

**AGENDA
CHILLICOTHE CITY COUNCIL
CITY COUNCIL CHAMBER
JANUARY 13, 2025
7:00 P.M.**

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL BY CLERK
READING OF MINUTES OF PREVIOUS MEETING BY CLERK
PETITIONS AND COMMUNICATIONS BY CLERK
PETITIONS AND COMMUNICATIONS FROM THE MAYOR AND ALDERPERSON
COUNCIL COMMITTEE COMMUNICATIONS
ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT
PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION**

MAYOR HUGHES

1. Accept – Resignation from Marketing & Tourism Commission - Don White, Chamber President

PUBLIC WORKS COMMITTEE – ALDERPERSON SHARP

1. Approve – Payment Tax Exempt Leasing Corp. – Vactor
2. Approve – Payment – Fehr Graham – Engineering Cloverdale Project
3. Approve – Engineering Agreement – Bridge Inspection Channel Cross Sections
4. Approve – Repair Public Works Truck

HUMAN RESOURCE- ALDERPERSON SEMTNER

1. Update – Performance Review Process – Supervisors

FINANCE COMMITTEE – ALDERPERSON D. WHITE

1. Approve – Purchase Payroll Email Module – Locis Software
2. Approve – Payment final payment Keach Architectural Design – City Hall Renovation
3. Approve – Agreement Midwest Environmental Consulting Service – Asbestos/Lead Abatement- Bidding
4. Closed Session - Purchase or Lease Real Estate 5 ILCS 120/2 (c) (5)
-Pending Litigation 5 ILCS 120/2 (c) (11)

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
JANUARY 13, 2025**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person January 13, 2025 at 7:00 P.M. with Mayor Michael D. Hughes presiding and with proper notice having been posted.

Mayor Hughes called the meeting to order at 7:00 P.M.

The Pledge of Allegiance, to the Flag of the United States of America, was recited.

Chairman Hughes directed Clerk Byrnes to take roll.

Physically Present:

**Mayor Michael D. Hughes
Treasurer B.L. Bredeman
City Clerk Jill M. Byrnes**

Alderspersons Present:

**Barry Bredeman, Patricia Westerman-Connor,
Jeff Jenkins, Patrick Semtner,
Gary Sharp, Donald White, Timothy White**

Alderspersons Absent:

Courtney Gehrig

Also Physically Present:

**City Attorney Kevin Day
Attorney Taylor Cascia
Police Chief Jeremy Cooper
Officer Manager Denise Passage
Amanda Beadles, Economic Development Director
Shawn Sutherland, Superintendent of Public Works**

Others Absent:

City Engineer Dave Horton

Chairman Hughes declared a Quorum present.

**CITY OF CHILLCOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
JANUARY 13, 2025**

The Minutes of the Regular Council Meeting held on December 9, 2024 were presented. Motion Alderperson Jenkins, second Alderperson T. White, that the Council dispense with the reading of the Minutes of the December 9, 2024 Regular Council Meeting and approve the Minutes as presented.

Motion Carried Via Voce vote.

PETITIONS AND COMMUNICATIONS BY THE CLERK:

Clerk Byrnes presented the following Committee and Commission Minutes:

- 1. Police Commission – 11/19/2024**
- 2. Finance Committee – 12/11/2024**
- 3. Public Safety Committee – 12/3/2024**
- 4. Cemetery & Parks Committee – 12/17/2024**
- 5. Marketing & Tourism Commission – 1/6/2025**
- 6. Public Works Committee – 1/8/2025**

Communications by the Clerk:

- 1. City Budget Report - 12/2024**
- 2. City Collector's Report – 12/2024**
- 3. City Treasurer's Report – 12/2024**
- 4. City Engineer's Report – 1/8/2025**

I am in receipt of an application for variance for property located at 1734 N Santa Fe Ave for insufficient parking. A Zoning Board of Appeals hearing date has been set for 1/15/2025 at 5:30 p.m.

