



City Council

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

MINUTES REGULAR MEETING Tuesday, February 18, 2014

CALL TO ORDER

The regular meeting of the Freeport, Illinois, City Council was called to order in council chambers by Mayor James L. Gitz with a quorum being present at 6:00 p.m. on Monday, February 18, 2014.

ROLL CALL

Present on roll call: Mayor Gitz and council members Tom Klemm, Ronnie Bush, Dennis Endress, Sally Brashaw, Michael Koester and Andrew Crutchfield (6). Upon roll call, Alderpersons Boldt and DeVine were absent. *See notation at 6:02 p.m. when Alderperson Boldt entered Council Chambers.* Corporation Counsel Sarah Griffin was present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Alderperson Koester.

At 6:02 p.m. Alderperson Boldt entered bringing the number of members present to seven.

APPROVAL OF AGENDA

Alderperson Klemm moved for approval of the agenda as presented, seconded by Alderperson Brashaw. Motion prevailed by voice vote without dissent.

MINUTES

The minutes of the city council planning session held on February 1, 2014, and the regular meeting held on February 3, 2014 were presented for approval. Alderperson Bush moved for approval of the minutes as presented, seconded by Alderperson Koester. Motion prevailed by voice vote without dissent.

PUBLIC COMMENTS – AGENDA ITEMS

Kathy Wilkin, 902 S. 16th Avenue, Freeport, Illinois, provided an enlarged photo of a fresco which she stated is located in the former City Hall building above the council chambers behind the suspended ceiling tiles. She is in the process of researching the artist of the drawing from William G. Anderson Decorating Company and believes the artist may be a well known artist.

PRESENTATIONS

Fire Chief Scott Miller presented a "Life Saving Award" to our Freeport Firefighters Robert Wand and Ernest Stabenow for an incident on January 26, 2014, in which an unconscious victim was pulled from a burning, smoke filled apartment. Chief Miller explained that their rapid response to the incident saved the victim from a life-threatening situation. She has since been recovering from her injuries. The plaque provided information on the incident and stated "The elected officials of the City of Freeport and the members of the Fire Department are proud of your actions and you are hereby presented with the City of

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Freeport Fire Department "Life Saving Award." Chief Miller presented each firefighter with service ribbons and the plaques. Mayor Gitz stated that we appreciate their dedication and service and to those members of both the Freeport Fire and Police Departments.

City Clerk Zuravel read into the record the honorary resolutions written by Mayor James L. Gitz to commend Dan Fishburn and Doug Freidag for their years of service to Northwest Illinois Development Alliance's board. Alderperson Koester moved for approval of the honorary resolutions as presented, seconded by Alderperson Koester. Motion prevailed by voice vote without dissent.

APPOINTMENT

Alderperson Klemm moved for approval of Alderperson Shawn Boldt as City Representative for the Northwest Illinois Development Alliance (NIDA) Board. This appointment shall be effective February 18, 2014 through April 30, 2016. This motion was seconded by Alderperson Endress. Motion prevailed by voice vote without dissent.

CONSENT AGENDA

The following items were presented on the Consent Agenda in the council packet and Mayor Gitz read the listed items into the record;

A. Approval to receive and place on file:

- 1) City Treasurer's Schedule of Tax Receipts for period ended January 31, 2014
- 2) City Treasurer's Monthly Investment Report for period through January 31, 2014
- 3) City Treasurer's Report of Cash and Fund Balances through January 31, 2014
- 4) Community Development Report of Activities of January 2014 including; Building Permits, Electrical, HVAC, Plumbing and Sign Permits

B. Approval of Water and Sewer Bills Payable (Register #89, 95, 96) --- \$65,446.65

C. Approval of Payroll for pay period ending February 8, 2014 --- \$408,553.61

D. Approval of Finance Bills Payable (Registers #86, 87, 88, 90, 91, 92, 93, 94, 97) - \$358,441.75

Alderperson Koester moved for approval of the consent agenda as presented, seconded by Alderperson Brashaw. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: none

The consent agenda items were approved.

