

**CITY OF CHILLICOTHE
COUNCIL MEETING
MINUTES OF A REGULAR MEETING
October 25, 2021**

A regular meeting of the City Council of the City of Chillicothe, Peoria County, Illinois, met in Regular Session in person October 25, 2021 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 Hurd to take roll.

Physically Present: Mayor Michael D. Hughes
City Clerk Margaret Hurd
Treasurer B.L. Bredeman

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

Absent: Police Chief Scott Mettill
City Engineer Ken Coulter

Also, Physically Present: Office Manager Denise Passage
Economic Development Director Amanda Beadles
City Attorney Kevin Day
Superintendent of Public Works Shawn Sutherland

Chairman Hughes declared a Quorum present.

The Minutes of the Regular Council Meeting held on October 11, 2021 were presented.
Motion Alderperson Braun, second Alderperson Gould that the Council dispense with the reading of the Minutes of the October 11, 2021 Regular Council Meeting, and approve the Minutes as presented.
Motion carried via voce vote.

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PETITIONS AND COMMUNICAITONS BY THE CLERK:

Clerk Hurd presented the following Committee and Commission Minutes:

1. Finance committee – October 13, 2021
2. Public Works committee – October 20, 2021
3. Economic Development Committee – October 12, 2021
4. Cemetery & Parks Committee – October 19, 2021
5. Marketing & Tourism Commission – October 4, 2021
6. Zoning Board of Appeals – October 20, 2021
7. Shademaker’s Committee – October 19, 2021

Clerk Hurd announced that the 2020 Decennial Census has been certified by the Secretary of State and the population for Chillicothe is 6,128.

Motion Alderperson Braun, second Alderperson Gould to approve the communications as presented by Clerk Hurd be accepted and placed on file.

Motion carried via voce vote.

PETITIONS AND COMMUNICAITONS FROM THE MAYOR, ALDERPERSON:

Alderperson Vanbruwaene, Chairman of the Finance Committee, reported that a discussion was held regarding the 817 Sixth Street city owned property. The consensus of the committee was to talk to discuss with the city attorney on how to accept proposals for the property with stipulations. He announced that the American Rescue Plan funds in the amount of \$408,648.29 has been received and the City Treasurer has opened a savings account within the general fund and has placed the funds in said account. A utilization of the funds will be handled by the Economic Development Committee. He reported that the committee discussed increasing the amusement tax rate, however; after hearing from Ian Goldberg (Summer Camp) and Chris Cassidy (Three Sisters Park) the consensus of the committee was to not recommend any increase to the amusement tax at this time and revisit the topic in June 2023.

Motion Alderperson Connor, second Alderperson Gehrig to approve the communications from Alderperson Vanbruwaene as presented.

Motion carried via voce vote.

COUNCIL COMMITTEE COMMUNICAITONS:

Reported under Alderperson Communications.

PUBLIC COMMENT:

Donna Ubler of 1113 W Sycamore Street appeared before the council requesting that the council consider better communications with the public concerning public hearings for zoning issues. She informed the committee that a neighbor had requested a variance for a 6ft. fence and due to her being

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out of town and the location of where the required sign was posted in the neighbor's yard, she was not aware of the request. She suggested that the city consider mailing notifications to the surrounding properties of those asking for a variance. A brief discussion was held and the consensus of the council was to forward the request to the judicial committee.

Motion Alderperson Vanbruwaene, second Alderperson Gehrig 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.

Chairman Hughes announced that the first item of business for the meeting was unfinished business from the October 11, 2021 meeting. He stated that a motion to defer or postpone by Alderperson Connor to increase the cemetery records keeper compensation on behalf of the Human Resource Committee. He then referred to Alderperson Connor.

Alderperson Connor motioned to amend the motion as follows: to increase the compensation for the cemetery recordkeeper, Margaret Hurd, to the appropriated amount of \$12,000.00 for the entire 2021-2022 fiscal year to be paid as follows: an immediate lump sum payment representing the prorated retractive compensation from the beginning of the fiscal year through October 12, 2021; with the remainder of the appropriated \$12,000.00 to be paid in accordance with her current bi-weekly pay schedule through the end of the current fiscal year. The total amount of the compensation paid for the cemetery record keeper position during this current fiscal year shall not exceed the appropriated amount of \$12,000.00. Alderperson Jenkins second the motion.

