



City Council

City Council Chambers ♦ 524 West Stephenson Street ♦ Freeport, IL 61032

**COMMITTEE OF THE WHOLE REPORT
REGULAR MEETING
Monday, July 13, 2015**

1. CALL TO ORDER

The regular meeting of the Freeport, Illinois, Committee of the Whole was called to order by Mayor James Gitz with a quorum being present at 6:00 p.m. on Monday, June 13, 2015, in council chambers.

2. ROLL CALL

Present on roll call: Mayor James Gitz and council members Tom Klemm, Peter McClanathan, Art Ross, Jodi Miller, Patrick Busker, Sally Brashaw, Michael Koester and Andrew Chesney (8).

City Staff Present: Corporation Counsel Sarah Griffin, Finance Director Cynthia Haggard, City Engineer Shaun Gallagher, Public Works Director Tom Dole, Fire Chief Scott Miller, Chief of Police Todd Barkalow, Water & Sewer Executive Director Tom Glendenning, and City Clerk Meg Zuravel.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Alderperson Brashaw, chairperson of meeting.

4. PUBLIC COMMENTS – AGENDA ITEMS

Chairperson Brashaw requested leave of council to hear all public comments at this time due to the expected length of this meeting. Signed on the sheet for public comments on agenda items were the following:

Jennie DeVine, 411 N. Apple, Freeport, Illinois, spoke in regard to the budget items and is not for any amendments which would move to remove budgeted items for the rental property registration and the landlord training built into the Community Development budget (for agenda item number ten, items J, K, and L. She stated as a former alderperson she knows that program is self-funded items and what you would do with the extra money can't go into the general fund.

Cynthia Petta Connell, 224 N. Mernitz, Freeport, Illinois, spoke as the Freeport Township Assessor, spoke against the proposed amendments for the building permit fee ordinance. She asked for consideration of a definition for minor repairs and ordinary repairs. She spoke about there being a dual standard and the process for assessment of properties. The Freeport Township Assessor's office works to value properties in an equitable manner. She explained the benefit of having an up-to-date property record card based on building permits that are pulled for a property.

Jilly Whiting, 411 S. State, Freeport, Illinois, spoke in support of having the training for landlord registration performed by the Freeport Area Landlords Association. She spoke about the training history they have with FALA. This would allow you to have less expense for the rental property registration program. She recommended requiring training for those landlords that need it. She stated

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she does not want to see the council dismantle the program and asked them to work together with the administration.

Bill Green, Barberry Circle, Freeport, Illinois was signed on the sheet and was not present at this time.

5. MINUTES

The minutes of the June 8, 2015 regular meeting and the June 15, 2015 special meeting were presented. Alderperson McClanathan moved for approval of the minutes, seconded by Alderperson Miller. Motion prevailed by voice vote without dissent.

6. UPDATE ON IEPA WATER MAIN PROJECT AND FUNDING TIMELINE AS PRESENTED BY WATER AND SEWER EXECUTIVE DIRECTOR TOM GLENDENNING

Executive Director Tom Glendenning stated the department is edging closer to construction plan completion on the Phase B water main improvement project. The engineers are in the process going out for bid for contractors on the project. Fehr Graham will be publicizing the bid documents and then there will be a 45 day review period as mandated by the IEPA loan requirements. Part of this project is a consolidated project with street improvements on Harlem (from West Galena Avenue to Stephenson Street) and Burchard (from American Street to FHN Hospital). He stated this part of the project is set to begin in the fall if the schedule goes as planned and will include new water mains. He explained another phase of the project is slated to being in 2016 for streets listed as Park Crest, Laurel, and Park Boulevard. He noted they will keep in mind school and bus schedules trying to work around activity in those areas. He provided information on the scope and expects the pressure zone project to be completed next year. The council members were provided an opportunity to ask questions.

Alderperson Koester asked if this will make the applicable changes necessary to improve water pressure in case there is an emergency fire flow. Director Glendenning stated that based on the modeling this makes the necessary improvements and they have estimated it could improve flows 250%.

