



## *City Council*

City Council Chambers ♦ 524 West Stephenson Street ♦ Freeport, IL 61032

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### **MINUTES REGULAR MEETING Monday, April 15, 2013**

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#### **CALL TO ORDER**

The regular meeting of the Freeport, Illinois, City Council was called to order in Council Chambers by Mayor George Gaulrapp with a quorum being present at 6:00 p.m. on Monday, April 15, 2013.

#### **ROLL CALL**

Present on roll call: Mayor George Gaulrapp and council members Tom Klemm, Ronnie Bush, Jennie DeVine, Sally Brashaw, Dennis Endress and Andrew Crutchfield (6). Alderperson Boldt and Koester were absent (see notations for each of their entrance into meeting). Corporation Counsel Sarah Griffin was present.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by a visiting Boy Scout, Daniel Munda.

#### **APPROVAL OF AGENDA**

Mayor Gaulrapp asked to have council agenda item 15 for the discussion on City-owned properties moved forward on the agenda immediately following presentation and to remove from the agenda the resolution for the fire equipment transfer. Alderperson Klemm moved for approval of the agenda as amended, seconded by Alderperson Brashaw. Motion prevailed by voice vote without dissent.

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Alderperson Endress moved for approval of the minutes from the meeting held on April 1, 2013, seconded by Alderperson DeVine. Motion prevailed by voice vote without dissent.

#### **PUBLIC COMMENTS – AGENDA ITEMS**

Jon Staben, 1070 Canyon Drive, Freeport, Illinois, asked council to delay the appointment to the Library Board for the mayor-elect to appoint.

Alexandria Kohn, 1830 Valleyview Drive, Freeport, Illinois, spoke in support of preservation of the old City Hall building because of the historic value of the 100 plus year old building. She stated with the rent that is paid for this building you can use that amount to pay for the building which will last 100 years.

Molly Doolittle, 1340 W. Stover, Freeport, Illinois, spoke in support of renovation of the old City Hall building. She stated that Freeporters have been known to support projects because in the 60's there was support for the buildings where Highland Community College is home to now, in the 80's there was support for the development of the Art Museum, and in the 90's people came together to build Kid's Kastle. There were 650 postcards filed by those interested in saving City Hall.

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James Gitz (*newly elected Mayor of Freeport*), 1561 W. Lincoln Blvd, Freeport Illinois, spoke about council agenda items number 14, 15 and 16. For item #14 which was discussion on the 2013-2014 budget he asked to defer final action until after May 20, 2013, inauguration date, on item #15 which was discussion on city-owned properties he requested it to wait until the next administration, and for item #16 he is interested in being able to discuss the mayoral transition process that will be implemented.

At 6:07 pm, Alderperson Koester entered the meeting bringing the number of council members present to seven.

**PRESENTATION REGARDING NIDA**

Dave Young of Northwest Illinois Development Alliance (NIDA) provided a monthly report. He summarized a written report provided to council members. He stated the board has recently approved the 2013 Economic Health Priorities, Community Vitality, and Caring About People Initiatives. He stated the economic health priorities will focus on value-added-agriculture, advanced manufacturing, and riverfront enterprise. Mr. Young stated the Leadership Institute Alumni Board has volunteered to be the lead agency for the planning and review process of Prospering Together. They will recruit team members from their own membership and from any other endorsing organization who would like to participate. The planning and review process team will set its own work plan and schedule. It will provide process recommendations to the Community Board and, on their approval, will guide and implement the community planning and review process. Mr. Young reviewed the packet provided including the 2013 action plan for Prospering Together, Promoting Prosperity in Northwest Illinois by the Center for Governmental Studies focusing on growing manufacturing and value added agriculture, and the April 2013 NIDA Monthly Board Report.

