



City Council

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

MINUTES REGULAR MEETING Monday, May 4, 2015

CALL TO ORDER

The regular meeting of the Freeport, Illinois, City Council was called to order in council chambers by Mayor James L. Gitz with a quorum being present at 6:00 p.m. on May 4, 2015.

ROLL CALL

Present on roll call: Mayor Gitz and council members Tom Klemm, Shawn Boldt, Ronnie Bush, Jennie DeVine, Dennis Endress, Sally Brashaw, Michael Koester, and Andrew Crutchfield (8). Corporation Counsel Sarah Griffin was also present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Alderperson Boldt.

APPROVAL OF AGENDA

Alderperson Endress moved for approval of the agenda, seconded by Alderperson Koester. Motion prevailed by voice vote without dissent.

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Alderperson DeVine moved for approval of minutes from the regular meeting held on April 20, 2015, seconded by Alderperson Brashaw. Motion prevailed by voice vote without dissent.

PUBLIC COMMENTS – AGENDA ITEMS

There was no one signed on the sheet for public comments on agenda items.

ORDINANCES – SECOND READING

2ND READING OF ORDINANCE #2015-25:

AN ORDINANCE AMENDING CHAPTER 1052 (WATER AND SEWER CAPITAL IMPROVEMENT FUND) OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT, ILLINOIS

The first reading of this ordinance was held on April 20, 2015. A motion to adopt was given by Alderperson Koester, seconded by Alderperson Klemm and it was automatically laid over to tonight's meeting.

Upon the second reading, Mayor Gitz asked if there was further discussion on the ordinance.

AN ORDINANCE AMENDING CHAPTER 1052 (WATER AND SEWER CAPITAL IMPROVEMENT FUND) OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT, ILLINOIS

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A report regarding IEPA Water Main Project & Financing was provided by the Water and Sewer Commission & Fehr Graham at the Committee of the Whole meeting held on April 13, 2015. This ordinance included a funding mechanism of an increase of \$6.00 to the Capital Improvement surcharge as follows:

1052.02 FUNDING.

Funding for the Water and Sewer Capital Improvement Fund shall be through the imposition of a monthly Capital Improvement Surcharge to be set as follows:

Customer Type by Water Meter Size	Capital Improvement Surcharge FY 2010-2011	Capital Improvement Surcharge FY 2011- 2012	Capital Improvement Surcharge FY 2012- 2013 and thereafter	<u>Capital Improvement Surcharge FY 2015-2016 and thereafter</u>
5/8"	\$6.00	\$8.00	\$10.00	<u>\$16.00</u>
5/8" by 3/4"	\$6.00	\$8.00	\$10.00	<u>\$16.00</u>
3/4"	\$7.12	\$9.12	\$11.12	<u>\$17.12</u>
1"	\$8.88	\$10.88	\$12.88	<u>\$18.88</u>
1-1/2"	\$13.68	\$15.68	\$17.68	<u>\$23.68</u>
2"	\$19.12	\$21.12	\$23.12	<u>\$29.12</u>
3"	\$38.68	\$40.68	\$42.68	<u>\$48.68</u>
4"	\$63.12	\$65.12	\$67.12	<u>\$73.12</u>
6"	\$123.12	\$125.12	\$127.12	<u>\$133.12</u>

1052.03 RESPONSIBILITY FOR COLLECTION AND BILLING.

Billing and collection of such charges shall be pursuant to procedures set out in Chapters 1044 and 1048 of these codified ordinances.

1052.04 SEGREGATION OF FUNDS.

The Water and Sewer Capital Improvement Fund shall be kept and accounted for separately from other funds and used solely for the purposes as set out in this Chapter.”

Section 2. This Ordinance shall be effective immediately upon its passage by the City Council, its approval by the Mayor, and its publication as provided by law.

Section 3. This Ordinance is expressly adopted pursuant to the Home Rule Powers of the City of Freeport under Section 6 of Article VII of the Illinois Constitution of 1970.

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Section 4. All ordinances or parts of ordinances in conflict with this Ordinance are repealed insofar as they conflict.

Section 5. If any section, clause or provision of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part so declared to be invalid, and this City Council hereby expressly declares that it would have enacted this Ordinance even with the invalid portion deleted.

Provided in the council packet was a memorandum written by City Engineer Shaun Gallagher stating the following:

“The attached ordinance outlines the Capital Improvement Fee increase as required to fund the proposed Phase B project, which is an extension of the completed improvements under the Big Four project. It is the recommendation of the Water & Sewer Commission that this \$6 increase be applied to all metering sizes in the Ordinance schedule, in order to fund the estimated \$7.9 million water project and additional energy upgrades to our facilities.

“As outlined in numerous presentations to both the Commission and the City Council over the last eight months, this project is considered vital to the future distribution of the City’s water utility, as well as the our ability to utilize the prior investments constructed during the Big Four project. Design work for the water project is currently nearing completion, to which a funding source is required in order to secure a 20 year IEPA loan.

“Upon approval of the attached Ordinance, IEPA will be able to formally approve the estimated loan amount for the project. The funding source must be approved and submitted to the IEPA as soon as possible in order for a bidding schedule and construction timeline to be established. This approval will also allow the Commission to begin drawing from the loan, in order to cover engineering expenses that have accrued to date.