Alderperson Klemm asked if areas will require pressure reducing valves. Director Glendenning stated that none of the areas in the low pressure will need pressure reducing valves for this part of the project.

Alderperson McClanathan thanked Director Glendenning for the update. He asked when he forecasts the time frame for the rate fee structure due to the additional loan need to pay for the infrastructure improvements to the water mains. Director Glendenning stated they will come before next fiscal year. He explained that his has a lot of education to council and public that will need to be done before that. Director Glendenning summarized by stating we need to be good stewards of utility and in order to do this the council will need to know how to fix it and build rate structure to accommodate.

7. PRESENTATION ON FIXED BASE OPERATOR (FBO)/MANAGER CONTRACT

Provided a part of the Committee of the Whole packet was a fifteen page agreement for the Freeport Municipal Airport Fixed Base Operator (FBO) lease and Airport Management contract. This contract has been provided to the council as an informational item this evening so it can be presented at the next council meeting on August 3, 2015. Mayor Gitz explained that it replaces the current contract that is set to expire August 19, 2015. Present at the meeting was the vice-chair of the Airport Commission.

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Mr. Jon Staben was called to the podium. He stated his address for the record as 1070 N. Canyon and stated he is the vice-chair of the Airport Commissioner. Mr. Staben stated what you have before you is the agreement for the Fixed Base Operator Lease and Manager contract for a term of three years. He stated no one received everything they wanted in the contract. There was a certain element now labeled as section 5-15 that was added to require a five year plan for sales/profit growth strategies. This will involve an economic development plan to advance airport. Mr. Staben explained that there was an issue with an end loader that the FBO manager was promised three years ago and it still was not provided so that the costs incurred to rent an end loader had to be incurred by the FBO. He explained the airport had end loader in serious disrepair and the City spent \$6,000 to repair. Director Dole has plans to replace an end loader so that this agreement has provisions to rent one on short term basis. Mr. Staben stated the contract allows for a 5% increase upon a recommendation from the Airport Commission.

Aldersperson Koester asked about fees paid for the airport hangars and whether that is something should be put back to the airport manager. Discussion was held on the payment for hangar rent can be made through pay pal and only one person has taken advantage of that. The hangar tenants can pay their rent at the Airport and they forward them to the Finance Department or a hangar tenant will mail in their check directly to the City. The acceptance of a credit card terminal has not been activated. Mayor Gitz explained that the City would need to invest in the software to acquire acceptance of credit card payments and there will be an effort to acquire software for building permits along with the collection of rent for the hangars.

Aldersperson Koester made a motion to recommend the agreement of the presented FBO Lease and Airport Management contract to council for first reading at the next council next meeting, seconded by Aldersperson Klemm. Motion prevailed by voice vote without dissent.

8. DRAFT RESOLUTION TO AUTHORIZE SIGNING OF A CONSULTING SERVICE AGREEMENT TO PREPARE AN APPLICATION FOR THE OPERATION OF AN ENTERPRISE ZONE (WITH CONSULTING SERVICES AGREEMENT)

The following draft resolution was provided in the packet:

WHEREAS, the City of Freeport, Village of Lena, County of Stephenson, Village of Hanover, City of East Dubuque and County of Jo Daviess acknowledge the current enterprise zone will expire and is ineligible to be renewed due to legislation passed and signed into law; and

WHEREAS, the Enterprise Zone Committee has to apply and compete with other units of government to acquire one of the new enterprise zones established by this recent legislation; and

WHEREAS, the Enterprise Zone Committee has sought the professional services of Opportunity Alliance LLC to help in the preparation and submittal of an application, seeking a new enterprise zone; and

WHEREAS, the Enterprise Zone Committee has the authority to negotiate contracts with vendors, however the participating units of governments shall retain the final authority over the execution of the same; and

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WHEREAS, the Enterprise Zone Committee has negotiated a contract in the amount of \$7,500 per month for 16 months and up to \$3,000 total reimbursement for reasonable and documented out-of-pocket pre-approved expenses for Consulting Services Agreement with Opportunity Alliance LLC.