**PRESENTATION REGARDING 230 W. STEPHENSON CITY HALL BUILDING**

Gary Anderson of Gary W. Anderson Architects of Rockford Illinois provided a presentation on his written document dated April 11, 2013. This report was previously provided to the Freeport City Council members. Mr. Anderson was requested by the Citizens for Saving City Hall to present. He stated over the last 30 years he has been involved in renovating many buildings and it is one of his areas of expertise. He stated that as public officials you are most concern with costs and of that concern comes what are the needs in terms of how many square feet you actually rent and how much you are going to need. In his written document he had emphasized that the estimates he provided for the renovation of the Freeport City Hall located at 230 W. Stephenson Street included structural repairs on the \$2.5 to \$2.9 million dollar costs. He stated he feels this is a valid number and you should end up having a contingency as well because that is a wise thing to do and there have been some numbers added in for that. He stated they had included the structural elements that needed to be rebuilt in the original budget. He stated that in their budget it included an exterior envelope cost and we look at that as a separate item and look for contractors to put together a realistic number. He stated they would then a look at the interior space needs as to what will have to be renovated. The council was provided an opportunity to ask Mr. Anderson questions.

Alderperson Klemm asked about the underpinning of the foundation or the foundation work and the estimates provided in an amount of \$300,000 and asked Mr. Anderson in terms of the structural end of it what he foresees needs to be done to the foundation and the vaults outside. Mr. Anderson stated that the vaults just outside of the building, there is a sidewalk at one time goes over the vaults, and those spaces are 11-12 foot spans in between the piers and the piers really are in pretty good condition other than tuck-

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pointing but what they did when they ended up closing in the vaults was to put up a block wall. He stated they put the block wall on top of the existing cement floor. He stated through the soil borings that were done there we have solid rock at least two feet under those floors and if there was going to be an excavation in our mind along with our own structural engineer was there won't be any underpinning that will be required. If you were to excavate out that area so to put a proper footing where the existing block wall is, so that you could block that up to where the beam is above removing the outside steel beam is that you could end up doing that. He stated that I don't think you are talking about any of those kinds of costs. He stated he had put those costs into his original estimates. Alderperson Klemm asked if in the corner the steel needs to be torn out and Mr. Anderson stated no in fact the other two beams would most likely be retained. He stated that where the down spouts are located, the outer beam is not in the best of shape and will need to replace a few of those and you would only do that through half of the building because where the fire department was housed there were not any vaults there.

Alderperson Koester asked about the concrete floor at the south entryway. Mr. Anderson stated that the concrete mesh flooring which is about 5 feet by 8 feet and if you were to remove that area and put in all new deck it is not that big of a deal to put an all new deck in there. He stated for the thickness of that slab there is more reinforcement than what you see. Alderperson Koester asked about the McClure report in which they said the corner would need more work. Mr. Anderson stated that yes there is more work that will need to be done in the corner one of the coins at the top of the arch needs to be shoved back up and to secure all that by tuck-pointing, cutting out all the joints and re-securing that with new mortar.

Discussion was held on the 4,000 square foot of the building measurements that was a discrepancy between Mr. Anderson's estimates and the actual measurements. Mr. Anderson stated in terms of his total costs and going back and looking at the actual measurements versus the drawings that must have been shrunk down, and we tried to be aware of that initially. He stated that if you look at the overall square footage on the inside of the building then we are not that far off and what you will need to do to the building we are still at the same costs. He stated that you can do it with that budget amount but you don't have to finish out the entire area and that is where the savings will come out and that gives you expansion room in the future or you could end up leasing that space. Alderperson Koester asked if there are concerns because of the vibrations to the building. Mr. Anderson stated that in terms of repairing the corner it was obvious where the problem was and there should have taken off the loose material so you would not have to have that fence up to protect the public. He stated there is no question that there are areas that are shelling that need to be cleaned off but, in his opinion, they are repairable. He stated once the soil borings were done and the area was excavated that we had an idea that we had the foundation that we had speculated on. Alderperson Koester asked about the cost of what need to be done on the inside can't not be fully determined until some of the walls are demolished. Mr. Anderson stated that you can ever say never but he does know from renovating buildings where the trouble points are and the areas of concern where you should be looking at and looking at a building over will give you an idea where those issues will be. He feels pretty confident that the areas in there are pretty minor and they do need to be repaired. He stated his concern is to keep the roof trusses dry to minimize the damage done to those because when you start undermining those things then you are going to have a problem.

Alderperson Koester stated he is concerned about the large difference in the estimates provided by Mr. Anderson of \$2.5-\$2.9 million in comparison to the \$4.0 million provided in the estimate to renovate City Hall.

