

**City of Geneseo, Henry County, Illinois
Committee of the Whole Meeting
January 24, 2017**

The City Council of the City of Geneseo met Tuesday January 24, 2017 at the Council Chambers, 115 South Oakwood Avenue. Mayor Kathy Carroll-Duda called the meeting to order at 6:00 pm. Alderman Bob Wachtel, Martin Rothschild, Paula Simosky, Brenda Johnson, Jason Robinson, Sue Garlick and Kent Anderson answered roll call. James Roodhouse was absent. Others in attendance included City Administrator Lisa Kotter, City Clerk Loree K Phlypo, City Attorney Derke Price, Finance Director Kara Wiesemeyer, Public Works Director Chad VanDeWoestyne and Director of Electrical Operations Lewis Opsal, IT Manager Garrett Griswold, HR Generalist Brandon Maeglin and Inspector Rick Mills.
A Quorum was present.

Public Comment

Resident Kathy Allen stated that she is against increasing the hours for alcohol sales, she feels that there are enough places to buy and hours available. Alcoholism in children is a problem in this town.

Public Hearing – Request for a Class E “Other Business Beer and Wine Off Premise Only” License by Ritech Patel DBA Arya-Anika Inc. located at 525 W. Main Street Geneseo, IL 61254.

This is a replacement Liquor License due to the sale of a business that already carried a liquor license.

No discussion

Motion by Wachtel, second by Simosky to close the Public Hearing at 6:06 PM.

Voice Vote. 7 Ayes. 0 Nays. 1 Absent.

No Action

Discussion on amending Section 110.38 of the Code of Ordinances concerning Hours of Operation for the Sale of Alcoholic Beverages, Ordinance O-17-04, Variances and Hours of Operation on Sunday.

Discussion was held last month on granting variances of 2 per license per year and anything requested over that would go to Council for approval. Variances that are requested are usually for Sunday morning. A meeting was held with the Mayor, Administrator and City Clerk along with all license holders were invited to discuss if there is a need or desire to increase the hours instead of going with variances. 6 License Holders attended and expressed a desire to have the hours on Sunday morning earlier for activities such as brunches and golf outings. It was determined through this meeting that they only were requesting hours on Sunday be earlier, all other hours met the needs of the license holders and to include the variance option of 2 per license per calendar year. With an increase of hours on Sunday, businesses are not obligated or required to open earlier but can in the event that they are having for example a Mother’s Day Brunch where they would like to offer Mimosa’s. In May of 2015 the hours were changed for Monday through Thursday to 7 a.m. for Class E and B licenses. If the Sunday am hours are increased for all Classes it will make it more consistent for the police to monitor. There wasn’t a desire to have the closing hours lengthened from any of the license holders in attendance.

Motion by Johnson, second by Rothschild to recommend to City Council the adoption of Ordinance O-17-04 Amending Section 110.38 of the Code of Ordinances Concerning Hours of Operation for the Sale of Alcoholic Beverages and would grant the Liquor Commissioner permission to change the liquor serving hours for any license holder two times per year without Council Approval.

ROLL CALL

Ayes 7 Simosky,Robinson,Garlick,Wachtel,Rothschild,Anderson,Johnson

Nays 0

Absent 1 Roodhouse

Motion Carried

Discussion on Recommendation of bids for Well Drilling from the bid opening of February 10.

The City will have a bid opening on February 10th for the Well Drilling. Missman will review the bids prior to the February 14th Council meeting and make a recommendation on the lowest qualified bidder. The City is waiting on EPA documents that are required before moving forward.

Motion by Wachtel, second by Garlick to recommend to the City Council to approve the contract for the Well Drilling at the February 14 Council meeting after bids have been received and a recommendation is made by Missman on the lowest qualified bidder.

ROLL CALL

Ayes 7 Simosky,Robinson,Garlick,Wachtel,Rothschild,Anderson,Johnson

Nays 0

Absent 1 Roodhouse

Motion Carried

Discussion on Lexipol Policy Management Services Renewal for the Police Department in the amount of \$6,303.

Discussion was held on the annual renewal of the Lexipol Policy Management Services. The Police Department contracted for Lexipol Services and it has worked well the first year. This service allows employees of the Police department to read and sign verifying that they have read the policy documents and Chief can then keep track of who has read the required documents and who hasn't. Last year the program was at a cost of \$5,445 and included Supplemental document feature, this year the Supplemental document feature is \$858 for a total of \$6,303. This is being paid for with 2/3rd funds from the General Fund and 1/3rd from the B Fund which is drug enforcement funds.

No Discussion

Motion by Rothschild, second by Johnson to recommend to the City Council to allow the Police department to renew Lexipol Policy Management subscription.