On January 13, 2015 Director Glendenning provided the following overview of this project through his presentation of the categorical exclusion document with the footages of each of the sections included in the 31,390 linear feet of water main and projects that will go along with that.

The recommended project referred to as the Phase B Water Improvements, consists of the following specific water main upgrades replacements:

Description	Upgrade Size	Length (L.F.)
New water main from Well No. 9 to Laurel Street on Lincoln Douglas School Easement	12”	1,240
Replace existing 6” water main on Laurel Street and Park Crest Drive (from Holly Avenue to West Stephenson Street)	12”	6,865
Replace existing 8” water main on West Stephenson Street (from St. Mary’s Cemetery to South Park Boulevard)	12”	1,625
Replace existing 8” water main on South Park Boulevard (from West	12”	2,670

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Stephenson Street to Empire Street)		
Replace existing 12" water main on West Empire Street (from South Park Boulevard to Burchard Avenue)	16"	3,950
Replace 4" water main on Burchard Avenue and Lincoln Boulevard (from American Street to FHN Hospital)	12"	1,830
Replace 6" water main on Harlem Avenue (from West Galena Avenue to Stephenson Street)	12"	2,200
Replace existing 6" water main on West Stephenson Street (from Harlem Avenue to Whistler Avenue)	12"	700
Water main replacement for reverse flow mains with multiple recorded breaks/repairs	6" – 8"	10,310
Installation of new pressure reducing valves and replacement of 75 existing valves		

"The cost of the recommended project, which includes construction, design/construction engineering, legal fees and project contingencies, is estimated to be \$7,967,100. The City anticipates that construction will begin by May of 2015 and be completed by November of 2015. The existing condition and project justification explained the existing service area for the public water distribution system is divided between a low pressure zone and a newly created high pressure zone. However, it was recently discovered that the existing water main distribution system within priority areas of the new high pressure zone is limiting the ability of the newly constructed Well #9, the Willow Booster Storage Tank and the new Burchard Elevated Tank to function as designed. A recently completed hydraulic model (used to analyze the impacts that the recently above noted constructed improvements may have on the newly created high pressure zone) revealed that the City will not be able to pump at a rate greater than 750 gallons per minute (gpm) which is only 50% of the 1,500 gpm design, without causing severe damage throughout the system with anticipated main breaks and extremely high residential water pressure (greater than 100 pounds per square inch). The proposed project, identified as Phase B, includes approximately 21,080 feet of water main upsizing to 12 inch or 16 inch in diameter in key areas that would provide adequate water main capacity – transmission from the new Well #9/Willow Tank Booster Station to the new Burchard Elevated Tank. This main upsizing will also divert more water toward the west side of the new high pressure zone to maintain the desirable system pressures. The proposed project will also include in-kind replacement of approximately 10,310 feet of 6 inch and 8 inch mains in both the City's low and high pressure zones. Currently, many of these mains are old, made of poor grade cast iron metal and subject to multiple breaks annually in areas where reverse flow has occurred or is anticipated. The replacement of various sections of these main will eliminate future breaks and allow for uninterrupted water service to residential during an emergency and will include transmission supply to the main hospital. Additionally pressure reducing valves will be installed in the high pressure zone where operating pressures are in excess of 80-85 psi. Also, approximately 75 valves need replaced that are either inoperable or over 65 years old and at the end of their useful life."

Ordinance #2015-09 approved by this city council on February 3, 2015, stated the following:

"Water System improvements, including an estimated 21,080 feet of water main upgrades to 12" and 16" diameter in key areas that would provide adequate water transmission lines from the new Well No. 9 to the new Elevated Tank and improvements to pressure zones, including the replacement of 10,310 feet of 6-8 inch water main and the replacement of 75 valves, together with any land or rights in the land and all

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electrical, mechanical, or other services necessary, useful or advisable to the construction and installation (the Project), all in accordance with the plans and specifications prepared by consulting engineers of the City; which Project has a useful life of 50+ years; and the estimated cost of construction and installation of the Project, including engineering, legal, financial, and other related expenses is \$7,967,100, and there are insufficient funds on-hand and lawfully available to pay these costs.”

Aldersperson Koester spoke in favor of the ordinance stating he understands the project is necessary in order to bring the pressure system online although he does not like having to spend the money it is something that is necessary and he will vote in favor of it. He stated he knows there is a lot of work ahead for the Water and Sewer Commission and he would like to see the plan that is laid out and how it will work. He hopes the council will be presented the plan as soon as possible to bring the new members up to date on the work that needs to be done in the City to replace pipes exceeding their useful life.

Aldersperson Crutchfield spoke about the rate increase and asked if this was the only way to be approved for the loan. Corporation Counsel Griffin stated that the City must build in the rate structure to be approved for the loan. Water and Sewer Executive Director Tom Glendenning stated that part of the categorical exclusion approved by the council in January set the guidelines and processes in place. He stated this is the final step for the loan to be approved by the Illinois Environmental Protection Agency and this dedicates the funds to the loan. The next step will be a formal bidding process to bid out the construction work on the project based on the timeline of obtaining the loan. These bids will need to be reviewed by the IEPA before approval of the bidding process.