I am in receipt of a letter from the Peoria County Clerk's Office regarding the 2025 Statement of Economic Interest. The list has to be committed by Feb 3, 2025 by myself to the county clerk's office. After that date filers that were previously committed to the website will have their statement notification delivered in the method they chose, either by mail or through email. The completed statements are due no later than May 1, 2025 to avoid a penalty. Even if you are vacating your Council or Committee seat in 2025 or have recently filed a statement with your April 1, 2025 election paperwork an Economic Interest Statement will need to be filed for 2025.

Motion Alderperson D. White, second Alderperson Jenkins, that the petitions and communications as presented by Clerk Byrnes be accepted and placed on file.

Motion Carried Via Voce vote.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
JANUARY 13, 2025**

PETITIONS AND COMMUNICAITONS FROM THE MAYOR AND ALDERPERSONS:

Aldersperson Jenkins read a letter addressed to Mayor Hughes from Stephanie Tarr, Peoria City Clerk recognizing Clerk Byrnes Registered Municipal Clerk (RMC) certification awarded by the Municipal Clerks of Illinois. (See attached)

COUNCIL COMMITTEE COMMUNICATION:

Aldersperson Connor read a thank you note from Ann Elliott, recipient of the 2024 Traditional Holiday Spirit Award. (See attached). Aldersperson and Chairman of Public Safety Committee, Jeff Jenkins informed the Council that he and Mayor Hughes recently had a very productive meeting with the new Fire Chief, Tom Shubert and Assistant Fire Chief Jim Benisch. Assistant Fire Chief Benisch has agreed to be the contact person for property maintenance moving forward for the Public Safety Committee.

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

None

Motion Aldersperson D. White, second Aldersperson T. White, that the bills as presented be paid and the payrolls and transfers be approved.

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

MAYOR HUGHES:

Motion Aldersperson Jenkins, second Aldersperson Bredeman, that the Council accept the resignation of Don White from the Marketing & Tourism Commission effective immediately.

Discussion: Aldersperson D. White gave a brief explanation for his resignation. (See attached)

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
JANUARY 13, 2025**

PUBLIC WORKS COMMITTEE:

Motion Alderperson Sharp, second Alderperson D. White, that the Council approve an expenditure of \$74,368.08, payable to Tax-Exempt Leasing Corporation, for the third payment for the Vactor truck. Payable from the Road & Bridge Fund.

Roll Call Vote was:

Ayes: Bredeman ,Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Sharp, second Alderperson Bredeman, that the Council approve an expenditure of \$8,166.00, payable to Fehr Graham, for the engineering services for the Cloverdale PPUATS project. Payable from the Road & Bridge Fund.

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

Alderperson Sharp, second Alderperson Jenkins, that the Council approve an engineering agreement with Fehr Graham for engineering services for the required bridge inspection to comply with the National Bridge Inspection Program - Bridge Channel Cross-Sections at a cost of \$2,409.00 and authorize the Mayor to sign said agreement. Payable from the Road & Bridge Fund.

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLICOTHE
COUNCIL MEETING
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Motion Alderperson Sharp, second Alderperson T. White, that the Council approve an expenditure of \$2,022.25, payable to Riverside Chevrolet, for the repair of Public Works truck #25. Payable from the Road & Bridge Fund.

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried.

HUMAN RESOURCES COMMITTEE:

Update: Performance Review Process – Supervisors

Alderperson and Chairman of Human Resources Committee Patrick Semtner provided a packet to all elected officials as well as a detailed explanation to the Council of the upcoming Performance Review Process for supervisors. (See attached).

FINANCE COMMITTEE:

Motion Alderperson D. White, second Alderperson Bredeman, that the Council approve an expenditure of \$300.00, payable to Locis Software Solutions, for the Payroll E-mail module. Payable from the General Fund.

Discussion: Office Manager Passage gave an explanation to the council that this software would allow all City employees to receive their pay stub by personal email, providing more confidentially, less printer use, paper and ink.

