



## ***City Council***

City Council Chambers ♦ 230 West Stephenson Street ♦ Freeport, IL 61032

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### **MINUTES REGULAR MEETING Monday, March 7, 2011**

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#### **CALL TO ORDER**

The regular meeting of the Freeport, Illinois, City Council was called to order by Mayor George Gaulrapp with a quorum being present at 6:00 p.m. on Monday, March 7, 2011, in Council Chambers.

#### **ROLL CALL**

Present on roll call were council members Tom Klemm, Shawn Boldt, Ronnie Bush, Jennie DeVine, Dennis Endress, Scott Helms, Linda O'Neill and Randy Corbin (8). Corporation Counsel Sarah Griffin was present.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Alderperson Bush.

#### **APPROVAL OF AGENDA**

Alderperson Endress moved for approval of the agenda, seconded by Alderperson O'Neill. Motion passed by voice vote without dissent.

#### **APPROVAL OF MINUTES**

Alderperson DeVine moved for approval of the minutes from City Council regular meeting held on February 22, 2011, seconded by Alderperson Corbin. Motion passed by voice vote without dissent.

Alderperson Endress moved for approval of the minutes from City Council special meeting held on February 22, 2011, seconded by Alderperson O'Neill. Motion passed by voice vote without dissent.

#### **PUBLIC COMMENTS - AGENDA ITEMS**

John Staben, 1070 N. Canyon Drive, Freeport Illinois spoke in favor of the hangar tenant lease for Hangar J that is on council agenda this evening. He stated is disagreement with the title of Hangar Lease-Corporate Hangar J stating that it is for a general hangar, not a corporate. Public Works Director Tom Dole stated the administration already recommended amending the lease to remove the reference to corporate and that change will be incorporated this evening.

#### **CONSENT AGENDA**

The following items were presented in the council packet for the Consent Agenda this evening;

- A. Approval to receive and place on file:
  - 1) Community Development Report on Activities for February 2011 including Cash and Misc Receipts, Building Permits; Electrical, HVAC, Plumbing and Sign Permits
- B. Approval of Water and Sewer Bills Payable (Registers # 517 & 520) --- \$189,395.36

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- C. Approval of Payroll for pay period ending February 26, 2011 --- \$399,822.38
- D. Approval of Finance Bills Payable (Registers # 515, 516, 518, 519) --- \$236,588.79

Aldersperson Boldt moved to approve the Consent Agenda items as presented, seconded by Aldersperson DeVine. Motion prevailed by roll call vote of:

Yeas: Bush, Endress, O'Neill, Boldt, Helms, DeVine, Corbin and Klemm (8)

Nays: none

The consent agenda items were approved.

**COMMUNICATIONS**

The following items were presented in the council packet for this evening:

- A. Finance Department Report on Nine Month Financial Results for Fiscal Year 2010-2011
- B. Worker's Compensation Incident Summary Report – February 2011
- C. Memorandum from the Finance Department regarding new bank account at US Bank

Aldersperson Boldt moved to place the Finance Department Report on Nine Month Financial Results for Fiscal Year 2010-2011 on file, seconded by Aldersperson Helms. Motion passed by voice vote without dissent.

Aldersperson Endress moved to place the Worker's Compensation Incident Report – February 2011 on file, seconded by Aldersperson Klemm. Motion passed by voice vote without dissent.

City Clerk read the memorandum from Finance Director Craig Joesten to the city council stating please be advised that we have opened a new bank account (# ending in 4977) at US Bank for the Illinois Funds to accept credit card payments through Illinois E-Pay. Aldersperson Endress moved to the memorandum on file, seconded by Aldersperson Klemm. Motion passed by voice vote without dissent.

**BIDS – 314 W. STEPHENSON STREET, FREEPORT ILLINOIS COMMONLY KNOWN AS CARNEGIE LIBRARY:**

There were three items on council agenda this evening in regard to the bids being accepted for the property located at 314 W. Stephenson Street for the Carnegie Library. The first item was for bids to be opened and read aloud for property located at: 314 W. Stephenson St., Freeport, Illinois, commonly known as the Carnegie Library. City Clerk Meg Zuravel stated that as of today, March 7, 2011 at 4:30 pm, no bids had been received in the office of the City Clerk.

