



City Council Meeting Agenda

1. Call To Order, Pledge To Flag, Pastoral Prayer, Roll Call

The City of Monticello does not endorse religious faith. The prayer is intended to lend solemnity to the public meeting and invite an attitude of respect and consideration.

2. Public Participation

This is an opportunity for the public to provide public comment to the Presiding Officer. Those wishing to speak are required to sign in prior to commencement of the meeting and must address the Council from the seat and table provided. The public comments must comply with Ordinance 2014-02 and be limited to 5 minutes or less.

3. Consent Agenda - Approval Of Documents And Action Items As Listed:

3.1. Claims Report June 14, 2016 Through June 27, 2016

Documents:

[CLAIMS 6.14.16 - 6.27.16.PDF](#)

3.2. Hotel/ Motel Annual Report 2015

Documents:

[HOTEL.MOTEL ANNUAL REPORT 2015.PDF](#)

3.3. Planning And Zoning Board May 16, 2016 Minutes

Documents:

[5.16.16 PZB.PDF](#)

4. Mayor's Report

5. Old Business

6. New Business

6.1. Ordinance 2016-38 An Ordinance Amending The City Code Regarding Signs

This ordinance amends a portion of the zoning ordinance regulating signs, adding definition of special events signs, and the process involved with permanent signs on public right-of-way.

Documents:

[2016-38 MEMO.PDF](#)
[2016-38.PDF](#)

6.2. Ordinance 2016-39 An Ordinance Amending The City Code Regarding Signs

This ordinance amends the "General Offenses" chapter of the municipal code, clarifying

and expanding the description associated with the posting of bills.

Documents:

[2016-39 MEMO.PDF](#)
[2016-39.PDF](#)

6.3. Resolution 2016-40 Acceptance Of Proposal To Furnish Material And Approval Of Award.

Motor Fuel Tax (Oil and Chip Seal Coat)

Documents:

[RESOLUTION 2016-40 MFT.PDF](#)

6.4. Resolution 2016-41 A Resolution Authorizing An Encroachment Permit For Faith Christian School At 980 Iron Horse Place

Documents:

[CC MEMORANDUM \(ENCROACHMENT - FAITH CHRISTIAN SCHOOL\).PDF](#)
[RESOLUTION 2016-41 ENCROACHMENT PERMIT.PDF](#)
[CC MEMORANDUM ATTACHMENT \(ENCROACHMENT\).PDF](#)

6.5. Discussion On Disposition Of The First-Mid Illinois Property At 100 West Washington Street

City Staff wishes to discuss options for the redevelopment of the former First Mid-Illinois bank building.

Documents:

[CC MEMORANDUM \(FIRST MID ILLINOIS\).PDF](#)
[MONTICELLO BANK BUILDING RFP AGREEMENT 6_21_16.PDF](#)

6.6. Waste Water Treatment Project Update & Discussion

Fehr Graham Engineer Andy Kieser will be present to discuss/update the council on the WWTP Project.

7. Aldermen's Report

8. Police Chief's Report

9. City Administrator's Report

Documents:

[CC MEMORANDUM \(CA REPORT 6.27.2016\).PDF](#)

10. City Council Meeting Adjournment

Report Criteria:

Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor Name	Description	Net Invoice Amount	Amount Paid	GL Account Number
GENERAL FUND				
CARDMEMBER SERVICE	EE REIMBURSE	17.75	.00	01-0007-00
Total :		17.75	.00	
ADMINISTRATION				
CARDMEMBER SERVICE	MISC SUPPLIES	142.74	.00	01-51164-00
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	5.92	.00	01-51164-00
AREA-WIDE TECHNOLOGIES	MONTHLY MAINTENANCE	891.40	.00	01-51171-03
AREA-WIDE TECHNOLOGIES	COMPUTER SUPPORT	325.00	.00	01-51171-04
ARAMARK UNIFORM & CAREER APPAREL	LC MATS	76.83	.00	01-51171-07
BATTERY SOLUTIONS	BATTERY RECYCLING	74.95	.00	01-51172-04
BENEFIT PLANNING CONSULTANTS	HRA/COBRA SERVICES	182.60	.00	01-51172-04
STEPHENS, KATHERINE	OFFICE CLEANING	325.00	.00	01-51172-04
VERIZON WIRELESS	GIS	38.01	.00	01-51172-04
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	24.58	.00	01-51173-00
AMEREN IP	ELECTRIC/GAS	634.10	.00	01-51175-00
DIRECT ENERGY BUSINESS	ELECTRIC/GAS	155.21	.00	01-51175-00
MONTICELLO CITY UTILITY SERV	WATER	51.61	.00	01-51175-00
DIRECT ENERGY BUSINESS	ELECTRIC/GAS	96.35	.00	01-51175-01
MONTICELLO CITY UTILITY SERV	WATER/L.C.	28.61	.00	01-51175-01
CARDMEMBER SERVICE	CONFERENCES BM CM	739.62	.00	01-51176-00
CARDMEMBER SERVICE	ILCMA CONFERENCE REG BM	255.00	.00	01-51177-00
KURENT SAFETY INC	SAFETY SUPPLIES	95.94	.00	01-51178-01
Total ADMINISTRATION:		4,143.47	.00	
POLICE				
CARDMEMBER SERVICE	MISC SUPPLIES	13.99	.00	01-51334-00
RAY O'HERRON	UNIFORMS	1,019.58	.00	01-51334-00
CARDMEMBER SERVICE	MISC SUPPLIES	437.13	.00	01-51364-00
DAVE & HARRY LOCKSMITHS INC	KEYS	156.99	.00	01-51364-01
CARDMEMBER SERVICE	MISC SUPPLIES	704.97	.00	01-51371-01
CHAMPAIGN TELEPHONE	PHONE/UPDATES	202.10	.00	01-51371-01
MODERN MARKETING	EVIDENCE SUPPLIES	1,821.01	.00	01-51371-02
MUNICIPAL ELECTRONICS INC	RADAR CERT	280.00	.00	01-51371-02
CARDMEMBER SERVICE	MISC SUPPLIES	127.91	.00	01-51372-01
MEYER CAPEL	LEGAL FEES	213.50	.00	01-51372-01
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	3.00	.00	01-51373-00
VERIZON WIRELESS	CELL PHONE	371.49	.00	01-51374-00
DIRECT ENERGY BUSINESS	ELECTRIC/GAS	277.35	.00	01-51375-00
MONTICELLO CITY UTILITY SERV	WATER/POIICE	21.74	.00	01-51375-00
MONTICELLO CITY UTILITY SERV	WATER/POIICE	45.86	.00	01-51375-00
CARDMEMBER SERVICE	TRAINING JC	86.35	.00	01-51377-00
NEWS GAZETTE	POLICE AD	1,038.80	.00	01-51378-01
Total POLICE:		6,821.77	.00	
FIRE				
VERIZON WIRELESS	CELL PHONES	55.76	.00	01-51472-04
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	2.00	.00	01-51473-00

