

FINANCE MEETING

DATE: 1-18-16

TOPICS PREPARED FROM DEPARTMENT MEETING: 1-14-16

UTILITIES:

- Utility rates – electric, water, and sewer

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PUBLIC WORKS:

- N. 1st St. project – cost – 50-50 split between sewer and TIF?
- Pedestrian bridge on Voss-Clare
- Walnut St. – complete project – TIF eligible
- Wade sewer project

POLICE:

- Hire police officer

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RECREATION:

- Report – golf course flooding and cleanup
- North park Christmas lighting – financial report

BUSINESS ADMINISTRATOR:

- TIF updates for #3 and #4
- IDNR and DCEO grants
- Enterprise Zone update

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CITY CLERK:

- Finalize City Clerk changes – proposed salaries and will changes in Ordinance be needed?
- Budgets – would like numbers on capital expenditures for 2016-2017 fiscal year

AMBULANCE:

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ZONING:

- Updating zoning map
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MAYOR'S REPORT:

- Meissner house - what to do with it?
- Video sign project update
- Waste Management meeting Jan. 20, 2016 at 9 am
- Disaster relief costs – early days and costs
- Joanne Stevenson and Haag loans – will do right after bills are approved at around 7:15

FINANCE COMMITTEE MEETING * JANUARY 18, 2016

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: Robert Berndsen, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Gary Usselmann. Absent: Bill Fischer.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, Police Chief Bob Fix, City Attorney Joanne Stevenson, Golf Supt. Paul Smith.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for December were distributed at the January 5th Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Electric rates. Council approved to waive the CPI increase for this year.
2. Sewer rates. The matter of increasing the rates incrementally over the next few years was discussed. The matter was tabled until more detailed estimates are received for the upgrades to the sewer plant/system.
3. Haag Food Service CDAP Revolving Fund Loans. Approved the city attorney to continue to proceed with discovery of their assets.
4. North 1st Street Project. Council agreed to fund the project with 50% from the sewer fund and 50% from the THF fund. Total cost was estimated at \$150,000. Project being done to satisfy the relief sewer grant project requirements.
5. Pedestrian Bridge on Vossclare Lane. Bridge has been ordered.
6. North Walnut Street. Council agreed to complete the concrete street from North 1st Street to the railroad tracks.
7. Wade sewer project. Contractor scheduled to start Wednesday.
8. Designate FAU Route. Council in agreement to suggest Holy Cross Lane East.
9. New police officer. Sam Lohman on the agenda for Tuesday night.

10. Proposed TIF #3 & #4. Met with Mike Weber of PGAV last week. Still working on meeting the requirements.
11. Enterprise Zone. Became effective January 1, 2016. The major advantage to develop in the zone is the sales tax exemption.
12. City clerk office changes. Council was in agreement to the timeline and plan as presented by Mayor Hilmes.
13. Front desk. Council approved the promotion of Jessica Duncan from the public works department to the city clerk office. Effective date around May 2016.
14. Fiscal 2017 Budgets. Proposed capital expenditures for FY 2017 to be submitted to the city clerk by February 15.
15. Meissner House. The Council were in agreement to raze the building.
16. Proposed Video Sign. Received two quotes and waiting for a third. Council approved the City paying for 50% of the cost.
17. Waste Management. A meeting is scheduled with them on Thursday to discuss the contract which expires on December 31, 2016.
18. Disaster Costs. Mayor was given authority to spend what is needed in the event of a disaster. EMA rules are that the City has 70 hours to make purchases without bids.

The meeting adjourned at 9:00 p.m.

Non-verbatim minutes taken by:


Robert J. Venhaus, City Clerk

FINANCE COMMITTEE MEETING * FEBRUARY 15, 2016

AGENDA

UTILITIES:

- Utility rate update
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PUBLIC WORKS:

- 1st St. project
- Haag St. – vacation of right of way
- Wade sewer project
- Meissner house demolition
- Zika virus fears

POLICE:

- EMS preparedness – Tim will be sending an article from New Baden
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RECREATION:

- Clubhouse manager replacement
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BUSINESS ADMINISTRATOR:

- TIF agreements & DCEO & IDNR grants

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CITY CLERK:

- Budgets – 2016-2017 capital expenditures. Would like budgets by April

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AMBULANCE:

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ZONING:

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MAYOR:

- Waste Management contract
- Video sign update

FINANCE COMMITTEE MEETING * FEBRUARY 15, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Paul Steinman, Kevin Timmermann, Gary Usselmann. **Absent:** Carl Ratermann.

City Officials: Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, City Attorney Joanne Stevenson.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for January were distributed at the February 2nd Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Utility rates. No increase because zero CPI.
2. Lighting upgrades. Energy efficient lights are being installed in various city buildings and funded through a grant from the IMEA.
3. Haag Foods Revolving Loan #1. Council agreed to settle the remaining debt with one of the co-signers for 50% of the remaining balance.
4. Wade sewer project. Contractor finished and testing to be done in about 30 days.
5. Demolition of Meissner house. Waiting for the asbestos report.
6. Repairs to North Walnut by New Rt. 50. County indicated they will do the repairs to the northbound lane and asked for assistance from the City.
7. Concrete North Walnut Street. The remaining portion from North 1st Street to the RR tracks will be done next fiscal year.
8. Zika virus. Residents should make sure to dispose of standing water. City to do normal mosquito prevention procedures.
9. Haag Street ROW vacation. Council agreed to approve at March 1st meeting.