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Mr. Anderson stated any time you go into a building with your eyes open it is better and doing some selective demolition is prudent. It is recommended to know what the costs will be and that would be a commitment of the council to go another half step forward so that it starts to define the issues and the areas of problems you could eventually have by opening up some of the areas which may be of concern. He stated that is the smart thing to do.

Corporation Counsel Griffin clarified that the cost estimates that were provided were just that as preliminary numbers and they were not bids. She stated that we would have to go out for actual bids.

Discussion was held on the dormers that show damage, the structural beams, and the corner area. Mr. Anderson clarified that the outer beam is not in good shape and it is an eyebeam. He stated that one area is the front entrance that has had a lot of salt come in and it would be best to repair that but as to the rest of the structure the floors are in pretty good shape. Mr. Anderson did not foresee having to jack-up any other areas of the building and if there is a floor that is out of plum that is not a big deal if it is about an inch. He stated that taking out the mezzanine floor would be an improvement to the structure. He would also recommend taking out some of the vaults to make the structure more flexible in terms of floor plans and you would put some more steel in.

At 6:37 pm, Alderperson Boldt entered the meeting bringing the number of council members present to eight.

Discussion continued with the building mechanics, HVAC systems, and foundation work that would be required. Mr. Anderson stated basically he would be gutting the building but leaving the stairway and wood trim and he had worked in all new HVAC mechanical systems in his original estimates.

Discussion was held regarding the gutter system that will need to be placed into an interior downspout system versus the current method which has caused the water damage on the outside of the building.

Discussion was held regarding Gary Anderson's recommendation of further investigation into the walls to find areas of concern in which he estimated the cost to be \$10,000. He stated you would open up a lot of the walls to try to find out what is going on especially the employee entrance. Mr. Anderson stated another area of concern is the employee entrance in which the lintel was installed improperly installed over a glass window which has caused a fracture in the glass and to open up the beam to see where is the bearing or if the beam is not long enough. Mr. Anderson recommended opening up a lot of areas and also up in the attic area he would like to look around to more fully understand that. He stated that what it looks like in the building is there are a lot of columns and most of the exterior walls are masonry bearing walls and where the vaults are he is assuming are bearing so the ceilings would need to be opened up as well to find out what we've got and it would have to be done in terms of reinforcing all that. Mr. Anderson stated he has a history of taking buildings and opening them up to provide a more flexible floor plan.

**DISCUSSION ON BUILDINGS OWNED BY THE CITY OF FREEPORT, ILLINOIS**  
*On agenda per request from Alderperson Crutchfield and Alderperson Koester*

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Council members were provided an opportunity to discuss their viewpoint of City owned building and their recommendations for moving forward. Discussion was held on the timing for Mayor-Elect Gitz to take office will be May 20, 2013 and whether any items can be worked on in the meantime.

Aldersperson Klemm stated he felt that based on the recommendation by Gary Anderson the number one thing or the major work is to be done as McClure put into it is the underpinning which is one big ticket item. One of the items Mr. Anderson discussed is that there is two feet of rock underneath everything that they had taken soil borings on and when he met with the group he was going to do the outside of the building with granite or marble which would make the bottom part of the building much more maintenance friendly. Aldersperson Klemm stated that Mr. Anderson answered his question on the mechanicals in that basically everything that is necessary including plumbing, heating, electrical, and HVAC will be redone. Aldersperson Klemm stated that he does not see any blank spaces until you get into the plan and spec stage but if you looked at the Carnegie Library one of the big factors that comes up is that if it is \$2 point "x" million to renovate and "x" number of square feet then one might divide out how many square feet is here and how many is there and are the buildings really that far apart to do. He stated there is a fair amount of discussion left to do on it but Mr. Anderson had covered most this evening.

Mayor Gaulrapp stated that over the next three weeks he would like the council members and staff review possible revenue streams in order to know the renovation dollars that could be available if it is decided to move forward.

