

City of Geneseo, Henry County, Illinois
Committee of the Whole Meeting
April 28, 2015

Pledge of Allegiance

Roll Call

The City Council of the City of Geneseo met Tuesday April 28, 2015 at the Council Chambers, 115 South Oakwood Avenue. Mayor Nadine Palmgren called the meeting to order at 6:00 pm. Alderman Paula Simosky, Keith Kennett, Robert Wachtel, Justin Snodgrass, Martin Rothschild, Kathy Carroll-Duda and Jason Robinson answered roll call. James Roodhouse was absent. Others in attendance included City Administrator Lisa Kotter, City Attorney Virgil Thurman, City Clerk Loree K Phlypo, Director Opsal, Director VanDeWoestyne, Inspector Mills, HRS Jill Laingen, City Accountant Karen Brandau, the press and various audience members.

A Quorum was present.

Proclamations

The first proclamation was for A.B.A.T.E. of Illinois 2015 – This is an annual proclamation to highlight motorcycle awareness.

The second proclamation was National Police Week – This annual proclamation recognizes Law Enforcement and all they do on a daily basis to keep communities secure.

Presentation on Storm Water Infiltration to Sanitary Sewer System

City Engineer Greg Ryckaert presented the 3 areas that are the most in need of repair and that would benefit the most citizens. 3 Priority Areas:

1. Oakwood Ave to State St. – Sewer is undersized, a 24” flows into a 12”.
 - a. Option 1 install new 24” pipe – Cost \$300,000
 - b. Option 2 perform pipe bursting to enlarge pipe on Exchange – Oakwood to State – Cost \$350,000
2. South East Quadrant – Pipe in this area is 8” and undersized
 - a. Option 1 new sanitary sewer along Olive and Chestnut – Cost \$500,000
 - b. Option 2 pipe bursting along Olive and Chestnut – Cost \$450,000
3. Park St. to Division St. to Orange and Spring St. – Overflow of manholes
 - a. Option- install relief sewer from Park and Division to Orange and Division
 - b. Option- Pipe burst from Orange and Division to Orange and Spring – Total Approximate cost of both a and b is \$400,00

Other projects to consider that were presented are Chicago St lift station, sanitary sewer collector along Geneseo creek to treatment plant, 5’ storm sewer from Geneseo Creek to downtown, storm sewers that fun through Prairie Subdivision to Green River.

Motion by Kennett, second by Wachtel to move this item to City Council in May and to direct staff to continue research on the most impacted areas and research funding sources and options for Council to review including researching grant funds, existing City funds, and the creation of a Storm Water Utility and current water and sewer rates.

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

Motion Carried.

Public Comment

None

Consideration of Refuse Fund – Fund Balance

Administrator Kotter led discussion, this item was requested to be placed on the agenda due to needing additional information regarding the fund. The intent of the review of the fund balance is to ensure that the citizens are not getting over charged. There is an adequate balance, it is not too high that we should lower it and not too low that we risk not collecting enough funds for next year. We should review the amount yearly to be sure we have enough funds pay the last year's monthly charges and pay for the special pick up days. At this time no action was recommended.

No Action Taken

Consideration on Storm Water Infiltration to Sanitary Sewer System

This item was discussed and voted on under Presentation on Storm Water Infiltration to Sanitary Sewer System.

Discussion of changes to the Liquor Code

Administrator led discussion on following proposed changes:

1. Class F – Currently this class allows Non-Profit's and License holders to apply under the same class. This would be for beer and wine only. Proposed use, Non-Profit's only would use this class for 1-3 day events.
2. Class G – A public hearing wasn't performed as part of our process so we need to hold a public to follow process. Administrator Kotter requested that due to the possibility of another Brew Pub coming to town that we increase Class G to 3 and decrease Class C to 1.
3. Class H - This would be a new class and be designated for an already licensed establishment and called a "Special Use" permit. This class would be allowed to serve whatever their regular license allows. A per event fee instead of annual fee would be \$200 instead of \$250. The language has been clarified from "two at any given time" to "two on any given calendar day" and this would apply to F and H classes with 3 per year aloud.
4. Background Check – Current policy is unclear and the State doesn't require background checks. The background system that we use is the Police Departments system and for liquor license checks once you have a background performed you are permanently connected, so that in the event that something changes on someone's background that we have requested a check on for a liquor license application we will be notified of the change. State applications require that anyone with a 5% interest in the business or more must submit their information on the application. We are asking for the background to be performed on all parties holding 5% or more interest in the business and with permanent connection this could be done on the initial application and not required on an annual basis. The actual cost incurred by the City for the background check would need to be paid by the applicant. This would not be a requirement for Class F and H.
5. Site Plans – A requirement to submit a site plan would be for establishments holding Class A-E and G licenses. Also Special Events and Special Use permits will also be required to submit a plan detailing the site of the event. At renewal time a copy of the current site plan map on file is sent to the applicant and have them sign off on it for accuracy, with Special Event and Special Use permits also being required to submit a plan detailing the site of the event. We would also start keeping a manual over at the Police Department with a copy of the site plans for each establishment in case of an emergency.
6. Falsifying Information on the Application – It is important that the applicant be expected to provide complete and accurate information on their application. Applicants need to be aware that if they falsify any information on their application it can be grounds for license denial.

7. Window Obstruction – This purpose of this section is for the safety and protection of the public, patrons and police officers. The current language prohibits obstructions on windows in licensed establishments. The language says “there must be a clear view from the street, road or sidewalk,” it has been interpreted differently by different people. The staff believes that due to safety concerns that the ordinance should be clear that no type of coverings are allowed in areas where alcohol is being consumed. The concern was at sunset there could be an inconvenience to customers with regards to sun in their eyes. Language recommended should include that all windows must be clear that are adjacent to areas where beverages are consumed. The Mayor and Liquor Commissioner Palmgren visited the establishment on multiple occasions and felt that the view wouldn’t be obstructed as to cause a safety issue. As the liquor commissioner she wrote Mr. Fiers a letter giving him permission to put up translucent blinds on the windows at the south end of the building where the sun would be the issue.
8. Consumption on Public Property – Currently there are two ordinances that contradict each other. Chapter 110 states that if approved with a specific license alcohol can be consumed on public property with language such as streets, sidewalks or other areas. In chapter 131.046 the language states that there can be no consumption of alcohol on any public sidewalk, public thoroughfares, public streets, public highways, public parks, and all other public areas within the city limits. The recommendation is to add language to 131.046 that acknowledges an exception to this is any alcoholic license issued under chapter 110.
9. Resolution on all fees – Recommendation to eliminate all fees in ordinances and set them by Resolution. Future fee changes would then only take a new resolution. Fees are consistent with past amounts with the exception of the current Class F and added Class H which went from \$250 to \$200.
10. BASSETT Training – The State of Illinois is changing the requirements for BASSETT Training on July 1, 2015. The City of Geneseo at this time does not require our servers to have BASSETT training. The recommendation would be to join the State and other communities that are requiring servers to be BASSETT trained. The licensed establishments would be required to provide the City with copies of their employee’s certifications. Establishments would be given 90-120 days to complete the certification. The training is available at various locations and online.

Motion by Kennett, second by Carroll-Duda to direct staff to schedule a public hearing for May 12th and place on the May 12 Council agenda consideration of all changes in Chapter 110 and 131 presented regarding Class F, G and H licenses, background check requirements, falsification on applications resulting in license denial, window obstructions, site plan requirements, clarification on public property consumption and BASSETT training requirements.

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

Motion Carried.

Consideration of an upgrade to City website contract

Discussion was held on upgrading the City website. Improvements would include more relevant information to tourism, potential residents, businesses and residents. Our website is not mobile app friendly. Websites to Impress has designed our website over the past few years. We have a quote from Websites to Impress and are waiting for a 2nd quote from Foresight Consulting. Recommendation would be to allocate funds from the Hotel Motel Tax fund to upgrade our website. Budgetary impact would be approximately \$5,000.

Motion by Wachtel, second by Robinson to refer the allocation of Hotel Motel Tax Funds for the City website upgrades to the May Council meeting for approval.

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

Motion Carried.