Corporation Counsel Sarah Griffin stated that the next two council agenda items would not be necessary and they were for the consideration of bids, if any, for property located at 314 W. Stephenson St., Freeport, Illinois, commonly known as the Carnegie Library and an Executive Session - if deemed necessary by City Council for setting of a price for sale or lease of property owned by the public body.

**ORDINANCES –THIRD READING**

*(There are no items on council agenda for third readings)*

**ORDINANCES – SECOND READING**

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**2<sup>ND</sup> READING OF ORDINANCE 2011-11:**

**AN ORDINANCE AMENDING CHAPTER 1252 (BUSINESS DISTRICTS) TO AMEND REQUIREMENTS FOR OUTDOOR RESTAURANTS**

Mayor Gaulrapp stated that the first reading of this ordinance was held on February 22, 2011. A motion to adopt was given by Alderperson Klemm, seconded by Alderperson Endress and it was automatically laid over to tonight's meeting. Upon the second reading and no discussion, the ordinance was automatically laid over to the next meeting.

**2<sup>ND</sup> READING OF ORDINANCE 2011-12:**

**AN ORDINANCE AMENDING CHAPTER 486 WINTER PARKING REGULATIONS – DELEGATION OF AUTHORITY**

The first reading of this ordinance was held on February 22, 2011. A motion to adopt was given by Alderperson Endress, seconded by Alderperson Klemm and it was automatically laid over to tonight's meeting. Upon the second reading and no discussion, the ordinance was automatically laid over to the next meeting.

**ORDINANCES –FIRST READING**

*(There are no items on council agenda for first reading)*

**RESOLUTIONS**

**RESOLUTION #R-2011-16:**

**RESOLUTION TO AUTHORIZE REVISED LEASE TERMS FOR HANGAR J RENTAL AT THE FREEPORT ALBERTUS MUNICIPAL AIRPORT**

Public Works Director Tom Dole stated the Airport Commission recommended approval of the lease terms for Hangar J on February 22, 2011 and council was provided a draft copy of the lease in their last meeting. Director Dole requested to have the title on Exhibit A amended to Albertus Airport Hangar Lease – Hangar J, striking out the word, "corporate". Director Dole reviewed the guidelines for sub-letting the airport hangar J are listed in Attachment 1 of the resolution stating that the tenant must have at least one aircraft he owns in the hangar and no more than two sub-let spots, not to exceed one aircraft each should be allowed in the hangar. Alderperson Klemm moved to accept the lease as presented by Director Dole for the General Hangar J, seconded by Alderperson DeVine. Motion prevailed by roll call vote of:

Yeas: Bush, Endress, O'Neill, Boldt, Helms, DeVine, Corbin and Klemm (8)

Nays: none

Resolution 2011-16 was adopted.

**OTHER**

**DEPARTMENT HEAD REPORTS**

**Public Works** - Public Works Director Tom Dole presented a report on winter 2010-2011 including overtime and material costs for snow events so far this year. The snow event total from December 3, 2010 to February 28, 2011 accounting for crew hours with overtime, materials and fuel have cost the City

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\$226,759.00. Over 17,000 miles have been driven to clear the street. Overall, the materials used and the overtime budget both look good. The department will be looking into a salt with gravel change for next year, trying to go to more of a salt mixture.

Mayor George Gaulrapp stated that because the department was able to hold down costs for overtime during the heavy snow fall on February 1, 2011, Stephenson County did get accepted by the governor for the declaration of disaster. There still may be an opportunity for Freeport to apply and we are waiting to hear from the governor's office.