Vendor Name	Description	Net Invoice Amount	Amount Paid	GL Account Number
Total FIRE:		57.76	.00	
PUBLIC WORKS				
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	18.10	.00	01-51564-00
ULINE	TRASH LINERS	262.22	.00	01-51564-00
CARDMEMBER SERVICE	BEAUTIFICATION	750.14	.00	01-51564-08
COUNTRY ARBORS NURSERY INC	BEAUTIFICATION	619.95	.00	01-51564-08
JOHN DEERE FINANCIAL	VEH MAINT	453.95	.00	01-51571-02
LAWSON PRODUCTS INC	SUPPLIES	75.49	.00	01-51571-02
MARTIN EQUIPMENT OF IL	VEHICLE MAINTENANCE	132.34	.00	01-51571-02
MARTIN EQUIPMENT OF IL	VEHICLE MAINTENANCE	1,120.75	.00	01-51571-02
MARTIN EQUIPMENT OF IL	VEHICLE MAINTENANCE	1,281.77	.00	01-51571-02
MARTIN EQUIPMENT OF IL	VEHICLE MAINTENANCE	221.45	.00	01-51571-02
RICK RIDINGS FORD MERCURY	VEHC REPAIRS	55.92	.00	01-51571-02
RICK RIDINGS FORD MERCURY	VEHC MAINT	48.26	.00	01-51571-02
RICK RIDINGS FORD MERCURY	VEHC MAINT	8.12	.00	01-51571-02
SMITH AUTO & TIRE SERVICE	TIRES	383.30	.00	01-51571-02
SMITH AUTO & TIRE SERVICE	TIRE	96.12	.00	01-51571-02
U S A BLUE BOOK	MISC SUPPLIES	215.43	.00	01-51571-02
DJ'S MAINTENANCE & CONSTRUCT	SIDEWALK PROGRAM	270.00	.00	01-51571-06
UNITED PRAIRIE	PUBLIC WORKS SUPPLIES	244.84	.00	01-51571-07
GERDAU	LIMESTONE	292.80	.00	01-51571-08
ROGERS TRUCKING	STOCKPILE	340.87	.00	01-51571-08
CRESAP STUMP GRINDING	STUMP GRINDING	200.00	.00	01-51572-05
PDC/AREA COMPANIES	CITY CLEAN UP	1,810.12	.00	01-51572-07
PDC/AREA COMPANIES	CITY CLEAN UP	1,806.90	.00	01-51572-07
PDC/AREA COMPANIES	CITY CLEAN UP	593.10	.00	01-51572-07
PDC/AREA COMPANIES	CITY CLEAN UP	2,470.65	.00	01-51572-07
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	3.00	.00	01-51573-00
MONTICELLO CITY UTILITY SERV	WATER/PW	21.74	.00	01-51575-00
MONTICELLO CITY UTILITY SERV	WATER/PW	21.74	.00	01-51575-00
MONTICELLO CITY UTILITY SERV	WATER	34.36	.00	01-51575-00
DIRECT ENERGY BUSINESS	ELECTRIC/GAS	93.91	.00	01-51575-02
Total PUBLIC WORKS:		13,947.34	.00	
RECREATION				
JOHN DEERE FINANCIAL	VEH MAINT	113.31	.00	01-51671-02
TUSCOLA STONE COMPANY	BALL MAINT	202.06	.00	01-51671-08
MONTICELLO CITY UTILITY SERV	WATER	7.87	.00	01-51675-01
MONTICELLO CITY UTILITY SERV	WATER	54.08	.00	01-51675-01
MONTICELLO CITY UTILITY SERV	WATER	11.37	.00	01-51675-04
MONTICELLO CITY UTILITY SERV	WATER	7.87	.00	01-51675-04
CARDMEMBER SERVICE	MOVIE NIGHT	370.00	.00	01-51678-03
CARDMEMBER SERVICE	MISC SUPPLIES	193.60	.00	01-51678-05
ILLINOIS PORTABLE TOILETS	PORTABLE TOILET	54.00	.00	01-51678-06
LITTLE ILLINI JFL	FOOTBALL LEAGUE	1,168.00	1,168.00	01-51678-11
Total RECREATION:		2,182.16	1,168.00	
AQUATIC CENTER/POOL				
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	104.54	.00	01-51765-00
SAM'S CLUB	CONCESSIONS	2,519.85	.00	01-51765-00
SCHWAN'S HOME SERVICE	POOL CONCESSIONS	468.75	.00	01-51765-00
DIRECT ENERGY BUSINESS	ELECTRIC/GAS	825.75	.00	01-51775-00
CARDMEMBER SERVICE	SWIM TEAM SUPPLIES	245.00	.00	01-51778-01
CARDMEMBER SERVICE	SWIM TEAM SUPPLIES	98.75	.00	01-51778-02

Vendor Name	Description	Net Invoice Amount	Amount Paid	GL Account Number
Total AQUATIC CENTER/POOL:		4,262.64	.00	
CAPITAL IMPROVEMENTS DEPT				
ESCA CONSULTANTS INC	CHARMING ACRES DRAINAGE IMP	332.00	.00	01-51880-37
IL BRICK COMPANY	LIVINGSTON STREETSCAPE	8.74	.00	01-51880-40
PRAIRIE MATERIAL	LIVINGSTON STREET	637.20	.00	01-51880-40
PRAIRIE MATERIAL	LIVINGSTON STREET	955.80	.00	01-51880-40
PRAIRIE MATERIAL	LIVINGSTON STREET	584.10	.00	01-51880-40
PRAIRIE MATERIAL	LIVINGSTON STREET	796.50	.00	01-51880-40
AREA-WIDE TECHNOLOGIES	TELEPHONE UPDATE	150.00	.00	01-51880-41
Total CAPITAL IMPROVEMENTS DEPT:		3,464.34	.00	
Total GENERAL FUND:		34,897.23	1,168.00	
WATER WORKS				
WATER WORKS				
BRENNTAG MID-SOUTH INC	CHEMICALS	1,352.88	.00	02-52162-06
IMCO UTILITY SUPPLY CO	WATER PARTS	88.00	.00	02-52164-00
ROGARDS OFFICE PLUS	OFFICE SUPPLIES	13.49	.00	02-52164-00
SCHULTE SUPPLY	WATER SUPPLIES	52.12	.00	02-52164-00
EASYPERMIT POSTAGE	POSTAGE	556.16	.00	02-52164-01
DAVE & HARRY LOCKSMITHS INC	KEYED ENTRANCE	551.10	.00	02-52171-01
TEPPER ELECTRIC SUPPLY CO	ELECTRIC SUPPLY	12.89	.00	02-52171-01
COX ELECTRIC MOTOR SERVICE	MOTOR	428.00	.00	02-52171-05
U S A BLUE BOOK	COMPRESSOR	108.95	.00	02-52171-05
IMCO UTILITY SUPPLY CO	WATER PARTS	100.40	.00	02-52171-08
IL DEPT OF AGRICULTURE	APPLICATOR LICENSE KEIFER	20.00	.00	02-52172-04
ILLINOIS RURAL WATER ASSOC	MEMBERSHIP FEE	554.00	.00	02-52172-04
FASPRINT	SHIPPING	17.39	.00	02-52172-05
P D C LABORATORIES INC	TESTING	330.00	.00	02-52172-05
P D C LABORATORIES INC	TESTING	48.00	.00	02-52172-05
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	2.00	.00	02-52173-00
AMEREN IP	GAS & ELECTRICITY	249.75	.00	02-52175-00
IMCO UTILITY SUPPLY CO	WATER SUPPLIES	1,740.00	.00	02-52180-10
M&P UTILITY SERVICES INC.	WATER MAINS	13,842.00	.00	02-52180-10
WOODWORTH & SONS INC	EXCAVATOR	270.00	.00	02-52180-10
ESCA CONSULTANTS INC	STODDARD CT WATERMAIN PRJ	776.00	.00	02-52180-16
ESCA CONSULTANTS INC	DOWNTOWN ALLEY IMPROVEMENTS	661.50	.00	02-52180-17
FEHR GRAHAM	WTP STORAGE TANK REPLACEMENT	4,473.00	.00	02-52180-18
Total WATER WORKS:		26,247.63	.00	
Total WATER WORKS:		26,247.63	.00	
SANITATION				
SANITATION				
HAWKINS INC	CHEMICALS	1,021.25	.00	04-54762-00
EASYPERMIT POSTAGE	POSTAGE	556.17	.00	04-54764-07
CUMMINS CROSSPOINT	MAINTENANCE	965.94	.00	04-54771-01
INTERSTATE ALL BATTERY CTR	BATTERY FOR GENERATOR	385.90	.00	04-54771-01
MANUFACTURERS EDGE INC	PUMP	948.00	.00	04-54771-01
COE EQUIPMENT INC	SEWER SUPPLIES	369.17	.00	04-54771-02
JOHN DEERE FINANCIAL	VEH MAINT	14.85	.00	04-54771-02
IL DEPT OF AGRICULTURE	APPLICATOR LICENSE R CARTER	20.00	.00	04-54772-04
TOUCHTONE COMMUNICATIONS	LONG DISTANCE	1.00	.00	04-54773-00
MONTICELLO CITY UTILITY SERV	WATER/WWTP	30.36	.00	04-54775-00

