

**AGENDA
CHILlicothe CITY COUNCIL
CITY COUNCIL CHAMBER
JULY 24, 2023
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

FINANCE COMMITTEE – ALDERPERSON VANBRUWAENE

1. Approve – Donation – Community Needs Agency

ECONOMIC DEVELOPMENT COMMITTEE – ALDERPERSON CONNOR

1. Approve – Ordinance Consultant Contract
2. Approve – Enterprise Zone – Refund
3. Approve – TWM proposal to Complete Safe Routes to School Application

CEMETERY & PARKS COMMITTEE – ALDERPERSON T. WHITE

1. Refer – To City Attorney – Draft - Ordinance Monument Foundation Guidelines and Fee
2. Refer – To City Attorney – Draft - Ordinance Columbarium Fees Increase – Non-Resident
3. Approve – Ordinance – Authorizing Sale of Personal Property – Old Cemetery Fence

HUMAN RESOURCE- ALDERPERSON GEHRIG

1. Approve – Hiring Police Officer – Jared Farrance
2. Approve – Hiring Public Works Employee – Timothy Barks

PUBLIC SAFETY COMMITTEE – ALDERPERSON JENKINS

1. Approve – Live Entertainment Request – American Legion
2. Approve – Special Event Request – Gilmore’s Sports Bar
3. Approve – Officer Training – Police Academy

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person July 24, 2023 at 7:00 P.M with Mayor Michael D. Hughes presiding and with proper notice having been posted.

Mayor Michael D. 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 Byrnes

Alderspersons: Barry Bredeman, Patricia Westerman-Connor,
Courtney Gehrig, Jeff Jenkins, Gary Sharp,
Jacob VanBruwaene, Donald White, Timothy White

Aldersperson's Absent: None

Also, Physically Present: Office Manager Denise Passage
City Attorney Kevin Day
Attorney Bill Streeter
City Engineer Dave Horton
Economic Development Director Amanda Beadles

Chairman Hughes declared a Quorum present.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

The Minutes of the Regular Council Meeting held on July 10, 2023, were presented. Motion Alderperson Jenkins, second Alderperson D. White, that the Council dispense with the reading of the Minutes of the July 10, 2023 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. **Joint EDC & Finance Committee – 6/13/2023**
2. **Economic Development Committee – 7/11/2023**
3. **Finance Committee – 7/12/23**
4. **Cemetery & Parks Committee – 7/18/2023**

Clerk Byrnes presented the following reports:

1. **Treasurer's Report – 6/30/23**
2. **City Engineer Report – 7/19/2023**

I am in receipt of 3 applications for variance:

1513 Benedict Street – which will be forwarded to the Zoning Board of Appeals for a hearing date.

119 S. Sweetbriar Drive – which has a hearing date set for 8/16/2023.

821 N. Fifth Street – which will be forwarded to the Zoning Board of Appeals for a hearing date.

I am in receipt of a Cemetery Lot Buy Back Permission Statement in the amount of \$500.00. This will be placed on the next Council meeting as an agenda item.

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

Motion Carried Via Voce Vote.

PETITIONS AND COMMUNICAITONS FROM THE MAYOR AND ALDERPERSONS:

None

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

COUNCIL COMMITTEE COMMUNICATIONS:

None

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

Mayor Hughes announced that Debbie Crew of Otto's Monuments was in the audience to discuss Cemetery & Parks agenda item #1, suggesting this agenda item be moved up for discussion.

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

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

MAYOR HUGHES:

None

CEMETERY & PARKS COMMITTEE:

Motion Alderperson T. White, second Alderperson D. White, that the Council instruct the City Attorney to draft an ordinance amending Chapter 26 -Cemetery Sec 26-37 Monument bases and grave markers of the City Code, as presented.