ROLL CALL

Ayes 7 Simosky, Robinson, Garlick, Wachtel, Rothschild, Anderson, Johnson

Nays 0

Absent 1 Roodhouse

Motion Carried

Discussion on Fireworks Display and Activities for July 3rd.

Discussion was held on the planning of the 2017 Fireworks activities. The event was very well received and this year there will be more time for planning. A couple areas that costs can be cut are with the tent rental and the bands. Staff can look to other organizations to see if anyone has a tent that we can borrow and instead of having 3 bands that we have to pay for, may be some local talent can play for the earlier time and a larger name band in the evening and through the fireworks show. It was suggested that the bounce house and face painting be available until the fireworks start. It was suggested that may be think about food trucks instead of staff taking care of the food.

Motion by Rothschild, second by Johnson to recommend to the City Council to allow staff to start planning the 2017 Fireworks Event and have a budgeted amount at the February 14th Council meeting.

Voice Vote. 7 Ayes. 0 Nays. 1 Absent.

Motion Carried

Discussion on recommendation of bids for Oakwood and First Street construction bid opening from February 10.

The bid opening for the Oakwood and First Street project will be on February 10. Missman will then review and make a recommendation on the lowest qualified bidder.

Motion by Wachtel, second by Anderson to recommend to the City Council to approve the contract for the First Street Water, Sewer and Road Construction at the February 14 Council meeting after bids have been received and a recommendation is made by Missman on the lowest qualified bidder.

Voice Vote. 7 Ayes. 0 Nays. 1 Absent.

Motion Carried.

Discussion of Purchasing Policy Ordinances O-17-06 An Ordinance Repealing the Purchasing Policy guidelines set by Ordinance No. 1872 and 1913 providing for the establishment of a Purchasing Policy for the City of Geneseo, Henry County, Illinois and O-17-07 An Ordinance setting the parameters for the Purchasing Policy for all departments in the City of Geneseo, Henry County, Illinois.

This item was discussed at a prior meeting. The proposed ordinance would give the staff ease in implementing with the control still being with the Council. The budget would be approved in June and in July the staff would begin to bring to the Council a spreadsheet of specific capital purchases based off of the budget that was approved, a spreadsheet would be presented to Council each time a Capital Purchase was made. The budget controls the annual expenditures and it isn't realistic to bring every purchase back to City Council over \$5,000, which is how the Policy is currently written. Construction would still have to be bid according to State Law. A cover sheet has been created for Capital purchases and would require 2 of 3 signatures, Mayor, Administrator and Finance Director. In the event the purchase is something that there are not very many providers then it can come before the Council and ask to have the bid process waived. If Council members would like more specific information about a budget line item then they can schedule time to talk to the Department Head about that line item. It was requested that the ordinance be reviewed by the auditors before approval at the February 14 meeting.

Motion by Wachtel, second by Simosky to recommend to the City Council Adoption of Ordinance O-17-06 that Repeals the Purchasing Policy guidelines set forth in Ordinances 1872 and 1913 Providing for the Purchasing Policy for the City of Geneseo and to Adopt Ordinance O-17-07 An Ordinance setting parameters for the Purchasing Policy for all Departments in the City of Geneseo, Henry County, Illinois and reviewed by the auditors.

ROLL CALL

Ayes 7 Simosky,Robinson,Garlick,Wachtel,Rothschild,Anderson,Johnson
Nays 0
Absent 1 Roodhouse
Motion Carried

Wachtel left meeting at 7:25pm.
Wachtel returned at 7:28pm.

Discussion of Ordinance O-17-01 An Ordinance Amending Section 52.16 of the City Code of Ordinances concerning Water and Electric Service – Commercial Deposits.

Discussion was held at the last meeting on account deposits. If staff sent out late customers a letter stating that they owed a deposit there would be over 500 people that would have to pay a deposit. Late payments going forward will be notified that if they are late they will be expected to pay a deposit. The deposit is payable over 4 months. We need to redefine late, is it the day after it is due or after they receive a shut off notice. City Attorney was directed to state “have had a notice of shut off physically delivered to the property receiving service one or more times within the prior 12 months”. Deposits would be reviewable annually by the City or a request from the customer.

Motion by Rothschild, second by Anderson to recommend to the City Council Ordinance O-17-01 Amending Section 52.16 of the City Code of Ordinances Concerning Water and Electric Service, Commercial Utility Customer and to include elimination of 3 B, 2 late payments.

ROLL CALL

Ayes 7 Simosky,Robinson,Garlick,Wachtel,Rothschild,Anderson,Johnson
Nays 0
Absent 1 Roodhouse
Motion Carried

Discussion on Save a lot Development Agreement Sales Tax Rebate, Utility Deposit and TIF Incentives.