Vendor Name	Description	Net Invoice Amount	Amount Paid	GL Account Number
MONTICELLO CITY UTILITY SERV	WATER/WWTP	7.87	.00	04-54775-00
IL SECTION AWWA	DIS MGMT TRAINING JAG	20.00	.00	04-54777-00
PDC/AREA COMPANIES	SLUDGE	25.61	.00	04-54778-01
ESCA CONSULTANTS INC	DOWNTOWN ALLEY IMPROVEMENTS	661.50	.00	04-54780-17
Total SANITATION:		5,027.62	.00	
Total SANITATION:		5,027.62	.00	
MOTOR FUEL TAX EXPENDITURES				
ESCA CONSULTANTS INC	MFT ENG	4,554.00	.00	05-55173-02
ESCA CONSULTANTS INC	SANGAMON RIVER BRIDGE STUDY	9,238.00	.00	05-55173-10
Total EXPENDITURES:		13,792.00	.00	
Total MOTOR FUEL TAX:		13,792.00	.00	
WORKING CASH ACCOUNT				
FEHR GRAHAM	WWTP IMPROVEMENTS IEPA LOAN PROGR	30,580.25	.00	06-46080-00
Total :		30,580.25	.00	
Total WORKING CASH ACCOUNT:		30,580.25	.00	
Grand Totals:		110,544.73	1,168.00	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

**Hotel/Motel Tax Annual Report
December 31, 2015**

Hotel/motel balance – January 1, 2015	\$51,976.16
Hotel/motel tax revenue	\$27,504.65
Distributed to Monticello Tourism	\$22,000.00
Hotel/motel balance – December 31, 2014	\$57,480.81

The hotel/motel revenue experienced a net increase in FY2015 from that in FY2014 of \$4,916.11. This figure represents a increase of \$5,010.82 from the Best Western with a decrease of \$94.71 from Foster's Inn.

Attached are reports which compare the 2014 and 2015 revenues from the hotel/motel tax and a historical report since FY2002. The balance of \$57,480.81 plus anticipated Hotel/motel tax revenue should be adequate to cover the budgeted expenditures of \$19,600 to Monticello Tourism for FY16.

Also, attached is the report provided by Monticello Chamber of Commerce covering the January 1 thru December 31, 2015. The report covers expenditures of the tax monies expended for tourism from the City of Monticello and indicates that Monticello Tourism ended the FY14 year with a net income of \$817.65.

Respectfully submitted,



Joanne Hodges
City Treasurer

**CITY OF MONTICELLO
HOTEL/MOTEL TAX REPORT**

Year Ending December 31, 2015

<u>Monthly Tax Payment</u>	<u>Best Western</u>	<u>Foster Inn</u>	<u>Tax Expended</u>	<u>Balance</u>
Balance brought forward from 12-31-2014				51,976.16
Feb-15	1,621.55	133.49		53,731.20
Mar-15	1,947.39	312.06		55,990.65
Apr-15		127.88	5,500.00	50,618.53
Jun-15	5,284.28	421.56		56,324.37
Jul-15		364.84	5,500.00	51,189.21
Aug-15	5,476.32	293.37		56,958.90
Sep-15		426.21	5,500.00	51,885.11
Oct-15	5,135.80	359.92		57,380.83
Nov-15	3,060.20	300.05	5,500.00	55,241.08
Dec-15	2,239.73			57,480.81
	24,765.27	2,739.38	22,000.00	57,480.81

**CITY OF MONTICELLO
HOTEL/MOTEL TAX REPORT**

Year Ending December 31, 2014

<u>Monthly Tax Payment</u>	<u>Best Western</u>	<u>Foster Inn</u>	<u>Tax Expended</u>	<u>Balance</u>
Balance brought forward from 12-31-2013				51,387.62
Jan-13	1,351.17	323.32		53,062.11
Mar-14	1,398.43	142.60		54,603.14
Apr-14	1,209.74			55,812.88
May-14		513.54	6,000.00	50,326.42
Jun-14	870.24			51,196.66
Jul-14	3,879.16	251.99		55,327.81
Aug-14		241.68		55,569.49
Sep-14		319.82		55,889.31
Oct-14	8,698.48	530.97	16,000.00	49,118.76
Nov-14		282.30		49,401.06
Dec-14	2,347.23	227.87		51,976.16
	19,754.45	2,834.09	22,000.00	51,976.16

**CITY OF MONTICELLO
HOTEL/MOTEL TAX REPORT**

Activity Report
As of 12/31/2015

	Taxes Received			Payments to	Balance
	Best Western	Foster Inn	Total	Monticello Tourism	
FY 2002	5,455.32	474.49	5,929.81		5,929.81
FY 2003	19,448.32	1,498.89	20,947.21	15,000.00	11,877.02
FY 2004	20,954.80	1,552.06	22,506.86	15,000.00	19,383.88
FY 2005	20,959.62	1,432.08	22,391.70	20,000.00	21,775.58
FY 2006	24,373.71	1,225.36	25,599.07	25,000.00	22,374.65
FY 2007	21,379.76	1,015.91	22,395.67	20,000.00	24,770.32
FY 2008	22,164.92	639.44	22,804.36	21,500.00	26,074.68
FY 2009	23,678.70	780.57	24,459.27	25,000.00	25,533.95
FY 2010	19,930.59	720.97	20,651.56	18,792.00	27,393.51
FY 2011	21,739.87	575.02	22,314.89	14,000.00	35,708.40
FY 2012	27,349.43	2,415.81	29,765.24	20,000.00	45,473.64
FY 2013	20,926.86	2,041.39	22,968.25	22,000.00	46,441.89
FY 2013B	17,514.05	2,098.68	19,612.73	14,667.00	51,387.62
FY 2014	19,754.45	2,834.09	22,588.54	22,000.00	51,976.16
FY 2015	24,765.27	2,739.38	27,504.65	22,000.00	57,480.81