ORDINANCES – FIRST READING

1st READING OF ORDINANCE #2014-08:

AN ORDINANCE TO AUTHORIZE ACQUISITION AND ACCEPTANCE OF DEED FOR PROPERTY COMMONLY KNOWN AS 901 SOUTH GALENA AVENUE, PIN NO. 18-14-31-432-032, FREEPORT ILLINOIS

The attached ordinance authorizes acceptance of the deed for the property located at 901 South Galena Avenue, the former "IOCO station". Administration requests waiving of the second reading of this ordinance and for passage on February 18, 2014. Presented by Community Development Director Shelly Griswold

Community Development Director Shelly Griswold presented a written document regarding the ordinance authorizing acceptance of deed for 901 South Galena Avenue. It read, "The attached resolution authorizes acceptance of the deed for the property located at 901 South Galena Avenue, the former "IOCO station".

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Duane Keebler, representing the current owner, has verbally agreed to the terms of the letter of intent, which are, in summary

The City agreeing to

- Complete All Appropriate Inquiries, which will entail conducting a Phase I Environmental Assessment;
- Demolish the building, remove the demolition debris, and restore the site to a clean condition with topsoil and turf grass seed; and
- Take ownership to the property should the Phase I Environmental Assessment not show further significant environmental concerns.

The current owner agreeing to

- Completing State of Illinois Demolition/Renovation/Asbestos Project Notification Form and legally abating any asbestos-containing material found prior to demolition;
- Providing the City with a Clean Tank Certificate for any and all above-ground storage tanks located on the property prior to demolition; and
- Paying the City \$2,000 toward the demolition costs (payment of first two items may count toward this \$2,000).

As you know, it has taken quite a while to negotiate this Letter of Intent with the owner. I believe it would be very beneficial to move ahead quickly with this process, and therefore I recommend requesting that City Council waive second reading of this ordinance and ask them to vote on it on Tuesday, February 18, 2014.”

Community Development Director Griswold stated that this property is located on the corner of South Galena Avenue and Chicago Avenue formerly known as the IOCO station which has been closed as a filling station for quite a number of years and the building has fallen into quite a state of disrepair. She stated it does not currently have a roof and it is on our Galena Avenue corridor and one of the Mayor’s priorities is to clean up the corridors. She stated we have negotiating an agreement with the owner of this property for quite some time now. The ordinance also includes a document marked as “Exhibit A, Letter of Intent to Transfer Real Estate” and she has signed copy of the letter by the owner for intent to transfer. She stated the City of Freeport is agreeing that we will do a Phase I Environmental Assessment. She explained that the County has some left over petroleum grant funds which will be used to clean up this site because they are nearing expiration on these funds. The City agrees to demolish the building, remove the demolition debris, and restore the site to a clean condition with topsoil and turf grass seed. The City agrees to take ownership to the property should the Phase I Environmental Assessment not show further significant environmental concerns. She stated this is once the current owner agrees to completing State of Illinois Demolition/Renovation/Asbestos Project Notification Form and legally abating any asbestos-containing material found prior to demolition; provide the City with a Clean Tank Certificate for any and all above-ground storage tanks located on the property prior to demolition; and to pay the City \$2,000 toward the demolition costs (payment of first two items may count toward this \$2,000).

Discussion was held as to what happens if there is found to have asbestos in the building. Director Griswold stated that if there is asbestos in the building, it is the owner’s responsibility to have it legally removed and to bear the cost of that. Discussion was held regarding underground tanks on the property.

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Director Griswold stated the underground tanks have been removed and there are two No Further Remediation letters for those underground tanks however, there is no – No Further Remediation letter for the entire site and there is an outdoor hoist on the property which needs to be cleaned up. Alderperson Koester asked about future use of the property. Mayor Gitz stated there are two or three options for the site and the Police Department has asked for some kind of pad for squads to be parked there and some landscaping done to the property. He spoke about the possibility of a building on the site to put it on the tax payer rolls.

