

**MARENGO CITY COUNCIL
Regular Meeting Minutes
City Council Chambers
132 E. Prairie Street
Marengo, IL 60152
March 11, 2019**

CALL TO ORDER

Mayor John Koziol called the meeting to order at 7:00 PM.

MOMENT OF SILENCE

All present stood in silence to remember and honor McHenry County Sheriff's Deputy Jacob Keltner, who was killed in the line of duty last week.

PLEDGE OF ALLEGIANCE

Mayor John Koziol led everyone in the Pledge of Allegiance.

ROLL CALL

Present this evening are Mayor John Koziol; Aldermen Matt Keenum, Mike Miller, Mike DeSerto, Nicole DeBoer, Dennis Hammortree, Brett Martin, Todd Hall and Steve Mortensen. Also present are City Administrator Joshua Blakemore, Chief of Police Richard Solarz, Acting City Attorney David McArdle, City Engineer Tim Hartnett, Deputy Clerk Anna Leyrer and Finance Director Jennifer Snelten.

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES – *February 25, 2019 Regular Meeting Minutes*

Alderman Nicole DeBoer made a motion, seconded by Alderman Mike DeSerto, to approve the minutes from the meeting. The aldermen voted as follows:

Ayes: Keenum, Mortensen, DeBoer, Miller, Hall, DeSerto, Hammortree and Martin

Nays: 0

The motion passed.

APPROVAL OF LIST OF BILLS

Alderman Nicole DeBoer made a motion, seconded by Alderman Mike Miller, to approve the list of bills, in the amount of \$136,185.62. The aldermen voted as follows:

Ayes: Hall, Hammortree, Mortensen, DeBoer, Miller, Martin, DeSerto and Keenum

Nays: 0

The motion passed.

NEW BUSINESS

- a. *Motion to Approve a Professional Services Agreement with Ellen Burgeson to complete a Revolving Loan Fund Closeout Grant Application for a Downtown Sidewalk and Parking Lot Improvement Project in an amount not to exceed \$8,500.*

Administrator Blakemore reviewed the agreements regarding the application for a grant to do work on the downtown sidewalks and parking lots. New guidelines require that the City have a grant writer administrator in charge of this project, and Ellen Burgeson Inc. is the company that the City would like to use. There are two agreements needed: one for the company to complete the grant application and

submit it to the State of Illinois, and one for her to administer the grant, as per the State of Illinois requirements. Her fee for completing the application process is \$85 an hour, with an amount not to exceed \$8,500. The second agreement fee is also for \$85 an hour, with an amount not to exceed \$22,500. Each item will be billed on a monthly basis.

Alderman Nicole DeBoer made a motion, seconded by Alderman Todd Hall, to approve a Professional Services Agreement with Ellen Burgeson, to complete a RLF Closeout Grant Application for a Downtown Sidewalk and Parking Lot Improvement Project, in an amount not to exceed \$8,500 with amended wording to Item 2, correction on date shown, and Item 4, rewording to clarify the hourly amount and the total amount. The aldermen voted as follows:

Ayes: Martin, Hammortree, Hall, DeSerto, DeBoer, Mortensen, Miller and Keenum

Nays: 0

The motion passed.

- b. Motion to Approve a Professional Services Agreement with Ellen Burgeson to Provide Grant Administration Services for the Revolving Loan Fund Closeout Downtown Sidewalk and Parking Lot Improvement Project in an amount not to exceed \$22,500*

Alderman Nicole DeBoer made a motion, seconded by Alderman Todd Hall, to approve a Professional Services Agreement with Ellen Burgeson, to provide Grant Administration Services for the RLF Closeout Downtown Sidewalk and Parking Lot Improvement Project in an amount not to exceed \$22,500, with a correction in the opening paragraph: corrected the date of the document and corrected the consultant information to read Ellen Burgeson, Inc, a correction on Section 4 to change “village” to “city”, and reword the hourly rate information and the total amount to not include the total amount of the contract and last to correct the date at the bottom of the agreement. The aldermen voted as follows:

Ayes: Hammortree, Keenum, martin, DeSerto, Miller, Hall, Mortensen and DeBoer

Nays: 0

The motion passed.

