minutes of the proceeding of the 24th Regular Meeting of the Breese City Council Held on the above date. Meeting was held via ZOOM conference call due to COVID-19 restrictions.

Mayor Charles E. Hilmes called the meeting to order at 7:30 P.M.

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

Absent: none.

City Officials: City Attorney Joanne Stevenson, City Business Administrator Shelly Schadegg, Police Chief Bob Fix, Golf Course Superintendent Paul Smith, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, Police Officer Kurt Detmer, City Collector Sandy Hemann.

Press: Brian Hunt - Breese Journal.
Liz Dowell – Carlyle Union Banner.

Visitors: none.

PUBLIC COMMENT:

GENERAL BUSINESS:

Motion by Timmermann seconded by Davinroy to approve the minutes of the meeting held on April 7, 2020 and place on file. Motion Carried by unanimous voice vote.

Motion by Schleper seconded by Davinroy to authorize payment of the bills submitted, City Collector & Treasurers Report. On Roll Call Voting "aye": Robert Berndsen, Jason Davinroy, Bill Fischer, Debbie Koetting, Carl Ratermann, Tim Schleper, Kevin Timmermann, Gary Usselmann. Motion Carried.

COMMITTEE REPORTS:

FINANCE:

Motion by Schleper seconded by Koetting to approve Fick, Eggemeier & Williamson Audit Engagement Letter. On Roll Call Voting "aye": Jason Davinroy, Bill Fischer, Debbie Koetting, Carl Ratermann, Tim Schleper, Kevin Timmermann, Gary Usselmann, Robert Berndsen. Motion Carried.

UTILITIES:

Alderman Berndsen stated that a company is working on lining the sewer downtown, do not know length of time for the project at this time.

PUBLIC WORKS:

No Report.

PUBLIC SAFETY:

Alderman Fischer stated that if anyone has any issues with the stay at home order that was issued by the Governor, please call the Health Department or the Police Station.

Mayor Hilmes gave the residents a lot of credit for following the order by the governor. We will all be better off by following the rules – thank you.

RECREATION:

Alderwoman Koetting noted that the golf course is still closed, parks are closed during COVID-19 and no one is allowed on the play equipment at this time, but walking is encouraged. Hopefully when this is all over with, the City can offer some good discount packages for the golf course, as a thank you for following the orders.

Alderwoman Koetting stated that the City will follow guidance for pool opening and playground equipment. The park department will take measures to power wash the park equipment and be proactive against the virus.

Mayor Hilmes stated that all residents who have rented the shelters have been contacted regarding the closure.

PUBLIC BUILDINGS:

Alderman Usselman stated that the Library Roof Bid Opening will be on April 23, 2020, at 10 am at HMG.

ZONING:

No Report.

HEALTH:

No Report.

Mayor's Report

Mayor Hilmes stated that the City will follow IL Department of Health guidelines for City employees returning to work. Goal is to keep everyone safe.

Mayor Hilmes stated that he received a request from the Library to reappoint board members. This will be done at the May 5 meeting.

The Council expressed concern for lack of limb pick-up and agreed to resume these services. Call City Hall to be added to the pickup list.

OLD BUSINESS

No Old Business to discuss.

NEW BUSINESS

ADJOURNMENT

Motion by Koetting seconded by Schleper to adjourn after no further business was brought before the Council. Motion Carried by unanimous voice vote.

Meeting adjourned at 7:54 P.M.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

Special Finance Meeting

4-27-20

Topics for discussion:

Haag lot

Family Medical leave

Swimming Pool opening

Holy cross project and signal lights: extra costs

Bent Oak opening

SPECIAL FINANCE COMMITTEE MEETING * April 27, 2020

Minutes of the special finance committee meeting of the Breese City Council held via Zoom Conference Call on the above date.

The meeting commenced at 7:05 p.m.

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

Absent: none

City Officials: City Business Administrator Shelly Schadeegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, City Collector Sandy Hemann, Police Officer Kurt Detmer, Golf Course Manager Deanna Rensing, Chief of Police Bob Fix

Press: none

Visitors: Nick Haag

Public Comment: none

1. Haag lot – Joanne Stevenson explained that she countered the potential buyer with the \$5,000 offer that the council agreed on. This is the person who owns the warehouse – he has already done a lot of improvements to the warehouse and may be asking for incentives to do more. He is now planning to do improvements on his parking lot and he didn't realize that he didn't own this small portion. The property has been sold for taxes - \$1,000. Buyer countered back with \$3,000 for the City to release the mortgage on the property. He stated that the receiver would be amiable to deed the property to him once the City releases the mortgage. The alternative is to foreclose the property, which could take more than 6 months and would cost around \$5,000. Council all agrees to take the \$3,000 offer. Will approve at a regular council meeting.
2. Family Medical leave – seeking agreement from the council on (2) items:
 - a. Can leave be used intermittently? Council agrees.
 - b. Can the employee use sick or vacation time to make up the 1/3 pay difference? Council agrees.
3. Swimming Pool opening – New Baden and Centralia will be closing the pool for the year. State guidance should be released soon. If there is a tight limit to the amount of people allowed at the pool, the City won't be able to afford to run it. Council agrees to wait for further guidance before making final determination.
4. Holy cross project and signal lights: extra costs for driver assistance – lets the homeowners know if it is safe to enter the flow of traffic. The cost is \$2K per household per month. 7 households = \$14,000/month. Don reached out to the homeowners and they stated that they did not need them. Council agreed to work the project without them.
5. Bent Oak opening – proposal to follow IL guidelines and minimize expenses. Open at 10 am, last tee time at 6 pm. Only 1 staff member to report during the month of May, must wear mask. All tee times must be booked and must be paid via telephone while scheduling tee time. No carts will be

used, unless for individuals with disabilities. Restrooms will be open and sanitized throughout the day by staff. Clubhouse will be open for bathroom use only. West and South doors to the clubhouse will remain locked. Pavilion, putting green and driving range will be closed. Senior rate - \$10 for 9 holes, \$12 for all others for 9 holes. General fund had to loan golf course \$70,000 for the remainder of the fiscal year. Course is currently flooded and it is supposed to rain tomorrow. Tee times will start as early as Friday, if course is playable. No league play until at least June. Social distancing must be adhered to at all times. Expected loss will be \$40,000 for the month of May with no beverage sales or tournament play. Tee times will be scheduled 15 minutes apart for twosomes. Council agrees.