Alderperson Bush moved for approval of the ordinance as presented, seconded by Alderperson Koester.

Alderperson Bush then motion for suspension of the council rules for passage of the ordinance this evening, seconded by Alderperson Endress. Mayor Gitz stated that the suspension of the rules is non-debatable. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: none

Mayor Gitz stated Ordinance #2014-08, An Ordinance to Authorize Acquisition and Acceptance of Deed For Property Commonly Known As 901 South Galena Avenue, PIN No. 18-14-31-432-032, Freeport Illinois, was properly on the floor for passage this evening. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: none

RESOLUTIONS

RESOLUTION #R-2014-06:

RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT FOR AUDITING SERVICES FOR THE CITY OF FREEPORT

Accountant Duane Price provided a summary of the request for proposal for auditing firms at the February 10, 2014 Committee of the Whole meeting. By unanimous concurrence it was recommended to the Corporate Authorities to enter into a contract with Lauterbach and Amen, LLP for the fiscal years ending April 30, 2014, 2015 and 2016. The cost proposal from Lauterbach and Amen LLP included an amount of \$34,900 for the 2014 audit; \$35,890 for the 2015 audit; and \$37,680 for the 2016 audit, with two additional option years available.

Committee of the Whole Chairperson Alderperson Koester presented that the Committee of the Whole unanimously recommended the resolution after review of information presented by Accountant Duane Price for the other proposals. Alderperson Klemm moved for approval of the resolution as presented, seconded by Alderson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: none

Resolution #R-2014-06 was adopted.

RESOLUTION #R-2014-07:

RESOLUTION AUTHORIZING ACCEPTANCE OF AN ILLINOIS HOUSING DEVELOPMENT AUTHORITY GRANT – SINGLE FAMILY OWNER OCCUPIED REHABILITATION PROGRAM

This resolution is for acceptance of an Illinois Housing Development Authority (IHDA) Single Family Owner Occupied Residence (SFOOR) grant in the amount of \$168,000. These grant funds, which require no local match,

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will be used to provide rehabilitation on single-family, owner-occupied residences for individuals and families meeting HUD income guidelines.

This resolution was accompanied by a memorandum written by Community Development Director Shelly Griswold which stated that the attached resolution is for acceptance of an Illinois Housing Development Authority (IHDA) Single Family Owner Occupied Residence (SFOOR) grant in the amount of \$168,000. These grant funds, which require no local match, will be used to provide rehabilitation on single-family, owner-occupied residences for individuals and families meeting HUD income guidelines. We also receive reimbursement for staff time and other personnel expenses associated with project delivery and grant administration. We will provide rehabilitation services for at least four households with this grant. Director Griswold explained that they depending on the costs for the project the grant could help four, five or six households depending on the extent of the work that needs to be done on the property.

Aldersperson Koester moved for approval of the resolution as presented, seconded by Alderson Klemm. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: none

Resolution #R-2014-07 was adopted.

RESOLUTION #R-2014-08:

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR LANDFILL GENERAL ENGINEERING BETWEEN THE CITY OF FREEPORT AND FEHR GRAHAM

City Engineer Shaun Gallagher provided a summary of the agreement at the February 10, 2014 Committee of the Whole meeting. By unanimous concurrence it was recommended to the Corporate Authorities to enter into a contract with Fehr Graham for calendar year 2014 for annual services for the Freeport Landfill #2/3 and #4 located on South Walnut Road. The listing of services is included in the attached documents from Fehr Graham and the fee for performing the services is \$211,455.