Roll Call Vote was:

Ayes: Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White

Nays: None

Chairman declared motion carried

**CITY OF CHILLICOTHE
COUNCIL MEETING
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JANUARY 13, 2025**

Motion Alderperson D. White, second Alderperson T. White, that the Council approve an expenditure of \$5,735.20, payable to Keach Architectural Design, for the professional services for the City Hall Interior Remodeling. Payable from the TIF Business Fund.

Note: This completes the contract with Keach.

Roll Call Vote was:

Ayes: **Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White**

Nays: **None**

Chairman declared motion carried.

Motion Alderperson D. White, second Alderperson Jenkins, that the Council approve an agreement between the City of Chillicothe and Midwest Environmental Consulting Services for Asbestos & Lead Project Design for City Hall at a cost of \$2,500.00 and authorize the Mayor to sign said agreement, and further authorize and direct the Mayor, City Engineer, Finance Committee and staff, to take reasonable and prudent actions necessary for bid letting on the project. Payable from TIF Business.

Roll Call Vote was:

Ayes: **Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White**

Nays: **None**

Chairman declared motion carried.

Motion Alderperson D. White, second Alderperson Jenkins, that the Council adjourn to Closed Session at 7:26 p.m., for the purchase or lease (buy) real estate 5 ILCS 120/2 (c) (1) and Pending Litigation 5 ILCS 120/2 (c) (11) and allow Attorney Day, Office Manager Passage, ED Director Beadles, Police Chief Cooper and Superintendent Sutherland to attend. Upon returning to Open Session no action will be taken.

Roll Call Vote was:

**Bredeman, Connor, Jenkins,
Semtner, Sharp, D. White, T. White**

Nays: **None**

Chairman declared motion carried.

**CITY OF CHILLCOTHE
COUNCIL MEETING
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The Council returned to Open Session at 7:54 p.m.

Motion Alderperson Jenkins, second Alderperson D. White, to adjourn at 7: 54 p.m.

Mayor Hughes declared the meeting adjourned.


Jill M. Byrnes
City Clerk



MUNICIPAL CLERKS OF ILLINOIS
Stefanie Tarr, RMC Coordinator
419 Fulton Street, Room 401
Peoria, Illinois 61602

December 26, 2024

Honorable Michael Hughes
Mayor of the City of Chillicothe
907 Hushaw
Chillicothe, Illinois 61523

Dear Honorable Hughes,

I am writing to inform you of an exciting and commendable achievement within your city's leadership team. It is with great pride that I announce that your City Clerk, Jill Byrnes, has earned the Registered Municipal Clerk (RMC) Certification awarded by the Municipal Clerks of Illinois.

Achieving this certification is no small feat. It requires the successful completion of a professional development program focused on enhancing the skills and knowledge necessary for effectively managing municipal records, adhering to state laws, and ensuring the smooth functioning of local government operations. This accomplishment is a testament to Clerk Byrnes's dedication, expertise, and commitment to serving your community with the highest level of professionalism.

By attaining the RMC designation, Clerk Byrnes joins a select group of municipal clerks who have demonstrated an understanding of local government processes and best practices. This certification involves ongoing educational and professional development, ensuring that she will stay abreast of the latest advancements in municipal management and governance.

Your support of your City Clerk's ongoing professional growth is invaluable and benefits all residents of the City of Chillicothe. Having a credentialed City Clerk positions your municipality for greater efficiency and effectiveness in serving the public.

Once again, congratulations on having a dedicated and qualified professional like Clerk Byrnes within your administration. Thank you for supporting the advancement of municipal clerks and recognizing the importance of their role in local government.

If you have any questions about the RMC program or the certification process, please do not hesitate to reach out.

Very truly yours,

Stefanie Tarr, Peoria City Clerk, RMC, MMC
Registered Municipal Clerk Coordinator

Cc: Jill Byrnes, City Clerk

Shodemakers of Chillicothe

It was my honor to be given the 2024 Traditional Holiday Spirit Award. I am sure there were so many other homes that deserved this. I am glad I can celebrate the true meaning of Christmas. The beautiful large wooden ornament will be used for years to come in my

Christmas decor. I absolutely love the picture frame with the picture of my home. The gift cards will be used to celebrate this special award with my family. It was my honor to represent the great community of Chillicothe.