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10. Disaster Preparedness. Council approved for Tim Schleper to work with St. Dominic to install a transfer switch at their parish center. TIF funds earmarked to fund the project.
 11. DCEO Relief Sewer Grant. Tim Schleper applied for an extension. Once the North 1st Street Project is completed it will satisfy terms of the grant and City will be eligible for the grant proceeds.
 12. IDNR Grant. All documents have been submitted and waiting for the State to release the funds.
 13. Proposed Holy Cross Lane East TIF (TIF #3). Public hearing tentatively scheduled for April 19. Council to pass the documents on May 3rd council meeting.
 14. Proposed South 4th/Germantown Road TIF (TIF #4). Waiting for additional information.
 15. Clubhouse Manager Position. Council approved seeking applications to replace Barb Jansen who recently announced her retirement. Approved the plan of action.
 16. Fiscal '17 Budgets. Proposed capital expenditures ready by March 15th finance meeting. Proposed budgets due by April 1.
 17. Clerical worker for Public Works. Application deadline was February 12. Council reviewed the applications. No action taken.
 18. Ambulance EMT workers. Council approved advertising for part-time EMT workers and will consider training with conditions.
 19. Waste Management Contract. Council agreed to stay with them since feedback on their performance was good. Mayor to notify them to draw up final contract.
 20. Proposed Video Sign. Chamber of Commerce to solicit donations for 50% of the cost with the City paying the other 50%. Chamber would be responsible for updates and maintenance. Consensus was for the 4' x 9' sign costing approximately \$37,000. Council approved to proceed.

The meeting adjourned at 8:40 p.m.

Non-verbatim minutes taken by:


Robert J. Venhaus, City Clerk

DEPARTMENT MEETING

DATE: 2-16-17

PURPOSE: TO INFORM MAYOR, CITY COUNCIL, AND OTHER SUPERVISORS OF ONGOING & UPCOMING PROJECTS THAT AFFECT THE RESIDENTS OF THE CITY OF BREESE.

UTILITIES:

- Relief sewer extension at Bent Oak
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PUBLIC WORKS:

- Curbing list, sidewalk and drainage projects for 2017????
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POLICE:

- Lawsuit – RMA has hired lawyer to represent City
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RECREATION:

- Clubhouse renovations
- Video gaming for Bent Oak

BUSINESS ADMINISTRATOR:

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CITY CLERK:

- Bob V. will be out 4 -6 weeks, Sandy will assume day to day duties. Jessica will assume Sandy's duties
- Budget schedule for 2017-2018

AMBULANCE:

- Reimbursement – email sent
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ZONING:

- Henken re-zoning
- Thole request for S. Walnut St. shed

MAYOR:

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FINANCE COMMITTEE MEETING * FEBRUARY 20, 2017

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: Bill Fischer, Robert Berndsen, Chris Hamilton, Debbie Koetting, Paul Steinman, Kevin Timmermann, Gary Usselmann. Absent: Carl Ratermann.

City Officials: Mayor Charles E. Hilmes, Plant Operations Manager, Dale Detmer, Public Works Manager, Don Voss, City Business Administrator, Tim Schleper, Police Chief, Bob Fix, Golf Course Supt., Paul Smith

Visitors: None

Press: None.

The Council review the bills to be paid.

The Council went over the attached agenda prepared by Mayor Hilmes. The following action was taken relative to the agenda or other matters discussed.

1. Relief Sewer – 2nd phase. Waiting on EPA loan approval.
2. Walnut and N 1st St. intersection. Will do up to the property line and stop.
3. Would like to see some curbing and sidewalk and drainage projects done this year. Will look into and decide where it is most needed.
4. Police lawsuit report. No additional information from lawyer at this time. Chief Bob Fix stated Officer Wuest will be out for medical reasons starting Feb. 28. Also, the Breese Police, in coordination with Carlyle police, had a major drug bust.
5. Clubhouse renovations. Mayor had a preliminary drawing from Brendel Architects showing plans for the new renovations. All were in agreement to proceed. Everyone was also in favor of video gaming at the golf course.
6. Park Board meeting on February 22, 2017 at 7:00 p.m. in City hall.
7. Will need to look for additional storage for the Christmas lights at the park. Currently storing Christmas trees at Poettker Construction, and they no longer have room to store them.
8. Foppe Amoco Loan – pass resolution of intent at council meeting. Tim Schleper also gave a report on the health insurance regarding prescription drug plan and the \$.20/hr cost to employees.
9. Bob Venhaus will be out 4-6 weeks for surgery. Sandy Hemann to take over day to day duties while he is out. Bob had a budget schedule prepared for 2017-2018 fiscal year for department heads.

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10. Ambulance supervisor position – Mayor let everyone know Tim Schleper will be taking over supervisor duties and Michael Berndsen will be lead-paramedic when he returns.
 11. Ambulance lawsuit -possible lawsuit regarding a wreck in St. Louis involving one of the City's ambulances.
 12. Mayor Hilmes brought up sick leave & vacation time for salary personnel. Do we leave it as is, or make a change. Mayor to research.
 13. APPA conference Feb. 27 – Mar. 2
 14. TIF conference April 19 & 20 in Springfield.
 15. IMUA/IMEA conference – May 18 & 19.
 16. BAC Building needing repairs. Mayor turned over to the public buildings committee to decide what repairs need to be done.

The meeting adjourned at 8:35 p.m.

Non-verbatim minutes take by: Sandy Hermann
Sandy Hermann, Administrative Asst.