Committee of the Whole Chairperson Aldersperson Koester stated that at the Committee of the Whole meeting held on February 10, 2014 that a representative from Fehr Graham and City Engineer Shaun Gallagher presented a summary of the contract and upon review of the information the committee unanimously recommended the acceptance of the contract with Fehr Graham. City Engineer Gallagher stated in order to align our in-house engineering capabilities with current City project, staff has agreed to place the on-going municipal landfill responsibilities with City Engineer. City Engineer Gallagher stated that a majority of the costs will be for testing as required of the Illinois Environmental Protection Agency (IEPA). Any activities included in this contract that are not performed or not required due to ever-changing IEPA review, will not be charged to the City of Freeport. The most significant expense beyond normal operations is the operating permit renewal that will require extensive modeling of precipitation and contaminants as they migrate through the system.

The supporting documentation provided by Fehr Graham and attached to the resolution stated that they will provide various consulting activities required by the current permits for Landfill #2/3 and Freeport Landfill #4 for calendar year 2014. City Engineer Gallagher in his written memorandum provided that there are a couple of attachments with resolution, the first one being a letter from Joel Zirkle of Fehr-Graham which outlines the activities that will be undertaken in 2014 and the second item as the order for professional engineering or surveying services. These activities are statutorily required because of closed

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landfill and on page 3 of the letter it includes the following based on the amount of testing that needs to be performed at the two sites;

Freeport Landfill #2/3

Monitoring well sampling, labor, equipment and analytical \$79,000.00
Leachate sampling, labor, equipment and analytical \$4,800.00
Leachate recovery system maintenance \$5,560.00
Annual Report of the Effectiveness of Corrective Measures \$5,370.00
Inspection and Mowing \$5,500.00
SUB-TOTAL \$100,230.00

Freeport Landfill #4

Monitoring well sampling, labor, equipment and analytical \$36,500.00
Leachate sampling, labor, equipment and analytical \$6,200.00
Gas Monitoring \$8,175.00
Inspection and Mowing \$5,240.00
Monitoring Well Installation \$3,900.00
Wetlands Monitoring and Reporting \$11,830.00
Annual Reporting \$7,100.00
Operating Permit Renewal \$32,280.00
SUB-TOTAL \$111,225.00

TOTAL \$211,455.00

Aldersperson Klemm moved for approval of the resolution as presented, seconded by Aldersperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nays: None

Resolution #2013-08 was adopted.

RESOLUTION #R-2014-09:

AUTHORIZATION TO ACCEPT EASEMENTS FROM PROPERTY OWNERS IN CONNECTION WITH THE JANE ADDAMS TRAIL SECTION B

City Engineer Gallagher presented Resolution R-2014-09 which states the following:

WHEREAS, the City of Freeport has been working to establish the final section of the Jane Addams Trail from the Wes Block Trailhead to Tutty's Crossing; and

WHEREAS, the City of Freeport on behalf of the Jane Addams Trail Commission shall manage the construction of said improvements; and

WHEREAS, it is necessary to receive and accept various permanent and temporary construction easements as indicated on the respective attachments; and

WHEREAS, the names of the owners, property identification numbers, and types of easements to be dedicated are shown on Exhibit A; and

WHEREAS, a map showing the parcel for which Permanent and Temporary Construction Easements are sought is attached as Exhibit B; and

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WHEREAS, a map showing the parcel for which Temporary Construction Easements are sought is attached as Exhibit C; and

WHEREAS, the City of Freeport, hereby finds that acceptance of such easements and responsibilities in relation thereto are in the best interest of the citizens of the City of Freeport and the Jane Addams Trail Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FREEPORT, ILLINOIS

Section 1. The City Council hereby finds and determines that the representations contained in the preamble of this Ordinance to be true and correct, and hereby incorporates them by reference as if fully set forth at this place.

Section 2. The Corporate Authorities authorize the Mayor and City Clerk of the City of Freeport, as well as any other City official or employee as may be required or convenient, to sign on behalf of the City of Freeport said easements as delineated in Exhibits A – C, and any other document necessary or convenient to fulfill the intent of this Resolution.