Monticello Chamber of Commerce
Profit & Loss
January through December 2015

	<u>Jan - Dec 15</u>
Ordinary Income/Expense	
Income	
Grants	
City of Monticello tourism	<u>22,000.00</u>
Total Grants	<u>22,000.00</u>
Total Income	22,000.00
Expense	
Advertising	
Tourism Advertising	<u>9,817.11</u>
Total Advertising	9,817.11
Dues and Subscriptions	
Tourism Dues	<u>125.00</u>
Total Dues and Subscriptions	125.00
Payroll Expenses	
Tourism Salary	<u>9,800.48</u>
Total Payroll Expenses	9,800.48
Postage and Delivery	239.76
Professional Fees	
Tourism Web hosting	<u>1,200.00</u>
Total Professional Fees	<u>1,200.00</u>
Total Expense	<u>21,182.35</u>
Net Ordinary Income	<u>817.65</u>
Net Income	<u><u>817.65</u></u>

MINUTES OF THE PLANNING AND ZONING BOARD, MAY 16, 2016

The minutes of the regularly scheduled Planning & Zoning Board Meeting of May 16, 2016, held in Council Chambers of the Municipal Building in Monticello, Piatt County, Illinois.

Meeting convened at 7:00pm

MEMBERS PRESENT:

Mike Hawkins
Michael Beem
Tim Timmerman
Cindy Breitweiser
Gerald Day
Marthaan Riegel

Callie Jo McFarland
Bob Mahrt

MEMBERS ABSENT:

John Frerichs
City Clerk Harlan

Chairman Hawkins called the meeting to order at 7:00pm and roll call was taken. No individuals signed up for public participation, and there were no meeting minutes to approve. Chairman Hawkins stated the purpose of the meeting was to hold a public hearing and make a recommendation on a Variance request for 330 Gainesborough Court; a Conditional Use; and to discuss and make a recommendation on a proposed text amendment to the signage ordinance.

Ms. McFarland gave an overview of the Variance Request. Ms. Alexander would like to construct an enclosed porch over an existing deck on the north side of her property at 330 Gainesborough Court. Constructing the porch would encroach into the side yard setback, so Ms. Alexander is petitioning to reduce the sideyard setback from 9.025' to 8'6". All adjacent property owners were notified by certified mail, and a public hearing was published in the April 27th edition of the Piatt County Journal-Republican. There was no public comment brought to the attention of City Staff, and the Chimney's HOA had no concerns with the request. Chairman Hawkins opened the public hearing at 7:04pm, and with no public testimony, Ms. Breitweiser made a motion to close the public hearing at 7:05pm, with Mr. Beem seconding the motion. With no further discussion, Mr. Beem made a motion to approve the variance as written. Ms. Breitweiser seconded the motion and the motion carried unanimously.

First Baptist Church owns the property to the north of the church, 414 E. Livingston, which houses the parsonage and outdoor area for the church. The property also has an existing storage shed and play structure. The church would like to construct an open pavilion that is 20' x 45' to use as a fellowship area on the property. Because the zoning ordinance allows for one accessory structure, the church has applied for a conditional use permit to allow an additional accessory structure. All adjacent property owners were notified by certified mail, and a public hearing was published in the April 27th edition of the Piatt County Journal-Republican. There was no public comment brought to the attention of City Staff. Chairman Hawkins opened the public hearing at 7:09pm. There was no public testimony and Mr. Day made a motion to close the public hearing at 7:09pm, with Mr. Timmerman seconding the motion. Mr. Day made a motion to approve the conditional use request for 414 E. Livingston. Mr. Beem seconded the motion and the motion carried unanimously.

Based upon the direction from Mayor Stoner, City Staff was asked to take the signage ordinance to the attorneys for drafted amendments, particularly the section regarding temporary signage. Ms. McFarland stated that the existing ordinance as it relates to temporary signage presents discrepancies in interpretation, which also creates issues for enforcement. She reiterated that the City itself cannot control content or the message on the sign, as that is a freedom of speech violation. The City can only control size, placement, and duration. Additionally, the City cannot control the duration of time that political signs are placed. City legal counsel has reviewed the signage ordinance and recommends the following amendments. The first section of the proposed amendment is related to the posting of bills, and would be added to Chapter 130, (General Offenses). In section two, (Chapter 153, Zoning Ordinance), it is recommended the elimination of the temporary special event signs. The verbiage creates an issue with no definition of 'special event sign' without discriminatory actions. It is recommended that if the Planning & Zoning Board and City Council wishes to retain the 'special event sign' component, they need to discuss the height, size, location, number of sign, spacing, materials, and method of placement- not the content to go on the sign. Questions such as enforcement and the impact on the community entryway announcement signs were discussed, as well as the use of temporary event signage for events. Chairman Hawkins opened the public hearing, and Mr. Shreffler spoke questioning the trespassing of signage on public utility poles. The public hearing was closed at 7:31pm, after a motion and second. A motion was made by Mr. Day, seconded by Mr. Beem to approve the proposed text amendment. Motion carried.

With no further business, the meeting adjourned at 7:39pm.

Respectfully submitted by,

Callie Jo McFarland
City of Monticello



CITY COUNCIL MEETING MEMORANDUM

ITEM: Ordinance 2016-38 Zoning Text Amendment - Signage	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Callie Jo McFarland, Community Development Director
ATTACHMENTS: (X) ORDINANCE () RESOLUTION () OTHER SUPPORTING DOCUMENTS	DATE: June 16, 2016

BACKGROUND:

The Planning & Zoning Board made a motion to recommend approval of a proposed text amendment at the May 16th Planning & Zoning Board Meeting. After further consideration, there was a misunderstanding between staff and legal counsel on the method for temporary signage to continue, so the staff chose to withhold it from council action. The amendment would have in fact removed the opportunity for any temporary signage to occur that is on public property. The recommended proposed amendment allows for a definition of special event signs, and only providing authorization (with permission from the City Administrator) to those which are of government, charitable, or not-for-profit status.

Additionally, Staff recommends eliminating the conditional use process for signage on public property. Zoning, by definition, is a regulation that is designated for land uses on private property, not public property. Therefore regulating signage on public property through a zoning action is not a best practice. For permanent signage in the public right-of-way, the City would like to begin utilizing an encroachment permit process. This is a mechanism that is already in place in the City Municipal Code under the Streets and Sidewalks Chapter, in which permission is granted through City Council action. The City has not utilized this method but once (as per record), and Staff recommends this practice be followed in the future.

The Planning & Zoning Board met at their regular meeting on June 20, 2016, and made a recommendation to the Council to approve the text amendment as proposed, 7 yes, 0 no votes. The Planning & Zoning Board also made the comment that if the Council is to adopt this change, to please enforce the code as written.