The meeting adjourned at 7:57 p.m.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 5-18-2020

TOPICS PREPARED FROM DEPARTMENT MEETING:

PUBLIC COMMENT:

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UTILITIES:

- Late payment procedures on utility bills
- Federal and State proposals
- Power cost adj for month

PUBLIC WORKS:

- Library roof and A/C needs
- ADA project and Holy Cross updates - timeline
- 12th St. update
- Spring cleanup – May 30, Street Shed – 9-3pm

POLICE:

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RECREATION:

- Pool opening
- Golf leagues re-start with 2-somes; clubhouse remains closed except for payment of fees and restroom

BUSINESS ADMINISTRATOR:

- Fire Dist TIF request
- Update on other projects
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CITY COLLECTOR:

- Budget 2020
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AMBULANCE:

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-

ZONING:

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MAYOR'S REPORT:

- SWICOM letter to Gov. Pritzker
- Graduates week May 18 - 24
- COVID-19 updates
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FINANCE COMMITTEE MEETING * May 18, 2020

Minutes of the finance committee meeting of the Breese City Council held via Zoom Conference Call on the above date.

The meeting commenced at 7:05 p.m.

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

Absent: none

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, City Collector Sandy Hemann, Police Officer Kurt Detmer, Jackie Hummert, Clubhouse Manager Deanna Rensing

Press: none

Visitors: none

Public Comment:

1. Late payment procedures on utility bills – current billing cycles is in accordance with Ordinance 38-3-21 (h).
2. Federal and State proposals regarding late utility payments – State side: Senator Hastings sent letter to commerce commission regarding emergency response in regards to shut-offs. Proposal is a 60-day, post moratorium, waiting period for shut-off. 12 month deferred payment options are also being proposed, with an extension to 18-24 months possible, for a certified hardship. Federal: House voted on Heroes Act. It did pass the house but will not pass the Senate. There is language included regarding shut-offs for non-payments after 120 days. Current language is conflicting, will wait for clarification.
3. Power cost adj for month – usage for City was down ~14%. Demand has been down 44%. Current adjustment will be at 1 cent, would like to manually adjust to ¾ of a cent. Council agreed.
4. Library roof and A/C needs – 2.5 weeks ago we learned that the HVAC unit needs replacement at the library. They have been adding freon for a number of years. New unit and curb adapter would be about \$18K. Current curb adapter is not the correct size. Timing would be opportune while replacing the roof. In addition, roof bid came in very favorable. Request is to use TIF money for the HVAC replacement as both projects are both within the budget for the roof project. Will add to the agenda for tomorrow night.
5. ADA project and Holy Cross updates – will return to this project once the South Side project is completed. Much time was lost due to winter weather and the COVID Shutdown.
6. 12th St. update – ground has been stabilized. Scheduled to proof roll tomorrow.
7. Spring cleanup scheduled for May 30 at the Street Shed – 9-3pm.
8. South Main Street Project revised estimate is \$742,000. Still \$190,000 short after IDOT refunds. Council will continue to discuss and look at planning.

9. Pool opening – lifeguards should not be a problem to secure with a delayed opening. Suggestion is to not open concession stand, to eliminate cost to staff. Will remain flexible to State guidance when it is issued.
10. Golf leagues re-start with 2-somes; clubhouse remains closed except for payment of fees and restroom. Men’s league is ready to start tomorrow. Ladies’ league can start June 3. No food available for any league. Senior league still working out final details.
11. Fire Dist TIF request of \$60 for infrastructure updates to include a generator, a crew area, and crew housing.
12. Update on other projects – all on hold for the moment.
13. Budget 2020 – sent out last week. Had a few changes to eliminate costs and project a positive \$66,711.25.
14. City Hall Security Project – bids were received Friday. R&W bid \$107,000. Litteken bid \$124,000. The only way to save money is to decrease the level of protection which is not recommended. \$100,000 has been budgeted for the project. Council would like to get started on the project as soon as possible.
15. EMS appreciation week – if you see them out and about, please say thank you!
16. June 4th at 7:30 & 7:45 Zoning Hearings at City Hall.
17. SWICOM letter to Gov. Pritzker requesting changes. Have not heard any updates as of yet. Gov. is proposing a misdemeanor fine and potential jail time for businesses that open up against the current stay at home orders.
18. Mayor Hilmes has inquired about electronics recycling. More information to follow.
19. Graduates week May 18 – 24
20. COVID-19 updates

The meeting adjourned at 8:21 p.m.