Discussion was held between the Administrator and Bill Smith from Beck Oil Co. of Illinois about refining some items in their development agreement with the City. They didn't pay a deposit when they set up their utility account, they have agreed to pay a deposit. The part of the agreement on the paving of the parking lot is that they would get \$300,000 for paving the entire parking lot, they have paved 1/3 of the parking lot so they agreed it was fair to receive as reimbursement \$100,000 for paving 1/3rd of the parking lot and in the event in the future that they get the rest paved then they would be reimbursed for that. The City's 3rd request was to have flexible line items differing from those listed, but not to exceed \$1,911,000.

Motion by Rothschild, second by Wachtel to recommend to the City Council to make the following changes to the Save a lot development agreement: lower the parking lot reimbursement to \$100,000 and allow a pro-rated additional amount if additional paving is completed, to allow for flexible line items in the TIF eligible reimbursements as long as the total of \$1,911,000 is the maximum and to collect a utility deposit for the store according to City Ordinance.

ROLL CALL

Ayes 7 Simosky,Robinson,Garlick,Wachtel,Rothschild,Anderson,Johnson
Nays 0
Absent 1 Roodhouse
Motion Carried

Martin Rothschild left the meeting at 7:53pm.
Chief arrived at 7:53pm.

Discussion of Alarm System Ordinance Section 117.

Discussion was held on the alarm ordinance originally adopted in 2003. Currently the Police department process the alarm applications and annual renewals. Current Ordinance has a onetime charge of \$50 for an administrative fee. The customer gets 2 false alarm calls without charge but after that there is a charge. Annual renewal is performed to ensure that all the information on contacts and key holders are correct, there is no fee after the initial registration. This could be included in a “new resident” packet and can be sent in with the liquor license renewals that are processed in April of every year.

Motion by Simosky, second by Garlick to remove last sentence from section 117.04 and clarify annual update information required and transfer permitting and invoicing to City Hall.

ROLL CALL

Ayes 6 Simosky,Robinson,Garlick,Wachtel,Anderson,Johnson
Nays 0
Absent 2 Rothschild,Roodhouse
Motion Carried

Discussion of Maple Leaf Farm, LLC Development Agreement and Intergovernmental Agreement.

Discussion was held on the agreement between Maple Leaf LLC and the City. City Administrator reported that the City won't know the actual cost for the project until it is bid out. The Park District has not voted on being involved in the project because they are concerned about the "Sunset clause" and that they might have a large balloon payment at the end of the timeframe, the suggestion was made to eliminate the "sunset clause" and give them whatever amount of extra time that is needed to pay their portion. Alderman Johnson expressed reservations over spending an amount that may be over the \$400,000 with the situation that the state is in and a lot of people leaving the state she didn't know if this may be isn't the right time to start this project. Administrator Kotter stated that a sentence can be added to the document stating, "if over a certain amount then it has to go back to Council for further discussion". The turn lane is the City's responsibility and the utilities are the responsibility of the subdivision. Administrator Kotter stated that the letters of credit that are being allowed need to very precise on the number that is given.

Motion by Wachtel, second by Simosky to recommend to the City Council to approve the Maple Leaf Farms LLC Development Agreement as proposed, to allow for the removal of the sunset clause for final payment in the Intergovernmental Agreement and to continue negotiations with the Department of Transportation on the construction project with a final report back to the Council with a provision to reevaluate if the bids if it comes in over \$450,000 and to insist that the Park District vote on their participation in the project at their meeting on February 7, 2017.

ROLL CALL

Ayes 6 Simosky,Robinson,Garlick,Wachtel,Anderson,Johnson

Nays 0

Absent 2 Rothschild,Roodhouse

Motion Carried

Payment of City and Utility Bills

Additional sheets were handed out. The audit fee was \$42,000, the Finance department will start to do more and then some money will be saved, fixed assets is where the most improvement can be made.

Motion by Wachtel, second by Robinson to approve City and Utility bills as presented.

ROLL CALL

Ayes 6 Garlick,Robinson,Wachtel,Anderson,Johnson,Simosky

Nays 0

Absent 2 Roodhouse,Rothschild

Motion Carried

Public Comment

None

Executive Session - RE: Filing Vacant Position

Motion by Wachtel, second by Robinson to go into Executive Session under Pursuant to personnel matter pursuant to: 5ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity at 8:52 PM.

Voice Vote. 6Ayes. 0 Nays. 2 Absent.

Motion by Robinson, second by Wachtel to return to open meeting at 9:26 PM.

Voice Vote. 6 Ayes. 0 Nays. 2 Absent.

Motion Carried

Motion by Wachtel, second by Robinson to adjourn at 9:26 PM.

Voice Vote. 6 Ayes. 0 Nays. 2 Absent.

Motion Carried

Respectfully submitted,

Loree K. Phlypo
City Clerk