Discussion: Debbie Crew, Box 523 Chillicothe from Otto's Monument read a letter regarding the amendment to the City Cemetery Code voicing her questions, concerns and possible additions to the form. (see attached) Discussion was held and the consensus was to refer the ordinance change back to the Cemetery & Parks Committee. Upon conclusion of discussion, the motion was amended to be as follows:

Motion Alderperson T. White, second Alderperson D. White that the amendment to Chapter 26-Cemetrey Sec 26-37 Monument bases and grave markers be referred back to Cemetery & Parks Committee for further review.

Motion Carried Via Voce vote.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

Motion Alderperson T. White, second Alderperson D. White, that the Council instruct the City Attorney to draft an ordinance amending Chapter 26 -Cemetery Sec. 26-93 Columbarium and Ossuary fees for non-residents, as presented. (see attached)

Roll call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson T. White, second Alderperson Jenkins, that the Council approve Ordinance No. 23-07-13, an Ordinance Authorizing the sale of personal property. (Old Cemetery rod iron fence).

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

FINANCE COMMITTEE:

Motion Alderperson VanBruwaene, second Alderperson Jenkins, that the Council approve a donation request in the amount of \$2,000.00 to Community Needs Agency. Payable from the General Fund.

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

ECONOMIC DEVELOPMENT COMMITTEE:

Motion Alderperson Connor, second Alderperson Gehrig, that the Council approve Ordinance No. 23-07-12 an Ordinance amending the Consultant Agreement between the City of Chillicothe and Dr. Janet Culbertson.

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Connor, second Alderperson Gehrig, that the Council approve the refund of the following building permit fees, per the Enterprise Zone Ordinance.

Wally Zich/Nat's Place	215 W. Cedar Street	\$1,000.00
Jim Paul	1521 Harbor Way Drive	\$ 459.00

Total \$1,459.00

Payable from the General Fund.

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Connor, second Alderperson D. White, that the Council approve the TWM agreement between the City of Chillicothe and TWM for engineering services not to exceed \$5,000.00 for the completion of the Safe Routes to School Application and authorize the Mayor to sign said agreement. Payable from the General Fund.

Note: If awarded Safe Routes to School the grant will be 100% funded and continue with bike path development.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

Discussion: Amanda Beadles, Economic Development Director and Dr. Janet Culbertson gave an explanation of the grant and budgeting details to the Council.

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp,
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

HUMAN RESOURCE:

Motion Alderperson Gehrig, second Alderperson Jenkins, that the Council accept the letter from Gary Fyke, Chairman of Board of Police Commission, stating that Jared Farrance has been selected to fill the position of Probationary Patrolman for the Police Department, at a starting wage of \$27.24, effective August 16, 2023, subject to pre-employment testing.

Roll call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

Motion Alderperson Gehrig, second Alderperson T. White, that the Council approve the hiring of Timothy Barks, as a Public Works employee at a starting wage of \$21.15, subject to pre-employment testing.

Roll Call Vote was:

Ayes: Bredeman, Connor, Gehrig, Jenkins, Sharp
VanBruwaene, D. White, T. White

Nays: None

Chairman declared motion carried.

PUBLIC SAFETY COMMITTEE:

Motion Alderperson Jenkins, second Alderperson T. White, that the Council approve the request for live entertainment in their beer garden, as submitted by the American Legion, on August 12, 2023 from 7:00 p.m. to 11:00 p.m., for an "Off the Cuff" event.

Motion Carried Via Voce vote.

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
July 24, 2023**

Motion Alderperson Jenkins, second Alderperson D. White, that the Council approve the Special Event Request, with open containers, submitted by Dwayne Siggers, Gilmore's Sports Bar, for the use of Chestnut Street from Second Street to the alley, on August 12, 2023 from 7:00 p.m. to 11:00 p.m. for a "Block Party" music event.

Motion Carried Via Voce vote.

Motion Alderperson Jenkins, second Alderperson T. White, that the Council approve an expenditure not to exceed \$8,000.00 payable to Macon County Law Enforcement Training Center, for Officer Jared Farrance to attend the Police Academy. Payable from the Police Protection Fund.

