

**AGENDA
CHILlicothe CITY COUNCIL
CITY COUNCIL CHAMBERS
SEPTEMBER 12, 2022
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, ALDERPERSON
COUNCIL COMMITTEE COMMUNICATION
ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT
PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION**

PUBLIC WORKS COMMITTEE – ALDERPERSON GOULD

- 1. Approve – Ordinance Amending Appendix A Traffic Schedule**
- 2. Approve – Payment Advanced Asphalt – TIF Paving**
- 3. Approve – Payment – Iowa Interstate Railroad – Flagging**
- 4. Approve – Payment – Ace Striping**
- 5. Approve – Payment – Cahoy Well – Wilmot**
- 6. Approve – Engineer to Prepare Submission – STBG Funding- PUATT – Cloverdale Road**

FINANCE COMMITTEE – ALDERPERSON VANBRUWAENE

- 1. Refer to Attorney – Amendment – Elected Official Salaries**
- 2. Approve – Additional Funding – Chestnut Well**

PUBLIC SAFETY COMMITTEE – ALDERPERSON JENKINS

- 1. Approve – Special Event Request – IVC Home Coming Parade**
- 2. Approve – Special Event Request – Amy Holocker – Riverfront**
- 3. Approve – Amendment Tow Policy**

HUMAN RESOURCE- ALDERPERSON GEHRIG

- 1. Approve – Memorandum of Understanding – Public Works**

MAYOR HUGHES

- 1. Approve – Ordinance – Mayoral Appointment – Police Chief**
- 2. Approve – Mayoral Appointment – City Clerk**
- 3. Approve – Ordinance -Mayoral Appointment – City Collector**
- 4. Approve – Mayoral Appointment – FOIA Officer**
- 5. Approve – Mayoral Appointment – Open Meetings**
- 6. Swearing in Of City Clerk**

ADJOURNMENT

AGENDA CLERK

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
September 12, 2022**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person September 12, 2022 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.

Mayor Hughes announced due to the absence of a city clerk he would entertain a motion to have Alderperson Gehrig be acting clerk for the meeting.

Motion Alderperson Jenkins, Second Alderperson Gould, that in the absence of a city clerk Alderperson Gehrig be acting clerk for the meeting.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Chairman Hughes directed acting Clerk Gehrig to take roll.

Physically Present: Mayor Michael D. Hughes
Treasurer B.L. Bredeman

Alderpersons: Dean Braun, Barry Bredeman, Courtney Gehrig
Patricia Westerman-Connor, Dennis Gould,
Jeff Jenkins, Gary Sharp, Jacob VanBruwaene

Absent: None

Also, Physically Present: Office Manager Denise Passage
Superintendent of Public Works Shawn Sutherland
City Attorney Kevin Day
City Engineer Dave Horton
Economic Development Director Amanda Beadles
Police Chief Scott Mettillie

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Chairman Hughes declared a Quorum present.

The Minutes of the Regular Council Meeting held on August 22, 2022 was presented. Motion Alderperson Braun, Second Alderperson Gould, that the Council dispense with the reading of the Minutes of the August 22, 2022 Regular Council Meeting and approve the Minutes as presented.

Motion Carried Via Voce Vote.

PETITIONS AND COMMUNICAITONS BY THE CLERK:

Acting clerk Gehrig presented the following Committee and Commission Minutes:

1. Public Safety Committee - September 6, 2022
2. Public Works Committee – September 7, 2022
3. Finance Committee – August 31, 2022

Acting clerk Gehrig presented the City Engineer Report September 7, 2022

Acting clerk Gehrig presented the City Collectors Report August 31, 2022

Acting clerk Gehrig presented City Treasurer's Report August 31, 2022

Motion Alderperson Jenkins, second Alderperson Connor to approve the communications as presented by Acting clerk Gehrig be accepted and placed on file.

Motion Carried Via Voce Vote.

PETITIONS AND COMMUNICAITONS FROM THE MAYOR AND ALDERPERSONS:

None.

COUNCIL COMMITTEE COMMUNICATIONS:

None.

ANYONE WITH BUSINESS CONCERNING CITY GOVERNMENT:

Jeff Admire, member of Bike Task Force is working on a grant for bike paths and will be bringing it to the Cemetery and Parks Committee. He will provide information regarding the grant to the committee. He explained there will be an 80/20 grant match.

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PRESENTATION OF BILLS, TRANSFERS AND PAYROLLS FOR PAYMENT AND DISCUSSION:

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

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

PUBLIC WORKS COMMITTEE:

Motion Alderperson Gould, second Alderperson Sharp, that council approve Ordinance No. 22-09-34, an Ordinance amending Appendix A - Traffic Schedule of the City Code designating a stop sign on Keystone Court at Prairie Springs Drive

Roll Call vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gould, second Alderperson Sharp, that the council approve an expenditure of \$294,150.70, payable to the Advanced Asphalt, for the paving of various streets. Payable as follows: TIF Business - \$269,432.50 and Road and Bridge \$24,718.20

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gould, second Alderperson Braun, that the council approve an expenditure of \$2,122.00, payable to Iowa Interstate Railroad, for the track protection during the road improvement on Elm Street. Payable from Road and Bridge fund.