Section 3. That the provisions of this Resolution are severable and if any court of competent jurisdiction shall declare any portion of this Resolution to be invalid or unenforceable, said decision shall not affect any portion of this Resolution, other than the part declared invalid or unenforceable. The City Council hereby declares that it would have enacted this Resolution even with the invalid or unenforceable portion deleted.

Section 4. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

Section 5. That this Resolution is expressly adopted pursuant to the Home Rule authority of the City of Freeport under Section 6(a) of Article VII of the Illinois Constitution of 1970, and that all Resolutions or motions in conflict with this Resolution are repealed insofar as they conflict.

Section 6. That any resolution or motion in conflict with this Resolution is hereby repealed insofar as it conflicts with this Resolution.

Jane Addams Trail Section B
Easement Owner List

PIN NO.	PARCEL OWNER	Easement Type
07-14-19-300-006	TWIN MAPLES TRUST	Permanent & Construction
07-14-19-300-009	COMMONWEALTH EDISON CO	Permanent & Construction
07-14-30-100-016	TWIN MAPLES TRUST	Permanent & Construction
18-14-30-326-002	MARASSA WAYNE W	Permanent & Construction
07-14-30-327-001	LARSON SCOTT T	Permanent & Construction
07-14-30-327-006	ROCK RIVER DISPOSAL SERVICE INC	Permanent & Construction
07-14-30-327-013	OUTLAW TBO LLC	Permanent & Construction
07-14-30-327-019	FREEPORT RECYCLING	Permanent & Construction
18-14-30-455-001	FURST MC NESS CO	Permanent & Construction
18-14-31-201-002	FURST MC NESS CO	Permanent & Construction
18-14-30-379-001	GALLAGHER SHAIN	Construction
18-14-30-380-006	HOUSING AUTHORITY CITY OF FRPT	Construction
18-14-30-381-001	WING BRIAN E	Construction
18-14-30-381-002	WING BRIAN E	Construction
18-14-30-381-003	FIRST STATE BANK SHANNON POLO	Construction

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18-14-30-381-004	STIMPERT WILLIAM S & ETHA P	Construction
18-14-30-383-004	KORNFEIND JOHN J & MAKIKO K	Construction
18-14-30-383-007	PITTMAN LAURA J	Construction
18-14-30-383-008	MANN SCOTT K	Construction
18-14-30-385-002	HRUBY-ZOVKO LARAINÉ	Construction
18-14-30-385-008	CHAVEZ-ROACHO CARLOS E	Construction
18-14-30-385-009	HEILMAN TERRY	Construction
18-14-30-385-010	BOJDA GERARD M & MARY E	Construction
18-14-30-385-012	BECKER ROGER	Construction
18-14-30-386-001	TACKETT CHELSEA A & KUHLOW CHAD D	Construction
18-14-30-386-002	CAMPBELL JERRY D	Construction
18-14-31-126-004	HAIL LAMONT & KARA L	Construction
18-14-31-130-003	WAGNER SUSAN	Construction
18-14-31-131-001	SCHEIDER LAWRENCE E TRUST	Construction
18-14-31-132-002	FURST MC NESS CO	Construction
18-14-31-201-001	LONDON RONNIE L JR & LUCRECIA L	Construction

City Engineer Gallagher stated that the above stated easements are required to construct the final section of the Jane Addams Trail from the Wes Block Trailhead to Tutty's Crossing in downtown Freeport and these are the easements needed throughout the City and in the County. The majority in the City are temporary construction easements and those are there so that the sidewalks may be placed and to do additional improvements so that access to those properties during the construction. Those run for a period of two years, coinciding with the worst case scenario on the construction time-line. He explained the permanent construction easements compared to the temporary construction easements and provided Exhibit B showing the permanent and temporary construction easements and a map labeled as Exhibit C for the temporary construction easements. Those easements would continue until both parties agree to discontinue the easement. This section also includes portions where we already have easements including the trailhead. City Engineer Gallagher explained that as part of the Trail Commission, the City of Freeport is the lead agency and we are required to have the agreements between the lead agency and the property owner, not in the Trail Commission's name. Discussion was held as to whether there would be any issues in acquiring the easements. City Engineer Gallagher stated they have already contacted 95% of the property owners in the permanent easement area and there are about 3-4 that are outstanding at this point and our intent is to get this recorded at the County Recorder's Office by March 12, 2014 to meet the April 25th letting date. He stated, so far, the discussions have been positive.