**Water and Sewer/City Engineer** - City Engineer Denise Ihrig answered a question for the Mayor that the water tower project would begin construction in 2013 either the late spring or early summer. The new pressure zone will have some requirements of the homeowner to either 1) do nothing 2) possible modifications in the home but the Water and Sewer Department is not requiring anyone to do something in their homes but it may require when the new pressure zone is constructed but at that time we will see if there are grants available for the lower income.

**Police** – Chief of Police Jerry Whitmore presented a bid tabulation sheet and requested approval of the purchase of four 2011 police pursuit vehicles. The following is a breakdown of the overall cost for the new vehicles. This takes into consideration expenses incurred due to equipment transferred from current to new vehicle and equipment that will need to be purchased for the new cars.

	<b>Bocker</b>	<b>Green</b>	<b>Fairway</b>	<b>Wright</b>	<b>Wright</b>
	<b>Impala</b>	<b>Impala</b>	<b>Crown Vic</b>	<b>Crown Vic</b>	<b>Charger</b>
Vehicle Price w/ Trade	\$77,251.24	\$77,744.00	\$78,157.80	\$82,600.00	\$90,432.00
License & Title	\$776.00	\$776.00	\$776.00	\$776.00	\$776.00
Equipment & Transfer	\$10,583.98	\$10,583.98	\$11,388.80	\$11,388.80	\$17,261.40
Exterior Striping	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
Total Cost	\$91,011.22	\$91,503.98	\$92,722.60	\$97,224.80	\$110,869.40

Chief of Police Jerry Whitmore stated that he recommends the acceptance of the Bocker of Freeport bid for the purchase of four Impalas for a total cost of \$91,011.22 with a cost of \$77,251.24 for the vehicles themselves. Alderperson Endress moved to accept the recommendation of Chief Whitmore, seconded by Alderperson Klemm. Discussion was held regarding the difference of the Ford Crown Victoria's and the Chevy Impala. Chief of Police Jerry Whitmore stated the difference was in the size of the vehicles and the traction. In the new vehicles, there will be an adjustment in the cage size to allow for more room for the officers. The funds for these purchases will be through the Capital Improvement Fund as a line item in this budget. Mayor Gaulrapp requested a roll call vote and the motion prevailed by roll call vote of: Yeas: Bush, Endress, O'Neill, Boldt, Helms, DeVine, Corbin and Klemm (8)  
Nays: none

**Fire** - Fire Chief Kevin Countryman requested approval for a Fire Department utility vehicle as a replacement for the vehicle damaged in the flood. There is \$25,000 designated in the Fire Capital Improvement Fund for purchase a vehicle to replace the one damaged in the 2010 flood and will allow the

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department to downgrade one of the front line emergency vehicles to the travel and training vehicle. Chief Countryman provided a summary of eight bids in the last meeting and upon motion and roll call vote, the purchase was laid over to this meeting. The City's Purchase Policy for a used vehicle allows for sole source procurement. Based on economic factors and a discussion with the Finance Director, it was recommended, Fire Chief Kevin Countryman recommended purchase of a 2006 Chevy Trailblazer from Bocker Automotive in Freeport for \$16,850.00. This vehicle will be used as a command vehicle and also be used for training transportation. The emergency lighting will need to be added to the vehicle. The vehicle will be stored at Fire Station 3. \$3,000 was received because of the flood damaged vehicle. The insurance received on the vehicle was \$2,725.00 for the 1996 Chevy Lumina. There is \$25,000 designated in the Fire Capital Improvement Fund for purchase a vehicle. Alderperson Klemm moved to accept the recommendation of Fire Chief Kevin Countryman in the amount of \$16,850.00, seconded by Alderperson O'Neill. Discussion was held regarding personal vehicle coverage and Finance Director Craig Joesten stated that when an employee is responding to a fire in a personal vehicle, they would not be covered. When they are working and doing something at the direction of the City, but not responding in an emergency situation, they are covered but there is a gray line to this area. Mayor Gaulrapp requested a roll call vote and the motion prevailed by roll call vote of:

Yeas: Bush, Endress, O'Neill, Boldt, Helms, DeVine, Corbin and Klemm (8)

Nays: none

Before moving on to other department heads, Mayor George Gaulrapp recognized the Airport Commission president, Marg Blum, who was present at the meeting in the audience.