In the categorical exclusion document approved in January it explained this project is necessary to make water system improvements, including an estimated 21,080 feet of water main upgrades to 12” and 16” diameter in key areas that would provide adequate water transmission lines from the new Well No. 9 to the new Elevated Tank and improvements to pressure zones, including the replacement of 10,310 feet of 6-8 inch water main and the replacement of 75 valves. The project will be funded through a loan from the Illinois Environmental Protection Agency (IEPA) and the project cost is estimated to be \$7,967,100. The following was included as the financial impact in the document dated January 2015:

Mayor Gitz stated that when the rate structure was first discussed we asked the IEPA how they prefer we move forward and they said to do it all in on action with the improvements to the water plant to make the plant energy efficient and to do the necessary projects to bring the pressure system online so that is where the \$6.00 per month increase came from the amount necessary to improve the plant and compete the construction. This is the amount necessary to secure the loan and the rate structure was set by the IEPA.

Aldersperson Klemm explained the importance of the project as its intent is to alleviate flow issues that would happen should a fire or critical flow issue arise. He stated the areas that would be most affected are three fold and they are FHN hospital, Carl Sandburg School and another school. Those are the areas that were shown in the pressure analysis to be most affected by a fire flow. He stated this project is necessary as the final part to bring the pressure system online and connect the tower that was built called the Big 4 Project and to the Well. This is a critical part of the project to bring the extra pressure to parts of Freeport that have been suffering from low pressure. In addition to the construction to the mains, the project also includes placing 400 pressure reducing valves in areas which is another necessary part of this project. Aldersperson Klemm explained that they have been many meetings on this since last year and it was again

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thoroughly explained by Fehr Graham engineers at the last Committee of the Whole meeting in April and the potential effect a fire could have in the area of the hospital and schools.

Aldersperson Boldt stated that if he was an incoming aldersperson he would not want to be saddled with the fee structure so he would recommend that approval of this ordinance waits for the new council to be brought up to speed. He stated he does not feel that this timing is right to move forward on this tonight. He recommended that Director Glendenning explain the project at the next Committee of the Whole, once the council is sworn in, and then seven days later they can consider the ordinance at the next council meeting. He stated he recommends against a vote in this fee by this council on their way out of the door.

Aldersperson Brashaw explained that this ordinance before the council is the last step in a long process and, if moved forward when it was first explained to the council, then it would have been passed months ago. She stated there is nothing unexpected about this that there were many meetings when the project was thoroughly explained to the council by Director Glendenning and this project needs to move forward to increase the pressure at FHN Hospital. They have had low water pressure way too long. She encouraged the council to vote in support of moving forward with this project by approving the rate structure to obtain the loan from the Illinois Environmental Protection Agency while the money is available. What we don't want to do is wait and then maybe the money will not be available at this low interest loan.

Mayor Gitz asked if there was further discussion. Upon no discussion he asked for a roll call vote to approve the ordinance as on the floor. The motion prevailed by a roll call vote of;

Yeas: Klemm, Bush, DeVine, Endress, Brashaw, and Koester (6)

Nays: Boldt and Crutchfield (2)

Ordinance #2015-25 was passed.

2ND READING OF ORDINANCE #2015-26:

AN ORDINANCE AMENDING SECTION 480.11 (PROHIBITED PARKING STREETS) OF THE CODIFIED ORDINANCES OF THE CITY OF FREEPORT (VANBUREN AVENUE)

The first reading of this ordinance was held on April 20, 2015. A motion to adopt was given by Aldersperson Koester, seconded by Aldersperson Klemm and it was automatically laid over to tonight's meeting.

Upon the second reading, Aldersperson Brashaw stated she understands that the parking will be eliminated on the west side of VanBuren to install the bike lane for the Jane Addams Trail connection to the downtown and she was wondering if there were any comments from the residents. City Engineer Gallagher stated at the time when the easements were acquired for the trail he had spoken with every household on the block and, in some cases, driveways were realigned to assist with parking. At that time, property owners received construction drawings of the new striping alignment and several arrangements were made to accommodate the loss in parking for the new bike lanes. He stated it is the intent to once again notify property owners and tenants of the parking change, prior to final striping of traffic, parking and bike lanes. He stated one of the problems is the area has a high number of rental units so those that were provided the notice may not be the ones living there now, so he will provide another notice before the crews begin striping. He thought the project could begin as early as the end of the week depending on

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weather. Mayor Gitz asked if there was further discussion. Upon no discussion he asked for a roll call vote to approve the ordinance as on the floor. The motion prevailed by a roll call vote of;
Yeas: Klemm, Boldt, Bush, DeVine, Endress, Brashaw, Koester and Crutchfield (8)
Nays: Boldt and Crutchfield (0)
Ordinance #2015-26 was passed.