Non-verbatum minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 6-15-2020

TOPICS PREPARED FROM DEPARTMENT MEETING: 6-11-2020

PUBLIC COMMENT:

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UTILITIES:

- Past due utility accounts
- Credit card payments

PUBLIC WORKS:

- South Main Street project
- ADA project update
- City Hall security project – start mid to late August
- Library roof and HVAC project

POLICE:

- 12th and Sunrise – 2 way or 3-way stop discussion
-

RECREATION:

- Park openings – pay for older part time workers - \$1 increase
- Golf course report
- Pool opening report – cleaning next week; other news on opening

BUSINESS ADMINISTRATOR:

- Raeber/City of Breese agreement regarding potential TIF
- TIF agreement draft for DDS Properties(Applebee and Eddies)
- Grocery update
- Kevin Treveer – Care’s Act grants

- Audit payments
- General Fund Payment
- Downtown project

CITY COLLECTOR:

- Appropriation Ordinance
- Sexual Harassment Ordinance Amendment

AMBULANCE:

- Donations to ambulance service
-

ZONING:

- Zoning approval for Christy Parkin
- Zoning approval for A.G. Becker

MAYOR'S REPORT:

- Part time help and residency
- Video ads and cost
- Census Count 2020: 78% done
- McKay Manor citizen letter to IHDA
- Betty Meskil suit – she has filed suit against the City
- Mayor's duties and changes
-

FINANCE COMMITTEE MEETING * June 15, 2020

Minutes of the finance committee meeting of the Breese City Council held in City Hall as well as via Zoom Conference Call on the above date.

The meeting commenced at 7:00 p.m.

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

Absent: none

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, City Collector Sandy Hemann, Police Officer Kurt Detmer, Clubhouse Manager Deanna Rensing

Press: none

Visitors: none

Public Comment:

1. Last week ran generation for 2 days. Urge tests coming up for IML.
2. Treating water with free chlorine. Will continue for another week or two and then will flush.
3. Started cleaning the pool today.
4. Past due utility accounts – the Commerce Commission negotiated with the large power companies in IL. Will start sending out notices on July 1 for past due accounts. Will have up to 18 months to pay the rears with no penalties. If financial hardship has been declared, may have up to 2 years to pay. There will be no shut-offs until August 1. Breese is not under the Commerce rules. Currently the City has 25 customers that are more than 1 month behind on payments. Past due notices will be sent out this week. On July 1 there will be another letter sent out stating that the customer will have until July 10 to make payment or payment arrangements. If not, shut-offs will be on July 13. Proposal is to offer 4 months for <\$500 past due accounts and 8 months for >\$500 past due accounts as long as current bill is up to date.
5. Online bill payment – talked to a company called Invoice Cloud. Will be able to accept credit card payments. System integrates well with Casselle, current billing system. Waiting on pricing. Integration takes 60-90 days.
6. Power cost adjustment for July will be 1.5 cents. Dale recommends adjusting that to .75 cent. The last several years the City has made an adjustment through the summer. Council agreed to adjust for July.
7. South Main Street project – met with HMG and emailed IDOT for the Rebuild Illinois project. Response was that they cannot guarantee this money at this time. Don proposed oiling the street this year and getting it ready to go for the future project.
8. ADA project is close to completion on South Side and then will go to Vossclare.
9. Oil & Chip will be August 7 & 10 on South Side.

10. City Hall security project – preconstruction meeting last week. Will start mid to late August, projected timeline is 30 days.
11. Library roof and HVAC project were completed today.
12. 12th and Sunrise – 2 way or 3-way stop discussion. Council agreed to 3-way.
13. Park openings for Phase 4.
14. Request \$1 increase for higher-seniority part-time workers (a total of 3). Council agreed.
15. Golf course report
16. Pool opening report – will reopen for Phase 4, targeting July 2. Capacity will be limited to 50 people, 2-hour sessions. 45 minutes in between for cleaning. Can sign up online for a swimming time via app. Updated information will be added to the City webpage. Entry fee will be \$5 per swimmer, Breese residents \$4. 3 and under are free. If a swimmer attends a second swim session, will have to pay another fee.
17. Raeber/City of Breese agreement regarding potential TIF recap – agree to induce the creation of a TIF district with strict restrictions.
18. TIF agreement draft for DDS Properties (Applebee and Eddies) – still working with attorneys on verbiage for the terms. Council agreed to continue discussions.
19. Grocery update – still in discussions.
20. Kevin Treveer – Care’s Act grants estimated at \$1.8 million. Requesting a project with list regarding water, sewer or roads in commercial districts.
21. D12 parking lot update.
22. General Fund Payment to TIF 1 update.
23. Downtown project discussed at department head meeting. This will be the next project after Holy Cross. Will need to order lights if those are still part of the project, which must be completed by December 31, 2022.
24. Appropriation Ordinance – required public hearing will run on July 20 at the same time as the finance meeting.
25. Sexual Harassment Ordinance Amendment per the local government newsletter guidelines.
26. Donations to ambulance service from Country Financial and Mr. Tees.
27. Ambulance Golf Scramble will be August 1, 2020.
28. Zoning approval for Christy Parkin on the agenda for tomorrow night.
29. Zoning approval for A.G. Becker on the agenda for tomorrow night.
30. Part time help and residency – no requirement to live in Breese for part time employees. Council agreed.
31. Video ads and cost – Southern IL tourism video has had >20,000 views. Mayor Hilmes would like to make some short ads to help local businesses through the chamber. Ads are roughly \$500. Mayor Hilmes proposed using some of the money that was budgeted for the IML conference to help out. Council agrees.
32. Census Count 2020: 78% done
33. McKay Manor citizen letter to IHDA
34. Betty Meskil suit – she has filed suit against the City. Tripped on the sidewalk and submitted a claim to the insurance company, which denied the claim.
35. Mayor’s duties and changes – adding the title of Economic Development to City Business Administrator duties.