Sincerely,

Ann Elliott

Amanda Beadles

From: Don White
Sent: Monday, January 6, 2025 9:56 AM
To: Amanda Beadles
Subject: M&T Meeting

Amanda; I'm not able to attend the M&T meeting this afternoon. In fact, since my term as Chamber president has expired, I'm resigning from the M&T Commission. I suggest you discuss my replacement with Ginny so you can make an appointment.

Thanks,

Don

Department Heads (Directors) Performance Review Process – January 13, 2025

Chillicothe City Council - As part of our ongoing commitment to **transparency, accountability, and continuous improvement**, we (Human Resources Committee) are introducing the Performance Review Process for our four City Directors. This process is an essential step in ensuring that we maintain high standards of leadership and operational excellence within our city government.

First and foremost, we want to emphasize the importance of **confidentiality** throughout this process. Performance reviews are a sensitive matter, and we are committed to fostering a respectful and private environment where constructive feedback can be given and received candidly. Our four Directors have already completed their self-evaluations which will be shared with Mayor Hughes and the Human Resources Committee members (these will be forthcoming).

This process also underscores the value of **two-way communication**. It's not just about assessing the performance of our directors but also about opening channels for honest dialogue. Directors will have the opportunity to share their perspectives, challenges, and successes, and this exchange of feedback helps us grow stronger as a team and serve our community more effectively.

Additionally, the process will center on **goal setting**. Clear, achievable goals are the foundation of progress. By identifying key objectives and measurable outcomes, we ensure that our City Directors have the guidance and support they need to lead our city toward greater success.

As part of this process, each of you (Council Members) is receiving the **same packet of** information, which includes a blank 2024 Performance Review Form as well as copies of the four Director Job Descriptions. These materials are designed to give you the context and structure you need to complete your assessments thoughtfully and comprehensively. Please add any potential goals you think would be appropriate for each position and feel free to suggest any changes to the job descriptions moving forward.

If you complete a Performance Review form, please turn them over to the appropriate Committee Chairman. The Committee Chairman will then return all comments to **Patrick Semtner**, Chairman of the HR Committee, by **January 22, 2025**, if not sooner. This will ensure that all feedback is gathered and compiled in a timely and organized manner. Patrick Semtner will finalize the completed Performance Review forms along with Mayor Hughes including possible goals to be discussed with our directors. The results will be shared with the City Council during an upcoming Closed HR Committee meeting before shared with the individual Directors.

The Human Resources Committee looks forward to working together to implement a performance review process that helps our City Directors thrive, our departments improve, and our city continue to move forward.

Thank you.

Human Resources Committee (Chairman Semtner, Don White and Courtney Gehrig)

Public Safety – Police Chief

Chairman Jeff Jenkins, Tim White, Barry Bredeman

Finance – Office / Financial Manager

Chairman Don White, Gary Sharp, Patrick Semtner

Public Works – Public Works Superintendent

Chairman Gary Sharp, Barry Bredeman, Patrick Semtner

Economic Development – Economic Development Director

Chairman Trish Connor, Jeff Jenkins, Courtney Gehrig

2024 Performance Review Form for Department Heads for City of Chillicothe, IL

(please print and hand write)

Employee Information:

Name: _____

Department: _____

Position: _____

Review Period: _____

Reviewer(s) Information:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Ratings Key:

1 – Unsatisfactory – Performance is significantly below expectations; many job responsibilities are unmet. Immediate improvement is needed.

2 – Needs Improvement – Performance meets some but not all expectations. There are noticeable gaps that require further development and improvement.

3 – Meets Expectations – Performance consistently meets job expectations. Responsibilities are fulfilled at a standard, acceptable level.

4 – Exceeds Expectations – Performance is above average and exceeds job requirements. Consistently demonstrates initiative, quality work, and strong results.

5 – Outstanding – Performance is exceptional and significantly exceeds expectations. Demonstrates leadership, innovation, and consistently delivers high-quality results beyond what is required.