RECOGNITION OF OUTGOING ALDERPERSONS

Mayor Gitz presented plaques to the alderman ending their terms of office and thanked them for their service to the City of Freeport. Recognized were Shawn Boldt for his 14 years of service in First Ward, Second Ward, and Alderman At Large; Alderperson Ronnie Bush for 22 years of service in the Third Ward; Jennie DeVine for eight years of service in the Fourth Ward, Dennis Endress for ten years of service in the Fifth Ward; and Andrew Crutchfield for four years of service as Alderman At Large.

COMMENTS FROM ALDERPERSONS BOLDT, BUSH, DEVINE, ENDRESS AND CRUTCHFIELD

The outgoing council members were provided an opportunity to address the community and staff. They thanked family members for their support throughout the year as council members. They also thanked departments and staff members of the City for their work. The council member thanked the citizens of Freeport for allowing them to serve in the capacity as alderpersons. The council members encouraged volunteerism, service to the community, and a demonstrated support of new council members as they work to move Freeport forward in a combined effort with the administration.

ADJOURNMENT

At 6:37 p.m., Alderperson Brashaw moved for adjournment, seconded by Alderperson Boldt. Motion prevailed by voice vote without dissent.

Mayor Gitz requested a brief pause before beginning the meeting. At 6:42 p.m., Mayor Gitz requested the meeting to come to order.

SWEARING IN AND SEATING OF NEWLY ELECTED ALDERPERSONS

City Clerk Meg Zuravel read aloud the oath of office for elected officials for the City of Freeport and council members were sworn in to their respective positions:

- Thomas Klemm as Alderman for the First Ward
- Peter McClanathan as Alderman for the Second Ward
- Art Ross as Alderman for the Third Ward
- Jodi Miller as Alderman for the Fourth Ward
- Patrick Busker as Alderman for the Fifth Ward
- Sally Brashaw as Alderman for the Sixth Ward
- Michael Koester as Alderman for the Seventh Ward
- Andrew Chesney as Alderman At Large

ROLL CALL

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Present on roll call: Mayor Gitz and council members Tom Klemm, Peter McClanathan, Art Ross, Jodi Miller, Patrick Busker, Sally Brashaw, Michael Koester, and Andrew Chesney (8).

CONSENT AGENDA

Before a reading of the consent agenda items, Alderperson Miller requested removal of Consent Agenda, Item B, for discussion purposes.

The following remaining items were presented on the Consent Agenda in the council packet and Mayor Gitz read the listed items into the record [Consent Agenda PDF](#)

- A. Approval to receive and place on file:
 - 1) Police Department Report of Activities for March 2015
 - 2) Fire Department Report of Activities for March 2015
 - 3) Illinois Environmental Protection Agency Notice of Application of Permit to Manage Waste (LPC-PA16) dated April 24, 2015 in regard to Freeport Landfill No. 4
- C. Approval of Motor Fuel Register #0060 --- \$5,038.44
- D. Approval of Water and Sewer Bills Payable (Registers #331, 336, 338) --- \$214,840.15
- E. Approval of Payroll for pay period ending April 18, 2015 --- \$406,167.49
- F. Approval of Finance Bills Payable (Registers #332, 333, 334, 335, 337, 339) --- \$515,128.19

Alderperson Brashaw moved for approval of the consent agenda as presented, seconded by Alderperson Koester. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney (8)

Nays: none

Alderperson Miller asked if the applicant in the special event permit listed under Item B had paid the \$25.00 application fee. City Clerk Zuravel stated yes. Alderperson Miller moved for approval of Consent Agenda Item B shown as; Approval to authorize artwork on sidewalks pursuant to Codified Ordinances, Section 1026.18 for a Freeport Downtown Development Foundation event titled "Chalk Walk" on May 8, 2015. This motion was seconded by Alderperson Brashaw. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney (8)

Nays: none

The consent agenda items were approved.

RESOLUTION #R-2015-21:

RESOLUTION AUTHORIZING SUBMITTAL OF A USDA LOCAL FOODS PROMOTION PROGRAM GRANT
Colleen Johnson of Vandewalle and Associated provided an overview of the work done on Pretzel City Kitchens through a PowerPoint presentation. This presentation was also provided at the Committee of the Whole meeting on April 13, 2015 as a follow up to her grant close out.

Ms. Johnson provided that Pretzel City Kitchens is a planned commercial kitchen in Freeport, Illinois and the intent is to grow the regional economy in Freeport Illinois. The center will support specialty crop growers and food entrepreneurs by providing affordable certified commercial kitchen space available to rent by the hour. This will allow for turnkey services to help businesses move from recipes and business ideas to production and sales. There are education and training opportunities at the facility and opportunities for networking. The facility will also have a meeting office space and dry/cold storage

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space. There will also be space to showcase and sell local food products. There may be co-packing service. The key goals are regional economic development to support start-up and growth of food business and specialty crop farmers and support job training for un/underemployed. It also has a goal of food security by providing critical infrastructure to support more local and regional food production and consumption. Another goal is downtown reinvestment to put Freeport on the map as a culinary destination, providing locally produced food for area restaurants and supporting start-up of businesses that could locate downtown. It also has a goal of improving health and wellness by increasing access to fresh, healthy foods and to provide nutrition and food preparation education and outreach in the community. There is also a factor of youth development as a goal by building partnerships with youth serving agencies to promote food business and culinary education and training and this will be done through a partnership with CareerTEC of Freeport School District #145.