Finance Committee Meeting * March 14, 2016Agenda

UTILITIES:

- APPA trip – report on issues

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PUBLIC WORKS:

- 1st St. project update
- Meissner house
- Walnut St. – N. 1st St to Broadway
- Interchange work with County on north bound road
- Holy Cross east road work.

POLICE:

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RECREATION:

- Clubhouse manager position
- Fill 2 vacancies on Park Board

BUSINESS ADMINISTRATOR:

- TIF agreements – 3 assignments
- Comprehensive Plan updates
- Mar. 18, 2016 – JRB meeting for Holy Cross TIF, 1 pm
- Apr. 19, 2016 – Public hearing for Holy Cross TIF, 7 pm

CITY CLERK:

- Capital expenditures for 2016 – 2017 budgets
- Budgets by Apr. 1

- State of budgets for 2016 - 2017

AMBULANCE:

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ZONING:

- Timmermann hearing – Mar. 31, 2016, Breese City Hall at 7:30
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MAYOR'S REPORT:

- Haag vacate of right of way – Joanne Stevenson and Bryan Marsh, 1st National Bank, will be there to discuss cost of right of way
- Video sign update
- Leaf dump dates : Wed., Sat., & Sun. – from Mar. 16 through Apr. 17, 2016, except Easter Sunday

FINANCE COMMITTEE MEETING * MARCH 14, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Kevin Timmermann. Absent: Gary Usselmann.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for February were distributed at the March 1st Council meeting.

The Council went over the attached agenda prepare by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. APPA Conference. Attended by Mayor Hilmes, Dale Detmer and Alderman Berndsen. Dale briefed the Council on some of the important issues. Those include unfair pricing by RTO's and eliminating tax-exempt bonds.
2. North 1st Street Project. Curbing will be poured this week along with sidewalk removal.
3. North Walnut @ New Rt. 50. City will work with the County to fix about 600' - 900' of concrete pavement on the northbound lane.
4. Two open seats on park board. Three potential candidates have shown an interest. Mayor to contact them.
5. Capital Expenditure for FY '17. City clerk passed out the proposed capital expenditures as submitted by the department heads. Proposed budgets due by the April 18th Council meeting.
6. TIF Assignments. There will be three assignments presented for approval in April.
7. Update Comprehensive Plan. Tim Schleper sent out the proposed updates. Approval is tentatively set for June.
8. Proposed Route 50/Holy Cross Lane East TIF. Working on getting Final Plats prepared for some affected properties. Property in TIF district are required to be platted.

9. New video sign. Sign has been ordered. Line of sight issues are being studied.

10. New clubhouse manager. Council looked over the applications and 3 and possibly 4 will be interviewed starting at 6:30 p.m. on March 21st in city hall.

The meeting adjourned at 8:35 p.m.

Non-verbatim minutes taken by: .
Robert J. Venhaus, City Clerk

Finance Committee Meeting * April 18, 2016Agenda

UTILITIES:

- Sewer extension project
- May 1 - order new work truck

PUBLIC WORKS:

- HMG Task Order – Scott Rakers /Brad Hummert will be at meeting
- Meeting with Dan Behrens about roundabout costs
- Meissner house demolition
- N. 1st St. project
- My 1 – new trailer for Public Works
- Work for April through June – small drainage projects, interchange work with County

POLICE:

- May 1 – order new police car
- Bicycle Safety for kids -

RECREATION:

- Pool manager contract
- Paul's truck & Ernie's truck

BUSINESS ADMINISTRATOR:

- Projected monies from TIF #1 from 2017 - 2022

HEALTH & WELFARE:

Alderman Hamilton reported the Spring Cleanup Day is scheduled for April 23rd from 9 a.m. – 3 p.m. at the street department. He noted that new this year is the acceptance of e-waste including televisions.

PUBLIC SAFETY:

Alderman Fischer stated the police department will host a Street Safety Fair on April 18-22 at Elementary District #12. All grade schools in Clinton County will be invited to learn about safety on the streets.

ADJOURNMENT:

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

The meeting adjourned at 8:20 p.m.

Non-verbatim minutes taken by: 
Robert J. Venhaus, City Clerk

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FINANCE COMMITTEE MEETING * APRIL 18, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann, Gary Usselmann.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, EMS Director Michael Berndsen, Zoning Administrator John Becker, Golf Supt. Paul Smith, City Attorney Joanne Stevenson.

Visitors: Brad Hummert.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for March were distributed at the April 5th Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Engineering Fees increases for Roundabout. Brad Hummert of HMG Engineers explained to the Council the reason for his firm's request to increase the design fee by \$215,000. The amendment to task order #1 explained about 10 reasons for the increase. Council agreed to approve at the April 19th meeting.
2. Roundabout Project. Mayor suggested setting aside TIF Funds to meet the cost of the Roundabout. Council in agreement.
3. Sewer Extension Project. Don Voss handed out the location of the proposed lift station and route of the 14" forcemain. Construction tentatively scheduled to begin this Fall.
4. New truck for utility department. One of the older trucks will be transferred to park department. Council in agreement.
5. Used truck for golf course. Council approved purchasing a 2011 Ford truck from Breese Motor Sales in the amount of \$7,500.
6. IMEA Energy Efficient Program. The next phase will be changing the lights at the ambulance and golf buildings. A grant program for businesses was discussed.