Consideration of Right-of-Way Permit Fees

Discussion was held on the City's Right-of-Way permit. The ROW permit currently doesn't have a "fee" attached to the permit, the current fee is the cost of the road repair. The proposed change would include an actual fee of \$25, this fee would cover administrative expenses of reviewing the location, assuring licensed contractors are doing the work and following up to be sure the repairs and restoration are made. Currently the law requires the City to complete the restoration work and has a set fee in the code. Our proposal would include that the contractor who has disturbed the ROW be allowed to hire a licensed contractor to complete the work or have the City complete it and if it's not completed correctly the City can order the concerns or errors be corrected. The varying cost of repairs should be listed as the actual cost of repair and not a set dollar amount. The final addition would be that all contractors be required to provide drawings of underground utilities that are installed. We would like the fee to be set by Resolution so that it is easier to change if needed.

Motion by Rothschild, second by Simosky to recommend referring the Right-of-Way opening Permit Ordinance changes to the May Council meeting for adoption.

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

Motion Carried.

Consideration of New Elected Official Orientation Date

Administrator Kotter put together a manual to orientate the New Elected Officials. Although this is geared toward the new official everyone is encouraged to attend since this has not been available in the past. No official action needs to be taken on this but we would like to set a date to have the orientation, the first part of May would be best. Tuesday May 5, 2015 at 6:00pm was the date agreed upon.

No Action Taken

2015-2016 Budget Discussion

Administrator Kotter led discussion on 2015-2016 Budget. City Accountant Brandau handed out Preliminary Budget Books to the newly elected Aldermen. The budget was originally presented this past February. We have not heard yet what action the State is going to take on lowering the amount of Income Tax that the City receives. At the highest amount we stand to lose \$300,000. There will be reductions in expenses as well as revenues. In the past a Fund 70 was created to help the City build up a fund to help offset the costs of healthcare for the employees. Essentially each employee regardless of their status, single, single with child, single with spouse, or family was billed at a family rate and the excess was put in fund 70. This has allowed the City to accumulate quite a large cushion of funds so staff has recommended that there will be no additional funds added to fund 70 in this budget proposal. The City can take up to a 30% reduction in monies from the State without making drastic changes. The Public Hearing for the proposed Budget is scheduled for May 26, 2015 with approval of the Budget on June 9, 2015 and in the event that the State has not released its reduction plan we can go ahead and approve the budget as is and reconvene at a later date if needed to amend it.

Motion by Carroll-Duda, second by Robinson to move the 2015-2016 Budget to a Public Hearing on May 26th and approval at City Council on June 9, 2015.

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

Consideration of a review of water/sewer rates

This item was discussed along with the Presentation on Storm Water Infiltration to Sanitary Sewer System

Consideration of the creation of a storm water utility fee

This item was discussed along with the Presentation on Storm Water Infiltration to Sanitary Sewer System

Consideration of hiring a Test Well consultant with proceeds from water department building sale

With the sale of the Water department garage the funds could be used to hire a Test Well Consultant. Right now the EPA is only recommending this but if there was a surprise inspection without elements in place to correct our deficits it will be an automatic fine.

Motion by Carroll-Duda, second by Rothschild to direct staff to return to the May Council meeting with quotes to drill test wells.

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

Payment of City and Utility Bills

No Discussion

Motion by Snodgrass second by Carroll-Duda to approve the bills as presented for payment.

ROLL CALL

Ayes 7 Wachtel, Kennett, Simosky, Robinson, Snodgrass, Rothschild, Carroll-Duda

Nays

Absent 1 Roodhouse

Abstain

Motion Carried

Mayoral Comments

Mayor Palmgren congratulated the Candidates and welcomed them to Council.

Public Comment

Kirsten Mortenson asked for the “Backyard Chickens” item to be brought out of Abeyance. She stated that she submitted a sample ordinance with guidelines that other Municipalities go by.

Motion by Snodgrass, second by Kennett to move the “Backyard Chickens” out of abeyance and onto the next Committee of the Whole meeting agenda on May 26, 2015.

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

Mayor Palmgren invited the newly elected to the Mayor’s Prayer Breakfast to be held on May 7, 2015 at the Moose Lodge.

Motion by Carroll-Duda, second by Wachtel to adjourn the meeting at 8:38 pm.

Respectfully submitted,

Loree K. Phlypo
City Clerk