Ms. Johnson explained the target location is the former Stephen's Market, 1 W. Stephenson and Ms. Johnson showed the proposed layout. She stated a website has been set up to provide information on the partners, the opportunity, new, resources, and contact information. To view more information council members were encouraged to visit the website at www.pretzelcitykitchens.org. Members of University of Illinois Extension, Blackhawk Hills Regional Council and CareerTEC shared the benefits of this business opportunity to the community. She also provided several examples of planned commercial kitchens supporting the economy in Algoma, Wisconsin, Mineral Point, Wisconsin, Madison Wisconsin, Beloit, Wisconsin and the applicable products that started with those kitchens and have now gone to market. Ms. Johnson provided that the advisory team has worked together for the last three years to develop the plan and work together on the financials with representatives from Stephenson County Health Department, City of Freeport, Highland Community College, University of Illinois Extension, CareerTEC, Stephenson County Farm Bureau, Blackhawk Hills Regional Council and other interested persons from the community.

Ms. Johnson provided the following roles are anticipated to be fulfilled by the City of Freeport: potentially serve as the lessee of the facility, assist in pursuing and administering grants and local sources of matching funds to leverage grants (TIF, other), assist with project marketing and hosting community meetings/events, assist in pursuing opportunities and partnerships related to economic development, assist in maintaining stakeholder/supported database and other administrative support.

Mr. Dan Payette, Outreach Coordinator for Blackhawk Hills Regional Council explained that they will be writing the grant as an effort to spur collaboration for the partnerships and work to develop the local economy. He explained the roles of Blackhawk Hills would be to assist with funding proposals, and serving as a fiscal agent for grants/donations, oversee accounting, help to build regional partnerships, and promote as a regional economic development initiative.

Mr. Grant McCarty, local foods system and small farms educator explained the role of the University of Illinois Extension role would be the nutrition and food safety training/programming, connect with growers with other food entrepreneurs, and integrate efforts to build the local/regional food system.

Mr. Steve Konefes, CareerTEC culinary instructor and planned Pretzel City Kitchens Project Director explained the role of CareerTEC will be to hold culinary program on-site and seek to expand, exploring other opportunities for youth and culinary training and pursue funding. Ms. Johnson noted they have

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already applied for grant funding through CareerTEC. He added that as a culinary chef he is very interested in using the certified kitchen to rent for large event catering preparations. He summarized by saying the Pretzel City Kitchen will be mutually beneficial to many facets and it will help to build the economy in Freeport.

Ms. Johnson explained that this evening there is a resolution on the council agenda requesting authorization to submit an application to the USDA Local Foods Promotion Program Grant. This grant program offers a significant potential source of funding to start the Pretzel City Kitchens project. The City of Freeport has formed a partnership with the University of Illinois Extension, CareerTEC, and Blackhawk Hills Regional Council to advance this project. After undertaking detailed planning, market analysis, partnership development, facility planning, and cost estimating, the project team is well positioned to open Pretzel City Kitchens by 2016 if this grant is awarded. In the meantime, the team is actively pursuing a number of other funding sources to ensure that the Pretzel City Kitchens opens with little to no debt obligations to ensure its financial sustainability.

Ms. Johnson explained that initially they had anticipated that costs to open and start up to be between \$300,000 and \$400,000 and the estimates have now come in closer to \$200,000 due the facility operations already available in Stephens Market. This will allow for affordable retail space and one year operating costs. The CareerTEC was awarded a grant of close to \$10,000 from Freeport Community Foundation to hire project director, Chef Steve Konefes to help manager the project until it opens.

In the resolution presented before council it explained that the U.S. Department of Agriculture (USDA) Local Foods Promotion Program is making grants available of up to \$100,000 (with a matching requirement of 25% of project costs) to support the development and expansion of local and regional food business enterprises to increase domestic consumption of, and access to, locally and regionally produced agricultural products, and to develop new market opportunities for farm and ranch operations serving local markets.

Mr. Bruce Johnson of the Stephenson County Farm Bureau explained their support of the commercial kitchen concept and he has been a part of the task force that has been building momentum for the last five years. He shared this plan and concept with his board of directors and they strongly support that this is vital part of agricultural growth for the area. He explained that the Farm Bureau is willing to pledge support to make the Pretzel City Kitchen a reality.

Ms. Johnson explained that in the resolution presented this evening, the City of Freeport intends to apply for a USDA Local Foods Promotion Program Grant for up to \$100,000 on behalf of the four project partners leading Pretzel City Kitchens (City of Freeport, University of Illinois Extension, CareerTEC and Blackhawk Hills Regional Council. The City of Freeport commits to the 25% matching requirement (up to \$33,333 for a grant of up to \$100,000) that would need to be fulfilled by September 30, 2017 with the intent to cover the match first with revenues primarily from Pretzel City Kitchens and secondarily from the four project partners: City of Freeport, University of Illinois Extension, CareerTEC, and Blackhawk Hills Regional Council (or additional partners or funders) from either cash or in-kind contributions.