- Public Hearing 7 pm , 4-19-16 at City Hall
- Other TIF developments
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CITY CLERK:

- Budgets due May 1, 2016 – Bob Venhaus and I, with supervisors, will start working on the numbers to make sure they balance
- May 2, 2016 – Jessica Duncan will move to City Hall to assume her new position. She will be under contract for Clerk Office/Police Dept. full time Clerical Personnel
- Ordinance changes to City Clerk/Collector positions. Needs to be passed by Oct. 1, 2016

AMBULANCE:

- Financing a new ambulance
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ZONING:

- Timmermann variance – Joanne Stevenson will be at the meeting to go over Council options

MAYOR

- May 18- 19- 20, 2016 IMUA conference in Springfield
- St. Joseph Hospital Tourney – 1 or 2 teams
- Demond Sign/Chamber and City

- 22. Elected officials salaries. Salaries need to be established at least six months prior to the election. Mayor and City Attorney are working on the required changes needed to the ordinance relative to job duties in the city clerk office. This again is relative to the retirement of Robert Venhaus.
- 23. Proposed new ambulance. Looking at various finance sources.
- 24. Ambulance monitors. Two current monitors are old and obsolete and must be replaced by December 31, 2016. The estimated cost is about \$25,000 each.
- 25. St. Joseph Hospital Golf Scramble. Council approved participating with one or two 4-man teams.

The meeting adjourned at 9:20 p.m.

Non-verbatim minutes taken by: Robert J. Venhaus
Robert J. Venhaus, City Clerk

Finance Committee Meeting * May 16, 2016Agenda

UTILITIES:

- Personnel update
- Storm Damage report
- Kendra Ripperda – IMUA essay winner; Ed Cobau will be at our meeting
- Ordered truck

PUBLIC WORKS:

- Lincoln Village sidewalks: Ted Voss sidewalks
- On-going and upcoming projects
- Dump Truck problems – transmission cost vs value of truck

POLICE:

- Preparation for summer events
- 5-K run- Sept 10, 2016 – seeking permission
- Ordered car

RECREATION:

- Pool opening May 28, 2016, based on weather
- Pool manager contract

BUSINESS ADMINISTRATOR:

- TIF – Holy Cross filed
- Start on TIF – G-town Rd & S. 4th St.

CITY CLERK:

- Changes in position
- Ordinance changes needed - salary

AMBULANCE:

- Purchase monitors for ambulances – REPRESENTATIVE WILL BE AT MEETING

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ZONING:

- May 19, 2016, 7:30 pm Hollenkamp variance
-

MAYOR'S REPORT:

- IMUA meeting and Sec. Blankenhorn meeting
- IML issues
 - Automatic Appropriation Authority for Local Funds
 - Pension reforms & Arbitration
 - Municipal bidding changes
 - Other items
- Election 2017

FINANCE COMMITTEE MEETING * MAY 16, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Carl Ratermann, Paul Steinman, Kevin Timmermann, Gary Usselman. **Absent:** Debbie Koetting.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, EMS Director Michael Berndsen, Golf Supt. Paul Smith.

Visitors: None.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for April were distributed at the May 3rd Council meeting.


The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Kendra Ripperda. Council approved matching the \$500 IMUA scholarship awarded to Kendra for winning the essay contest.
2. Lincoln Village Sidewalks. Council in agreement that the sidewalks recently poured were of inferior quality and must be replaced.
3. Sidewalks in TLV Estates #2. Council in agreement sidewalks must be installed on the west side of OTKE lane where there is a 2-lot gap.
4. Truck for Street Department. Tabled for further study.
5. Ricoh Printer/Scanner at Public Works Department. It is currently being leased and has been nothing but trouble. Council in agreement to cease appropriations for the Ricoh Printer/Scanner effective immediately.
6. Swim Pool Manager Contract. Council agreed to increase the annual salary by \$400.
7. Gate lock at Hannah's Playground. The matter currently being studied.
8. Third TIF District. Documents for the "Route 50/Holy Cross Lane East Redevelopment Project Area" have been filed with the County Clerk.

9. New (Fourth) TIF District. Generally called the "Germantown Road/S. 4th Street Redevelopment Project Area." The new TIF being worked on to retain the home office of Poettker Construction Co. Poettker is looking into the possibility of moving to St. Louis area.
10. Duties of city clerk/city collector. City attorney in the process of studying the matter.
11. Salary of city clerk elected in April 2017. Council tentatively agreed to set the salary at \$5,200.
12. Monitors for Ambulance. Council in agreement to purchase two cardiac monitors from Zoll Medical Corporation for a total price of \$55,147.26. Payment to be made over two budget years.
13. Zoning Variance Hearing. May 19th at 7:30 p.m. Request made by Paul Hollenkamp.
14. Storage Container. The matter of a resident placing a large storage container on his property may be in violation of the zoning code. Residents are complaining. Zoning Administrator looking into it.
15. Mayor meeting with IDOT official. The meeting relative to the Rt. 50 Coalition to get a 4-lane highway from Indiana border to I-64. The meeting set for May 18.
16. Video Sign. Scheduled for delivery around May 25. It will be installed by the street department.

The meeting adjourned at 8:15 p.m.