Aldersperson Klemm made a motion to move forward the resolution for adoption, seconded by Aldersperson Bush. Discussion was held about a manufacturing plant and City Engineer stated that previous drawings showed that the trail was to go out around Monterey but that route is changed so it may be in an area which is no longer being considered. He stated they are also working on a project to realign Route 75 by Furst McNess.

Upon no further discussion, the motion prevailed by a roll call of;
Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)
Nay: none
Resolution #R-2014-09 was adopted.

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RESOLUTION #R-2014-10:

AUTHORIZATION TO ADOPT THE CITY OF FREEPORT PUBLIC SAFETY PLAN

Interim Chief of Police Todd Barkalow provided an overview of the Public Safety Plan and progress report to date at the Committee of the Whole meeting held on February 10, 2014. The committee unanimously recommended a resolution to adopt the City of Freeport Public Safety Plan be placed on this council agenda. Committee of the Whole Chairperson Alderperson Koester stated the committee recommended the adoption to council and are fully in agreement with this plan. Interim Chief of Police Todd Barkalow provided an update of items that have been completed or are in the progress as of February 2014 including;

Goal 1: Create Safer Neighborhoods

- Expanded bicycle and foot patrol
- Activated Problem Oriented Policing Initiative (POP-I) during summer months
- Implemented Tobacco Merchant licensing which can be used to curb other illegal activities on the property
- Placed pole cameras in high priority areas

Offender-based strategies

- Actively engaging offenders
- Increased communications with rental owners leasing to offenders
- Increased cooperation with parole
- Increased minimum fines for repeat noise violators

Location-based strategies

- Conducting saturated patrols with state police
- Implemented zero tolerance policy on quality of life issues
- Designated sound amplification enforcement zones
- Conducting twice weekly curfew enforcement details (seasonal)
- Coordinating with ComEd to improve lighting in poorly lit areas
- Implemented Beat Team Leader program

Goal 2: Promote Positive Youth Behavior, Accountability and Family Involvement

- Strictly enforcing curfew and truancy
- Strengthened parent accountability in truancy and curfew ordinances

Goal 3: Develop Stronger Community Relationships

- Implemented Neighborhood Watch in every city ward
- Expanded auxiliary/volunteer programs
- Reinstating Civilian Police Academy
- Developed public information campaign to encourage citizens to report crime and wanted persons to law enforcement

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Goal 4: Ensure Safer Housing

- Enacted rental property registration ordinance

Goal 5: Develop Stronger Interdepartmental Relationships

- Increased coordination with sheriff, probation, and parole

Goal 6: Make Sound, Data-driven Policy Decisions

- Implementing a system of crime mapping and data analysis

Interim Chief of Police Todd Barkalow asked the council to adopt the Public Safety Plan as the official document of goals to increase public safety. Alderperson Klemm made a motion to move forward for adoption of the resolution, seconded by Alderperson Bush. Upon no further discussion, the motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, Endress, Brashaw, Koester and Crutchfield (7)

Nay: none

Resolution #R-2014-10 was adopted.

OTHER

COMMUNICATION TO COUNCIL

City Hall Community Engagement Process Ideas

City Clerk Zuravel read aloud the following memorandum written by Community Development Director Shelly Griswold to Mayor Gitz dated February 14, 2014;

“In regards to your request for some thoughts on community engagement around the City Hall issue, I am providing the following.