Ms. Johnson explained that this resolution is to apply for the grant and if awarded another resolution would be brought to council in order to approve the acceptance of such grant. This grant from offered by

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the USDA has a May 15, 2015 deadline and Blackhawk Hills Regional Council will be preparing the grant application.

Alderson Koester asked when the money for the approximately \$33,000 in grant match be needed to finance this project. Mayor Gitz explained that if at the time when we are noticed that we received that grant, then if funds are not available than you can say thank you we are not interested in the grant. It was then explained that the local match could be up to with the intent to cover the match first with revenues primarily from Pretzel City Kitchens and secondarily from the four project partners: City of Freeport, University of Illinois Extension, CareerTEC, and Blackhawk Hills Regional Council (or additional partners or funders) from either cash or in-kind contributions.

Alderson Brashaw asked if TIF funds could be used to fund the project. Ms. Johnson explained that they are not trying to use TIF funds but only if other funding sources are not met because there are a lot of partners that can bring resources to the table. This is a unique grant opportunity that may not be available next year.

Alderson Miller stated she loved the project and thinks it will be a benefit to downtown Freeport. She stated her concern is how much the grant will cost the City and how much as it already cost the City. It was explained that this project was built from a HUD grant and many other community partners have been actively supporting planning of Pretzel City Kitchens through an Advisory Team since 2012, including Highland Community College, the Stephenson County Farm Bureau, the Stephenson County Health Department, and area farmers as well as several other organizations who have expressed their strong support and interest in partnering, such as Freeport Health Network, and the Freeport Housing Authority (interest in partnering on potential job training opportunities), and area restaurants and others who want greater access to local food products. Each of the four core project partners have been very actively advancing the project toward the goal of opening by fall 2016, providing at least \$10,000 of in-kind services in the past year undertaking a variety of activities: (1) University of Illinois Extension – preparing drafts of nearly all operating documents needed when the facility opens, managing the Advisory Team, managing the user survey and contacting interested users, and recruiting new project partners and potential funders; (2) City of Freeport – managing the USDA grant funding project start-up activities and seeking partnership with building owner Gary Fontana; (3) CareerTEC – preparing the successful grant proposal to Freeport Community Foundation and serving as the Project Director’s employer to oversee the project until it opens; and (4) Blackhawk Hills – preparing grant applications, developing the Letter of Agreement, making presentations to request funding, facilitating project team meetings, and agreeing to act as fiscal agent for fundraising as once the project is operational.

Alderson Klemm stated he supports moving forward with the grant application to see if this project can move forward out of the planning stage and in September we will see if it is awarded but for now we can help move this project forward.

Alderson Klemm moved for approval of Resolution #R-2015-21 as presented, seconded by Alderson Brashaw. Mayor Gitz stated discussion on approval of the resolution is in order.

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Aldersperson Chesney stated his concerns on passage of the resolution this evening when we are serving as the lead on a lease for which you do not know the terms and whether the lease amount will be part of the budget.

Aldersperson Koester asked for clarification if we apply for the grant then can we legally pull out at a later date if we find that it does not fit into our budget projections for next fiscal year. Mayor Gitz noted that resolution is to apply for the USDA grant and, if at a later date, we find we do not have the dollars then we can work with the other partners to see if they can come up with the funding or not accept the grant. He stated in order to make the application deadline of May 15, this will need to be passed by council. In the presentation by Ms. Johnson she explained that Blackhawk Hills will be doing the grant writing and gathering the documents but it is only because of the three years of preliminary work that they have done thus far that they would be ready to submit and the resolution is necessary part of the grant application.

Aldersperson Chesney noted his concerns on moving forward with the resolution this evening because he would like answers on the financial commitment of the City and who will be the lease holder on the property.

Aldersperson Chesney made a motion to refer the resolution to the Committee of the Whole for further discussion, seconded by Aldersperson Koester.

Aldersperson Klemm noted that if you send the resolution to the Committee of the Whole you will kill this project for the grant application during this go around because you will miss the grant application deadline and it may not be available or not at this amount.

The motion to refer the resolution to the Committee of the Whole passed by a roll call vote of;
Yeas: McClanathan, Ross, Miller, Busker, and Chesney (5)
Nays: Klemm, Brashaw, and Koester (3)

(Note from Clerk - see new business for reconsideration of this resolution)

OTHER

REPORTS OF DEPARTMENT HEADS

Community Development

There were no reports from Community Development this evening.

Finance Department

Finance Director Cynthia Haggard was absent.

Public Works

Public Works Director Tom Dole had no report.

Fire

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Fire Chief Scott Miller provided an update on two notable fires in recent weeks which results total losses of accessory structures. He stated in one of the fires there was substantial damage to the vehicles housed in the structure. Alderperson Koester complimented the Fire Department on their response and action at a fire on Howard Street.

Police

Chief of Police Todd Barkalow provided an update on the May 2, 2015 Spring Chicken Special Event sponsored by the YMCA and then later that evening the arrivals for the Freeport High School prom attendees at the Masonic Temple. Chief Barkalow attended the graduation ceremony in Champaign on May 1, 2015 for the Canine Officer, Matt Anderson and Otto the canine. The canine unit is on the street as of today. The Freeport Police Department will continue to accept donations through the Freeport Community Foundation in order to assist with the expenses involved in initiating the canine unit.