Roll Call Vote was:

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

Nays: **None**

Chairman declared motion carried.

Motion Alderperson Sharp, second Alderperson Jenkins to adjourn at 7:35 p.m.

Chairman Hughes declared the meeting adjourned.



Jill M. Byrnes
City Clerk





CITY OF CHILLICOTHE

Office of the City Clerk

908 N SECOND ST., PO BOX 145, CHILLICOTHE, IL 61523

(309)274-5518

CITY OF CHILLICOTHE FOUNDATION PERMIT GUIDELINES

- Foundation permit fee increased to \$30.00 per foundation.
- Once a foundation permit is received, a map will be printed and given to Public Works for marking.
- Once marking is complete the permit form will be signed and dated by the Public Works employee and returned to the City Clerk. It will then be emailed to the monument company with a deadline date of 30 days to place the foundation.
- If foundation is not complete in the 30 day time frame a new permit will need to be applied for with an additional fee of \$30.00 per foundation.

We appreciate your continued business with the City of Chillicothe. Should you have questions or concerns please do not hesitate to contact me.

Sincerely,

Jill M. Byrnes
City Clerk

CITY OF CHILLCOTHE FOUNDATION PERMIT

Date: _____

Name of Monument Company: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

FOUNDATION PERMITS TO BE MARKED

Name	Section/Lot	Additional Info
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Monument Company Signature: _____ Date: _____



Clerk received: _____ Date: _____

Work completed by: _____ Date: _____

Date/Time Emailed to Monument Company: _____

Monument Company date to be completed by _____

Fee: _____ Paid _____ Cash/Check _____

I am to glad see that the cemetery committee has decided to put together a form to fill out in regard to foundation permits.

I do have some questions, concerns and possible additions to the form.

The raise of the permit fee was needed.

1 – The city is giving the monument companies 30 days from the time we receive an email from the city clerk to dig and pour a foundation. Is this 30 working or calendar days? My next question is what is the time frame that the city has to process the request for the layout of the foundation? As the city clerk does not work every day or is on vacation and the city workers are sometimes tied up on projects for several days or they are on vacation and can not complete the marking for several days after the clerk has given them the maps. This can lead to several days or several weeks before we are notified that we can install any footings. I want to know how I can plan my work based on having no idea once a request is turned in, how soon it will be marked. There are times of the year, such as Memorial Day or in the fall before the weather changes that create deadlines for installations.

2 What consideration has been given to weather related delays after the email has been received from the city clerk? There are times, especially in the spring and early summer, where we can have rain for several days in a row, and the ground will be too wet for our equipment in the cemetery. If we can not get to the installation in the 30 day window because of circumstances out of our control, I do not feel that I should have to pay for another permit fee. There are no other cemeteries in the area that we work with that have any kind of second permit fee.

3 I feel that you should ask for specific information, not "additional info"
i.e. is this foundation for 1 or 2 or 3 graves? Etc.

4 I would like to see the name of the family, whose owns or is buried in the grave space(s) on the flag marking the location. There has been confusion in the past on locations, especially when there are several marked out next to or near other one.

5 I would like to see the requirement of the 5" border on the cap around the stone noted on the form. This affects several things including the size of stone that can be installed on a grave location. There have been several stones installed in the cemetery since this rule was passed that have a 2" border.

6 I think the cemetery committee needs to revisit the rule that there can be no footstones except for military plaques. The committee has changed the rule of allowing the addition of cremation ashes on existing graves and then there are limited, if any, options of memorializing that person. Due to the change of this rule, the committee needs to address the discrepancy that this creates.

Debbie Crew
Otto's Monuments

PUBLIC COMMENT

Meeting: City Council

Meeting Date:

Time: 7:00pm

Place/Room: City hall

Name

Address

Debbie Crew

Box 523 Chillicothe