**Community Development** - Community Development Director Shelly Griswold was present and had no further report.

**Finance** - Finance Director Craig Joesten asked for discussion and questions on the draft budget for Fiscal Year 2011-2012. The first draft of the budget has been presented to council and Mayor Gaulrapp asked for comments from the council.

- Alderperson Klemm stated that the budget showed cash on hand and provided a reminder that the City borrowed \$420,000 to pay for a payroll and about \$300,000 to pay for the landfill. Alderperson Klemm recommended segregating these funds so the budget is realistic. Mayor Gaulrapp stated that we are under obligation to pay for this loan in an amount of \$420,000 over a three year period and the \$300,000 landfill funds will be paid from the TIF district. Alderperson Klemm recommended looking at personnel and stated that we need to deal with union negotiations. Corporation Counsel Sarah Griffin stated the City is in union negotiations and the council will not hear comments back from the Mayor and department heads due to these negotiations. Alderperson Klemm asked about demolition funds and the current budget. Community Development Director Shelly Griswold stated they are working on demolition of two houses, the one on Blackhawk and the one on Float, exhausting the dollars in the fund this year. Then, they will be working on which houses to do with next year's funds. Director Griswold stated they will have a listing of properties that need to be demolished and they should have it ready in the next couple of meetings. Alderperson Klemm would like to look into outsourcing the work done at the cemetery. Public Works Director Tom Dole stated that the Public Works department used to have 23 employees and now it has 16 employees.

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- Alderperson Bush appreciated the budget discussion format of the last meeting. He would like to keep the funds of \$25,000 in demolition funds and mentioned the house on Crocker Street needing demolition. Mayor Gaulrapp asked Corporation Counsel Sarah Griffin to look into the ability of having control burns. Community Development Director Shelly Griswold stated the estimated cost of demolition of a home is contingent upon the tipping fees between \$6,000 and \$12,000. Alderperson Bush stated there are a lot of houses in the 3<sup>rd</sup> Ward which should be torn down. Alderman Bush suggested outsourcing inspectors. Alderman Bush recommended more youth programs for Freeport.
- Alderperson Endress stated that he preferred the format from last meeting. He provided his recommendation to the budget savings including locking in on gas prices. Mayor George Gaulrapp stated that we cannot lock-in, but we do co-op purchase with the Senior Center and Housing Authority. Alderperson Endress recommended looking into outsourcing the mowing at the cemetery. Mayor Gaulrapp stated that would drive up the cost of the cemetery.
- Alderperson O'Neill stated that we should look to continue along the path of cutting \$500,000 out of the budget as we did last year. She suggested; furlough days and wage freezes including possibly recommended closing City Hall one day a week, charging for excess false alarms such as charge a nominal fee of \$50.00 to public assist for falls, co-op gas purchases further and look into co-op office supplies, look into co-op of health insurance with the county or township, increase the co-pay for office visits, increase the deductible up to \$1,000, require spouses to carry the primary health insurance, lawn mowing abandoned property costs, licensing of rental properties, use salt instead of sand to reduce cost of street sweeping, eliminate leaf pickup, reduce costs at the cemetery by outsourcing or even selling the cemetery if there is a reputable cemetery association, develop a five year business plan to make the Albertus Airport self-sufficient and if can't make self sufficient we should look at selling it, look at eliminated the position of Finance Director because only 35% of salary paid by City.
- Alderperson Boldt stated his recommendation for the budget to segregate the amount of money borrowed to pay for payroll last year or even segregate the landfill expenditure. The biggest concern is that we will get into a lull and continue to be prudent. He requested an update on the debt collection from the new company to see if we are making any progress. Alderperson Boldt recommended selling advertising on the snow plow trucks, dump trucks, and buses.
- Alderperson Helms suggested wage freezes for the budget. If the City were to outsource services then it should look into laying people off – one should not be done without the other. Alderperson Helms would recommend discontinuing leaf pick-up, cemetery should be transferred to another entity, same with the airport except that it has a debt load, discontinue funds to the Pecatonica Prairie Path project if have to lay-off public safety employees. Alderperson Helms asked if there were any other departments who have vehicles who are driven home. Mayor Gaulrapp stated he pays his own mileage on that. Chief of Police Jerry Whitmore stated that both he and the Deputy Chief have vehicles that do not leave the city.
- Alderperson DeVine stated that things were covered pretty well by the council but she will say that after meeting with the department heads they do a pretty good job of trying to cut the budget.
- Alderperson Corbin stated that most things have been covered. He stated the budget presented council is a budget the department heads would like to have if they have the money. This budget restores the 10 positions, calls for no furloughs, no salary cuts, and no raises. It is written in anticipation that the State will be paying all the money that they owe us. It is written with the