Non-verbatim minutes taken by:


Robert J. Venhaus, City Clerk

Finance Committee * June 20, 2016Agenda

UTILITIES:

- Sewer line update: meeting with Breese East residents
- personnel

PUBLIC WORKS:

- Sidewalk issues
- Summer projects – pouring sidewalks, Walnut St

POLICE:

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RECREATION:

- Concrete pad by Showcase stage
- Freezer for pool
- July 1, 2016 – retirement party for Barb Jansen, 5 pm will be official ceremony. Other activities
- Golf course liquor license

BUSINESS ADMINISTRATOR:

- Comp Plan meeting
- S. 4th St./G-town Rd. TIF

CITY CLERK:

- budgets
- Ordinance changes for City clerk position

AMBULANCE:

- New equipment – monitors, etc

FINANCE COMMITTEE MEETING * JUNE 20, 2016

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.

Alderman in attendance: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann, Gary Usselman.

City Officials: Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, Golf Supt. Paul Smith, Administrative Asst. Sandy Hemann.

Visitors: None.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for May were distributed at the June 7th Council meeting.


The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Personnel issue. The city attorney to be contacted regarding labor laws.
2. Breese East Subdivision. A meeting was held with some of their residents regarding the pond/ditch that runs through their property. Some of their concerns were the dam and City discharging into ditch. On those items they were informed the City does not discharge into the ditch anymore; and City has no responsibility regarding the dam which is owned by Don Albers.
3. Sidewalks on Vossclare Lane along TLV Estates #1. Developer Ted Voss made it known he will not install sidewalks along that stretch since he feels it is not his responsibility. Council tabled the matter for further study.
4. Detention Pond in St. James Subdivision. The pond is in need of work and the subdivision does not have the funds to fix it. City contends it is private property and does not have jurisdiction over it.
5. New/used truck for street department. Don Voss stated he has looked at numerous used trucks and are either too costly or does not meet his needs. Council approved to purchase a new one and finance it over two years with a loan from the electric fund.
6. Golf Liquor License. City will hold the license per the amendment to the liquor code. Council discussed the \$1 million limit and City liability. Will look into additional coverage.

- 7. Comprehensive Plan update. Meeting on Wednesday with the Committee to discuss changes/updates. Passage planned for September.
- 8. Proposed South 4th/Germantown Road TIF District. Tim Schleper working with PGAV on the Redevelopment Plan.
- 9. Proposed FY '16 Budgets. Council in general agreement. The appropriation ordinance to be passed on July 19.
- 10. Ambulance monitors. The new monitors are scheduled for delivery in a few days.

The meeting adjourned at 8:15 p.m.

Non-verbatim minutes taken by:



Robert J. Venhaus, City Clerk

Finance Committee * July 18, 2016Agenda

UTILITIES:

- Applications
- Sewer extension

PUBLIC WORKS:

- Aug. 10 & 11 – Oil and Chip dates
- A.G. Becker property
- Central Laborers Pension Fund
- Video sign
- New truck ordered

POLICE:

- Personnel
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RECREATION:

- Eagle Scout project – dog park?
- July 27 – Park Board meeting

BUSINESS ADMINISTRATOR:

- G-town Rd & s. 4th St. TIF
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CITY CLERK:

- Changes to City Clerk ordinances – salary needs to be set
- Appropriation Ordinance public hearing
- New software, training, and cost

AMBULANCE:

- Aug. 6 – Ambulance golf fundraiser
- Monitors in and running

ZONING:

- Aug. 4, 2016 – Public Hearing on Amendments to Zoning Code
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MAYOR'S REPORT:

- TIF Conference – Sept . 14 - 15
- IML conference - Sept 22 - 25
- July 19 – Breese Chamber meeting
- Aug. 5 - Rt. 50 Golf Tourney at Salem

FINANCE COMMITTEE MEETING * JULY 18, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Paul Steinman, Kevin Timmermann, Gary Usselmann. Absent: Carl Ratermann.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schleper, Golf Supt. Paul Smith, Administrative Asst. Sandy Hemann.

Visitors: None.

Press: Steven Stilt, Centralia Sentinel.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for June were distributed at the July 5th Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Water/power plant operator position. There were 18 applicants and the Council decided to interview 3 or 4 next week.
2. Sewer Extension/Lift Station. Plans have been prepared and received today. Bid dates will be set at a later date.
3. A.G. Becker Property. This is the former Kruep property located east of town adjacent to Old Rt. 50. Discussed with him acquiring some Right-of-Way for a future street along with some other matters regarding the property.
4. Central Laborers Pension Fund. An employee pension fund separate from the City which started in 2003 and employees opted out in 2012. The matter of the CLPF claiming the employees owing \$13,000 is under protest. A negotiated settlement is being worked on. The idea of establishing an "escrow account" until the matter was resolved to be discussed with the city attorney.
5. Golf equipment. Council in agreement to pursue the new version of the Oasis PLC. This equipment is needed for the operation of the irrigation system at the golf course. The cost is \$5,530.

6. Update to Comprehensive Plan. Tim Schleper said he is finishing up the details.
7. Changes to the duties of the city clerk. City attorney is working on it. The Council settled on setting the salary of the new city clerk to be elected in April 2017 at \$6,000/yr.
8. New software for accounting and payroll. The current software, Fundware, will not be supported starting in 2018. Council agreed to proceed with Caselle's software provided by Civic Systems. The cost, including training, was \$48,000 and could be paid over a couple fiscal years.

The meeting adjourned at 7:55 p.m.

