

**AMENDED
AGENDA
CHILLICOTHE CITY COUNCIL
CITY COUNCIL CHAMBER
AUGUST 28, 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

- 1. Swearing in of Officer Farrance**

PUBLIC WORKS COMMITTEE – ALDERPERSON SHARP

- 1. Approve – Approve – Payment G.A. Rich – Truitt Water Line – ARPA**
- 2. Approve – Ordinance Amending Riversound Annexation Agreement**
- 3. Approve – Concrete Repairs – Various Locations**
- 4. Approve – Concrete Repair – Sidewalk Along Third Street At Cloverdale**

PUBLIC SAFETY COMMITTEE – ALDERPERSON JENKINS

- 1. Approve – Purchase – 2023 Dodge Charger – Police Department**

CEMETERY & PARKS COMMITTEE – ALDERPERSON T. WHITE

- 1. Refer – City Attorney – Draft Ordinance Amendment – Cemetery Columbarium/Ossuary Fees**
- 2. Discussion – Canopy City Park Stage Viewing Area**

ECONOMIC DEVELOPMENT COMMITTEE – ALDERPERSON CONNOR

- 1. Approve – Christmas Tree Lighting Purchase**
- 2. Approve – Marketing & Tourism SWOT Analysis**

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
August 28, 2023**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person August 28, 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

Alderpersons:
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
Police Chief Jeremy Cooper
City Attorney Kevin Day
Attorney Bill Streeter
City Engineer Dave Horton
Economic Development Director Amanda Beadles

Chairman Hughes declared a Quorum present.

**CITY OF CHILLCOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
August 28, 2023**

The Minutes of the Regular Council Meeting held on August 14, 2023, were presented. Motion Alderperson Jenkins, second Alderperson T. White, that the Council dispense with the reading of the Minutes of the August 14, 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. The Human Resources Committee minutes from 5/22/2023, 7/13/2023 that were in the Agenda Packet will be withdrawn from tonight's meeting for further review by the Committee.

2. Police Commission – 6/16/2023, 7/18/2023

3. Public Safety – 8/8/2023

4. Zoning Board of Appeals – 8/16/2023 for 1513 N. Benedict Street, 119 S. Sweetbriar Drive, and 821 N. 5th Street.

5. Finance Committee – 8/16/2023

6. Economic Development Committee – 8/21/2023

7. Cemetery & Parks Committee – 8/22/2023

8. Public Works Committee – 8/23/2023

Clerk Byrnes presented the following reports:

1. First Quarter Budget Review – August 2023

2. City Engineer Report – 8/23/2023

Motion Alderperson D. White, second Alderperson T. White, 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 COMMUNICATIONS FROM THE MAYOR AND ALDERPERSONS:

Alderperson Jenkins informed the Council he had received several comments from citizens thanking the Council for not entering into an agreement with GFL, resulting in GFL lowering their monthly fee to citizens.

COUNCIL COMMITTEE COMMUNICATIONS:

None

**CITY OF CHILLCOTHE
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Motion Alderperson Sharp, second Alderperson Jenkins, that the Council approve an expenditure of \$6,439.00, payable to Engbrecht Concrete, for the concrete repair at seven locations. Payable from the Road & Bridge 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 D. White, that the Council approve an expenditure of \$6,624.00, payable to Engbrecht Concrete, for the concrete sidewalk on Third Street at Cloverdale Road. Payable from the Road & Bridge Fund.

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 an expenditure of \$35,893.00, payable to Thomas Dodge Chrysler Jeep of Highland Inc., for the purchase of a 2023 Dodge Charger, for the Police Department. Payable as follows:

General Fund \$20,000.00

Police Protection Fund \$15,893.00

Note: This is a non-budgeted expense. We will be using the appropriation amount to make this purchase. It was an unforeseen expense as a police vehicle went out of service and is non-repairable.