PREPARATION - We need to carefully define the process, including

- What we need to learn
- Who we need to reach
- How we will reach them
- What resources will we need to complete the process
- How we will use the information we receive
- How we will define success

I believe we are all working under the assumption that we will need some outside resources to complete this community engagement process. I know we’ve discussed using an architect with a design modeled after the one Shaun Gallagher presented. However, I believe it will be important to have a planner who has expertise in community engagement on the team, as well as a finance person.

I don’t believe we can really outline the process fully until we have these outside resources on board. They will bring with them the expertise to design a comprehensive, effective community engagement process.

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STEERING COMMITTEE - It may be wise to put together a steering committee to help with the initial project planning, to help select the outside resources, and to help guide the process moving forward. Having diversity of opinion on this committee will be important. I know the “Save City Hall” folks want to be at the table for this, as they indicated in our meeting last week. I would suggest having a representative from that group on the steering committee, and selecting others who are interested, have particular expertise that can be useful to the project, and who represent diverse opinions on the issue.

METHODS - We will need to cast our net wide to ensure we are including as many people as possible – and to ensure that we have a very diverse group of stakeholders reached.

There are a number of engagement methods we can employ. Here’s just a brainstorming list:

- Public meetings
- Workshops
- Focus groups
- Open-house style meetings
- Charrettes
- Neighborhood watch meetings
- Meetings with students – Highland, Columbia, high schools
- Service clubs
- Service club presentations (Kiwanis, Rotary, etc.)
- Surveys – online, stuffed in water bills, mailed, etc.
- Facebook page
- Interactive web page
- Scenario planning
- Newsletter/tabloid mailed to residents and businesses
- Press releases
- Public service announcements
- Radio shows
- Information/survey kiosks at public places like the library

Clearly we would not use all of these methods, but rather a subset that we feel would yield the most public participation.”

Discussion was held as to the make-up of the steering committee with council members providing their opinion on use of outside resources, timing and obtaining public opinion. Mayor Gitz stated his intent would be by the next council meeting to appoint a steering committee with five to seven people on it to get this moving. Discussion was held on the possibility of a referendum and the importance of first obtaining public input.

Aldersperson Boldt made a motion to accept the letter written by Director Griswold and to place it on file, seconded by Aldersperson Klemm. Motion prevailed by voice vote without dissent.

REPORTS OF DEPARTMENT HEADS

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Community Development

Community Development Director Shelly Griswold provided a written memorandum which had been provided to council at the January 13, 2014 meeting in regard to the Alber Redevelopment Agreement for the Rawleigh Building D. She provided information on the Alber redevelopment and stated before the City is allowed to transfer title it must advertise the property three times and then the bids will be brought to council for the first meeting in March. The memorandum stated, "Once the bids are opened, the City Council will make the final decision regarding disposition (sale) of the real estate. She asked council to keep in mind that the bids must be in the best interest of the community. She stated that the real estate transfer also is dependent on the re-platting of the Rawleigh Complex, which enables the City to sell buildings one by one and maintain common ownership of the shared/public areas surrounding the buildings. This will allow for orderly and harmonious redevelopment of all parts of the Rawleigh Complex and surrounding area. We are working with Fehr Graham to create the plats. When complete, the Planning Commission will convene a public hearing and will make a recommendation to the City Council. Following that, the Plats and Covenants, Commitments and Restrictions will be filed with Stephenson County. Once both of these processes are complete, we will be able to schedule a real estate closing and complete the sale of the property to Mr. Alber. Be assured that we are working diligently toward completion of this project. The City is eager – as Pete Alber to bring this matter to successful end." Director Griswold explained that they are still working on the plats covenants and restrictions for the Rawleigh complex properties so it can be subdivided. She stated that May is a more realistic date for completion of this sale. Discussion was held as the options on writing items into the bid for consideration of items already improved on the building.

Director Griswold requested from council members to return the survey she handed out at the Committee of the Whole to place priorities for economic development.

Finance Department

Accountant Duane Price had no further report.