Performance Criteria:

1. Leadership and Management Skills

- Demonstrates effective leadership and decision-making abilities.
- Effectively manages department operations and staff.
- Encourages teamwork and collaboration.

Comments:

Rating (1-5): _____

2. Communication Skills

- Communicates clearly and effectively with staff and other departments.
- Listens to and considers feedback from employees.
- Keeps department staff informed about relevant issues and changes.
- Communicates well with other City departments, Mayor, and City Council.

Comments:

Rating (1-5): _____

3. Job Knowledge and Skills

- Demonstrates thorough knowledge of departmental operations and responsibilities.
- Stays updated with relevant laws, regulations, and best practices.
- Effectively uses technology and resources available.

Comments:

Rating (1-5): _____

4. Planning and Organization

- Plans and prioritizes tasks effectively.
- Demonstrates strong organizational skills.
- Meets deadlines and manages time efficiently.

Comments:

Rating (1-5): _____

5. Problem-Solving and Decision-Making

- Identifies and analyzes problems promptly.
- Makes sound and timely decisions.
- Implements effective solutions.

Comments:

Rating (1-5): _____

6. Budget Management

- Effectively manages departmental budget.
- Ensures expenditures are within approved limits.
- Plans and forecasts budget needs accurately.

Comments:

Rating (1-5): _____

7. Employee Development

- Provides opportunities for staff development and training.

- Mentors and supports employee growth.
- Conducts regular performance evaluations and provides constructive feedback.
- Working towards a Succession Plan for their future replacement.

Comments:

Rating (1-5): _____

Overall Performance Rating (1-5): _____

Summary Comments:

Goals for Next Review Period:

Employee Comments (attach additional sheets if needed):

Signatures:

Employee: _____ Date: _____

Reviewer(s) _____ Date: _____

Reviewer(s): _____ Date: _____

Reviewer(s): _____ Date: _____

Performance Review Measurements

When evaluating city department heads who report directly to the mayor, it's important to use performance review measurements that are aligned with the city's strategic goals and objectives. Here are some key performance review measurements you may want to note:

1. Strategic Leadership

- **Vision and Direction:** Ability to set a clear vision and direction for the department in alignment with the city's strategic plan.
- **Policy Implementation:** Effectiveness in implementing city policies and initiatives.

Example Measurement:

- Achievement of department goals as outlined in the city's strategic plan (e.g., 90% of goals met within the fiscal year).

2. Operational Efficiency

- **Resource Management:** Efficient use of resources including personnel, budget, and technology.
- **Process Improvement:** Ability to identify and implement process improvements.

Example Measurement:

- Reduction in operational costs or improvement in service delivery times (e.g., 10% reduction in operational costs).

3. Fiscal Responsibility

- **Budget Management:** Ability to create and manage the department's budget effectively.
- **Financial Reporting:** Accuracy and timeliness of financial reports.

Example Measurement:

- Adherence to the approved budget with no more than a 5% variance.

4. Community Engagement

- **Public Relations:** Effectiveness in communicating with and serving the public.
- **Community Involvement:** Participation in community events and responsiveness to public needs.

Example Measurement:

- Increase in community satisfaction ratings or positive feedback (e.g., 15% increase in positive community feedback).

5. Employee Development and Morale

- **Leadership Development:** Providing opportunities for staff development and leadership.

- **Work Environment:** Creating a positive and productive work environment.

Example Measurement:

- Employee satisfaction scores from internal surveys (e.g., 85% employee satisfaction rate).

6. Innovation and Problem-Solving

- **Creativity and Innovation:** Implementation of innovative solutions to improve services.
- **Problem Resolution:** Effectiveness in resolving issues and challenges.

Example Measurement:

- Number of innovative projects implemented or problems resolved within a given timeframe (e.g., 3 innovative projects implemented annually).

7. Compliance and Ethics

- **Regulatory Compliance:** Ensuring the department complies with all local, state, and federal regulations.
- **Ethical Standards:** Upholding high ethical standards in all department activities.