Non-verbatim minutes taken by:



Robert J. Venhaus, City Clerk

FINANCE COMMITTEE * SEPTEMBER 19, 2016

AGENDA

UTILITIES:

- Relief Sewer Project report
- Schuette's Market requests
- Energy Efficiency program

PUBLIC WORKS:

- Walnut St. & RR project – HMG report – Chris Wilson
- Ratermann property easements
- Mayberry's corner – 8th and Walnut – one way street
- Oct 10 & 11 – rock and oil driveways and alleys
- Oct. 15 – Clean –Up day

POLICE:

-
-

RECREATION:

- Pool and splash pad – asked Angie to put list together
- Golf – some repairs to be made

BUSINESS ADMINISTRATOR:

- OSLAD payment received- \$175,900 – put into TIF fund

- Set aside money for roundabout project
- Health Insurance report for 2016-2017
- Comprehensive Plan report

CITY CLERK:

- Training for new software system
- Preliminary auditor's report

AMBULANCE:

- Ambulance report – minor damage
- USDA has money for grants and loans for emergency vehicles

ZONING:

- Sept. 22 – meeting for special use for Brian Pierce at City Hall at 7:30
-

MAYOR'S REPORT:

- E-waste proposal
- IMRF rules on pay raises during the last 4 years of working
- Don Albers accessibility to property
- Leroy Raeber 10 acres south of St. Joseph Hospital
- IML meeting in Chicago 9-22 to 9-24

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FINANCE COMMITTEE MEETING * SEPTEMBER 19, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann, Gary Usselman.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Public Works Manager Don Voss, City Business Administrator Tim Schelper, Administrative Asst. Sandy Hemann, Golf Supt. Paul Smith.

Visitors: Chris Wilson of HMG Engineers.

The Council reviewed the bills to be paid. Copies of the city clerk and city treasurer reports for August were distributed at the September 6th Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. **North Walnut Street.** Complete the concrete street from N. 1st to RR tracks. Issues with the railroad relative to a proposed sidewalk and box culvert. Box culvert would alleviate erosion north of tracks. Council decided to have Chris Wilson contact railroad for clarification of the issues.
2. **BestOne Tire Development in Lincoln Village.** Council agreed that a sidewalk would be required.
3. **Ratermann Property Easements.** Easements needed for the Holy Cross Lane Revolving Loan/St. Joseph Hospital Drainage Project. Council in general agreement to purchase the property/right-of-way for \$3,750. Aldermen Ratermann and Steinman were against it.
4. **North 8th leading to Walnut Street.** Property owners request the 1-way road be closed due to the small width creating safety issues. Council decided to have the property owners submit a Petition signed by those who would like to have the road closed. City to conduct a traffic study.
5. **City union members withdraw liability.** The union members withdrew from a pension fund years ago and were charged a penalty of \$13,000. Council agreed to front the money under the condition the employees reimburse the City.

- 6. **Proposed Relief Sewer.** Project to be bid in Spring 2017. Council approved to do the portion in the golf course this Fall/Winter with City forces. The estimated cost to do this section was \$124,000. This portion to be funded with a loan from the electric fund.
- 7. **Sewer rate.** Council agreed to have the city attorney prepare an ordinance to increase the sewer minimum charge by \$3.
- 8. **Schuette's Market electric concession request.** Council denied their request to have their electric rates reduced. Tabled an electric rate study.
- 9. **IMEA Efficiency funds.** Use some of the funds at the ambulance building. Establish a program for businesses to apply for \$5,000 of the funds this year. IMEA has strict criteria that need to be met for an efficiency project.
- 10. **Comprehensive Plan update.** Public comments will soon be accepted and then a public hearing.
- 11. **Roundabout Project at North Walnut and Holy Cross Lane.** Council agreed to earmark \$75,000 of TIF Funds this year for cost incurred on the project.
- 12. **Haag Foods TIF Payment.** City attorney advised that the payment this year should be applied to the Revolving Loan Fund.
- 13. **Employee Health Insurance.** Council agreed to go with the IPMG Insurance Program Managers Group effective October 1. Tim Schleper explained this is a self insurance program with a stop loss maximum. This plan will increase the cost of health insurance from last year at 12.8%. The current Blue Cross Blue Shield plan increase was 25%.
- 14. **New software training.** City employees Sandy Hemann, Wendy Heimann and Clare Gebke will train on the new software on November 14 & 15 in Madison, Wisconsin.
- 15. **Elementary District #12 request of TIF Funds.** Council approved to fund 50% of their \$13,683 infrastructure project.
- 16. **Don Voss request.** Council had no problem with Don starting his own business that will be done on his own time. He said a special use permit for a home occupation will be needed.

The meeting adjourned at 9:20 p.m.

Non-verbatim minutes taken by: Robert J. Venhaus
Robert J. Venhaus, City Clerk

FINANCE COMMITTEE MEETING * NOVEMBER 14, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann. Absent: Gary Usselmann.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, Golf Supt. Paul Smith.

Visitors: None.

There were no bills submitted due to the conversion from Fundware to Clarity that the city clerk office is currently undertaking. Copies of the city clerk and city treasurer reports for October were distributed at the November 1st Council meeting.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. Proposed Relief Sewer/Lift Station. Council approved having some land appraised for possible acquisition for the project.
2. Bent Oak Golf Course Clubhouse. Mayor will have an ad hoc committee to study possible renovations due to the age of the facility.
3. Proposed S. 4th St./Germantown Road TIF. Public hearing scheduled for December 6th at 6:30 p.m. in city hall.
4. Employee Health Insurance. City health consultant Bill Schmaltz getting quotes.
5. Supervisor/hourly overtime. The matter being studied by the city attorney.
6. Department of Labor/Employee Complaint. The matter has been dismissed by the Department.
7. 2016 Tax Levy (payable in 2017). The Council in agreement to keep the City's rate under \$1.00.
8. New ambulance. Council approved for the ambulance department to start getting prices. The price of a new ambulance was estimated to be \$200,000.
9. Stop sign. Council agreed to have an ordinance prepared for a stop sign at N. 3rd and Elm St. with motorist stopping at North 3rd going east and west.