RECOMMENDED ACTION:

It is recommended that the City Council discuss and vote to approve or deny this text amendment.

ORDINANCE No. 2016-38

**ORDINANCE
OF THE CITY OF MONTICELLO
AMENDING THE CITY CODE REGARDING SIGNS**

WHEREAS, the City Council of the City of Monticello has determined that it is in the best interest of the City to amend that part of the City Code dealing with temporary special event signs;

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Monticello that Article XV, Section 153.037 is hereby amended by adding thereto in Paragraph (C), "Definitions," the following definition of "Special Event Sign

Section 153.037 (C) *Definitions*

SPECIAL EVENT SIGN. Special event sign shall mean a temporary sign advertising or announcing a special community-wide event or activity conducted by or sponsored by or on behalf of a unit of local government, a charitable organization or a not-for-profit corporation. A special community-wide event or activity is one which seeks to attract donations, participants, or customers throughout the City of Monticello.

BE IT FURTHER ORDAINED, that Section 154.037(H) is hereby amended to read as follows.

153.037 SIGNS.

(H) *Exceptions.* Temporary special event signs may be placed in public right-of-way or on city property with the written permission of the ~~Superintendent of City Services~~ ***City Administrator***. The temporary special event signs may be placed no more than 2 weeks prior to the advertised event and must be removed no later than 3 days after the event.

Permanent signs may be placed in public right-of-way ~~or on city property~~ with the issuance of a ~~conditional use permit~~ ***an Encroachment Permit pursuant to Sections 94.075-94-079 of this Code***. ~~Holiday decorations are excepted from these regulations.~~ ***Any such sign shall constitute a limited public forum for placement of messages relating to the activity or business of the permittee only.***

BE IT FURTHER ORDAINED, that this Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED this 27th day of June, 2016

VOTE:

AYES: _____

NAYS _____

ABSTAIN: _____

APPROVED this 27th day of June, 2016

Mayor

ATTEST:

City Clerk



CITY COUNCIL MEETING MEMORANDUM

ITEM: Ordinance 2016-39; Ordinance Update, 130.03, Posting of Bills	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Callie Jo McFarland, Community Development Director
ATTACHMENTS: <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER SUPPORTING DOCUMENTS	DATE: June 27, 2016

BACKGROUND:

After some discrepancies in the interpretation of the sign ordinance, in particular the vagueness of the temporary signage regulations, Mayor Stoner has requested Staff look into the current code for amendments.

Proposed Section 130.03 expands and clarifies “Posting Bills” on public property, particularly prohibiting signs on poles or other facilities in the public right-of-way. The proposed amendment does retain the existing provision that these items can be allowed in the right-of-way, upon issuance of a permit, so instances where schools or organizations are promoting temporary events or activities would just need permission from the City Administrator, as defined in ordinance 2016-38. This proposed amendment only regulates the time, place and manner of the postings, but the City cannot regulate the content or message of the signs.

RECOMMENDED ACTION:

It is recommended that the City Council discuss and vote on this ordinance.

ORDINANCE No. 2016-39

**ORDINANCE
OF THE CITY OF MONTICELLO
AMENDING THE CITY CODE REGARDING SIGNS**

WHEREAS, the City Council of the City of Monticello hereby finds and determines that it is in the best interest of the health, safety and welfare of the City to revise the Code of City Ordinances regarding signs;

NOW THEREFORE BE IT ORDAINED, by the Mayor and City Council of the City of Monticello that the Code of Ordinances is hereby amended as follows.

Section 1. Section 130.03 is amended to read as follows.

§130.03 POSTING BILLS

It shall be unlawful to post, attach or affix any sign, advertising, notice or other printed, painted or other graphic matter or material on any pole, equipment, traffic control device, fixture, furniture or other object in the public right-of-way without a permit issued by the City. This Section shall not apply to a governmental agency or public utility acting in furtherance of its authorized purpose. The City may remove and discard any material which violates this Section.

BE IT FURTHER ORDAINED, that this ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED this 27th day of June, 2016

VOTE:

AYES: _____

NAYS: _____

ABSTAIN: _____

APPROVED this 27th day of June, 2016

Mayor

ATTEST:

City Clerk



**CITY COUNCIL
MEMORANDUM**

ITEM: Resolution 2016-40 Acceptance of Proposal to Furnish Materials and Approval of Award. Motor Fuel Tax (Oil and Chip Seal Coat)	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Terry Summers, Engineering Technician
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER SUPPORTING DOCUMENTS	DATE: June 27, 2016

BACKGROUND:

The City Council approved \$110,000, as part of the FY 2016 Motor Fuel Tax (MFT) Expenditures Budget. The City of Monticello received two bid proposals for this project and conducted a bid opening at 10:00 a.m. on Tuesday, June 14th. Please refer to the attached Tabulation of Bids form.

The Mayor and City Clerk will need to sign the Contract Bond for execution of the Contract. The Contractor has supplied all supporting contract documents including Certificate of Liability Insurance to the City.

The Resolution for Acceptance of Proposal to Furnish Materials and Approval of Award (BLR 12330) is supplied by and in the required form of the Illinois Department of Transportation Bureau of Local Roads.

A map of the streets receiving a seal coat is attached for your use as well.

RECOMMENDED ACTION:

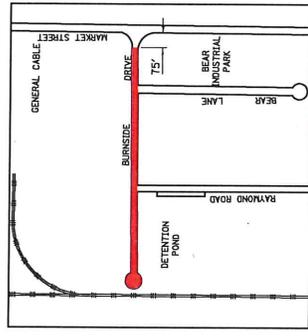
It is recommended that the City Council review and approve Resolution 2016-40, "Resolution for Acceptance of Proposal to Furnish Materials and Approval of Award" to Earl Walker Company.

LEGEND

-  BITUMINOUS SURFACE TREATMENT A-1
- NONE BITUMINOUS SURFACE TREATMENT A-2
- NONE BITUMINOUS SURFACE TREATMENT A-3
- NONE ASPHALTIC EMULSION SLURRY SEAL
- NONE BASE RESTORATION
-  APPLY SURFACE TREATMENT TO INTERSECTION RADII



MFT 2016





CITY COUNCIL MEMORANDUM

ITEM: A Resolution authorizing an Encroachment Permit for Faith Christian School at 980 Iron Horse Place. (Resolution 2016-41).	DEPARTMENT: City Administration/Public Work Department
AGENDA SECTION: Old Business	SUBMITTED BY: Bob Mahrt, City Administrator
ATTACHMENTS: () ORDINANCE (X) RESOLUTION (X) OTHER SUPPORTING DOCUMENTS	DATE: June 27, 2016

BACKGROUND:

The City of Monticello is in receipt of an Encroachment Permit application from Faith Christian School for the installation of a four foot tall chain link on public right-of-way adjacent to 980 Iron Horse Place. The fence is intended to enclose an existing play area for the Day Care Center.

Sections 94.75-94.079 of the Municipal Code allow for Revocable Permits to be issued for encroachments on public right-of-way. The applicant has provided a complete Encroachment Permit application and a Certificate of Insurance for the proposed encroachment. (A copy of the application materials are attached for City Council review).