Discussion continued on the estimates and the differences and whether we could obtain bids. City Engineer Gallagher stated the biggest concern is and, Mr. Anderson referred to it, is that additional testing and demolition in the walls to find the areas of concern. He stated this would need to be done in order to narrow down your costs. He stated in order to do that council will need to bring money to the table to open up and do about \$10,000 for demolition in the walls and perhaps an internal boring in the basement slab to make sure the rock is there. City Engineer Gallagher estimated that so far about \$70,000 has been spent. He stated based on a \$2 or \$3 million dollar project that this would be a good investment to start the process. Those things that are unknown are going to remain unknown until we actually go looking for them. Aldersperson Koester asked City Engineer Gallagher if you could obtain those cost estimates how to proceed with those two items. Mayor Gaulrapp recommended that the council discuss this further at a special meeting of the Committee of the Whole and it would be scheduled on Monday, April 22, 2013.

Aldersperson Boldt stated he has had conversations with different people and the general consensus is they are wondering if there is a magic number in order to save the building and we need to be prudent and figure that out. If it means making a \$10,000 investment to look into it further then that would be the way to go. Aldersperson Klemm spoke about his concerns for space needs for staff of City Hall.

Discussion was held as to what the next step for the 230 W. Stephenson building. City Engineer Gallagher stated he feels the next step would be to develop the scope of the project as to whether you want a partial renovation or a full renovation or another to keep the building upright while we wait, so that will dictate where we go with the next step. He asked for direction as to moth balling or save the building so knowing what your scope is would be the first step.

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Discussion was held as to a capital improvement plan involving both buildings and a couple of bridges and what the funding scenario would be for all of these projects. Discussion was held on the amount of debt for the City of Freeport. Accountant Price stated that he would estimate that the debt service payment on \$1 million to be \$60,000 for the number of years you would probably extend it out. Mayor Gaulrapp recommended the staff could come up with revenue sources but there would be a tax hike somewhere and asked council members to come up with revenue sources. Discussion went into the budget for next year which is half million dollar deficit. Discussion was held as to the top dollar council members would be willing to spend to renovate the building.

Mayor Gaulrapp suggested topics for the Committee of the Whole special meeting for Monday to be funding sources and costs for selective demolition. Alderperson Koester asked if they can look at the possibility of capital improvements for both buildings and a couple of bridges.

Discussion was held as to the debt of the City and Mayor Gaulrapp stated it was at \$24 million and then we added another \$15 million with the Water and Sewer projects. Accountant Price clarified that when the Big Four projects are complete it will be \$42 million.

Corporation Counsel Griffin stated that if staff is preparing supplemental numbers you need to consider that Gary Anderson is not working for the City of Freeport. She asked council whether they were looking for a contract with Gary Anderson under which he would supervise specs for selective demolition project or would this be an engineer's demo where we would have to hire someone and go out for bids for that or would McClure or go out for Request for Proposals but these are the questions council need to answer. She stated staff will not be comfortable moving forward because there is so much contentiousness.

Gary Anderson was asked back to the podium to answer what he meant by selective demolition. He stated that you need to determine the extent of the water damage, what the material looks like above the ceiling and in the plaster, going up in the attic and peering down with lights to figure out the infiltration. By selective demolition he stated he means opening up sections of the walls depending on what we find may be dependent on the size needed. Mr. Anderson stated he would need a couple of days to spend in the building and he would also need to do further investigation in the basement and he would like to know what walls can be removed in the basement.

Alderperson Koester stated that he would like the administration to go out for bids for the selective demolition and asked if the Mayor – Elect can contact the council members to help determine where he wants to go. Discussion continued with the options of items to discuss at the Committee of the Whole special meeting.

**CONSENT AGENDA**

The following items were presented on the Consent Agenda in the council packet;

- A. Approval to receive and place on file:
  - 1) City Treasurer's Report of Cash and Investment Funds for period ended March 31, 2013
  - 2) Fire Department Report of Activities for March 2013
  - 3) Worker's Compensation Report for March 2013
- B. Approval of Motor Fuel Tax Fund Bills Payable (Register #0026) --- \$21,194.76

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- C. Approval of Water and Sewer Bills Payable (Register #895, 900, 901) --- \$132,925.33
- D. Approval of Payroll for pay period ending April 6, 2013 --- \$408,853.62
- E. Approval of Finance Bills Payable (Registers #894, 896, 897, 899, 902) --- \$537,057.63

Aldersperson Koester moved for approval of the consent agenda items, seconded by Aldersperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

The consent agenda items were approved.