Public Works

Public Works Director Tom Dole stated the crews are working to open storm sewer inlets and to move back the snow from those areas. Discussion was held as to the level of salt and Director Dole stated we are getting a little low but he has adequate inventory at this point. He stated his concerns for flooding this spring due to the heavy snowfalls and the amount of snow still on the ground. He stated that because of snow plowing that we have pushed our overtime budget to the limit and now we are in contingency.

Aldersperson Koester asked to have the council members to be provided a report on salt and overtime for the Public Works Department for the next meeting.

Aldersperson Bush requested to have on the next agenda a presentation by the County Emergency Preparedness. Mayor Gitz stated there is an upcoming rescheduled Flood Risk Information Open House meeting which will be posted for February 25, 2014 with the officials' session and a public session as well.

Library

Freeport Public Library Director Carole Dickerson provided the attendance at the lecture series in American History presented at the Freeport Public Library. The next presentation will be held on Thursday, February 20, 2014 and will feature "Songs and Soup Lines; the Music of the Great Depression by Jim Phillips

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Fire

Fire Chief Scott Miller was present and had no further report.

Police - Purchase of Non-White Police Pursuit Vehicle

Interim Police Chief Todd Barkalow had no further report.

Water and Sewer

Water and Sewer Director Tom Glendenning provide an update on water main breaks due to over four foot of frost in the ground. The Water and Sewer department crews have corrected eight breaks since the last meeting update. He stated the crews have not seen issues this bad since 1984. He recommended households with low water usage to keep the water on to avoid pipes from freezing. Discussion was held as the age of the water pipes.

City Engineer

City Engineer Gallagher stated that at the next council meeting he will be presented agreements for inspection services for crack sealing and for micro surfacing. He will also present a proposal for drilling and testing services on various streets for the Motor Fuel Tax program. City Engineer Gallagher stated he will also have a bid recommendation for the crack sealing projects. He has been reviewing strategic lighting with ComEd to put in upgrades in certain areas. He will be working with ComEd and Chief Barkalow as to pin-point the best location to upgrade to LED lighting.

MAYOR'S REPORT

Mayor Gitz stated he received word that Illinois Department of Transportation will be working on West Avenue this summer and the option will be whether it will be a 30 day project or a 90 day project.

Mayor Gitz is working on reviewing resumes for positions that are open including Police Chief, Community Development Director, and Finance Director. He stated he is working arduously in order to find the right person for the job just as when the Fire Chief was hired. He recommended council members view the City Hall rehabilitation project that was completed in Sterling Illinois and also in Peoria. He recommended council members return their priorities for the economic development to Director Griswold because the information will be useful in moving forward with NIDA.

NEW BUSINESS/COUNCIL ANNOUNCEMENTS

Council members were provided an opportunity to discuss matters of public concern or to make announcements for their wards.

- Alderperson Klemm asked about the time line for the Rental Property Registration. Director Griswold stated that it should be ready by the April 1, 2014 registration date pending the hiring of staff member for the Community Development Department.
- Alderperson Bush stated there will be a Neighborhood Watch meeting for the Arcade at the VFW to be held on February 20, 2014.
- Alderperson Endress wished the Freeport High School girls' bowling team best of luck in their tournament this week.
- Alderperson Koester recognized City Engineer Gallagher and Water and Sewer Director Glendenning for their proactive stance on working in collaboration on MFT projects and Water

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and Sewer Commission projects. He appreciated the recognition of the firefighters this evening and hopes to have recognition of other department staff members.

PUBLIC COMMENTS AGENDA OR NON-AGENDA ITEMS

Tom Teich, 653 Jefferson Street, Freeport Illinois, spoke about the coordinator for the Special Olympics who will be leaving this Friday and he stated he will miss her.

Mayor Gitz stated there were two incidents that were strategically handled by City department members with one being at multiple schools and the other being a roof situation at the Lincoln Mall.

Upon motion duly made and seconded, the meeting was adjourned at 7:42 p.m.

s/ Meg Zuravel

Meg Zuravel, City Clerk