WHEREAS, the Enterprise Zone Committee has sufficient funding from enterprise zone fees to cover the cost of the contract for Consulting Services Agreement with Opportunity Alliance LLC; and

WHEREAS, acquiring a new Enterprise Zone will help to retain jobs, stimulate economic growth and neighborhood revitalization.

Present at the meeting was Mr. Gary Quinn, chairperson of Enterprise Zone committee. Mayor Gitz explained that even though our Enterprise Zone has been in existence since 1992-1993, by legislation the Enterprise Zone has to be reauthorized. The Enterprise Zone has determined has worked with Mr. Steven McClure of Opportunity Alliance and they feel that company will prepare the best application. They feel he will lobby for our approval of the enterprise zone. The Committee recommends entering into a consulting services agreement with Opportunity Alliance LLC. Mr. Quinn explained the enterprise zone committee has sufficient funding from the enterprise zone fees to cover the cost of the contract.

Aldersperson McClanathan asked whether the partners in the Enterprise Zone will stay the same through our current zone end. Mr. Quinn explained City of Freeport, Village of Lena, County of Stephenson, Village of Hanover, City of East Dubuque and County of Jo Daviess will be working together to renew. Currently there are some moving parts. The newest member is the Village of Lena. The Enterprise Zone was extended to Rafters and Lena will be a part of application as they annex land into village.

Aldersperson Miller read the last statement of the resolution, “acquiring a new Enterprise Zone will help to retain jobs, stimulate economic growth and neighborhood revitalization.” She stated an investment of this kind for this area helps with underlying tax base and that marvelous thing is a thing called jobs.

Aldersperson Klemm made a motion to recommend this draft resolution to the next council meeting, seconded by Aldersperson Busker. Motion prevailed by voice vote without dissent.

9. BUILDING PERMIT FEE ORDINANCE

Ordinance as referred from the July 6, 2015 City Council Meeting:

ORDINANCE #2015-36: AN ORDINANCE AMENDING CHAPTER 1442 – PERMITS AND FEES, SECTION 1442.11 (FEE EXEMPTIONS), SUBSECTION (B) “MINOR REPAIRS” OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT

Mayor Gitz provided an item marked as Committee of the Whole packet item #9 (b). It provided the following definition under Minor Repairs (double underlined section was added by administration):

1442.11 FEE EXEMPTIONS.

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“(b) Minor Repairs. No permit shall be required for minor repairs or alterations which do not involve structural changes, installation of new units or connections. For the purposes of the Section, minor repairs shall be defined as: Ordinary repairs to structures; replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety; nor shall ordinary repairs include roofwork beyond normal maintenance, specifically not considered minor repairs being roof replacement or roofwork which in any way involves structural issues. and which do not exceed three thousand dollars (\$3,000.00) as the price charged the owner. This subsection shall not apply to Chapters 1422, 1424 and 1426, nor affect the fees and permits as addressed in the following portions of this Chapter:

1442.13 BUILDING PERMIT AND FIRE PREVENTION PLAN REVIEW FEES.

1442.14 PLUMBING PERMIT FEES.

1442.15 ELECTRICAL PERMIT FEES.

1442.16 MECHANICAL PERMIT FEES.

1442.17 BOILER PERMIT FEES.

1442.18 COMMERCIAL CONTRACTOR LICENSE FEES.

1442.19 CANOPY, MARQUEE OR STREET CLOCK PERMITS AND FEES.

1442.20 SIGN PERMITS AND FEES.

1442.21 PERMITS FOR DEVELOPMENTS SUBJECT TO STORM WATER DETENTION REGULATIONS.

1442.22 ISSUANCE OF PERMITS TO HOMEOWNERS.

1442.23 APPLICATION FOR BUILDING PERMITS; PLOT DIAGRAMS; COMPLIANCE WITH ZONING CODE; EXCEPTION FOR FARM BUILDINGS.

1442.24 DEMOLITION PERMITS.”

Alderson Chesney asked for leave of the Council to hear from Bill Green. Mr. Bill Green, 1690 Barberry Circle, Freeport Illinois stated the issue of permit broader than permit. He stated there is a need allow citizens to make properties better and instead it has become a permit tool for assessment. He asked the council and the administration to get out of the way of making property look better and give up the extra income by requiring building permit on rehabilitation projects. He summarized by stating this is in effect a tax for rehabilitation of a property.