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
August 28, 2023**

CEMETERY & PARKS COMMITTEE:

Motion Alderperson T. White, second Alderperson Jenkins, that the council refer to the City Attorney to draft an Ordinance amending Chapter 26 Cemetery as follows:

Current resident fee for Columbarium: \$800.00 for double niche
\$400.00 for single niche
\$800.00 for 2 single niches if purchased at the same time

Proposed addition of non-resident fee: \$1000.00 for double niche
\$500.00 for single niche
\$1000.00 for 2 single niches if purchased at the same time

26-93 (b)

Proposed: The cost of the niche includes the interment for Monday-Friday only

26-93 (c)

Current resident fee for Ossuary: \$250.00

Proposed addition for non-resident fee: \$325.00

26-93 (d)

Proposed: An additional fee of \$150.00 will be charged for a Saturday Interment for a Niche or Ossuary and an additional fee of \$200.00 for a Sunday Interment for a Niche or Ossuary

Roll Call Vote was:

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

Nays: None

Chairman declared motion carried.

DISCUSSION: CANOPY CITY PARK STAGE VIEWING AREA

Alderperson T. White addressed the Council explaining the need for a sun shade during summer events held at City Park. He had received several comments from citizens that did not attend events in the park due to heat and sun. The sun shade would cost approximately \$10,000.00 – \$15,000.00 and would be funded totally by donations. The sun shade would not interfere with viewing of the stage, would be aesthetically pleasing, and any posts would have breakaway foundations and painted safety yellow. Any monies donated would go into a separate account and given to the City at the time of purchase for the sun shade, it would be maintained by the Public Works Department for set up and take down once yearly. The consensus of the Council was for Alderperson T. White to continue with his research on the sun shade and report back at future Public Safety Committee meetings.

**CITY OF CHILLCOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
August 28, 2023**

ECONOMIC DEVELOPMENT COMMITTEE:

Aldersperson Connor withdrew Agenda Item #1 – Approve Christmas Tree Lighting purchase. I will bring this back at a later date.

Aldersperson Connor, second Aldersperson T. White, that the Council approve the Business, Residential and Tourism SWOT as presented by the Marketing & Tourism Commission.

Roll Call Vote was:

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

Nays: None

Chairman declared motion carried.

Motion Aldersperson D. White, second Aldersperson Jenkins, to adjourn at 7:28 p.m.

Chairman Hughes declared the meeting adjourned.


Jill M. Byrnes
City Clerk



**Marketing & Tourism Commission
Business Growth Strategic Plan 2023**

Bringing new businesses to town has multiple advantages; improved shopping opportunities, increased sales tax and property tax, job opportunities, etc. Any new business is welcome, but some have more advantages than others. Small retail and service businesses, like those downtown, provide customer opportunities, but little in terms of taxes and jobs. National and regional chain businesses, such as McDonald's and Taco Bell provide customer opportunities, taxes, and jobs. A new industrial business would possibly create more property tax and more job opportunities.

SWOT Analysis:

Strengths:

- Vacant store fronts and available spaces; downtown and Plaza Drive
- City's HELP Loan Program
- Available work force
- Proximity to airport, highways, etc.
- Central U.S. location/time zone
- Internet connectivity/Fiber

Weaknesses:

- Lack of skilled available work force
- Better job opportunities in larger cities
- State of Illinois taxes, etc.
- Lack of vacant sites for construction
- Lack of proximity to railroad access
- Limited City's HELP Loan Program Funds
- No promotional plan

Opportunities:

- Vacant store fronts and available spaces; downtown and Plaza Drive
- Fund and Promote the City's HELP Loan Program
- Annexation and growth to the West and possibly to the North
- Promotion Plan

Threats:

- Competition from surrounding communities

Strategies:

- Retain existing businesses
- Attract new businesses in vacant spaces and lots
- Create new business/industrial sites; new construction

Objectives/Tasks:

- Objective 1
 - o Review and improve/create incentive programs
 - City's Façade Program; budget accordingly
 - Increase the available HELP Loan fund balance
 - Enterprise Zone - analyze the program against available business sites and request Enterprise expansion as appropriate
 - Consider other "post TIF" incentive programs
 - Work with IVC to abate property taxes for specific opportunities