**APPOINTMENTS/REAPPOINTMENTS**

Mayor Gaulrapp asked to have the following two re-appointments read together:

- Reappointment of Elliott Franklin Cooper to the Board of Fire and Police Commission effective immediately through April 30, 2016
- Reappointment of Daneice Davis to the Board of Fire and Police Commission effective immediately through April 30, 2016

Aldersperson Koester moved for approval the above stated re-appointments, seconded by Aldersperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Aldersperson Koester moved for approval an appointment of Teresa Hines to the Freeport Public Library Board of Trustees effective immediately through May 31, 2015, seconded by Aldersperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

**COMMUNICATIONS TO COUNCIL**

City Clerk Zuravel stated that a request had been received from Freeport School District #145 for council approval in regard to Codified Ordinances Chapter 1026, Sidewalks, Section 1026.18, Writing for a school project on May 14, 2013 from 7:30 am to 2:30 pm. She stated that the drawings will be located outside the sidewalks of the Lindo Theatre. Aldersperson Koester moved for approval of the request by Freeport School District #145 sidewalk drawings, seconded by Aldersperson Crutchfield. Motion passed by voice vote without dissent.

**ORDINANCES – SECOND READING**

**2<sup>nd</sup> READING OF ORDINANCE #2013-16:**

**AN ORDINANCE TO APPROVE THE EDITING AND INCLUSION OF CERTAIN ORDINANCES AS PARTS OF THE VARIOUS COMPONENT CODES OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT, ILLINOIS (JULY 16, 2012 - JANUARY 7, 2013)**

The first reading was held on April 1, 2013. A motion to adopt was given by Aldersperson Koester, seconded by Aldersperson Klemm and the ordinance was automatically laid over the next meeting. Upon the second reading and no discussion, the motion prevailed by roll call vote of:

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

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Ordinance #2013-16 passed.

**2<sup>nd</sup> READING OF ORDINANCE #2013-17:**

**AN ORDINANCE TO AMEND AND ADJUST THE APPROPRIATION ORDINANCE FISCAL YEAR 2012-2013 FOR THE CITY OF FREEPORT ILLINOIS**

The first reading was held on April 1, 2013. A motion to adopt was given by Alderperson Klemm, seconded by Alderperson Bush and the ordinance was automatically laid over the next meeting. An amendment has been provided by Accountant Duane Price under separate cover and marked as amended for April 15, 2013.

Accountant Duane Price presented the ordinance stating that he placed an amendment in the packet and there are three changes that he made in Section 1. The Ordinance #2013-17 (as amended 04/15/2013) takes out the previously presented part A) for the Mayor's Office – Contractual Services. He stated the second change he made was to the item I) which is now item H) Motor Fuel Tax Fund – Transfer to Street Capital Projects Fund shall be increased by \$450,000 from \$714,834 to \$1,164,834 for increased transfers to the Street Capital Projects Fund to pay for street project which he increased by \$150,000. The last item that was amended was to item J) which was item K) for Street Capital Projects Fund – General Maintenance Projects shall be increased by \$450,000 from \$714,834 to \$1,164,834 for change orders to the street maintenance projects and that is the other side of that transfer changing the appropriation for the expenditure of that project. Accountant Price stated there was \$125,000 engineering expense for a bike path which he did not know needed to be made.

Alderperson Koester moved to place the amended ordinance on the floor for approval, seconded by Alderperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Mayor Gaulrapp stated that the amended ordinance is on the floor for discussion. Alderperson Koester asked if there are any more amendments to the appropriation. Accountant Price stated these are the changes to to the Appropriation Ordinance through April 30, 2013.

Upon no further discussion, a roll call vote was taken to pass the ordinance as amended.

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Ordinance #2013-17 as amended passed.

**2<sup>nd</sup> READING OF ORDINANCE #2013-18:**

**AN ORDINANCE TO SUPPLEMENT APPROPRIATION ORDINANCE, FISCAL YEAR 2012-2013 FOR THE CITY OF FREEPORT, ILLINOIS**

The first reading was held on April 1, 2013. A motion to adopt was given by Alderperson Klemm, seconded by Alderperson Boldt and the ordinance was automatically laid over the next meeting. An amendment has been provided by Accountant Duane Price under separate cover and marked as amended for April 15, 2013. Accountant Price presented the amended ordinance stating that he has added one item from the last presented ordinance and that is for Grant Administration Fund for USDA Farmers Market Promotional Program Grant expenses for a grant which was not anticipated in the amount of \$10,000 to develop a food enterprise center.