Alderson McClanathan stated that there was an original ordinance provided in the packet plus separate ordinance as recommended by the administration. He suggested that discussion be held on both the ordinance as presented and the amendment by the administration. He stated he has some concerns although he would be open for input from City Engineer Gallagher and the Building Inspector, John Menke to make the best ordinance moving forward.

City Engineer Gallagher stated the administration provided a version which contains a definition of minor repairs. When the original ordinance was brought forth, it came to their attention that there was a concern about permit fees for roofs, doors, sidings. He understands that having rehabilitation will help to promote a neighborhood and this does provide fee tax for these services. A couple of years ago when there was minor change to permit a threshold and that threshold is currently at \$3,000 as to the price charged the homeowner. In the drafted ordinance they provided language with a definition for

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minor repair as language from the IBC definition and it should have been placed in the ordinance. We were providing a fee threshold on something that should not be permitted. This language should have been inserted from the IBC along with a reference to roofs. City Engineer Gallagher explained that 200-250 permits involve roofs. This does not waive fees for that. He referred to chapter 1442 and noted the fee for a building permit is \$11 per \$1,000.

Mayor Gitz stated he asked a building commissioner to be present and he would also like to be able to hear from staff members from the Community Development Department. Council members were provided the opportunity to give their opinions on the two drafted ordinances. There was confusion that the City requires a permit for painting and it was corrected that there is no permit required to paint a house or to install carpeting or to replace flooring.

Mr. John Menke provided the advantage versus disadvantage with the permits. He stated it enables the staff to tract qualified contractors from the unqualified contractors. He explained that a \$7,000 job will require a permit of \$77.00. He explained that the City would permit for house but not for repairs to a shed. They are also looking for insurance on the contractors. He explained that the Building Department office is very user friendly and they bend over backward to help people. He stated they go out of way to make sure safety of properties in the City to assure the homeowners are working with contractors that are licensed. He can't speak highly enough of the work that is done here.

Aldersperson Koester requested the development of a rule book or guideline to building permits. He suggested it could provide an overview of the building code and provide a user friendly pamphlet of what the City requires and what not. He stated he is not aware that the City has ever permitted painting and would suggest this pamphlet makes sure public knows what expectations are from the City.

Aldersperson Chesney explained that he would like to focus on roofs and permit required. He provided that the State requires a contractor to have a license for roof and then a contractor also has to be registered with City. He was wondering whether the person doing the inspections was also a license roofer.

Aldersperson Klemm suggested a look at the building permit process and look at everything from the application process to the licensing. He explained when you are are talking about commercial roofing they have company that made the roof to inspect to make sure the work is performed properly to warranty their product. He explained that what the building inspector spends the most time on is fences. He would like to see restructure the whole package.

John Menke explained that he has been in the trades for 30 years and understands contracting and residential rehabilitation because he personally performed all the work on his own house. He stated he knows what talking about and knows the codes and he is a licensed.

Lola Oppenheimer explained the permit process, how permit information is placed onto the property indexing cards. This index card assists homeowners to know what work was done on the property and what year it was done. She explained they also check to see if the property is located in the enterprise zone because there are lower fees. The other thing they check is whether the roofing contract has current worker's compensation insurance certificate on file with the City.

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Aldersperson McClanathan made a motion to recommend the ordinance to the August Committee of the Whole meeting or earlier if there is one, seconded by Aldersperson Koester. Motion prevailed by voice vote without dissent.