- Objective 2
 - o Collect data and research
 - Gather and maintain data listing available buildings and vacant lots; include owner, location, square footage, rental and/or purchase price, etc.
 - Develop a fact sheet/promotional piece focused on potential businesses
 - See Strengths, etc. above
 - MSA, demographics, taxes, incentives, etc.
 - Develop a list of entrepreneurs and developers locally and regionally
 - Identify and gain relationships with national chain developers to fill space on Plaza Drive and Fourth Street
 - Design and implement a promotional plan to attract new businesses
- Objective 3
 - o Consider annexation to expand land opportunities for development; single lots and/or shopping center
 - Identify annexation opportunities for available sites; address in a comprehensive plan along with residential and industrial growth
 - Determine advantages to owners of annexed properties
 - Taxes, water, sewer, police protection, etc.
 - Approach property owners to the north for annexation or pre-annexation
 - Continue to address the viaduct in order to annex to the north
 - Develop a list of entrepreneurs and developers locally, regionally, nationally and gain a relationship with them
 - Develop fact sheet/promotional piece – MSA, demographics, taxes, incentives, etc.
 - Promote to developers

**Marketing & Tourism Commission
Residential Growth Strategic Plan 2023**

The population of Chillicothe has remained about the same for decades at 6,000 people. Any increase in the City's population directly increases the City's Motor Fuel Tax & Income Tax and indirectly increases Sales Tax. And, any new residential construction increases Property tax.

SWOT Analysis:

Strengths:

- Low sales tax compared to surrounding communities (confirm)
- Low crime rate compared to surrounding communities (confirm)
- Good schools
- Small town environment
- Good housing stock; range of cost for homes
- Recreational opportunities; river, parks, events, Town Theatre etc.
- Proximity to Peoria for shopping, etc.
- Proximity to airport, highways, etc.
- Central proximity to Chicago and St. Louis, and to the nation
- Shopping & dining opportunities
- Giving community
- Internet connectivity
- Access to health care; locally & regionally
- Library
- Pearce
- Chillicothe Park District

Weaknesses:

- Image of Chillicothe
- State of Illinois taxes, etc.
- Perception of lack of proximity to Peoria
- Shortage of essential shopping opportunities locally
- Lack of vacant sites for new housing
- Lack of quality rental properties; apartments, etc.
- Lack of well-paying job opportunities
- Aging population
- Poor restaurant diversity
- No promotional plan

Opportunities:

- Bike Paths
- Potential growth from residents leaving Peoria due to their crime rate, etc.
- Work from home trend
- Annexation and growth to the West and possibly to the North
- Promotion Plan

Threats:

- Competition from surrounding communities
- Viaduct hampers growth to the North

Strategies:

- Improve community assets to attract new residents and developers
- Partner with realtors to gain their insight, share our community assets, and to establish relations in order for them to promote Chillicothe to potential residents
- Partner with established developers to promote further construction in existing subdivisions; i.e., River Sound, Sycamore Trails
- Improve possibilities to construct new housing by way of annexation

- Partner with developers for new subdivisions
 - o Shore Acres, to the West and/or the North

Objectives:

- Objective 1
 - o Improve community assets by promoting unique and essential retail and dining options
 - o Continue the development of a bike path
- Objective 2
 - o Research and collect data
 - Enterprise Zone - analyze the program against available housing sites and request Enterprise expansion as appropriate
 - Discuss tax abatement options with IVC, they have a program in place
 - Inventory our existing housing stock and diversity of housing types; i.e., single family, duplexes, rental property, apartments, subsidized housing, etc.
 - Develop a fact sheet focused on realtors and prospective developers
 - See Strengths, etc. above
- Objective 3
 - o Develop partnerships
 - Develop a listing of realtors and prospective developers
 - Meet with realtors to gain their insight, share our community assets, and to establish relationships so they will promote Chillicothe as a place to live
 - Meet with existing subdivision developers to establish relationships and to assist them in attracting new homeowners
- Objective 4
 - o Expand land opportunities through annexation/pre-annexation
 - Determine the "value proposition" for the land owner to be annexed; taxes, water, sewer, police protection, etc.
 - Identify annexation opportunities for available lands; address in a comprehensive plan along with business and industrial growth
 - Consider annexation to the South; south of Shore Acres and south of Three Sisters
 - Housing is already developed; excessive water/sewer expense – abate ~ taxes
 - Consider annexation to the North
 - Address the viaduct in order to extend utilities
 - Consider annexation to the West
 - Subdivision developer would install streets, water, sewer, etc.
 - Develop promotional piece for developers – MSA, demographics, taxes, incentives, etc.
 - Meet with potential developers to share our community assets, establish relationships, and urge them to consider to development of subdivisions
 - Strive for diverse housing stock; i.e., cost range, single family, duplex, apartments, etc.

**Marketing & Tourism Commission
Tourism Strategic Plan 2023**

Tourism refers to all activity related to the short-term movement of people to locations away from where they usually reside. A tourist attraction is defined as a having a constant attraction for tourists to visit our community; hopefully overnight. Hotel/Motel funds are used to promote tourism, conventions, and other special events with the city or otherwise to attract nonresident overnight visitors to the city.

SWOT Analysis:

Strengths:

- The river
- River wildlife
- Chillicothe Park District; Shore Acres, Coal Hollow
- Moffitt Park
- The railroads
- Our rich history
- Our historic downtown; Town Theatre
- Our Historical Society
- Living History Farm
- A walkable community with easy parking
- Adjacent small river towns
- River Beach Drive
- Chillicothe Rec Center
- On Scenic Byway, Illinois River Road, & Ronald Reagan Road

Weaknesses:

- Lack of tourism industries
- Overnight accommodations
- Aging Historical Society
- No overnight docking
- No promotional plan
- No common tourism image
- Poor restaurant diversity

Opportunities:

- Overnight docking
- New Air B&B's/VBROs/Vacation Rentals
- Railroad viewing locations
- Tourism industries
- Co-marketing with adjacent small river towns
- Promotion Plan
- PACVB

Threats:

- Aging of Historical Society
- Silting in of the river
- Resistance to change
- Competition from surrounding communities

Strategies:

- Improve the utilization of the river for tourists
 - o Overnight docking
 - Add slips at existing dock
 - Corps of Engineers
 - Funding
 - o Bird watching
 - Promote Eagle Landing tower and Shore Acres telescopes
 - Create other look outs
 - o Create more tourism attractions at Shore Acres Park
 - Part of a history walk
 - Entrance to River Beach Drive scenic drive
 - Edgewater & Nellie Jackson Parks
 - o Encourage tourism industries on the river
 - Boating
 - Excursions
 - Hunting & Fishing excursions
 - Canoe & kayak rental
 - Fishing equipment rental
- The Railroads
 - o Support & promote the Historic Rock Island Train Depot
 - o Build a viewing area at the end of Santa Fe Ave
 - Owned by Allied Welding
 - Other location(s)
 - o Promote Chillicothe's railroad history
- Historic Downtown
 - o Continue image improvements
 - o Support the Town Theatre
 - o Historic building tour with plaques
- Historical Society
 - o Promote new membership and funding
 - o Railroad history
 - o River History
 - o Downtown History
 - o North Town history
 - o Cemetery history
 - o Historic house tour
 - o Historic building tour
 - Shore Acres
 - Downtown
 - North Town
 - o Plaques at historic places and points of interest
- Improve Nature Tourism
 - o Upgrade Moffitt Park
 - o Promote Coal Hollow and Moffitt Parks as hiking tours
 - o Bird watching at these parks and the river
- Create a new tourism industry
 - o Develop a sports venue
- Overnight accommodations
 - o Encourage more Air B&B's
 - o Promote as a "package" with tourist attractions
 - o