FINANCE MEETING

DATE: 7-20-2020

TOPICS PREPARED FROM DEPARTMENT MEETING: 7-16-2020

PUBLIC COMMENT:

- Tony Hempen – requested to speak to Council

UTILITIES:

- On-line bill paying
- Charter franchise agreement
- Clear Wave construction

PUBLIC WORKS:

- ADA project report
- Rock & Oiling – Aug. 7 & 10
- MFT resolution – S. Main engineering - \$98,000
- Hempen request

POLICE:

-
-

RECREATION:

- Golf report
- Pool report
- Kickball tourney at S. Park
- Park usage – all groups have been informed that our guidelines stress social distancing, use of masks, and providing hand sanitizer

BUSINESS ADMINISTRATOR:

- Downtown revitalization
- Approval of TIF agreement with DDS Properties LLC
- Approval of Central Annual TIF payment - \$83,000
- Hilary Frost Photography & Beauty Bar incentives
- CURES Act – eligible for up to \$183,243 in COVID aid
- Update of business Advertisement through IllinoisSouth Tourism/Chamber/City
- Update on Super Value/Freds building

CITY COLLECTOR:

- Appropriation Ordinance – Public Hearing starts at 7pm
- R & W Builders pay request
- General Fund report

AMBULANCE:

-
-

ZONING:

-

MAYOR'S REPORT:

- Liquor license fee reduction resolution for 2020-2021 for those businesses closed by COVID
- Bamboo plant
- Park cameras
- ITIA conference

FINANCE COMMITTEE MEETING * July 20, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent: Tim Schleper

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

Press: none

Visitors: none

Public Comment:

1. Tony Hempen – requested to speak to Council regarding storm sewer interruption in pool project
2. On-line bill paying – contract has been requested by company – will be reviewed by attorney before moving forward
3. Charter franchise agreement – will be on agenda tomorrow for approval
4. Clear Wave construction – will make a public announcement.
5. ADA project report – complete
6. Rock & Oiling – Aug. 7 & 10
7. MFT resolution – S. Main engineering - \$98,000 for phase 1,2&3. Phase 1 will be for \$45,000
8. Hempen request – City Attorney is working on a response to the request.
9. Golf report discussion.
10. Pool report – restrictions are working well. Attendance has been good but online sign up may not be necessary. Proposal is to stop paying for the online payment service and track guests at the door. Council agreed.
11. Breese Optimist Kickball tourney at S. Side Park. Will follow COVID guidance for safety.
12. Park usage – all groups have been informed that our guidelines stress social distancing, use of masks, and providing hand sanitizer
13. Downtown revitalization updates.
14. Approval of TIF agreement with DDS Properties LLC
15. Approval of Central Annual TIF payment - \$83,205
16. Hilary Frost Photography & Beauty Bar incentives
17. CURES Act – eligible for up to \$183,243 in COVID aid
18. Update of business Advertisement through IllinoisSouth Tourism/Chamber/City – currently have 19 business signed up.
19. Update on Super Value/Freds building
20. Sugarcreek Meat and Produce should be opening in the next month or two.

21. Appropriation Ordinance – Public Hearing starts at 7pm
22. R & W Builders pay request
23. Library Roof pay request
24. General Fund updates
25. 7 spots still open for Ambulance Golf Tournament on August 1, 2020
26. Liquor license fee reduction resolution for 2020-2021 for those businesses closed by COVID
27. Bamboo plants – research indicates that it is nearly impossible to contain.
28. Park camera upgrade discussion – proposals will be finalized and presented to the council.
29. ITIA conference-will not be attending this year.

FINANCE MEETING

DATE: 8-17-2020

TOPICS PREPARED FROM DEPARTMENT MEETING: 8-13-20

PUBLIC COMMENT:

-

UTILITIES:

- Power cost adjustment
- Replacing equipment
- CARES Act employees leave

PUBLIC WORKS:

- Fall work schedule
- Oiling of alleys and parking lots
-

POLICE:

-
-

RECREATION:

- Golf report
- Pool report -school schedule
- Soccer field use – select team wants to use field since there is no Breese League – Told to attend Park Board meeting
- Park Board meeting Aug. 26, City Hall, 7pm

BUSINESS ADMINISTRATOR:

- DSS Properties LLC – TIF agreement
- Dist. 12 TIF request – Parking lot/roadway/retention
- McKay Manor - update
- Update of CURES grant reimbursement
- Update on FEMA reimbursements
- Raeber TIF - update
- IllinoisSouth marketing video update
- Aug. 26 Farmers Market

CITY COLLECTOR:

-
-

AMBULANCE:

- Ambulance tourney – Aug. 22
-

ZONING:

- Aug. 13 zoning meeting 7:30pm, City Hall – 2 variances
- Eversgerd variance – increase height in residential area from 20ft to 24 ft
- Atteberry variance – selling old St. John’s rectory as single family home in commercial area

MAYOR’S REPORT:

- Mayor’s ordinance changes
- Halloween 2020
- Mask ordinance proposed by State
- Changing Finance meeting date to allow 48 hours before Council meeting for agenda
-

FINANCE COMMITTEE MEETING * August 17, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent:

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

Press: none

Visitors: Derek Mayberry, Steven Spicer

Public Comment: Derek Mayberry and Steven Spicer regarding rules about commercial signs in residential areas. It was agreed upon that there would be no signs, as they are not allowed in residential areas. Mayor Hilmes stated that any signs would need to be applied for and approved by the zoning committee. This sign has not been applied for and is currently illegal.

Steve Spicer also inquired about why the fees were waived for the Black Lives Matter production. Mayor Hilmes explained that any time people of Breese are involved, there is no fee to use the facilities.

1. Power cost adjustment has been an ongoing discussion. August will be about 1.5 cents and September will be the same. Dale proposes to lower this to .0075, as we have in the past, for August and September. Council agreed.
2. Replacing equipment – request for a new hydro excavator, which is over 15 years old and is beginning to pit in the tank. This is the most-used piece of equipment for the City. Approximate cost is \$90K. Council agreed to continue to investigate. Request for a new Utility Plant Operations truck which is 8 years old. Electric Line Truck Shed needs a new roof, new in 1996.
3. Families First Coronavirus Act discussion for employees who need leave as schools have been postponed.
4. Fall work schedule – finishing up Southside ADA project and then moving to Holy Cross.
5. Mayor Hilmes commended the police department for their hard work over the past few weeks.
6. Golf report provided to council members.
7. Pool report -school schedule has been posted on Facebook. Will only be open on Saturdays and Sundays until closing.
8. Soccer field use – select team wants to use field since there is no Breese League – Told to attend Park Board meeting
9. Park Board meeting Aug. 26, City Hall, 7pm
10. DSS Properties LLC – TIF assignment on agenda for approval tomorrow night at regular meeting.