**10. AS PLACED ON THE COMMITTEE OF THE WHOLE AGENDA AS STATED BY
MAYOR GITZ AND DIRECTOR HAGGARD PER THE COUNCIL MEETING JULY 6,
2015:**

**RESOLUTION #R-2015-40: RESOLUTION TO ADOPT CITY OF FREEPORT SPENDING PLAN FOR
FISCAL YEAR 2015-2016 [view budget document dated 07/06/2015](#)**

Budget Amendment Requests (Chesney/McClanathan)

General Fund Requests:

**Item A - 1-21-575 Mayor's Office – Education, Training and Travel
Reduction of \$1,500.00 from \$7,000.00 to \$5,500.00**

Aldersperson Chesney made a motion to recommend to council Item A as state above, seconded by Aldersperson Miller. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, Brashaw, and Chesney (6)
Nays: Klemm and Koester
Motion passed to recommend Item A.

**Item B - 1-31-527 Office of Finance and Budget – Other Technical Services
Reduction of \$1,000.00 from \$5,000.00 to \$4,000.00**

Aldersperson Chesney made a motion to recommend to council Item B as state above, seconded by Aldersperson McClanathan. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Miller, Brashaw, and Chesney (4)
Nays: Klemm, Ross, Busker, and Koester (4)
Mayor Gitz broke the tie by voting nay.
Motion failed to move forward Item B.

**Item C - 1-32-575 City Treasurer's Office - Education, Training and Travel
Reduction of \$600.00 from \$1,350.00 to \$750.00**

Aldersperson McClanathan made a motion to recommend an amendment reducing the line item by \$350 to bring it to \$1,000. This motion was seconded by Aldersperson Chesney.

Aldersperson Chesney made a motion to withdraw the recommendation to council of the reduction to line item 01-32-575. This motion was seconded by Aldersperson McClanathan.

**Item D - 1-33-508.4 Legal Department - Outside Legal - Outside Consultation
Reduction of \$25,000.00 from \$100,000.00 to \$75,000.00**

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Aldersperson Chesney made a motion to withdraw the recommendation to council of the reduction to line item 01-33-508.4. This motion was seconded by Aldersperson McClanathan.

Item E - 1-33-575 Legal Department - Education, Training and Travel
Reduction of \$1,000.00 from \$2,000.00 to \$1,000.00

Aldersperson Chesney made a motion to recommend to council Item E as state above, seconded by Aldersperson Miller. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, and Chesney (5)
Nays: Klemm, Brashaw, and Koester (3)
Motion passed to recommend Item E.

Item F - 1-44-625 Street Department - Equipment Supplies
Reduction of \$5,000.00 from \$65,000.00 to \$60,000.00

Aldersperson Chesney made a motion to recommend to council Item F as state above, seconded by Aldersperson McClanathan. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Miller, Busker, Brashaw, and Chesney (5)
Nays: Klemm, Ross, and Koester (3)
Motion passed to recommend Item F.

Item G - 1-44-542 Street Department - Contracted Vehicle Repairs and Maintenance
Reduction of \$2,000.00 from \$10,000.00 to \$8,000.00

Aldersperson McClanathan made a motion to withdraw the recommendation to council of the reduction to line item 01-44-542. This motion was seconded by Aldersperson Chesney.

Item H - 1-44-543 Street Department - Contracted Equipment Repairs and Maintenance
Reduction of \$7,000.00 from \$35,000.00 to \$28,000.00

Aldersperson McClanathan made a motion to withdraw the recommendation to council of the reduction to line item 01-44-543. This motion was seconded by Aldersperson Chesney.

Item I - 1-45-421 City Cemetery - Temporary - Non-Bargaining
Reduction of \$1,000.00 from \$4,000.00 to \$3,000.00

Director Dole explained that hiring this person on a part-time basis in the summer frees up his construction crew to perform patching, pot hole filling, cement work, forestry jobs so they will not need to spend work hours mowing at the cemetery or city-owned lots. He explained that this item is used to pay a person around \$8-\$10.00 per hour for forty hours a week in order to mow at the cemetery or city owned property. If he did not hire this person he would utilize street department personnel at a minimum of \$20.00 plus cost of benefits per hour.