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Aldersperson Koester moved to place the amended ordinance on the floor for approval, seconded by Aldersperson Endress. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Aldersperson Koester asked if that is the grant funding or are we spending the dollars to receive the grant. Accountant Price stated we received the grant funds and there is not a match by the City.

Upon no further discussion, a roll call vote was taken to pass the ordinance as amended.

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Ordinance #2013-18 as amended passed.

**RESOLUTIONS**

The following item was removed from the council agenda: RESOLUTION #R-2013-24, Resolution To Approve An Intergovernmental Transfer of Obsolete Fire Equipment to the Buncombe, Illinois Fire Department due to not enough information received from the transferring department.

**RESOLUTION #R-2013-25:**

**RESOLUTION FOR THE MAY 1, 2013 CONTRACT FOR THE CITY'S HEALTHCARE COVERAGE (SELF-FUNDED NIHP)**

Finance Consultant Martha Furst presented the resolution by reviewing her written document provided and titled as an "Apples to Apples" Comparison between NIHP and Williams – Manny Proposals. She stated the City has chosen to the Northwind/Fidelity NIHP Proposal NIHP/ECOH2 with a 7% Total Laser. She stated the City may meet the maximum attachment point and it made for an environment which some parties did not want our business. The resolution provides that the City Council has determined that the City healthcare plan remain self-funded and that the City enter into a contract with the Northern Illinois Health Plan for TPA administration for a PPO with NIHP/ECOH2; and enter into a contract with NorthWind LLC/Fidelity Security Life Insurance Company as our reinsurance carrier on a 24/12 specific \$90,000.00 contract basis, with a \$60,000.00 aggregating specific and 12/12 aggregate contract basis with a \$3,227,661.00 attachment point to contain its healthcare costs and a total possible exposure of \$3,790,923.00 through April 30, 2014, with TPA administration for vision and dental coverage for the employees to be continued. This resolution also provides that the Mayor is hereby authorized to execute an agreement with the Northern Illinois Health Plan for TPA administration for a PPO contract with NIHP/ECOH2 and NorthWind LLC/Fidelity Security Life Insurance Company for reinsurance coverage, and that coverages and policies in relation thereto be consistent with the preamble hereto and the Mayor and City Clerk, on behalf of the City are hereby authorized to execute such documents as are necessary for the carrying out of this Resolution.

Accountant Price stated that the budgeted healthcare expenses will be \$2,935,000.00. Discussion was held on ways to reduce healthcare expenses including incentives to reduce expenses for health care such as blood pressure screening, blood tests, and working aggressively on claims processing.

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Aldersperson Boldt made a motion to approve the resolution as presented, seconded by Aldersperson Brashaw. The motion prevailed by a roll call of;

Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)

Nays: None

Resolution #R-2013-25 was approved.

**OTHER**

**Bids Opened and Read Aloud for Purchase of Real Properties Located at: 445 S. Benton; 709 S. Blackhawk Street; 712 S. Blackhawk Street; 620 W. Chestnut; 902 S. Locust; 527-527 ½ W. Homer; 535 W. Homer and are currently devoted as vacant and excess properties; and 1819 S. West Avenue Freeport Illinois currently in use as fire station and soon to be vacated – Bids due at 10:00 am on April 15, 2013**

Corporation Counsel Sarah Griffin stated no bids were received. Discussion was held regarding why the administration went out for bids. Mayor Gaulrapp stated he said he had an interested party in the building and he would be going out for bids but they chose not to bid on it.

**Discussion of preliminary draft of Fiscal Year 2013-2014 Budget**

Mayor Gaulrapp stated this item is on agenda per request from Committee of the Whole. He stated he has reviewed the budget with the administration and they worked it down from a \$750,000 deficit to a \$500,000 deficit and it will be worked on with Mayor-Elect Gitz.