11. Dist. 12 TIF request – Parking lot/roadway/retention assistance. Budget for the project was \$382. Recommendation is to offer a TIF for \$275. Council agreed.
12. McKay Manor – update.
13. Update of CURES grant reimbursement.
14. Update on FEMA reimbursements.
15. Raeber TIF – agreement has not yet been returned.
16. IllinoisSouth marketing video update – over 30 businesses signed up to date.
17. August 26 – Pop-up Farmers Market at Schuette parking lot from 5-8 pm. Milk-box giveaway will be at the same time.
18. Ambulance tournament is on August 22. There are 5 openings left, cost is \$300/team. Tee times are 7:30 and 12:30.
19. Hillary Frost TIF discussion.
20. Aug. 13 zoning meeting 7:30pm, City Hall – 2 variances
 - a. Eversgerd variance – increase height in residential area from 20ft to 24ft
 - b. Atteberry variance – selling old St. John’s rectory as single family home in commercial area
21. Mayor’s ordinance changes still under review.
22. Halloween 2020 currently being discussed.
23. Mask ordinance proposed by State
24. Discuss changing Finance meeting date to allow 48 hours before Council meeting for agenda. Council agreed to administrative changes instead of meeting date changes.
25. Citizens concerned about a dilapidated house on 11th Street. City will begin inquiring about the property.

The meeting adjourned at 8:44 p.m.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 9-14-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 9-10-20

PUBLIC COMMENT:

-

UTILITIES:

- IMEA Green Power Choice Program
-

PUBLIC WORKS:

- Holy Cross Project update
- Downtown plans – How will it affect businesses, parking, drive lanes
- City Hall project – fix floor and new tiles
-

POLICE:

- Hannah's playground – cameras out, new wire needs to be put in
- Halloween parade – Melissa Winkler asked permission

RECREATION:

- Golf report
- Ernie's getting a bid on patching and lining
- Swimming pool closed – successful season

BUSINESS ADMINISTRATOR:

- Triple Crown Dev. TIF agreement
- Dist. 12 project
- TIF loan repayment
- Sugar Creek to open soon
- 9-23 Farmers market on Triple Crown lot

CITY COLLECTOR:

- Petitions for municipal election can be picked up on Sept. 22. Can get them on-line also. Filing Dec. 14-21
- COVID hours for employees
- COVID back to work policy
- Relief sewer grant check arrives

AMBULANCE:

-
-

ZONING:

- Foppe B&B sign
-

MAYOR'S REPORT:

- ITIA video
- Mayor's statement
-
-
-

FINANCE COMMITTEE MEETING * September 14, 2020

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

The meeting commenced at 7:00 p.m.

Aldermen in attendance: Carl Ratermann, Kevin Timmermann, Robert Berndsen, Gary Usselman, Debbie Koetting, Tim Schleper

Absent: Bill Fischer

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

Press: none

Visitors:

Public Comment:

1. IMEA Green Power Choice Program is rolling out. Will be a 2-phase program – 1st phase will roll out to Cities and 2nd phase will be to customers within the City. Dale is not recommending the program due to increased rates. Council agreed that customers can buy in during phase 2 if they are interested.
2. Holy Cross Project update – wrapping up storm sewers first part of next week, then will move to curbing. Once that is complete will move into the downtown project. Driving lanes on Holy Cross will be next spring.
3. Downtown plans – How will it affect businesses, parking, drive lanes
4. City Hall project – fix floor and new tiles, should start in October. Sought Change Order for entire floor – bid is \$25,598.43. Council requested another bid.
5. Mark Rensing requested speed limit sign review on Holy Cross Ln. Council agrees to review.
6. Hannah's playground – cameras out, new wire needs to be put in.
7. Halloween parade – Melissa Winkler asked permission. Will be providing a COVID safety plan.
8. Golf report – council discussed.
9. Ernie's getting a bid on patching and lining.
10. Swimming pool closed – successful season!
11. Triple Crown Dev. TIF agreement discussion.
12. Dist. 12 project will be up for bid soon.
13. TIF loan repayment will pay the general fund – TIF 1 will pay \$198,00 and \$53,000 from TIF 2.
14. Sugar Creek to open soon!
15. 9-23 Farmers market on Triple Crown lot.
16. Petitions for municipal election can be picked up on Sept. 22. Can get them on-line also. Filing Dec. 14-21
17. COVID hours for employees reviewed.
18. COVID back to work policy reviewed.

19. Relief sewer grant check arrived from a 2014 grant for \$300,000.
20. Foppe B&B sign continues to be an issue.
21. ITIA video – inform Shelly if you are interested in seeing.
22. Mayor's statement – will not be running in 2021.

The meeting adjourned at 8:26 p.m.

Non-verbatim minutes taken by:

A handwritten signature in black ink that reads "Erin Hamilton". The signature is written in a cursive, flowing style. It is positioned above a horizontal line that spans the width of the signature.

Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 10-19-20

TOPICS PREPARED FROM DEPARTMENT MEETING: 10-15-20

PUBLIC COMMENT:

- Shawn Williamson – audit report
- Taylor Koetting – return to work/light duty policy; Why the City needs one?