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improvement in the economy that sales tax will increase. From a conservative standpoint, so that if this does happen, to approve an appropriation in case we do get that money we can spend it. Alderperson Corbin asked the 10 positions to be backed out and to see a lean budget, go back to furlough days.

- Mayor Gaulrapp stated that we are not excited because we have money, we have debts to pay. This is a budget worksheet. It is \$59,000 in the red and Mayor asked the council to come back with cuts, elimination of different personnel. The Finance Department handed out a worksheet showing \$189,983 in budget cuts to the first draft. Last year, the State of Illinois shorted payments of \$686,000, so far we budgeted from \$900,000 to come in this year and we have gotten the \$900,000. Mayor Gaulrapp would like to make sure the payments come in December, January, February, March all the way up to July to see if there is a track record of payments by the state before we fulfill all the appropriations. Mayor Gaulrapp asked the council to look at \$300,000, \$400,000, \$500,000, or \$600,000 worth of cuts or delayed hires moving forward.
- Finance Accountant Duane Price reviewed the City of Freeport proposed changes to the first draft of the budget totaling \$189,983 in cuts. He referred to the line where \$75,000 was put in for Worker's Compensation Insurance this past week the City received a letter from the Illinois Municipal Risk Management Association concerning the minimum maximum program that we were a member of, even though we no longer are a member, we still have obligations from prior years. In 2009, our incurred claims went over the minimum amount and also over the maximum amount. We have a potential payment in August of \$175,000 if they pay all of these incurred claims between now and then, so an additional \$75,000 has been put in but he doubts that it will be the full \$175,000. The other \$100,000 will be put into contingency. In 2010, the claims also went over the maximum so we have another liability around \$160,000 coming in next year.
- Mayor Gaulrapp stated the next step will be for the department heads tomorrow and look at additional cuts, some based on suggestions by council. Mayor Gaulrapp asked the council to go back through the budget one more time in order to see if there is anything we can do and we will go over another budget worksheet at the next meeting. He asked to consider the outcome if a service is cut.

**MAYOR'S REPORT**

Mayor Gaulrapp spoke about a rumor to dispel on the building permit proposed amendment. Currently, if you do more work that \$100 on your home you need to get a building permit. We want to raise the threshold to somewhere around \$1,200.00. It is not the contractor fee.

**NEW BUSINESS**

Each council member was provided the opportunity to publicly address significant items of interest.

**PUBLIC COMMENTS**

- Tom Teich, 653 Jefferson Street, Freeport, Illinois asked about when the vacant Eagle's store on the south side of Freeport will be filled.
- Bernie Mrugala, 1310 S. Galena, Freeport, Illinois, stated he had a chance to review the budget book for Sycamore. He stated that our budget is generalized with no justification and we do a bad job on that. Outsourcing is something that we need to look at, demolition, or the 911 call center. Sycamore contracts to the county or a local Freeport firm to export that kind of technology

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elsewhere. We should also look a telecommunication fees and look to reduce the fee for telecommunications if everything works together.

Upon motion duly made and seconded, the meeting was adjourned at 7:28 p.m.

s/ Meg Zuravel  
Meg Zuravel, City Clerk