Example Measurement:

- Number of compliance issues or ethical violations (e.g., zero compliance issues).

8. Interdepartmental Collaboration

- **Teamwork:** Ability to work effectively with other departments to achieve common goals.
- **Coordination:** Success in coordinating cross-departmental projects and initiatives.

Example Measurement:

- Successful completion of joint projects with other departments (e.g., 5 collaborative projects completed).

9. Performance Metrics

- **Key Performance Indicators (KPIs):** Meeting specific KPIs relevant to the department's functions.
- **Service Delivery:** Effectiveness in delivering services to the community.

Example Measurement:

- Achievement of service delivery targets (e.g., 95% of service requests addressed within the specified timeframe).

10. Feedback and Continuous Improvement

- **Stakeholder Feedback:** Regularly seeking and acting on feedback from stakeholders.

- **Continuous Improvement:** Commitment to continuous improvement and professional development.

Example Measurement:

- Number of initiatives undertaken based on stakeholder feedback (e.g., 4 initiatives based on community feedback).

City of Chillicothe, IL

Position Description

Job Title: Police Chief
Reports to: Mayor
Updated: 2017

Top law enforcement officer within the municipal jurisdiction. Under the general supervision of the Mayor, position manages, directs and supervises all operational and administrative units of the Police Department; maintains operation readiness of all units, disciplines and provides leadership and serves as a resource to department personnel. Works with City Council on matters related to department activity. Coordinates with Police and Fire Commission on department personnel issues.

Essential Job Functions

Plans, organizes and directs daily operations of the Department in accordance with City policies, procedures and applicable laws. Includes interviewing, hiring and training; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; ensuring adequate equipment and manpower.

Establishes long-range goals, objectives, organizational structure and overall direction of the department.

Develops policies and procedures, plans short-term activities and special projects; develops and implements work objectives for the Department.

Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals and objectives are met.

Plans and directs relations between the Department and the community, including meeting and responding to citizens concerns; appearing before civic and business groups, developers, media and others on matters pertaining to law enforcement.

Acts as the main point of contact for all matters related to police and law enforcement activity within the City of Chillicothe. Is the main liaison on all law enforcement issues between the City and other law enforcement departments.

Develops and administers Department budget; analyzes data and related law enforcement information applicable to activities of the Department.

Minimum Qualifications

Bachelor's degree from a four-year college or university in Criminal Law, Public Administration, Law Enforcement or related field, and;
Five or more years of progressively responsible experience or;
Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential function of the job.

Knowledge, Skills, and Abilities

High level of competence and professionalism in all activities both on and off duty.

Extensive knowledge of Department policies, rules and regulations and familiarity with local laws and ordinances.

Extension knowledge of principles and practices of police unit operations and administration management theory and techniques. Includes performance evaluation, budgeting, goal setting and administrative practices.

Effective communication and presentation skills, including preparing reports, procedures, letters and other correspondence. Effective computer skills.

Extensive knowledge of general police and law enforcement rules and procedures, including criminal investigations, crime analysis and effective interaction with legal and other law enforcement agencies.

Ability to plan, coordinate, and evaluate the work and performance of subordinate personnel in a manner conducive to high morale, quality and professional behavior, and effective execution of assigned duties.

Maintain physical fitness to meet minimum requirements of certification.

Class Title(s) and Number of Positions Supervised

Police Office (7) Police Sergeant (3) Detective (1)

Licenses or Certificates Required

State Certified Police Officer

Valid State Driver's License

City of Chillicothe, IL

Position Description

Job Title: Office/Finance Manager

Reports to: Mayor

Updated: January 2014

Position is responsible for performing a variety of managerial and administrative duties related to day-to-day operation of city government. Responsibilities include compiling and administration of annual budget; administration and application of ordinances; issuances of permits; oversight of city office functions, including water billing and accounting functions. Key liaison with mayor and council, especially in recommending policy, working with the city attorney, city engineer and other city staff; implements Council directives; schedules council committee meetings, etc.