RECOMMENDED ACTION:

It is recommended that the City Council review and take formal action on Resolution No. 2016-41 authorizing a fence encroachment on public right-of-way adjacent to 980 Iron Horse Place. (A copy of the Resolution is attached for City Council review).

RESOLUTION 2016-41

**RESOLUTION
OF THE CITY COUNCIL OF THE CITY OF MONTICELLO
APPROVING AN ENCROACHMENT PERMIT**

WHEREAS, the City of Monticello has received an application from Faith Christian School for a permit to allow installation of a fence on City property at 980 Iron Horse Place to enclose a children's play yard; and

WHEREAS, Section 94.075 – 94.079 of the City Code allows issuance of Encroachment Permits for privately-owned structures on City property; and

WHEREAS, the City Council of the City of Monticello hereby finds and determines that it is in the best interest of the City to allow the construction of the fence;

NOW THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Monticello, that the City Administrator is authorized to issue an Encroachment Permit for the fence at the above location. The permit is issued specifically to the named permittee and does not run with the land. In the event the use of the property changes, the Permit shall expire.

BE IT FURTHER RESOLVED, that the City shall not be liable for any loss, injury, costs, fees, claim or damage arising out of the issuance of the Permit.

BE IT FURTHER RESOLVED, this Resolution shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED this 27th day of June, 2016

VOTE:

AYES: _____

NAYS: _____

ABSTAIN: _____

APPROVED this 27th day of June 2016

Mayor

ATTEST:

City Clerk



ENCROACHMENT PERMIT APPLICATION

APPLICANT INFORMATION

Name: Faith Christian School
 Mailing Address: 980 Iron Horse PL
Monticello, IL 61856
 Phone Number: 217-762-7240 Email Address: fcsmonticello@aol.com

PERMIT INFORMATION

Location of Proposed Encroachment: _____

Encroachment Permit Requested: (980 Iron Horse PL)
 Temporary Time Period: As long as school is
 Permanent there. Fence would be
removed if the school
closed or moved.

Type of Encroachment Permit:
 Sign
 Fence
 Structure(s)
 Pavement
 Hardscape Landscaping
 Other

Provide a general description of the proposed encroachment including materials and dimensions.

Brown 40 x 80 x 45 ft
4 ft Chain link fence to enclose an area that
is used as a play yard for the children.

REQUIRED APPLICATION MATERIALS

- a) Provide a description of the proposed encroachment including nature of construction, material to be used, exact dimensions, drawing of encroachment, and location of existing utilities. Attached
- b) Provide the City with a Certificate of Insurance, showing the City of Monticello as an additional insured on the property's liability insurance. The liability limits should be a minimum of \$1,000,000 for a single occurrence with a \$3,000,000 aggregate. Where applicable, the certificate should also show worker's compensation coverage. The applicant shall indemnify and hold the City of Monticello harmless for any action, proceeding or claim of liability asserted against it as a result of the operation of an encroachment. Attached

The undersigned, hereby states that the information contained in this application is true to the best of his/her knowledge and that all statements set forth are of his/her own free will. The applicant agrees to pay any and all expenses, including compensation for damages, caused by the encroachment and that will indemnify and hold harmless the City from any action, proceeding or claim of liability asserted against the City resulting from the encroachment or the issuance of the encroachment permit.

Theresa J Peterson
 Applicant

6-15-16
 Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/21/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Church Mutual Insurance Company 3000 Schuster Lane Merrill WI 54452	CONTACT NAME: Cathy J Dupuis PHONE (A/C, No, Ext): 1-800-554-2642 Option 1 E-MAIL ADDRESS: cs2@churchmutual.com		FAX (A/C, No): 855-264-2329
	INSURER(S) AFFORDING COVERAGE INSURER A: Church Mutual Insurance Company		NAIC # 18767
INSURED FAITH CHRISTIAN SCHOOL 980 IRON HORSE PL MONTICELLO IL 61856-8120	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER: 2**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		0160059-02-835564	11/06/2015	11/06/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Revised: Evidence of Liability Insurance for putting up a fence at Faith Christian School, 980 Iron Horse Place, Monticello, IL 61856 beginning on June 13, 2016 throughout the policy period. Commercial General Liability Additional Insured = City of Monticello, subject to the coverage provided by the referenced policy. UWAP 116 - A220.

CERTIFICATE HOLDER

City of Monticello
 210 N Hamilton
 Monticello, IL 61856-1664

CANCELLATION

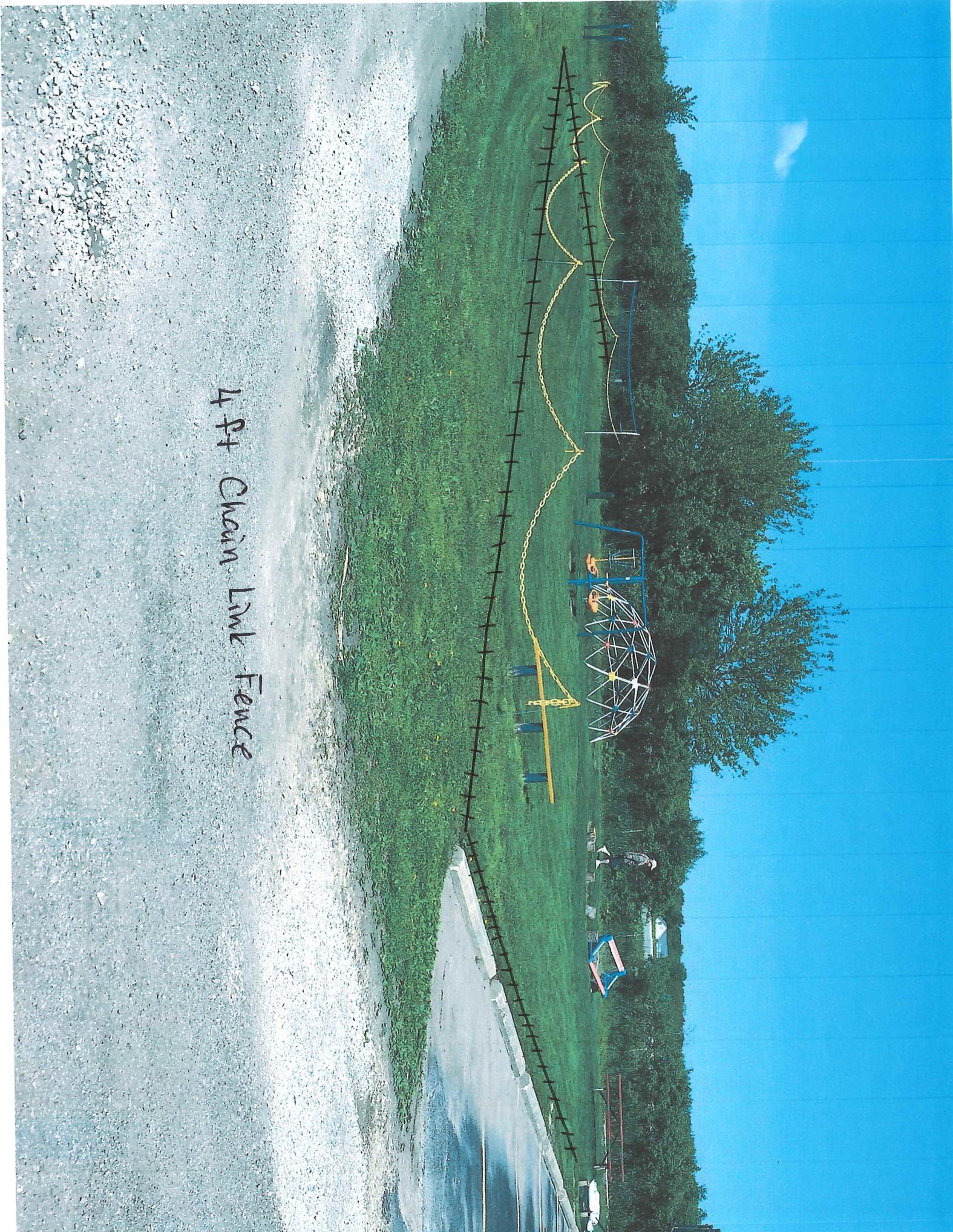
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