Aldersperson Chesney made a motion to withdraw the recommendation to council of the reduction to line item 01-45-421. This motion was seconded by Aldersperson McClanathan.

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Item J - 1-49-575 Community Development - Education, Training and Travel
Reduction of \$11,400.00 from \$12,400.00 to \$1,000.00

Aldersperson McClanathan made a motion to recommend to council Item J as a reduction of \$10,000 from \$12,400 to \$2,400 for line item 01-49-575. Discussion was held on the expenses incurred with this line item goes to pay for education and training of the Police Department liaison to acquire training and become certified. Mike Lehmann was asked to provide information on what is involved with his training and how he envisions training of the landlords. Council was provided an opportunity to ask questions of Mr. Lehmann. He explained he is working on his certification and he has developed a good working relationship with the landlords. In many cases he has made them aware of situations that have happened on their rental property for which they were not aware of previously. This program has been in effect since last year and Chief Barkalow commented on that the program has been a benefit to the crime rate. Mayor Gitz noted this program is self-funded by the rental property registration that is already in effect and collected. To set up this program, they looked at the best practice of other municipalities and he recommends keeping this line item in the budget because it is self-funded and not part of the general fund.

Terry Heilman, 516 W. Clark, Freeport Illinois, spoke as a representative of the Freeport Area Landlords Association. He explained the training that FALA has in place during the months of September through May. They do not have training in the summer months. He spoke about the City needing to go after bad tenant and bad landlords.

Heather Lancaster, Community Development Rental Property Liaison was provided an opportunity to discuss the importance of rental property registration. She stated that she is a part time employee for the City and handles the registration process where Mr. Lehmann works one on one with the landlords on the crime free housing portion. She stated they feel that the training is an important component of the program.

Aldersperson McClanathan amended his motion to recommend to council Item J as a reduction of \$9,400 from \$12,400 to \$3,000 for line item 01-49-575. This motion was seconded by Aldersperson Chesney. The motion prevailed by a roll call vote of;

Yeas: McClanathan, Ross, Miller, Busker, Brashaw, and Chesney (6)

Nays: Klemm, and Koester (2)

Motion passed to recommend Item F in the amended amounts.

Item K - 1-49-612 Community Development -Books, Periodicals and Memberships
Reduction of \$1,000.00 from \$1,125.00 to \$125.00

Aldersperson McClanathan made a motion to withdraw the recommendation to council of the reduction to line item 01-49-612. This motion was seconded by Aldersperson Chesney.

Item L - 1-49-613 Community Development - Office Supplies
Reduction of \$2,550.00 from \$4050.00 to \$1,500.00

Aldersperson McClanathan made a motion to withdraw the recommendation to council of the reduction to line item 01-49-613. This motion was seconded by Aldersperson Chesney.

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Item M - 1-49-411 Community Development - Non-Bargaining
Reduction of \$5,000.00 from \$205,000.00 to \$200,000.00

Aldersperson McClanathan made a motion to withdraw the recommendation to council of the reduction to line item 01-49-411. This motion was seconded by Aldersperson Chesney.

At 9:25 p.m., there was a five minute recess until 9:30 p.m.

Other Funds:

Item N - 31-2-742 Capital Equipment Fund – Vehicles
Reduction of \$27,500.00 from \$110,000.00 to \$82,500.00

Aldersperson McClanathan made a motion to recommend to council Item N as state above, seconded by Aldersperson Chesney. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, Brashaw, and Chesney (6)
Nays: Klemm and Koester (2)
Motion passed to recommend Item N.

Item O - 31-4-741 Capital Equipment Fund - Machinery and Equipment
Reduction of \$106,500.00 from \$375,985.00 to \$269,485.00

Aldersperson Chesney made a motion to recommend to council Item O as state above, seconded by Aldersperson McClanathan. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (6)
Nays: Klemm (1)
Motion passed to recommend Item O.