Essential Job Functions

Plans, organizes and directs daily operations of the City Hall office function. Oversees billing process for city water department, city payroll, accounts receivable and accounts payable. Supervises daily city office operations by determining work procedures and schedules to improve efficiency and effectiveness of operations.

Supports mayor and members of the council; maintains information and document flow, schedules appointments and meetings of elected officials, documents and compiles city budget for approval. Works with mayor, city council and department heads to ensure budget directives are followed. Staffs council committee meetings.

Works with mayor, council and city staff to establish long-range goals, objectives, organizational structure and overall direction of the City. Oversees implementation of city policy, ordinance and zoning changes, budget, including for special projects; relates policy and procedures to staff and general public.

Acts as point of contact for city, hearing concerns and requests of citizens and bringing them to the attention of the proper city department or elected official. Communicates policies and procedures to staff and general public.

Works with insurers, benefit providers and others to administer benefit plans for city employees. Main liaison with associations, municipal league, risk management groups, contractors, city attorney and others for efficient, effective city administration and service delivery.

Minimum Qualifications

Bachelor's degree from a four-year college or university in accounting, finance, management, public administration or related field, and;

Five or more years of progressively responsible experience or;

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential function of the job.

Knowledge, Skills, and Abilities

Knowledge of accounting practices and procedures; bookkeeping and budgeting; and general office administration.

Ability to administer, interpret and apply a wide range of policies as determined by the city council. Must be able to effectively represent directives of the council and mayor, and to interact with the general public in a professional manner in the implementation of new and existing city ordinances and regulations.

Ability to plan, coordinate, and evaluate the work and performance of subordinate personnel in a manner conducive to high morale, quality and professional behavior, and effective execution of assigned duties. High level of competency and professionalism in all activities both on and off duty.

Serves as advisor to mayor, city council committees and the council, and city department supervisors on a variety of administrative issues including budget, funding, management, and long-range planning. Advises same on operating objectives, policies and programs necessary for sound, effective administrative operations.

Monitors expenditures by city departments, commission and boards for the purpose of keeping same within the limitation of the annual budget. Monitors state and federal legislation and regulations that may affect city operations.

Effective communication and presentation skills, including preparing reports, procedures, letters and other correspondence; reviewing contracts, etc. Effective computer skills.

Class Title(s) and Number of Positions Supervised

Accounting clerk (1) Water dept. clerk (1)

Licenses or Certificates Required

City of Chillicothe, IL

Position Description

Job Title: Public Works Superintendent

Reports to: Mayor

Updated: January 2014/2017

Under the general supervision of the Mayor -- and coordinated with City Council Public Works Committee -- position manages, directs and supervises all Public Works activities and staff in the areas of maintenance and cleaning of city streets; sidewalks, drainage, water and sanitation services. Maintains and repair of cemetery, parks, park buildings other city-owned spaces.

Essential Job Functions

Plans, organizes and directs operations of the Department in accordance with City policies, procedures and applicable laws. Includes interviewing, hiring and training; planning, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; ensuring adequate manpower.

Develops policies and procedures, plans short-term activities and special projects; develops and implements work objectives for the Department. Develops and administers Department budget; analyzes data and related information applicable to activities of the Department.

Assigns and oversees the daily work within the Department; ensures adequate equipment and maintenance of same on a timely basis. Proactively plans ongoing maintenance and repair of City water systems including upkeep of water storage tanks, pump houses and daily monitoring of same and establishes goals and work plans for long-term operation. Ensures compliance with all relevant EPA standards.

Works with relevant city staff to resolve water meter and billing problems, including shutoffs; coordinates with appropriate fire department personnel on location and upkeep of fire hydrants and water availability.

Assigns and oversees daily work related to maintenance/repair of streets, shoulders and alleys; sidewalks and City sewer system including pump stations, storm sewers, inlets and dry wells; prioritizes and establishes plans for long-term operation and maintenance of same. Works with city staff and city engineer on traffic controls, street signage and related health and welfare issues including clearing snow.