**Discussion of Mayoral Transition**

Mayor Gaulrapp stated the administration team will go through a transitional report preparing it for the next administration. He stated that Mayor Elect Gitz will be invited to join the department heads in the meeting. He stated that it would consist of the department heads along with Human Resource Manager Debra Milliman, Accountant Duane Price and City Engineer Shaun Gallagher. Mayor Gaulrapp stated Mr. Gitz is invited to staff meetings on Mondays at 9:00 am and alternating Tuesdays in preparation for the council meetings. Aldersperson Crutchfield asked for leave of the council to hear from Mayor-Elect Jim Gitz.

Mr. Gitz stated he had not received any reports or had been talked to about a transition. He stated he will be announcing an extensive transition team which will be comprised of people in the community that have expertise in specific areas of each of the departments. He requested open access for the transition team with the department heads as well as personnel. The transition team will focus on the department functions as well as customer service. He stated once the transition report is complete it will be shared with the council. Mr. Gitz asked respectfully that there not be changes in personnel, that there not be hires, fires or promotions within departments until the budget is worked out and we know what we have to work with.

Council members provided their support of having a smooth transition.

Corporation Counsel Griffin reviewed that the retreats will need to be done in open session with a proper posting in a handicap accessible location. She stated that the Mayor has day to day operation hiring and firing and that is not a thing that the council can to away from the Mayor in terms of day-to-day

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operations but it could be a courtesy issue if he chose to or there may not be anything that comes up between now and then.

Mr. Gitz stated that he would like to see department reports and that there would be some ongoing communication that would be available with the transition team that is assigned to each of those areas in the departments and to have access to information within those departments. He stated there are three issues being 1) what are the open issues within the department and what is the situation in the departments and the decisions that need to be made 2) budget and priorities and 3) what are the problem areas. He stated one of the main issues is the resolution of City Hall.

Discussion was held on whether it is in the best interest to hold off on hiring. Mayor Gaulrapp stated we only have one new hire scheduled and that is for a police officer. Discussion continued on items that have a policy implication that goes beyond the immediate future.

**OTHER**

**REPORTS OF DEPARTMENT HEADS**

Community Development

Community Development Director Shelly Griswold spoke about Illinois Housing Grant opportunity that the City did not receive. She stated that both NICA and the City had applied for the same grant and they gave it to NICA because the City did not have a certified lead risk inspector. Director Griswold stated that there will be a resolution on the next council agenda for a grant that needs to be submitted for a Home-Buyer Plus Rehab to help people low to moderate income application to get into vacant properties. She will be bringing forth a resolution for that to the next council meeting.

Finance Department

Accountant Price was present and had no further report

Public Works

Public Works Director Tom Dole was present and had no report.

Library

Library Director Carole Dickerson provided a summary about the One Book One Freeport project.

Fire

Fire Chief Kevin Countryman was present and reported on the passing of former Deputy Fire Chief Steve Mooney who served 28 years on the department and he provided his sympathies to the family.

Police

Chief of Police Jerry Whitmore provided information on the memorial for Police and Fire at the Veterans Memorial Park and stated there will be a ceremony on Saturday, May 4, 2013. Chief Whitmore commended Tom Teich for calling in an accident.

Water and Sewer

Water and Sewer Director Tom Glendenning was not present.

**MINUTES**  
**REGULAR MEETING**  
**Monday, April 15, 2013**

**MAYOR'S REPORT**

Mayor Gaulrapp had no further report.

**NEW BUSINESS/COUNCIL ANNOUNCEMENTS**

Each council member was provided the opportunity to discuss items of interest.

Aldersperson Bush gave praise to a local citizen, who he believed was named Matt, for pulling weeds and trimming trees on East Stephenson Street.

**PUBLIC COMMENTS AGENDA OR NON-AGENDA ITEMS**

Tom Teich, 653 Jefferson Street, Freeport Illinois, spoke about accident that he called in to the Freeport Police Department and he asked if he could be given an award for that. Tom Teich spoke about the new wing of the Provena building. He stated the Mr. Gitz did a good job in his presentation.

Upon motion duly made and seconded, the meeting was adjourned at 8:25 p.m.

*S/ Meg Zuravel*

Meg Zuravel, City Clerk