Item P - 32-0-542 Fire Improvement Fund - Contracted Vehicle Repairs & Maintenance
Reduction of \$60,000 from \$60,000 to \$0.00

Aldersperson McClanathan made a motion to amend his recommendation to council by reducing the line item 32-0-542 by \$5,000 from \$60,000 to \$55,000, seconded by Aldersperson Chesney. The motion prevailed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (7)
Nays: Klemm (1)
Motion passed to recommend Item P as amended.

The above stated items A through P were requested by Aldersperson McClanathan and Aldersperson Chesney. Next are budget line item amendments requested by the administration.

Budget Amendment Requests (Administration)

Item Q - These 3 amendments are one item (Newell Parking Lot)
19-0-730 Motor Vehicle Fund - Improvements other Than Buildings

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Increase of \$350,000.00 from \$0.00 to \$350,000.00
19-0-955 Motor Vehicle Fund - Transfer from Interdepartmental
Increase of \$350,000.00 from \$0.00 to \$350,000.00
1-63-955 Interdepartmental - Transfer to Motor Vehicle Fund
Increase of \$350,000.00 from \$0.00 to \$350,000.00

Finance Director Haggard corrected her previously stated amounts above and stated she will need the dollar amount to be \$269,000 and not \$350,000 for line items 19-0-955 and 01-63-955 as stated on the agenda. She explained that this will be for Newell-City owned parking lot improvements paid for out of rent receipts. Alderperson McClanathan made a motion recommend to council item Q as presented in the amended amount. This motion was seconded by Alderperson Busker. Motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (8)

Nays: none

Motion passed to recommend Item Q as requested by the administration.

Item R - 1-62-527 Management Information Systems - Other Technical Services
Increase of \$15,000.00 from \$0.00 to \$15,000.00

Director Haggard stated this has been in the budget for several years and it was placed in there in case the server for the computers needs to be replaced. She noted it is nearing capacity. Alderperson Busker made a motion recommend to council item R as presented. This motion was seconded by Alderperson Koester. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (8)

Nays: none

Motion passed to recommend Item R as requested by the administration.

Item S - 1-63-900 Interdepartmental - Transfer to Bullet Proof Vest Grant
Increase of \$2,500.00 from \$0.00 to \$2,500.00

Chief of Police Todd Barkalow explained that there is a grant they can apply for in an amount of \$5,000 and it has a 50% City of Freeport matching funds to replace and purchase new bullet proof vests. Alderperson Klemm made a motion recommend to council item S as presented. This motion was seconded by Alderperson Busker. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (8)

Nays:

Motion passed to recommend Item S as requested by the administration.

Item T - 1-63-498 Interdepartmental - Personnel Contingency
Increase of \$191,605.16 from \$146,294.84 to \$337,900.00

Alderperson Koester made a motion recommend to council item T as presented. This motion was seconded by Alderperson Ross. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester (7)

Nays: Chesney

Motion passed to recommend Item T as requested by the administration.

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**Item U - 1-51-411 Police Department - Non-Bargaining
Reduction of \$37,000.00 from \$840,620.00 to \$803,620.00**

Finance Director Haggard stated because of the vacancies in the Police Department in two supervisory positions she estimates a savings of \$37,000 for part of the year. At this time she requests a reduction of \$37,000 to that line item.

Aldersperson Busker made a motion recommend to council item U as presented. This motion was seconded by Aldersperson McClanathan. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (8)

Nays: none

Motion passed to recommend Item U as requested by the administration.

**11. THE FOLLOWING WAS ON THE COMMITTEE OF THE WHOLE AGENDA:
APPROPRIATION ORDINANCE AS REFERRED FROM THE CITY COUNCIL
MEETING JULY 6, 2015: [ORDINANCE #2015-33](#): APPROPRIATION ORDINANCE, FISCAL
YEAR 2015-2016 FOR THE CITY OF FREEPORT, ILLINOIS – [view budget document dated
07/06/2015](#)**

Aldersperson Brashaw made a motion to direct Director Haggard to draft an amended Appropriation Ordinance containing the above stated previously recommendations to the spending plan and appropriation ordinance made by council this evening, seconded by Aldersperson Koester. Motion prevailed by voice vote without dissent.