Work with city engineer and Public Works Committee to oversee selection criteria for public contracts; bidding, competency of contractors; checks references and approves contractor's licenses. Maintains ongoing contact with project engineers and contractors.

Ensures progress and completion of agreed-on projects as assigned by the mayor and Public Works Committee and reports regularly on same. Acts as the main point of contact for all matters related to public works and infrastructure within the City of Chillicothe and among other departments of the City.

Maintains city cemetery, including roads and water facilities and other agreed-on areas. Works with appropriate city staff to locate specific gravesites within the city cemetery and to schedule timely preparation and excavation. Maintains roads, sidewalks and public facilities in city parks. Oversees pesticide application.

Minimum Qualifications

Five or more years of progressively responsible experience in public works – including supervision - in construction, water/sewer repair maintenance, or;
Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential function of the job.
High school diploma required; community college preferred; available 24/7

Knowledge, Skills, and Abilities

Knowledge and familiarity with construction practices related to maintenance of municipal water/sewer systems; maintenance and repair of streets, sidewalks and alleys and other public spaces. Familiarity with equipment and tools required to perform the day-to-day duties of the department.

Extension knowledge of public works operations; includes assigning repair and preventive maintenance; troubleshooting operations; developing a work-plan for long-term ongoing maintenance and efficient operation of all systems as well as day-to-day work assignments.

Ability to plan, coordinate, and evaluate the work and performance of subordinate personnel in a manner conducive to high morale, quality and professional behavior, and effective execution of assigned duties. Includes performance evaluation, budgeting, goal setting and administrative practices.

Class Title(s) and Number of Positions Supervised

Laborers (6) Mechanic (1) Cemetery caretaker/maintenance (3)*
*indicates seasonal workers

Licenses or Certificates Required

Valid State Driver's License Class C Water Operators license - IEPA

City of Chillicothe, IL

Position Description

Job Title: Economic Development Director

Reports to: Mayor

Updated: October 2017

Under the general supervision of the Mayor and Finance and Economic Development Committee of the city council, position manages and directs city efforts aimed at business, economic and community development; marketing and tourism. Position works to retain existing businesses, attract new businesses, promote the community and seek opportunities to grow the city.

Essential Job Functions

Works with the mayor, Finance and Economic Development Committee and the City Council to plan, organize and direct daily operations of economic development in accordance with city policies, procedures and agreed-on goals.

Plans and directs relations between economic development programs and the community, including meeting and responding to citizens' concerns; appearing before civic and business groups, developers, media and others on matters pertaining to economic development.

Acts as the main point of contact for all matters related to economic development within the City of Chillicothe. Is the main liaison on all related issues between the City and other local and regional economic development offices and functions.

Develops and administers Department budget; analyzes data and related reports and information applicable to activities of the function. Follows up on leads, seeks out business who might consider Chillicothe and works with existing business to promote overall business development and growth.

Is expert on application on TIF and other business incentive programs and seeks viable users who may qualify for assistance in business startup, growth, and beautification. Works with Chamber and other community organizations to pursue opportunities for growth and development.

Minimum Qualifications

Bachelor's degree from a four-year college or university in marketing, public relations, public administration or related field, and;
Five or more years of progressively responsible experience or;

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential function of the job.

Knowledge, Skills, and Abilities

Extensive knowledge of economic development initiatives, policies, rules and regulations and familiarity with local laws and ordinances that provide incentives for local business development.

Ability to creatively and aggressively seek out business development opportunities and to apply local programs to those relevant opportunities. Work with local business/business groups to promote local development and business growth.

Familiarity with business development incentives, including TIF program and other business development tools. Prepare, write and administer grant applications related to economic development. Assist mayor and Finance and Economic Development Committee in developing and pursuing development opportunities.

High level of competency and professionalism in all activities both on and off duty. Effective communication and presentation skills, including preparing reports, letters, and other correspondence. Represents the city to current and potential businesses, developers, elected officials and other economic development officials.

Effective interpersonal, networking and computer skills.

Class Title(s) and Number of Positions Supervised

None

Licenses or Certificates Required

None