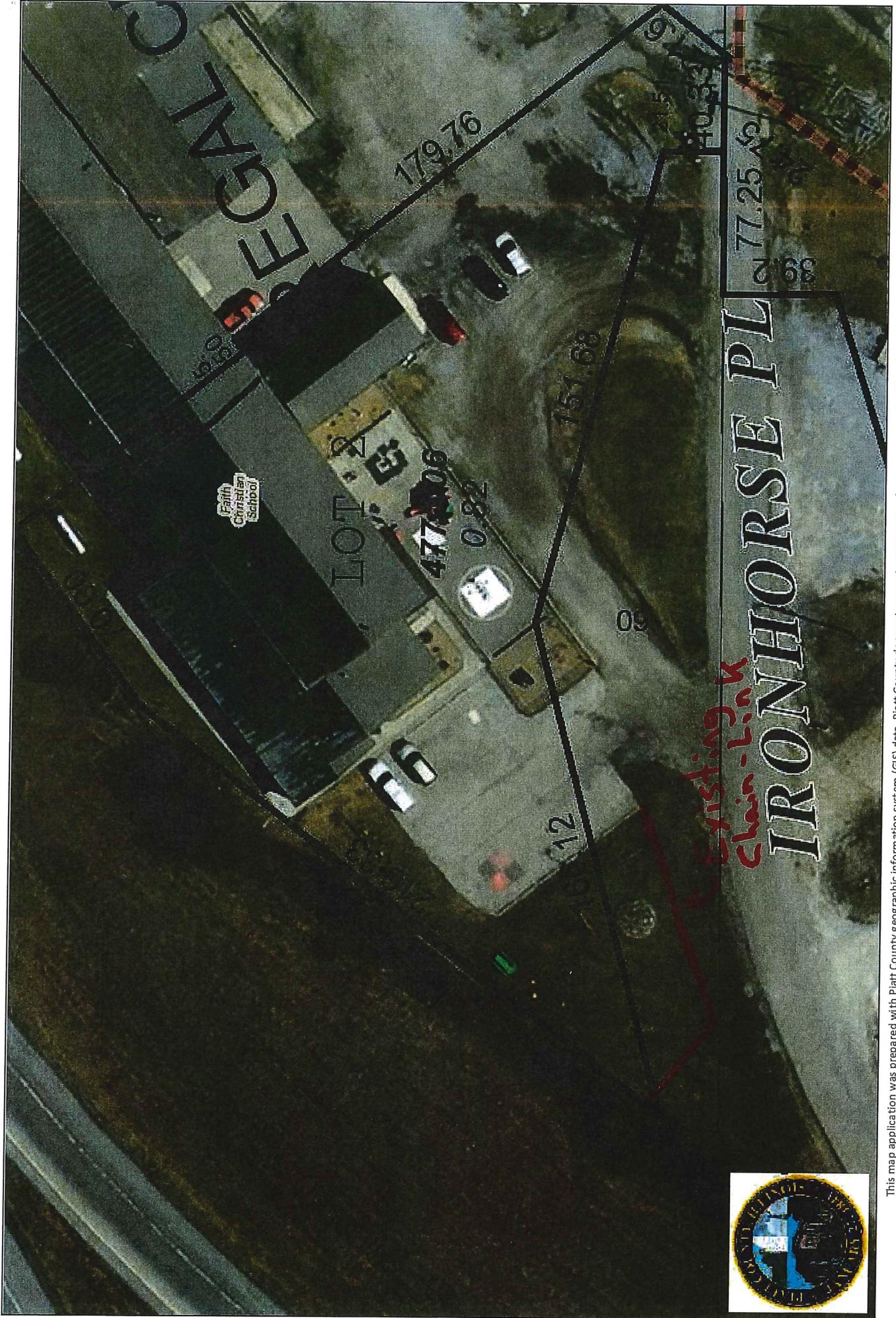
Cathy Dupuis

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4 ft Chain Link Fence



GIS Webmap Public Interface Piatt County, Illinois



This map application was prepared with Piatt County geographic information system (GIS) data. Piatt County does not warrant or guarantee the accuracy or suitability of GIS data for any purpose. The GIS data within this application is intended to be used as a general index to spatial information and not intended for detailed, site-specific analysis or resolution of legal matters. Users assume all risk arising from the use or misuse of this application and information contained herein. The use of this application constitutes acknowledgement of this disclaimer.





CITY COUNCIL MEMORANDUM

ITEM: Discussion On Disposition of the First Mid-Illinois Property at 100 West Washington Street.	DEPARTMENT: City Administration
AGENDA SECTION: New Business	SUBMITTED BY: Bob Mahrt, City Administrator
ATTACHMENTS: () ORDINANCE () RESOLUTION (X) OTHER SUPPORTING DOCUMENTS	DATE: June 27, 2016

BACKGROUND:

On January 25, 2016, the City Council adopted Resolution No. 2016-04 regarding the acceptance of the donation of the First Mid-Illinois Bank & Trust building and parking lot at 100 West Washington Street. The Resolution outlined that proceeds from the sale or lease of the property be used to establish a Revolving Loan Program for gap funding for Monticello businesses. The property was transferred to the City on March 31, 2016.

At the Study Session on May 2, 2016, the City Council authorized City Staff to undertake a new commercial property appraisal. On May 23, 2016, Whitsitt & Associates, Inc. provided the new appraisal of the property with a market value of \$655,000.00. (A copy of the appraisal summary is attached for City Council review).

The Illinois State Statutes allow for the sale of surplus municipal properties in one of two ways including:

- a) Sale of Surplus Property under 65 ILCS 5/11-76-4.1. Generally, the corporate authorities may accept any contract proposal determined by them to be in the best interest of the municipality by a vote of two-thirds of the corporate authorities then holding office, but in no event at a price less than 80% of the appraised value.
- b) Sale of Surplus Property under 65 ILCS 5/11-76-2. Generally, the corporate authorities adopt an Ordinance authorizing the sale of the property and publish the notice once a week for three consecutive weeks and accept sealed bids for the purchase.