UTILITIES:

- Power cost adjustment
- Online bill payments
- Retirement of Al Menietti next May 2021
- Sick leave policy – Supervisors using discretion
- Replacing Dale's truck

PUBLIC WORKS:

- City Hall change order - \$392
- City Hall flooring bid
- Preliminary plat for "Classic Storage Park" – Dollar General
- Update of ongoing projects

POLICE:

- Retirement of Curt Weh May 2021
- Hiring of new officer

RECREATION:

- Golf financial report
- Golf Course: Proposed membership rates and daily rates
- Bids to resurface tennis/pickle ball courts
- Retirement of Ernie Gebke on April 30, 2021

BUSINESS ADMINISTRATOR:

- General ADA project final report submitted
- TIF #3 – Excel TIF agreement
- Sexual harassment Training – zoom – all elected officials and employees must take before Dec. 31, 2020
- TIF #2 - Approval of fence for DDS
-

CITY COLLECTOR:

- Approve Business District expense for Dollar General
- Business Dist. monies received
- Telecom monies received
- Beth Busch salary increase

AMBULANCE:

- Approval of SSA agreements
-

ZONING:

- Approval of findings of facts and ordinance for Robert Fix property
- John Becker to retire as of Apr. 30, 2021

MAYOR'S REPORT:

- Petitions for municipal, school, and township election available
- Election Day holiday lawsuit
-
-

FINANCE COMMITTEE MEETING * October 19, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent: Bill Fischer

City Officials: City Business Administrator Shelly Schadegg, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Utility Plant Operations Manager Dale Detmer, Public Works Manager/Building Inspector Don Voss, City Collector Sandy Hemann, Golf Course Superintendent Paul Smith, Clubhouse Manager Deanna Rensing

Press: none

Visitors: Shawn Williamson, Taylor Koetting, David McHenry

Public Comment:

1. Shawn Williamson from Fick, Eggemeyer & Williamson reviewed City Audit report highlights.
2. Taylor Koetting and David McHenry from Koetting Insurance visited the City to review opportunities for loss control. David McHenry is from IML-RMA. He represents our insurance carrier. Taylor is our agent of record and works with IML-RMA in our dealings with them. Taylor recommends implementing a return to work/light duty policy; why the City needs one? Research shows there will be fewer "Monday morning" claims, employees return to work sooner, reduction in overtime for remaining employees, and less overall claims. Since 2012, there have been more than \$800,000 in claims, the majority of which are from work comp. Council agreed to continue to consider the program.
3. Power cost adjustment for October is 1.17 cents. Dale proposes adjusting to .75 cent, as we have done for the last few months. Power demand and sales have been down. Council agreed.
4. Online bill payments – agreement has been signed with Invoice Cloud. Roll-out is currently not yet scheduled, tentatively 60-90 days from agreement date. Will no longer be taking direct debit through Germantown Bank, all automatic payments will need to be done through this system.
5. Retirement of Al Menietti in May 2021. Al's job will be broken up, but the city will only be hiring 1 person to replace him. Will be posting job opening internally first.
6. Sick leave policy – The City will be following contracts on sick leave. Supervisors will use discretion as provided in the contracts.
7. Replacing Dale's Truck – discussed at previous finance meeting. Quote for replacement is \$27,000 with trade-in of existing truck and government discounts. 12-week lead time on ordering.
8. City Hall change order - \$392
9. City Hall flooring bid
10. Preliminary plat for "Classic Storage Park" – Dollar General
11. Update of ongoing Public Works projects

12. Retirement of Curt Weh in May 2021
13. Hiring of new officer
14. Golf financial report
15. Golf Course: Proposed membership rates and daily rates, in effect May 1 – council agreed.
16. Bids to resurface tennis/pickle ball courts – council has requested additional bids to consider.
17. Retirement of Ernie Gebke on April 30, 2021
18. General ADA project final report submitted.
19. TIF #3 – Excel TIF agreement – council seeking more information before making decisions.
20. Sexual Harassment Training – zoom – all elected officials and employees must take before December 31, 2020. Shelley will be setting up dates and times.
21. TIF #2 – Approval of fence for DDS.
22. Approve Business District expense for Dollar General
23. Business District monies received totaling \$32,454.
24. Telecommunications tax monies received \$6,926.
25. Beth Busch salary increase – council agreed \$0.50, to be effective as of her employment anniversary date.
26. Approval of SSA agreements
27. Approval of ordinance for Robert Fix property
28. John Becker to retire as of April 30, 2021
29. Petitions for municipal, school and township election available
30. Election Day holiday lawsuit. Council did not vote to make this a paid holiday.

The meeting adjourned at 9:16 p.m.

Non-verbatim minutes taken by:


Erin Hamilton, City Clerk

FINANCE MEETING

DATE: 11-16-2020

TOPICS PREPARED FROM DEPARTMENT MEETING: 11-12-2020

PUBLIC COMMENT:

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UTILITIES:

- Illinois Commerce Commission request to cease shutoff for residential customers who are low income or self-certify a financial hardship
- Water Tower inspections
- Downtown lighting
- Purchase of new truck – getting more bids

PUBLIC WORKS:

- Holy Cross project update
- Downtown project – contacting businesses
-

POLICE:

- Camera plan update
- Officer training programs being set up

RECREATION:

- Golf financial report
- Hiring of new park custodian

BUSINESS ADMINISTRATOR:

- TIF projection updates
- Business Dist. projections
- Grocery store update
- Raeber plat
- Dr. Smith letter on fence and retaining wall
- Christmas parade changes

CITY COLLECTOR:

- Tax levy
-

AMBULANCE:

- Using medical CPI for ambulance rates
-

ZONING:

- Comprehensive plan commission meeting
- Hiring a new zoning administrator/code enforcement officer
-

MAYOR'S REPORT:

- Light duty rules
- Employee COVID sick leave rules
-
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FINANCE COMMITTEE MEETING * NOVEMBER 16, 2020

Minutes of the finance committee meeting of the Breese City Council held via Zoom on the above date. The meeting commenced at 7:00 p.m.