Roll Call Vote was:

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Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gould, second alderperson Sharp, that the council approve an expenditure of \$7,500, payable to Ace Striping, for the striping of various streets and parking lots. Payable from the Motor Fuel Tax Account.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gould, second Alderperson Braun, that the council approve an expenditure of \$7,301.50, payable to Cahoy Well, for the repair of Wilmot pump house. Payable from the Water/Sewer Fund.

Roll call vote was:

Ayes Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gould, second Alderperson Braun, that the council authorize the City Engineer to submit the resurfacing of Cloverdale Road from Fourth Street to the western boundary (White Clover Dr.) as a project for the Surface Transportation Block Grant Funding (PUATTS) with a match of 20% of the cost of the project.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

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FINANCE COMMITTEE:

Motion Alderperson VanBruwaene, second Connor, that the council refer to the City attorney to draft and ordinance amending section 2-124 (5) Salaries of certain officers established of the city code, as follows:

\$200.00 PER REGULAR MEETING AND \$100.00 PER SPECIAL MEETING

NEW: ANY ALDERPERSON WHO CHAIRS A COUNCIL COMMITTEE WILL RECEIVE AN ADDITIONAL \$100.00 A MONTH. (\$50.00 PER REGULAR COUNCIL MEETING). SHOULD AN ALDERPERSON CHAIR TWO COUNCIL COMMITTEES THEN HE/SHE WOULD RECEIVE THE COMPENSATION FOR EACH CHAIRMANSHIP.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Sharp, VanBruwaene

Nays: Jenkins

Chairman declared motion carried.

Motion Alderperson VanBruwaene, second Alderperson Sharp, that the council approve an additional expense of \$10,000.00 for the Chestnut Well renovation. Payable from the Water/Sewer Fund.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

PUBLIC SAFETY COMMITTEE:

Motion Alderperson Jenkins, second Alderperson Braun, that the council approve the Notice of Special Event as submitted by Mariah Briggerman, IVC Student Council, for the closing of Second Street from Cedar to Elm, for a homecoming parade, to be held Friday October 7, 2022, from 1:00 p.m. to 4:00 p.m.

Motion Carried Via Voce Vote.

Motion Alderperson Jenkins, second VanBruwaene, that the council approve a Notice of Special Event as submitted by Amy Holocker, Moontower, for the closing of the riverfront parking lot between Walnut and Pine, for a Riverfront Party, to be held Saturday September 24th 2022

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from 11:00 a.m. to 11:00 p.m. The parking lot will be shut down at 4:00 p.m. Friday September 23rd, 2022.

Motion Carried Via Voce Vote.

Motion Alderperson Jenkins, second Alderperson Bredeman, that the council approve the amendment to the Tow Policy, as presented

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Gehrig, second Alderperson Jenkins, that Alderperson VanBruwaene present Alderperson Gehrig's Human Resource Committee agenda item.

Motion Carried Via Voce Vote.

HUMAN RESOURCE COMMITTEE:

Motion Alderson VanBruwaene, second Alderperson Sharp, that the council approve the Memorandum of Understanding between the City of Chillicothe and Teamsters Local Union No. 627 for Public Works and Office Staff Employee's regarding Class B Commercial Drivers License as presented and the Expense Reimbursement Agreement.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

MAYOR HUGHES:

Motion Alderperson Jenkins, second Alderperson Gould, that the council approve Ordinance No. 22-09-35, an Ordinance confirming the Mayoral appointment of Jeremy Cooper as Chief of Police establishing term of office and approve wage and benefit package as presented.

Roll Call Vote was:

Ayes: Gehrig, Gould, Jenkins, VanBruwaene

Nays: Sharp

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Abstain: Braun, Bredeman, Connor

Chairman declared motion carried.

Motion Alderperson Jenkins, second Alderperson VanBruwaene, that the council approve the Mayoral appointment of Jill Byrnes, as the City Clerk to fill the unexpired term of former City Clerk Margaret Hurd.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig,
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Jenkins, second Alderperson Gould, that the council approve Ordinance No. 22-09-36 an Ordinance confirming the Mayoral appointment of Jill Byrnes as the City Collector and establishing term of office and setting position as a part time position (under 30 hours a week) at a salary of \$11,000.00 annually.

Roll Call Vote was:

Ayes: Braun, Bredeman , Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

Chairman declared motion carried.

Motion Alderperson Jenkins, second Alderperson Braun, that the council approve the Mayoral Appointment of Jill Byrnes, as a FOIA Officer for the City of Chillicothe.