10. Christmas outdoor lighting. Council approved granting a \$25 credit on the electric bill on those that participate.

The meeting adjourned at 7:52 p.m.

Non-verbatim minutes taken by: 
Robert J. Venhaus, City Clerk

FINANCE COMMITTEE * NOVEMBER 14, 2016AGENDA

UTILITIES:

- Update on relief sewer project
- Pass payment to pension fund

PUBLIC WORKS:

- Holy Cross Lane East project
- Land acquisition for lift station

POLICE:

-
-

RECREATION:

- Christmas lighting
- Rehab of buildings at Bent Oak

BUSINESS ADMINISTRATOR:

- Supervisor/hourly overtime
- Health insurance update
- Dec. 6, 2016 – Public Hearing on S. 4th St. TIF

CITY CLERK:

- Auditor's report - questions

- IMLRA Min/Max payment
- Tax Levy for 2016-2017 fiscal year
-

AMBULANCE:

- Ambulance purchases report
- Buying a new ambulance

ZONING:

- Excel Bottling hearing
-

MAYOR'S REPORT:

- Nov. 17 – IDOT meeting on 5 year plan at Breese City Hall from 4 – 6pm
-

BREESE CITY COUNCIL MEETING * NOVEMBER 15, 2016

AGENDA

1. ORDINANCE – Authorizing the execution of the Illinois Municipal League Risk Management Association (IMLRMA) Minimum/Maximum Contribution Agreement for 2017.
2. RESOLUTION – Approve payment of partial withdrawal liability for Central Laborers Pension Fund in the amount of \$12,912. Further, the City shall seek contribution from the participating employees for their share of the penalty payment as participation of the City in the Pension Fund was solely at the request of and for the benefit of those participating employees.
3. ZONING AMENDMENT HEARING – November 29th at 7:30 in City Hall. Excel Bottling Company request some property located at 455 S. 1st St. be rezoned from R-1 (Residential) to C-1 (Downtown Commercial). This would enable them to move their walk-in cooler from the inside to the outside and not overlap into a residential lot.

BREESE CITY COUNCIL MEETING * NOVEMBER 15, 2016

Minutes of the proceeding of the 38th Regular Meeting of the Breese City Council held in City Hall on the above date.

Mayor Charles E. Hilmes called the meeting to order at 7:30 p.m.

Aldermen in attendance: Robert Berndsen, Bill Fischer, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann. Absent: Chris Hamilton, Gary Usselmann.

City Officials: Utility Plant Operations Manager Dale Detmer, Police Chief Bob Fix, City Attorney Joanne Stevenson, EMS Director Michael Berndsen.

Press: Vicky Albers, Breese Journal.
Liz Dowell, Carlyle Union Banner/Centralia Sentinel.

Visitors: Central High School students: Joyce Timmermann, Matthew Walters, Seth Niepoetker, Mikayla Markus, Mackenzie Ratermann, Natalie Alvers, Derek Jansen, Tanner Huegen, Bennett Richter. Others in attendance: Tim Richter, Terri Alvers.

GENERAL BUSINESS

Motion by Steinman seconded by Berndsen to approve the minutes of the meeting held on November 1, 2016 and place on file. Motion Carried by unanimous voice vote.

Mayor Hilmes acknowledged a group of students from Central High School who were attending for their government class.

COMMITTEE REPORTS

FINANCE:

Motion by Koetting seconded by Berndsen to pass Ordinance #1356 as presented. It authorizes the execution of the Illinois Municipal League Risk Management Association (IMLRMA) Minimum/Maximum Contribution Agreement for 2017. On Roll Call Voting "aye": Timmermann, Berndsen, Fischer, Koetting, Ratermann, Steinman. Absent: Hamilton, Usselmann. Motion Carried.

PUBLIC WORKS – UTILITIES:

Motion by Berndsen seconded by Koetting to pass Resolution #2016-14 as presented. It approves the City paying the assessed partial withdrawal liability of \$12,912.00 to the Central Laborer's Pension Fund. Further, the City shall seek contribution from the participating employees for their share of the penalty payment as participation of the City in the Pension Fund was solely at the request of and for the benefit of those participating employees. On Roll Call Voting "aye": Berndsen, Fischer, Koetting, Ratermann, Steinman, Timmermann. Absent: Hamilton, Usselmann. Motion Carried.

Motion by Berndsen seconded by Koetting to grant a \$25 credit on their electric bill for those participating in the Christmas outdoor lighting program. Motion Carried by unanimous voice vote.

PUBLIC WORKS – STREETS/DRAINAGE:

Alderman Timmermann noted that the street department is working on the Holy Cross Lane drainage project. The project is being funded by the City's CDAP Revolving Loan program relative to and in cooperation with St. Joseph Hospital regarding their expansion project.

PUBLIC SAFETY:

Police Chief Bob Fix commented that those leaving town can request a security check of their residence. He said if citizens see strange vehicles or suspicious activity to call the police immediately.

RECREATION:

Alderman Ratermann thanked the volunteers who put up the Christmas lights at the north park. They will be lighted on November 27.