Alderperson Vanbruwaene asked if it would change the salary or just be a one time only payment. Chairman Hughes stated that next year it would be in her salary every month and would be re-opened next year. Alderperson Connor stated the salary would be negotiated for next fiscal year. Alderperson Gehrig questioned if the next years salary would go off of the current amount of \$12,000.00 (the 2021-2022 amount). Chairman Hughes stated that in May the salary would not be taken away. Alderperson Connor questioned the city attorney for clarification. Attorney Day explained that the position is an appointed office that will be up for re-appointment in May and the compensation can be set at that time.

Alderperson Vanbruwaene stated he was opposed. He stated that he feels the compensation should a line with the work performed and there has not been a substantial amount more cemetery work. Clerk Hurd disagreed and informed him that he had the information from the Cemetery Parks Committee

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meeting showing the increase of burials since 2016. Alderperson Vanbruwaene questioned why the compensation has not been increased over the last five years and questioned why we are going backwards? Further discussion ensued.

Chairman Hughes called for the vote.

Roll Call Vote was:

Ayes: **Bredeman, Gehrig, Gould, Jenkins, Mayor Hughes**

Nays: **Vanbruwaene**

Abstain: **Braun - Abstained due to not being in attendance at the prior meeting.**

Connor - Abstained stating she felt the information provided would be best for her to abstain (lack of information)

Sharp - Abstained due to lack of information and not being in attendance at the prior meeting.

Chairman declared motion carried.

Aaron Phillips, city auditor gave a presentation regarding the audit for fiscal year 20-21. He stated the city is in good financial condition. He advised that the city has substantial reserves, should the city revenue decline. He stated that the office staff does an excellent job following procedures and supplying the audit team with the needed information. He informed the council that a final grant report needs to be completed and then the final audit report will be submitted to the state comptroller.

Motion Alderperson Jenkins, second Alderperson Gould the council approve the General Fund-Cemetery Priority One Project Trees/Stump, in the amount of \$5,500.00 be brought forward as a project and approve an expenditure of \$2,322.87, payable to Hoerr Nursery, for the purchase of 13 trees. Payable from the General Fund.

Roll Call Vote was:

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

Nays: **None**

Chairman declared motion carried.

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Motion Alderperson Jenkins, second Alderperson Gehrig that the council approve the General Fund-Parks Priority One Project Trees, in the amount of \$5,500.00 be brought forward as a project and approve an expenditure of \$448.50, payable to Hoerr Nursery, for the purchase of two trees. Payable from the General 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 Sharp that the council approve an expenditure of \$1,689.00, payable to Northern Tool for the purchase of a furnace for the public works garage. Payable from the Road & Bridge fund and 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 Sharp that the council approve an expenditure of \$2,678.91, payable to Crawford Brinkman for the purchase and installation of garage door opener for the public works garage. Payable from the Road & Bridge fund and 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 Vanbruwaene, second Alderperson Jenkins that the council approve the audit extension proposal from Phillips, Salmi & Associates to provide auditing services through Fiscal Year 2025 and authorize the Mayor to sign said proposal. Payable from the Audit Fund.

Roll Call Vote was:

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

Nays: None
Chairman declared motion carried.

Aldersperson Vanbruwaene announced the tax levy ordinance was in the council packet for review. The amount of the tax levy is \$756,096.11. The ordinance will be presented at the November 8 meeting.

Motion Aldersperson Vanbruwaene, second Aldersperson Gould that the council approve an expenditure of \$141,713.38, payable to IML Risk Management Association, for the 2022 City Insurance. Payable from the Tort Liability Account.

Roll Call Vote was:

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

Nays: None
Chairman declared motion carried.

Motion Aldersperson Vanbruwaene, second Aldersperson Bredeman that the council instruct the city attorney to draft an ordinance amending Chapter 102 Vegetation by adding language to Section 102-61 Tree/Shademakers Beautification board to allow for compensation for a secretary.

Roll Call Vote was:

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

Nays: None
Chairman declared motion carried.

Aldersperson Connor announced that the Economic Development Director and Consultant are working on a rebuild Downtowns & Main Street Grants. The grant application will need to be submitted on or before 01/10/22. The request to submit the application with more detail and possible matching funds

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request will be brought back at a future council meeting. She noted that the grant range is from \$250,000.00 to \$3,000,000.00 and that units of local government are not required to offer matching funds but by doing so it may improve the chances of receiving a grant.

Motion Alderperson Connor, second Alderperson Jenkins to adjourn at 8:02pm.



Margaret E. Hurd
City Clerk