Roll Call Vote was:

Ayes: Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene

Nays: None

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Chairman declared motion carried.

Motion Alderperson Jenkins, second Alderperson Gould, that the council approve the Mayoral appointment of Jill Byrnes, as an Open Meeting Act Designee for the City of Chillicothe.

Roll Call Vote was:

Ayes: **Braun, Bredeman, Connor, Gehrig
Gould, Jenkins, Sharp, VanBruwaene**

Nays: **None**

Chairman declared motion carried.

Motion Alderperson Jenkins, second Alderperson Connor to adjourn at 7:48 p.m.

Chairman Hughes declared the meeting adjourned.



Jill M. Byrnes

City Clerk

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**Chief of Police
Compensation Package**

Base Salary: \$82,500.00 annually

Insurance: The insurance carrier shall be the Central States, Southeast and Southwest areas Health and Welfare Fund, Plan C-6. Through a payroll deduction the Chief of Police will reimburse the City 20 percent (20%) of the cost of insurance. Under the policy contract that currently exists between the City and Central States health insurance is mandatory for all full-time employees.

Vacation Time: Vacation days will be based on the calendar year on the following schedule:

- | | |
|-------------------------------|-------------------|
| 1) End of First Year | five (5) days |
| 2) Second through Fourth Year | ten (10) days |
| 3) Fifth through Ninth Year | fifteen (15) days |
| 4) Tenth and thereafter | twenty (20) days |

Summer Camp Compensation: The Chief of Police shall be allowed Five (5) additional vacation days and shall be paid an additional Five Hundred Dollars (\$500.00) in each year in which the City provides police protection for the Summer Camp event held at Three Sisters Park.

Three Sisters Park Event Compensation: The Chief of Police shall be paid at the rate of Fifty Dollars (\$50.00) per hour for hours worked by the Chief of Police at events held at Three Sisters Park (other than Summer Camp) in excess of Eight (8) hours worked on weekdays and all hours on Saturdays and Sundays, but only if the City has received payment from a third party for such hours at such rate.

Physical Fitness Bonus: Twice a year, the Chief of Police shall be allowed to participate in the physical fitness test offered to the Chillicothe Police Officers. The Mayor and/or Chairperson of the Public Safety Committee shall monitor the Chief of Police while taking the physical fitness test. The Chief of Police must pass the age and gender requirements set forth in the Peace Officer Wellness Evaluation Report (P.O.W. E. R) to be eligible for the \$400.00 cash bonus twice a year.

- Sick Leave:** 1) The Chief of Police will be allowed seven (7) days sick per year.
2) The Chief of Police may accumulate up to sixty (60) days sick leave prior to cap being placed on this numerical figure. If the Chief of Police accumulates up to sixty (60) such days then the Chief of Police shall be entitled to receive payment for same upon:
- A) Retirement
 - B) Disability
 - C) Honorable separation from service

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3) The Chief of Police may accumulate from sixty-one (61) to an indefinite number of days, but shall not receive payment for such days upon leaving the City's employment.

Personal Leave Days: The Chief of Police shall be allowed six (6) days personal leave annually. Unused personal leave will be paid at the first payroll in January.

Clothing/Uniform Allowance: The Chief of Police shall receive a uniform allowance of \$1000.00. The uniform allowance will be paid to the Chief of Police in one lump sum at the first City Council meeting in January.

Holidays: The Chief of Police is entitled to paid holidays as follows:

- | | |
|---------------------|------------------------------|
| 1) New Year's Day | 6) Thanksgiving Day |
| 2) Good Friday | 7) Friday after Thanksgiving |
| 3) Memorial Day | 8) Christmas Eve |
| 4) Independence Day | 9) Christmas Day |
| 5) Labor Day | 10) New Year's Eve |

Bereavement Days: The Chief of Police shall be entitled to Five (5) days paid bereavement leave upon the death of the Police Chief's immediate family (spouse, significant other, children, or foster children, mother, father, step parent, step child). When a death occurs in the extended family of the Police Chief (brother, sister, mother-in-law, father-in-law, grandparent, brother-in-law, sister-in-law, grandchild, or guardian) the Chief of Police will receive three (3) days paid of bereavement leave.

Vehicle: A company vehicle will be provided to the Police Chief for business and reasonable personal use.

Cell Phone: A company cell phone will be provided to the Police Chief.

Years of Service: For the calculation of benefits, the years of service will be calculated from the date Jeremy Cooper was hired as an officer for the City of Chillicothe as long as there was no interruption of service.

Establishing a January 1st Anniversary Date: Due to Jeremy Cooper being hired as an officer for the City of Chillicothe in the month of May and moving to the position of Police Chief, his vacation, sick, and personal leave will be prorated from May of 2022 to January of 2023. From said January forward, all earned leave time will be issued in the month of January.