- Walkable community
 - o Maintain sidewalks downtown and to/from the river
 - o Consider a trolley connecting points of interest
- Murals & Tree Carvings
- Improve our image for tourism
 - o Continue to Improve image of Second and Fourth Streets
 - o Wayfinding signage
- Create a tourism promotion campaign
 - o Utilize PACVB in creating and promoting a plan
 - o Partner with adjacent small river towns to create a regional plan
 - All have the river, historical downtowns, and are walkable
 - Promote Illinois Scenic Highways and Illinois River Road
 - o Create, update and distribute tourism promotional materials

Objectives/Tasks: Yellow highlight indicates task to be done by the Economic Development Director and monitored by M&T

- Objective 1
 - o Improve/increase overnight accommodations. There are currently two motels in town. There are several Air B&B's that seem to have pretty good occupancy. And, there are at least two new Air B&B's being developed that promise to be larger and of good quality.
 - Tasks
 - Promote our overnight accommodations
 - o Meet with owners to discuss ways to promote and collaborate
 - o Chillicothe Recreation Area allows overnight stays
 - Continue to support new Air B&B development
 - o Enterprise Zone
 - o Help Loans

Now that we are getting overnight accommodations on line, we need to have things for visitors to do....

- Objective 2
 - o Continue to do things that are already being done – “low hanging fruit”
 - Tasks
 - Continue improving our downtown buildings; façade grants, etc.; budget accordingly
 - Promote our riverfront parks (Shore Acres, Cutright, Johnson Landing, Eagle Landing, Edgewater & Nellie Jackson) and continue to make improvements to City parks; budget accordingly
 - Continue to make improvements at Moffitt Park; budget accordingly
 - Continue to maintain sidewalks downtown and to/from the river
 - Continue to identify trees that can be turned into tree carvings; budget accordingly
 - Continue installing wayfinding signage; budget accordingly
- Objective 3
 - o Implement new, lower cost strategies
 - Tasks
 - Murals – identify potential building sites; identify artists; coordinate with owners; determine costs and sources; budget accordingly

- Objective 4
 - o Collaborate with the Historical Society
 - Tasks
 - Promote new membership and funding
 - Create a historic homes tour – identify homes; coordinate with home owners; create maps with photos/descriptions/histories; promote
 - Create historic buildings and points of interest tour – identify buildings & points of interest (downtown, north town, Shore Acres, River Beach Drive); coordinate with owners; create maps with photos/descriptions/histories; consider plaques at each place & find funding source(s); promote
 - Consider a cemetery walking tour – identify graves (notify kin?); create maps with photos/descriptions/histories; promote
 - Promote our railroad history - Support and promote the Historical Society's Depot & Caboose
- Objective 5
 - o Improve access from the river by adding slips to the docks
 - Tasks
 - Coordinate feasibility with the Corps of Engineers
 - Design, fund & install
 - Draft an Overnight Docking ordinance
- Objective 6
 - o Encourage new tourism industries
 - Tasks
 - Find and support entrepreneurs for new river-related businesses such as boating excursions, hunting & Fishing excursions, canoe & kayak rental, fishing equipment rental, etc.
 - Find and support entrepreneurs for new tourism businesses; entertainment businesses, sports venues, etc.
- Objective 7
 - o Create a tourism promotion campaign as things come on line
 - Tasks
 - Utilize PACVB in creating and promoting a plan
 - Partner with adjacent small river towns to create a regional plan; all have the river, historical downtowns, and are walkable
 - Promote Illinois Scenic Highways and Illinois River Road
 - Create, update and distribute tourism promotional materials
 - o Nature and wildlife tours – Moffitt, Coal Hollow, telescopes at Eagle landing and Shore Acres, boat excursions
 - Work with travel agents to market package deals
- Objective 8
 - o Consider a trolley connecting points of interest
 - Tasks
 - Budget, purchase & maintain; budget accordingly

CONCEPTS FOR SHADE (SAIL) IN FRONT OF CITY PARK STAGE