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

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Mgr. Dale Detmer, Public Works Mgr. Don Voss, City Business Administrator Shelly Schadegg, City Collector Sandy Hemann, City Treasurer Bob Venhaus, City Attorney Joanne Stevenson, Golf Course Supt. Paul Smith, Police Officer Kurt Detmer.

Bills to be paid, copies of the City Collector & City Treasurer reports for October that were sent out electronically for review.

The Council went over the attached agenda items:

Utilities:

- ICC request to cease shutoff for residential customers who are low income or self-certify a financial hardship. We have payment programs currently in place. Only about 25 people took advantage of this earlier in the year. Not a fan of suspending payments. Council in agreement that the City will work on case by case basis.
- Water Tower inspections
 - North tower inspection was ok. South tower has significant areas of paint peeling and structural issues that will need to be addressed in the next year. Plan was to replace tower when water plant was paid off. AT&T currently has an antenna on the south tower and would like to see a self-supporting tower, and is looking at property for tower to be located. We do not want to lose the rent.

Cost to repaint the tower will cost about \$600K, new water tower will cost approximately \$1.5 million. Council in agreement to move forward with planning for new south water tower and seeking grant money.

- Downtown lighting
 - Downtown Lighting – Info has been sent to HMG to determine the footings for the light fixtures. We will need to adjust where some of the lights are placed due to where they will fall on the block, they will do this internally.
- Purchase of new truck
 - Have not gotten any new bids for new pickup. Current pickup has a little over 100K miles on it. Will continue researching bids
- New Shed Roof -

City will be advertising for bid to replace roof on the Electric Shed with a metal roof. Will advertise in paper this week. Hoping for Dec 11th bid opening, and be ready for discussion at December Finance Meeting.

PUBLIC WORKS:

Received a letter from property owner at 14015 Jamestown Road regarding the retaining wall and fence at round-a-bout. He would like it painted to match his building. Public Works Supt stated the railing is galvanized and to paint it would be a maintenance nightmare. Fence and wall are on city property and property owner was paid for right-of-way. Public Works Supt. will compose a letter and City Attorney will review for context.

12th Street is open from Jamestown Road to Sunrise. Will need to approve Parkview Land Trust Subdivision.

POLICE:

- Camera plan update-The DVR at the soccer park lost the hard drive and needs replaced. All information has been received to go out for bid on total upgrade however, this could take up to one month to receive bids,

which will be between \$20K and \$30K. Will move forward with replacing DVR at Soccer park and move forward with getting bid on full system.

- Officer training programs being set up – Bob will set up plan
- New officer will need to have full-time officer training.

RECREATION:

- Golf financial report-Sent out financials estimated year end (\$4,992.00) Business Administrator reviewed Golf Financials, no questions followed
- Hiring of new park custodian. Would like to see new park custodian hired by March 1st. Will advertise for position.

BUSINESS ADMINISTRATOR:

- TIF projection updates – Will be sent out through 10/31/20.
- Business Dist. Projections- Business Administrator will send plan for December Finance meeting
- Grocery store update – Business Administrator sent out pay requests for HVAC & Electric purchases.
- Christmas Parade – No businesses have signed up to date.

CITY COLLECTOR:

- Tax levy – Council received spreadsheet for tax levy and were asked if they want the tax rate to stay under \$1? Pointed out that we are not levying near enough tax for police. Discussion followed on losing money every year in general fund and what needs to be done to fix this. Will check with assessor for district rate and will continue discussion at December finance meeting.
- Approval for pay estimate #2 on City Hall Security Project will be on agenda for council meeting.

AMBULANCE:

- Ambulance currently using CPI increases for ambulance rates. Asked to use medical CPI for ambulance rates. Council agrees to amend ordinance.

ZONING:

- Comprehensive plan commission meeting-Reviewed notes from the meeting, minutes will go out to the Comprehensive Planning Committee and to the Council
- Hiring a new zoning administrator/code enforcement officer
 - Mayor would like to see hiring of this position same time line as park custodian. Mayor mentioned that New Baden, Trenton and possibly other towns do have Chief of Police perform the Zoning Administrator and Code Enforcement Officer. Will discuss more with Police Chief in regards to this position. Will discuss at next finance meeting.

MAYOR'S REPORT:

- Light duty rules- Council discussed – Insurance company will give us samples, will get to all department heads for review. Will need to research the union contracts as well.
- Employee COVID sick leave rules – discussion followed about occupancy of hospitals. Suggested to hand out the rules for COVID Sick Leave Rules to all employees.
- Discussed going into executive session at next council meeting to discuss Golf Clubhouse manager PIP plan.
- The new Clinton County Rural Health building opened today – 26 new exam rooms – state of the art facility.
- Discussion followed about opening of 3 Diamond
- Discussion followed about the Rental Inspection process. Don Voss gave an update.
- Reminder of Sexual Harassment Training 6:00 p.m. Tuesday

The meeting adjourned at 8:49 p.m.

Non-verbatim minutes taken by: 
Sandy Hermann, Deputy City Clerk

FINANCE MEETING**DATE: 12-14-20****TOPICS PREPARED FROM DEPARTMENT MEETING: 12-10-20****PUBLIC COMMENT:**

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UTILITIES:

- Water tower update
- Purchase hydro excavator
- Roof bids for line shed
- Pickup truck bids
- Generator maintenance update
- APPA virtual legislative rally Mar. 2 - 4

PUBLIC WORKS:

- Holy Cross update
- Seeking bids for concrete and rock for 2021. Bid opening Jan. 7, 2021
-

POLICE:

- Officer Isaak out until Dec. 18
- Policy manual update being worked on
- Camera report

RECREATION:

- Golf financial report
- Hiring a new Park custodian – seek applications

BUSINESS ADMINISTRATOR:

- JRB meetings Dec. 15, 2020 at 6:30 and 7 pm at City Hall
- Dist. 12 TIF agreement
- Update on CDC COVID guidelines
- Sugar Valley Meats TIF agreement
- COVID Relief Grant program proposals
- TIF projection
- Business Dist. projection

CITY COLLECTOR:

- Tax levy ordinance
- Health insurance bids for 2021

AMBULANCE:

- Agreement between Kaskaskia College and Breese EMS
- Part time EMS wage schedule

ZONING:

- WODA-COOPER zoning
- Seeking applications for Zoning Administrator and Code Enforcer

MAYOR'S REPORT:

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FINANCE COMMITTEE MEETING * December 14, 2020

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

The meeting commenced at 7:00 p.m.