Chief Barkalow stated the Freeport Police Department is accepting application for officers through the date of June 2, 2015. He stated information, instructions, a copy of the application, and required documents for Freeport Police Department Officer Testing are available on the City of Freeport website at www.cityoffreeport.org.

Alderperson McClanathan asked how many officers there were on staff. Chief of Police Todd Barkalow stated there are 43 sworn officers on staff and that number does not include the canine.

City Engineer

City Engineer Shaun Gallagher provided an update on the completion of the Jane Addams Trail connection into the downtown Freeport. He stated, based on the weather, they are hoping to begin the striping this week. They will soon take the bags off the signs. He provided an update on the Linden Street project and Route 75 (Adams Avenue) to complete the project as sidewalks, curb and gutter near completion. He provided an updated on light pole and upgrading to led bulbs.

Water and Sewer

Executive Director of Water and Sewer Tom Glendenning provided an update on hydrant flushing that will be conducted the second and third week of May. If there is notification of rusty water, please refer those callers to the Water and Sewer number.

Alderperson Chesney had a conversation with somebody on his staff and inquired about late fees and he then asked Director Glendenning if late fees are being charged and Director Glendenning stated yes. In addition to that, Alderperson Chesney asked the amount of time people are given to pay a water bill and Director Glendenning stated thirty days.

Library

Freeport Public Library Director Carole Dickerson was present and had no report.

MAYOR'S REPORT

Mayor Gitz stated he welcomes the incoming council representatives. Director Haggard will have the spending plan available in the Committee of the Whole packet for next week.

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COUNCIL ANNOUNCEMENTS/NEW BUSINESS

Aldersperson Tom Klemm stated he would like to make a motion to reconsider the resolution because if the council wants to pass it any time then doing so will be too late to apply for the grant because there is a May 15th application date and if it goes to the Committee of the Whole it will be too late so you have essentially took away three years of work and you have put it into the dumper. Corporation Counsel Griffin stated a motion to reconsider from Mr. Klemm would not be appropriate. She stated it would need to be made by a person voting in majority to send it to the Committee of the Whole. Aldersperson Klemm stated he looks forward to working with the council. He stated we may not always agree but we can do what is best for the City.

Aldersperson Peter McClanathan asked about the resolution that was before the council for the USDA grant. He stated he did not recall hearing the grant cycle, whether grant funds may not be available the following year, and that it would cause an adverse effect to the project not to have the funding this year and those items did not get to that point in discussion before discussion ended and a vote was taken.

Aldersperson McClanathan stated he would like to draft a policy regarding posting of council agendas to the public 48 business hours instead of 48 hours as required by the Open Meeting Act. He noted he did have a variety of questions but will hold them for further discussion.

Aldersperson McClanathan stated that as a member of the prevailing side, he would like to make a motion to reconsider sending the resolution (Resolution #2015-21, Resolution Authorizing Submittal of a USDA Local Foods Promotion Program Grant) to the Committee of the Whole meeting. This motion was seconded by Aldersperson Busker.

Aldersperson Klemm stated he does not think that is was brought up during the discussion that by sending this resolution to the Committee of the Whole that is was as though you are making it a dead issue. This is a wonderful project and essentially you voted down the project. He stated that by making the application it does not cost the City anything and now that project is gone.

Aldersperson Chesney stated he has no issue with the project itself. What he has the issue with is the resolution and what this could cost the City later. He would like to be able to see the plan of action and to see the terms of a lease. He stated he does not think that the City should be in the kitchen business. He stated this is the same issue with presenting the RFQ for City Hall in that they do not have enough information to base a decision.

Aldersperson Koester asked if the council could have a special meeting on Monday or Tuesday. He stated that he understands that we have an out at a later date if we do vote on the resolution to apply for the grant this evening.

Aldersperson Busker asked if there was a fee for filing the grant. It was explained that there was no fee for applying for the grant to the City and Blackhawk Hills will be writing the grant application using the data and material generated over the last two to three years by the committee working on this project.

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Mayor Gitz asked if there were any further questions on the motion to reconsider sending the resolution to the Committee of the Whole. He stated if you vote yes that you are voting to reconsider and if you vote no there will be no more discussion.

The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, and Koester (7)

Nays: Chesney (1)

Mayor Gitz stated the resolution is on the floor for approval in its original form.

Aldersperson Ross asked what the benefits of the resolution would be to the City in the 3rd Ward. Mayor Gitz stated that there a number citizens that could benefit from offering a commercial kitchen and they have researched it that those products could be sold at farmers markets or in the retail area of the Pretzel City Kitchen and there could be many people in the 3rd Ward who could take advantage of it. He stated that he estimates the City's share of the cost of the \$33,000 possible grant match would be about \$6,000 if shared with each of the partners and that is a pretty small cost for the benefit of this project coming to downtown Freeport.

Aldersperson McClanathan asked for the timing of the grant application. Mayor Gitz stated that fourteen days ago was when he heard of it and Ms. Johnson requested to begin to pursue the grant funds. He stated the May 15th date is the date the grant application is due to the USDA. He stated that is it typically for the City of Freeport to be asked to be the applicant.