City Staff does not assume that the property would sell for 80% of the appraised value and therefore are requesting consideration for marketing the property through the use of a regional commercial real estate firm or under a “Request For Proposals” (RFP) process. It is assumed that the use of a regional commercial real estate firm would have a fee of approximately 6% upon the sale of the property. Staff is concerned that there may be a limited marketing reach offered through the use of a regional commercial real estate firm and that offer(s) generated

through this process may not achieve the redevelopment goals of the City Council (i.e. major employer; increase sales and property tax; community asset).

Section 4(c) of the Illinois TIF Act states that a municipality may sell property in a TIF district “in the manner and at such price the municipality determines is reasonably necessary to achieve the objectives of the redevelopment plan and project.” This allows for waiver of the property to be sold at minimum of 80% of the appraised value, and no supermajority vote is required for the transfer of property. Disclosure is required of the terms of the disposition and of all bids and proposals made in response to the municipality’s request. The procedures for obtaining such bids shall provide reasonable opportunity for any person to submit alternative proposals or bids, similar to what was discussed for the Pepsin property a few months back.

Staff believes strongly that an RFP process would best meet the needs of the City for the redevelopment of the property. Essentially, the RFP document provides the context for a developer to consider an investment in the property; establishes the preferred development outcomes; and outlines submittal criteria/timelines for all interested parties. The RFP could be drafted in-house utilizing existing documents and examples of similar properties.

Staff had contacted a Midwest region economic development firm for preliminary costs on preparing an RFP and marketing the property. The preliminary costs for the overall process appeared to be prohibitively expensive. However, elements of a scope of work regarding identifying local, regional, State-wide and Midwest real estate developers, as well as, coordination of the distribution of the RFP have merit that could supplement an RFP prepared by City Staff.

RECOMMENDED ACTION:

City Staff request the City Council discuss the potential alternatives for the redevelopment of the First Mid-Illinois Building and Parking Lot at 100 West Washington Street.



Economic Development Resources

Ms. Callie Jo McFarland
Director of Community Development
City of Monticello
210 N. Hamilton
Monticello, Illinois 61856

June 21, 2016

Dear Callie,

As you have requested, I have enclosed an Agreement that will allow us to work with the City to review a Request for Proposals, to be created by the City, for the redevelopment of the former Mid-Illinois Bank & Trust building (100 W. Washington St.), and to assist the City in selecting a redeveloper for the building. We have significant experience in creating (and reviewing) RFPs and related materials, and identifying developers for (re)development opportunities, in communities throughout the Midwest, most recently for the City of Ellisville, MO, the Village of East Alton, IL, and the Village of Cerro Gordo, IL. Please let me know if you would like contact information for any of these municipalities.

The work to review the Request for Proposals, and assist the City the selection of a respondent to the Request, is dependent on, among other factors, the number of respondents to the RFP, the meetings with the respondents and with the City, and EDR's involvement in the negotiation of the redevelopment agreement with the entity selected for the redevelopment of the Bank. Consequently, we have provided an estimated "not to exceed" cost for these services.

Should you have any questions concerning the Agreement, please let me know; if not, please have one copy signed and return a fully executed copy to me.

We look forward to working with you, and the community, on this important project.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Julian M.D. Jacquin', is written over a light blue horizontal line.

Julian M.D. Jacquin
Senior Project Manager

: enclosure

AGREEMENT FOR TECHNICAL SERVICES AND ASSISTANCE
BY AND BETWEEN
THE CITY OF MONTICELLO, ILLINOIS,
AND
ECONOMIC DEVELOPMENT RESOURCES, L.L.C.

THIS AGREEMENT, entered into this ____ day of _____, 2016 by and between the City of Monticello, Illinois hereinafter referred to as the “City”, and Economic Development Resources, L.L.C., hereinafter referred to as “EDR”.

WHEREAS, the City has need of assistance to review a Request for Proposals (“RFP”), to be created by the City, for the redevelopment of the former First Mid-Illinois Bank & Trust building, 100 W. Washington St. (the “Bank”); and,

WHEREAS, the City has need of assistance in the selection of a respondent to the RFP as the entity to redevelop (the “Redeveloper”) the Bank; and,

WHEREAS, EDR is duly experienced in providing such assistance;

NOW, THEREFORE, the City and EDR, for the considerations and under the conditions hereinafter set forth, do mutually agree as follows:

SCOPE OF SERVICES

At the direction of the City, EDR will:

1. Review the RFP created by the City for the redevelopment of the Bank, and provide comment to the City;
2. Identify – and provide the City with a list of – local, regional, State-wide and Midwest real estate developers, to be used by the City in its solicitation of such developers;
3. Assist the City in the distribution of the RFP to various media, and directly to the identified real estate developers;
4. Provide “follow-up” communication (phone, email, etc.) to the identified real estate developers;
5. Review responses to the RFP received by the City, and meet with the City to discuss these responses;
6. Meet with real estate developers, as selected by the City, that have responded to the RFP;
7. Work with the City to select the Redeveloper for the redevelopment of the Bank;

8. Assist the City in negotiating an agreement with Redeveloper for the redevelopment of the Bank;
9. Provide assistance for similar activities, as directed by the City.

FEE

EDR's work will be provided on an hourly basis, in accordance with the Standard Hourly Rates shown below. The parties acknowledge that the work required to complete this Scope is dependent on, among other factors, the number of respondents to the RFP, the meetings with the respondents and with the City, and EDR's involvement in the negotiation of the redevelopment agreement with the Redeveloper. EDR estimates that this work can be completed for an amount not to exceed \$25,000, plus actual out of pocket expenses.

Standard Hourly Rates

President.....	\$260
Senior Project Manager.....	\$135
Project Manager.....	\$110

Actual out of pocket expenses will be billed monthly to the City at their direct cost to EDR. Such expenses consist of actual costs incurred by EDR for printing, delivery, travel, long distance telephone charges and any other similar expenses required to provide the above Scope of Services.

Payment of the hourly charges due, and out of pocket expenses, will be made to EDR within 30 days of the receipt of the Statement concerning these items. Unpaid Statements will accrue interest of 1.5% per month until paid.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this ____ day of _____, 2016.

ATTEST:

CITY OF MONTICELLO, ILLINOIS

 Larry Stoner
 Mayor

ATTEST:

ECONOMIC DEVELOPMENT RESOURCES L.L.C.





 Eugene Norber
 President



CITY COUNCIL MEMORANDUM

ITEM: City Administrator’s Report.	DEPARTMENT: City Administration
AGENDA SECTION: City Administrator’s Report.	SUBMITTED BY: Bob Mahrt, City Administrator
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER SUPPORTING DOCUMENTS	DATE: June 27, 2016

GENERAL ACTIVITIES:

- Boards/Commissions/Committee Activities:

Attended the Planning & Zoning Commission meeting on June 20, 2016. P&Z continued discussion on the Text Amendment regarding temporary/permanent signage on public right-of-way and established a new definition for “Temporary Special Event Sign”.

- General Office Activities:

Staff completed review of the preliminary plans and specifications for the Waste Water Treatment Plant Improvements and provided correspondence to the engineer.

Staff completed the ITEP grant application for the “Monticello – East Prairie Pathway/Sangamon River Trail Enhancement Project”. The City Administrator appreciates the extra efforts by Callie Jo McFarland and Terry Summers to complete the grant application on the behalf of the City.