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

Absent:

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

Press: none

Visitors:

Public Comment:

1. Water tower update – Don and Dale met with representatives from the JC Park – proposal was to put a water tower on the back of that property, but that is not an option. Looking at other pieces of property that may be for sale. Would like to avoid residential areas due to future maintenance needs.
2. Purchase hydro excavator – continuing to research equipment and prices. Demoed a Ditch Witch, with a purchase price of \$93,081. This piece of equipment is essential and used by all departments. Would like to vote on the purchase at the first meeting in January.
3. Roof bids for line shed -Only received one bid, from Litteken Construction, for \$39,400. Will be on the agenda for approval tomorrow night.
4. Pickup truck bids were sent to Council Members, who agreed to purchase for \$23,054.
5. Generator maintenance update – had to change settings on the new relays that were replaced over the summer. Additional changes will be made. Will have to shut the power off and do a black start in the future. Will plan for early morning so as to not disrupt residents. Could take approximately 20-60 minutes.
6. APPA virtual legislative rally Mar. 2 – 4. If any council members would like to participate, let Dale know.
7. Holy Cross update -will be back tomorrow to excavate and bring rock in.
8. Seeking bids for concrete and rock for 2021. Bid opening will be Jan. 7, 2021.
9. Officer Isaak out until Dec. 18.
10. Policy manual update being worked on as per new DOJ guidelines. Many of the updates are standardized. Once completed will be added to the agenda for approval.
11. Camera report – will be reviewing estimates after the holidays.

12. Golf financial report – \$59,396 profit. \$11,396 loss at this time last year. \$79,000 better than last year. Projecting to end the year at -\$4,000. Hope to make this up during the winter months.
13. Hiring a new Park custodian – seeking applications. Intent will be to turn into a full-time position with benefits. Intent is to have new hire on board by March 1.
14. JRB meetings Dec. 15, 2020 at 6:30 and 7 pm at City Hall. If no participation, meeting will be rescheduled.
15. Dist. 12 TIF agreement for \$275,000 for the expansion of the parking lot and road. Will pay out of their general fund and then will submit for reimbursement at completion rates of 25%, 50%, 75% and 100%. Will be on the agenda tomorrow night for approval.
16. Update on CDC COVID guidelines and return to work policy. Item #1 was the only major change, reducing quarantine time to 10 days, 7 days after contact. Must have tested negative, no earlier than day 6.
17. Sugar Valley Meats TIF agreement - \$216,772. TIF is set to expire and has 2 payments left.
18. COVID Relief Grant program proposals
 - a. 1- Business district COVID relief – max benefit is \$5,000 per business for building modifications in conjunction with COVID or alterations to accommodate online commerce. Overall cap of \$270,000.
 - b. 2 – General Fund grant – same structure, can be used for loss of revenue, payroll costs, overhead costs, ect. Capped at \$5,000 per business, total max of \$200,000.
 - c. Filing timeline is December 16 – January 7. NO late applications will be accepted. If council approves, notifications will go out to businesses on Wednesday.
 - d. Tim Schleper, Bob Berndsen, Kevin Timmermann and Jason Davinroy have volunteered to form a review board for applications.
19. TIF projections were sent to Council Members. Had projected ending TIF 1 with an excess of \$800,00. Moved to the Holy Cross project with the projection of extending the road.
20. Business Dist. Projection – reviewed with the grant information.
21. Tax levy ordinance – projection of \$786,000 - \$1,000 lower than maximum allowable amount. Will be additional \$38,000 to levy. Council agreed to amount. Ordinance will be on the agenda for tomorrow night for \$1,238,434, will need to abate the bond levies.
22. Health insurance bids for 2021 – Started with an 18.89% increase with BCBS – UHC came in at a 6.27% - negotiated to 2.8% increase. UHC plan is not as good as BCBS. Renegotiated BCBS to 7.7%. Will decrease by 1% if we pick up life insurance and .25% if we pick up vision insurance, making it 6.45%. Proposing to stay with BCBS, as it is a better plan. Council agrees to add to the agenda tomorrow night for approval.
23. Opportunity to enter into an agreement between Kaskaskia College and Breese EMS for ride-alongs and hands-on training. Professors will be involved and students will get credit. Will be a positive tool for recruitment for Breese EMS. Council agreed to enter the partnership.
24. January 1st, minimum wage will go up \$1.00. We will have EMS employees who have been working for the City who will be making less than \$1.00 more than new employees. Will need to adjust the Part-Time EMS Employee Wage Scale. Proposed adjustments will cost approximately \$4,500 per year. Council agreed.
25. Chief of Police Bob Fix has expressed interest in Zoning Administrator and Code Enforcer – council agreed.
26. Special Use permit – zoning board recommended approval for council meeting tomorrow night.

27. Parking – Zoning code would require 159 spaces. WODA-COOPER wanted to build 100 spaces, negotiated to 120 spaces, or just over 2 spaces per apartment. No one at the meeting was able to reasonably argue against the variance or provide logical evidence. 159 spaces would require more water run-off and less green space. Research of neighboring cities shows a 2 space per apartment requirement. Council is considering a contingency contract for parking.

The meeting adjourned at 8:50 p.m.

Non-verbatim minutes taken by:



Erin Hamilton, City Clerk