Council members were provided the opportunity to ask questions of Mayor Gitz and Corporation Counsel Griffin regarding the grant application process.

Aldersperson Chesney asked if he could make a motion to place a restriction on the grant that it would need to come back to council. Corporation Counsel Griffin stated that would be appropriate and recommended wording be placed at the end of section 1, after the following: "Section 1. The City of Freeport hereby intends to apply for a USDA Local Foods Promotion Program Grant for up to \$100,000 on behalf of the four project partners leading Pretzel City Kitchens (City of Freeport, University of Illinois Extension, CareerTEC and Blackhawk Hills Regional Council)." She suggested adding a comma and inserting the words, "acceptance of such grant subject to City Council approval."

Aldersperson Chesney made a motion to amend the resolution under section one to add acceptance of the grant is subject to City Council approval. This motion was seconded by Aldersperson Klemm. Motion prevailed by voice vote without dissent.

Upon no further discussion, a roll call vote was taken on approval of Resolution R-2015-21 as amended. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney (8)

Nays: none

Resolution R-2015-21 (as amended on the floor) was adopted.

Mayor Gitz stated we will continue with new business or council announcements.

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Aldersperson Ross stated his thanks to the Public Works Department and Director Dole for the cleanup of the area on Hancock by Consolidated Grain. He received a phone call about the illegal dumping and when he got the chance to go look at it, then it was already cleaned up by Public Works.

Aldersperson Miller stated that she asked for clarification on the special event permit fees because she wanted to totally understand. She can understand why the fees are charged to a business but she does not see why the fee would be charge to a not for profit if the event is for the betterment of the community. She stated she will be asking Corporation Counsel to draft a waiver of the fee for the non-profits.

Aldersperson Miller stated that she has heard from business owners in the downtown restaurants that they would like to be able to serve cocktails outside on the sidewalk. The downtown businesses have expressed their concerns of having to turn down customers or tell them they have to go inside in order to have a cocktail. She stated she understands that they have to have a clear perimeter of three feet for clearance on the sidewalks. She would like to request that we look at an amendment to the current ordinance to add sidewalk cafe.

Corporation Counsel Griffin explained that typically an ordinance request that has to do with sale of alcohol would be referred to the Liquor Commission. She also noted she is pretty sure that there are only certain zones in the zoning codes which allow outdoor sales of liquor and that would need to be looked at as well. Counsel Griffin noted in the code book under the section for outdoor sales there is a fence requirement and she could give a copy of those restriction to Aldersperson Miller for her to review that wording as well. Counsel Griffin stated that Chief Barkalow would also want to weigh in on it and may have some concerns. She suggested sending the sample wording to the Liquor Commission on May 14, 2015. Aldersperson Miller stated she could provide sample wording that she obtained from the City of Chicago. City Clerk Zuravel noted that FDDF has a couple temporary liquor license applications on that agenda and they would be in attendance as well so they may have some comments on it.

Aldersperson Busker stated he has been receiving calls from people regarding vacant properties and was wondering if there was a list. Mayor Gitz stated there is a working list and he can have a copy to see where they are on the status for demolition.

Aldersperson Brashaw stated that a couple of weeks ago she had made the suggestion for citizens to adopt a block and is very pleased that people came forward and are helping to clean up the neighborhoods.

Aldersperson Koester welcomed the new council members and noted that this was going to be a short meeting based on the agenda. He announced that May 4th is international firefighter day and he thanked all those doing the job as firefighters. Aldersperson Koester stated that May is motorcycle awareness month and cautioned people to watch out for motorcycles. They only have one headlight and sometime people do not take the precaution and look extra times for oncoming motorcycles.

Aldersperson Chesney thanked the voters for electing him to his seat on the council. He stated that he appreciates their trust in him. He also thanked his wife and let it be known that he will work for the betterment of Freeport. Aldersperson Chesney stated in 2012 there was a bill presented that would address transparency of this council and he has asked Corporation Counsel to draft the ordinance to have it presented at the Committee of the Whole meeting next Monday. This ordinance would change procedures so that resolutions and ordinances would have to go through the Committee of the Whole.

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PUBLIC COMMENTS – AGENDA OR NON-AGENDA ITEMS

There were no public comments this evening.

EXECUTIVE SESSION (CLOSED SESSION)

City Clerk Zuravel read the following passages into the record:

- Pursuant to 5 ILCS 120/2 (c) (2) Collective negotiation matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees
- Pursuant to 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

At 8:35 p.m., Alderperson Brashaw moved to enter Executive Session (closed session), seconded by Alderperson Ross. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney (8)

Nays: none

At 10:20 p.m., Alderperson Brashaw moved to return from closed session, seconded by Alderperson Koester. The motion prevailed by a roll call vote of;

Yeas: Klemm, McClanathan, Ross, Miller, Busker, Brashaw, Koester, and Chesney (8)

Nays: none

Upon motion duly made and seconded, the meeting was adjourned at 10:22 p.m.

s/ Meg Zuravel

Meg Zuravel, City Clerk