ZONING/BUILDING INSPECTION:

Alderman Steinman reported there is a zoning amendment hearing on November 29th at 7:30 p.m. in city hall. Excel Bottling Company request some property located at 455 S. 1st St. be rezoned from R-1 (Residential) to C-1 (Downtown Commercial). This would enable them to move their walk-in cooler from the inside to the outside and not overlap into a residential lot.

HEALTH & WELFARE:

The Leaf Dump on the Jansen Farm along Breese Road is open on Wednesdays, Saturdays and Sundays until December 4.

OLD/NEW BUSINESS:

Mayor Hilmes noted that the Illinois Department of Transportation will hold a public hearing on November 17th in City Hall to receive comments on their 5-year plan. The general public can attend the hearing from 4-6 p.m. to receive information and submit comments.

Mayor Hilmes mentioned some notable dates:

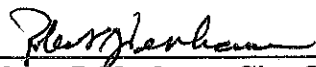
- November 26 Christmas Parade
- November 26 Shop Local Day
- December 4 Bent Oak Golf Course Appreciation Day
- December 6 Public Hearing on the S. 4th St./Germantown Road
proposed TIF starting at 6:30 p.m. in City Hall.

ADJOURNMENT:

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

The meeting adjourned at 7:45 p.m.

Non-verbatim minutes taken by:


Robert J. Venhaus, City Clerk

FINANCE MEETING

DATE: 12-19-16

TOPICS PREPARED FROM DEPARTMENT MEETING: 12-15-16

UTILITIES:

- Sewer line report
- Land purchase for lift station

PUBLIC WORKS:

- Holy Cross East report
- IDOT urban cluster meeting
- Roundabout – PDR has been approved. Acquisition of right of way and easements may commence

POLICE:

- Holiday events
-

RECREATION:

- Building improvements at Bent Oak
- New cart bridge on #1 – cost \$3450

BUSINESS ADMINISTRATOR:

- Comprehensive plan to be voted on Jan. 3, 2017
- S. 4th St. TIF – voted on Jan 17, 2017

CITY CLERK:

- Petitions have been turned in- Dec. 19 at 5 pm is last day
-

AMBULANCE:

- Ambulance quote
- A.M.R – use of ambulance for FEMA disasters
- Personnel issue

ZONING:

- 12-22-16 - Henken hearing – change from R-2 to C-2
-

MAYOR'S REPORT:

- Shared revenue report from IML. Loss of \$4.40/person of state shared revenue.
- Travel Expense Ordinance
- Health insurance meeting 12-20-16

FINANCE COMMITTEE MEETING * DECEMBER 19, 2016

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: Robert Berndsen, Bill Fischer, Chris Hamilton, Debbie Koetting, Carl Ratermann, Paul Steinman, Kevin Timmermann, Gary Usselmann.

City Officials: Mayor Charles E. Hilmes, Utility Plant Operations Manager Dale Detmer, City Business Administrator Tim Schleper, City Attorney Joanne Stevenson, Golf Supt. Paul Smith, EMS Director Michael Berndsen.

Visitors: Erin Wagoner.

The Council reviewed the bills to be paid. Copies of the city treasurer report were distributed. The city clerk report was not available due to the conversion from Fundware to Clarity.

The Council went over the attached agenda prepared by Mayor Hilmes. The following is action taken relative to the agenda or other matters discussed.

1. **Fair Labor Standards Act.** City Attorney Stevenson explained a provision in the Act relating to the matter of a supervisor with scheduled shifts getting overtime pay. The City has one such employee and it was discussed to change him from salary to hourly. Matters such as sick leave, hourly rate, etc. was turned over to committee for recommendation.
2. **Land purchase for proposed lift station.** Waiting on appraisals.
3. **Water plant award.** City has been notified that the water plant has been recommended for an award from the Illinois Rural Water Association. The winners will be announced around February 2017.
4. **IDOT Cluster.** Breese and Germantown are clustered together. Monies totaling \$400,000 could be available. Breese not eligible at this time but could be in 4-5 years since the City does not have a designated FAU route.
5. **Roundabout.** The State has approved the Plan Development Review (PDR) and has been forwarded to Springfield for final approval. The next step would be securing ROW and easements.
6. **New cart bridge on Hole #1 at the golf course.** Council approved expenditure of approximately \$3,450.

7. **Golf Clubhouse Renovations.** Council approved to proceed with a design. Renovations include enclosing the patio, a vestibule for the west entrance, and an addition to the north.
8. **Downtown Improvements.** Tim Schleper stated he has been meeting with Scott Rakers and David Paul. The design for the improvements should be ready by next finance meeting.
9. **Don Albers property just west of Breese East Subdivision and south of Old Rt. 50.** Mayor Hilmes stated he spoke with Don Albers regarding ROW and was informed the land will remain farm ground.
10. **New Ambulance.** Quotes were received and were as follows: Box: \$134,990; Chassis: \$45,889 (State Bid); Powerload: \$21,730; Cot: \$18,620. The Council talked about financing the ambulance and equipment with an interfund loan. Council approved for the committee to proceed with formal action to be taken in January 2017.
11. **A.M.R. Program.** Council agreed for the ambulance department to study further the matter of using ambulances for FEMA disasters.
12. **Ambulance Personnel Issue.** EMS Director Michael Berndsen currently on medical leave. Mayor Hilmes informed the Council he has decided that Tim Schleper shall assume the duties of Ambulance Director effective immediately.

The meeting adjourned at 8:40 p.m.

Non-verbatim minutes taken by:


Robert J. Venhaus, City Clerk