Discussion was held regarding the second reading of the Appropriation Ordinance scheduled for the City Council meeting on July 20, 2015. Council was requested by the administration to work with staff and have any amendments prepared in advance of that meeting so there is not an undue delays. Corporation Counsel Griffin explained there are a lot of moving parts that have to be changed for one line item and the meeting could be delayed if Director Haggard has to leave to make final changes.

12. DESIGN – BUILD SERVICES MUNICIPAL BUILDING RENOVATION

City Engineer Gallagher provided in the Committee of the Whole packet a memorandum marked as Design-Build Services: Municipal Building Renovation along with attachments from Winter Construction and Prairie Forge Group. Due to the late hour, consensus was to defer this item to the council meeting on Monday.

**13. DRAFT ORDINANCE AMENDING CHAPTER 288 ENTITLED “OFFICERS AND
EMPLOYEES GENERALLY”, ADDING SECTION 288.24 (SIDE LETTER
AGREEMENTS WITH EMPLOYEES) OF THE CODIFIED ORDINANCES OF THE
CITY OF FREEPORT**

Provided in the packet was a draft ordinance amending Chapter 288 entitled “Officers and Employees Generally”, Adding Section 288.24 (Side Letter Agreements with Employees) of the Codified Ordinances of the City of Freeport. The following wording was included in the draft ordinance:

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“Section 1. That Chapter 288 entitled “OFFICERS AND EMPLOYEES GENERALLY”, Section 288.24 (Side Letter Agreements with Employees) is hereby created to read as follows:
“CHAPTER 288 Officers and Employees Generally.

288.24 Side Letter Agreements with Employees.

(a) Any Side Letter of Agreement having a monetary impact of \$10,000 or more, be it with individual employees or groups of employees, shall be of no effect without the approval or ratification of City Council.

(b) It shall be an exception hereunder if there is information contained within or regarding such agreement that is disciplinary or personal in nature to the extent that it would not otherwise be beneficial to the public to have the details disclosed. Should this exception be utilized, the City Council shall be copied on such agreement within fifteen (15) days of its execution.”

Aldersperson Klemm made a motion to recommend to council the draft ordinance, seconded by Aldersperson Koester. The motion prevailed by a roll call vote of;
Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester and Chesney (8)
Nays: none

Aldersperson Chesney asked that the exception be monetized and he would also like to require that the council be conferred within 90 days of a mayor’s end of term. Mayor Gitz stated he can ask Corporation Counsel to draft that wording and it can be ready for the next council meeting.

14. TIMELINE OF REQUEST FOR PROPOSAL FOR LEAF COMPOSTING BY PUBLIC WORKS DIRECTOR TOM DOLE

Director Dole provided information that he will be publicizing notice that he will go out for bids for the landscape waste disposal for leaf composting. The contract as written is a three year contract. We will need to go out for request for proposals. The vendor of the leaf composting must be separately permitted by the Illinois Environmental Protection Agency and acquire insurance as required by the City. Discussion was held on the mileage from the site. Director Dole explained the impact of the previous site being eight miles away and the advantage for truck hauling in time and fuel costs now that the site is located closer to the City just one and one half miles out of City limits. Director Dole stated this closer site has improved productivity. Corporation Counsel Griffin explained that the council can waive the bidding requirements by a 2/3rd majority vote if the council so choses. Aldersperson Chesney stated that he would like the City to go out for bid. Discussion was held that Director Dole should place in the request for proposal that the City requires a distance of no more than a certain number of miles to keep the advantage of productivity of hauling. There will also need to be placed in the bid specifications the site will meet the regulations by an IEPA land survey and land application requirements.

10. PUBLIC COMMENTS – AGENDA OR NON-AGENDA ITEMS

There were no public comments at this time.

11. ADJOURNMENT

Upon a motion duly made by Aldersperson Busker and seconded by Aldersperson Brashaw, the meeting was adjourned at 10:50 p.m.

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S/ Meg Zuravel

Meg Zuravel, City Clerk