- c. Motion to Approve a Professional Services Agreement with HR Green for Design Engineering on the Downtown Sidewalk and Parking Lot Maintenance Project, in an amount not to exceed \$15,200*

The Professional Services Agreement with HR Green is for “Survey, Design Engineering, and Bidding Services” as they relate to this project. Their fee is based on COMPANY standard hourly rates, and monthly invoices will be submitted to the City. The project is expected to not exceed a projected fee of \$15,200.

Alderman Matt Keenum made a motion, seconded by Alderman Nicole DeBoer, to approve a Professional Services Agreement with HR Green for Design Engineering on the Downtown Sidewalk and Parking Lot Maintenance Project, in an amount not to exceed \$15,200. The aldermen voted as follows:

Ayes: Miller, DeSerto, DeBoer, Mortensen, Keenum, Hall and Martin

Nays: Hammortree

The motion passed.

- d. Motion to Approve an Ordinance Amending Chapter 33, Liquor Control and Liquor Licensing*
Administrator Blakemore and Deputy Clerk Leyrer reviewed the proposed changes with the Council, noting the changes from the 15 classes to the proposed 4. They answered questions regarding the proposed changes. There is a recommended change in the non-refundable application fee – making it a

flat fee for any and all applications, as well as a change in language to allow the Clerk's office to reduce the number of licenses in the codification (if a license is revoked or surrendered) without having to approve an ordinance each time. Any increase in liquor licenses would remain the same, requiring approval by the City Council.

Alderman Nicole DeBoer made a motion, seconded by Alderman Matt Keenum, to approve an Ordinance amending Chapter 33, Liquor Control and Liquor Licensing, with additional wording to be added as follows: For the purposes of this classification, gaming revenue shall not be considered as sales. The aldermen voted as follows:

Ayes: DeSerto, DeBoer, Martin, Miller, Mortensen, Keenum, Hammortree and Hall

Nays: 0

The motion passed.

e. Presentation and Discussion on Draft FY 2019/2020 General Fund Budget

Administrator Blakemore reviewed the information on the proposed General Fund Budget with the Council. Administrator Blakemore went over the various areas of the draft for the FY 19/20 General Fund Budget. He noted that the Fund Balance Work Sheet information, as presented, would take the fund balance to 110.8 days at the end of the fiscal year. General Fund Revenue is projected to show a modest increase, with the increase going towards the Police Pension. General Fund Expenditures were reviewed with staff projected at 15% increase in insurance costs. The Sullivan's Sales Tax Rebate was finalized in FY 2018/2019. There was a line item added this year for "Community Events", as a contingency in the event that donations fall short for the fireworks and ChristKindlMarket events. Website Maintenance was increased, as the current company is going to retire at the end of 2019. An additional line item "Enterprise Zone Project" has been added (in the amount of \$35,000) as an estimate if the City were to become a part of an enterprise zone. Police Department information was explained, with information regarding the dispatching services, and the purchase of a new squad car in FY 2019/2020. The Street Department "Vehicle Replacement Fund" has \$55,000 currently, which will be used to cover the cost of a new bucket truck, a skid steer and 2 pickup trucks, with those purchases being spread over the next few years. There are funds remaining in the FY 2018/2019 Contingency Fund, and various options were presented on the possible use of those funds. The Marengo Cemetery Board is requesting \$5,000 for the FY 2019/2020, as opposed to the \$10,000 requested for FY 2018/2019. The Sinking Funds were reviewed as well as the spreadsheet for all the various line items.

The next Council meeting will be a review of the water/sewer fund as well as any others funds not previously done.

f. Motion to Approve an Intergovernmental Agreement with the City of Woodstock for Building Inspection and Information Technology Services

Administrator Blakemore spoke about the City's search for a replacement IT service, and after gathering information, the best option appears to be through the City of Woodstock. They currently provide us with Building Inspections. The hourly IT Services and Building Inspector fees are \$70 per hour and billed in 15 minute increments. There is also the option to provide a monthly maintenance service for \$250 a month.

Alderman Mike Miller made a motion, seconded by Alderman Nicole DeBoer, to approve an IGA with the City of Woodstock for Building Inspection and Information Technology Services. The aldermen voted as follows:

Ayes: DeBoer, Hammortree, Keenum, Mortensen, DeSerto, Miller, Hall and Martin

Nays: 0

The motion passed.

g. Motion to Approve the Zoning Map Update for 2019

As per state statute, the City is required to update and approve any changes made in the previous year to the municipal zoning map before April 1st of each year.

Alderman Matt Keenum made a motion, seconded by Alderman Nicole DeBoer, to approve the Zoning Map Update for 2019. The aldermen voted as follows:

Ayes: DeSerto, Keenum, Martin, Hall, DeBoer, Miller, Hammortree and Mortensen

Nays: 0

The motion passed.

MAYOR'S STATEMENT AND REPORT

Mayor Koziol was happy to report that there are 10-12 persons interested in filling the soon-to-be-vacant wards 3 and 4.

DEPARTMENT HEAD AND STAFF REPORTS

Finance Director Jennifer Snelten had nothing further.

Chief of Police Rich Solarz reported that Marengo did send an officer to help escort McHenry County Sheriff's Deputy Jacob Keltner, who was killed in the line of duty, to bring his body back to McHenry County. Several members of the Marengo Police Department will be attending the wake on Tuesday and also the funeral on Wednesday.

City Engineer Tim Hartnett had submitted a written report on the various projects. He added that final construction plans have been downloaded to the toll way website. HR Green was in attendance, at the request of the City, for an Ad Hoc meeting and following that meeting, they have a clear understanding of what the City is requesting HR Green to consider, other information that they wanted to share with HR Green, and design questions answered during the meeting. To date, the majority of the problems that were addressed at that meeting have been addressed. He also stated the process that they are following when a problem is brought to their attention.

City Administrator Joshua Blakemore expressed his thanks to Deputy Clerk Leyrer for her assistance in 3 of the items on the agenda. A new street employee is starting next Wednesday. Interviews for the water foreman position are being conducted. There should be some signs of work being done regarding the toll way project soon. The lobbying efforts are getting attention, as Representative Rieck has sent a letter requesting that the City provide him with a list of our two top projects. Congresswoman Underwood has sent a similar request to the City. The City should be receiving an answer regarding a bond rating review that was done recently.

Acting City Attorney David McArdle had nothing to report.

REPORTS AND STATEMENTS FROM CITY COUNCIL

None

EXECUTIVE SESSION

a. Discussion of Pending or Imminent Litigation Pursuant to 5 ILCS 120/2 (c) (11)

Alderman Nicole DeBoer made a motion, seconded by Alderman Mike DeSerto, to go to Executive Session for the purpose of a discussion of pending or imminent litigation, pursuant to 5 ILCS 120/2 (c) (11). The aldermen voted as follows:

Ayes: Martin, Hammortree, Hall, DeSerto, DeBoer, Mortensen, Miller and Keenum
Nays: 0
The motion passed.

*The regular meeting recessed at 8:25 PM.
The regular meeting reconvened at 9:05 PM.*

ROLL CALL

Returning from Executive Session are Mayor John Koziol; Aldermen Dennis Hammortree, Matt Keenum, Brett Martin, Mike DeSerto, Mike Miller, Todd Hall, Steve Mortensen and Nicole DeBoer. Also present are City Administrator Joshua Blakemore and Attorney David McArdle.

ADJOURNMENT

Alderman Nicole DeBoer made a motion, seconded by Alderman Todd Hall, to adjourn the meeting. The motion passed with a voice vote. The meeting adjourned at 9:06 PM.



Constance J. Boxleitner
City Clerk

The City Council approved these minutes on March 25, 2019.