City of Galena, Illinois

AGENDA

REGULAR CITY COUNCIL MEETING

MONDAY, MARCH 28, 2016

6:30 P.M. – CITY HALL 101 GREEN STREET

ITEM	DESCRIPTION
16C-0105.	Call to Order by Presiding Officer
16C-0106.	Roll Call
16C-0107.	Establishment of Quorum
16C-0108.	Pledge of Allegiance
16C-0109.	Reports of Standing Committees
16C-0110.	Citizens Comments • Not to exceed 15 minutes as an agenda item • Not more than 3 minutes per speaker • No testimony on zoning items where a public hearing has been conducted

PUBLIC HEARING

ITEM	DESCRIPTION	PAGE
16C-0111.	Public Hearing on the Fiscal Year 2016-17 Operating Budget	4-17

CONSENT AGENDA CA16-06

ITEM	DESCRIPTION	PAGE
16C-0112.	Approval of the Minutes of the Regular City Council Meeting of March 14, 2016 and the Special Meeting of March 21, 2016	18-24
16C-0113.	Approval of Request by the Downtown Business Association for Sidewalk Sales May 13-15, 2016 and August 12-14, 2016	25-26

UNFINISHED BUSINESS

ITEM	DESCRIPTION	PAGE
16C-0077.	Discussion and Possible Action on a Proposal by the Galena Area Chamber of Commerce to Modify the Terms of the Lease for the Depot	27-28

NEW BUSINESS

ITEM	DESCRIPTION	PAGE
16C-0114.	Discussion and Possible Action on Request by Dale Glick to Perform Maintenance at the Old City Cemetery	29
16C-0115.	Discussion and Possible Action on a Request by the Jo Daviess Conservation Foundation for Prescribed Burning at Gateway Park and the Buehler Preserve for Ecological Purposes	30
16C-0116.	Discussion and Possible Action on Auditing Services Contract	31-32
16C-0117.	Discussion and Possible Action on Engineering Services for Phase 3 of the Galena River Trail	33
16C-0118.	Warrants	34-39
16C-0119.	Alderpersons' Comments	
16C-0120.	City Administrator's Report	
16C-0121.	Mayor's Report	
16C-0122.	Motion for Executive Session Including: • Section 2 (c) (2) – Collective negotiating matters and deliberations concerning salary schedules. • Section 2 (c) (21) Review of Executive Session Minutes	
16C-0123.	Adjournment	

CALENDAR INFORMATION

BOARD/COMMITTEE	DATE	TIME	PLACE
Historic Preservation Comm.	Thurs. April 7	6:30 P.M.	City Hall, 101 Green Street
City Council	Mon. April 11	6:30 P.M.	City Hall, 101 Green Street
Zoning Board of Appeals	Wed. April 13	6:30 P.M.	City Hall, 101 Green Street
Deer Committee	Wed. April 20	6:30 P.M.	City Hall, 101 Green Street
Turner Hall Committee	Thurs. May 5	8:30 A.M.	Turner Hall, 115 S. Bench Street

Posted: Thursday, March 24, 2016 at 3:30 p.m. Posted By:

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: March 9, 2016

RE: FY 2016-17 Operating Budget Transmittal

I am attaching for your consideration the Fiscal Year 2016-17 (FY 17) City of Galena Operating Budget. This report is intended to provide you with an overview of the budget in preparation for our upcoming budget work sessions. The first work session is scheduled for Monday, March 21 at 5:00 p.m. at City Hall.

In preparing the budget, the staff and I attempt to be realistic when projecting revenues and restrained when allocating expenses. We enter the budget process with the goal of balancing revenues and expenses for all of our 23 funds. While not every individual fund is balanced, I am pleased to propose a total budget with a *surplus* of $20,660. To arrive at the surplus budget, some planned expenses were omitted. I will review those expenses in this report and recommend that the council discuss the possibility of adding them to the final budget.

I believe the proposed budget is one important indication that the City's finances may still be characterized as healthy and stable. I expect to complete the present fiscal year with fund balances across all funds totaling $6.6 million. With the implementation of the proposed budget, the combined fund balance would end the next fiscal year in nearly the same strong position.

I am hopeful that this report will assist you in understanding my goals in formulating the budget, the proposed operations and projects, the condition of the individual funds, and the condition of the overall City finances.

BUDGET GOALS

Focusing on long-term financial sustainability across all funds, I approached the budget with the following goals:

- Achieve 100% compliance with our Minimum Fund Balance Policy
- Balance the overall budget so expenses do not exceed revenues
- Balance each of the 23 individual funds
- Avoid new debt unless needed and a dedicated and stable revenue source exists for debt service

- Fully fund all scheduled debt service and pay down debt early if possible
- Fully fund all contractual obligations
- Maintain or improve the level of services provided to our citizens and businesses
- Implement the Capital Improvement Plan (CIP) as adopted in January 2016
- Identify potential operational efficiencies to reduce expenses
- Improve energy efficiency and implement environmentally sustainable practices

While there will always be budgetary challenges for our local government, I believe the proposed budget controls costs to ensure that operations are supported into the foreseeable future by available revenues.

REVENUE AND EXPENSE SUMMARY

Total revenues, including transfers, are projected to decrease 3.3% to $10,282,841. Total expenses are proposed to decrease 4.0% to $10,262,181. The comparison of revenues and expenses from the current and proposed budgets is shown in Table 1 below. The revenue and expense summary for each fund is provided in Addendum A. I encourage you to review the budget for each individual fund for a more detailed comparison of proposed revenues and expenses to those of past years.

Table 1. Revenue and Expense Summary: FY 2016 and FY 2017

	FY 15-16	Proposed FY 16-17	Change
General Fund Revenues	$3,645,263	$3,916,870	7.4%
Other Revenues	$6,998,370	$6,365,971	-9.0%
Total Revenues	**$10,643,633**	**$10,282,841**	**-3.3%**
General Fund Expenses	$3,700,208	$3,739,816	1.0%
Other Expenses	$6,998,185	$6,522,365	-6.8%
Total Expenses	**$10,698,393**	**$10,262,181**	**-4.0%**

REVENUES: TAXES AND FEES

The City collects revenue from a wide variety of sources. For many of the revenue sources, the City has the discretion to modify the tax rate or the fee amount. The proposed budget does not include any new taxes or fee increases. When adopting the property tax levy in November 2015, the city council elected to freeze the property tax levy for taxes to be collected in 2016. Accordingly, no new revenue is scheduled from property taxes. No change is proposed for those taxes that could be adjusted during the budget year, such as the Food and Beverage Tax and the Amusement Tax. Water fees, sewer fees, garbage fees, liquor licenses, building permits and other license fees are also proposed to remain unchanged.

GENERAL FUND

As the largest fund, the General Fund is perhaps the best single measure of the current fiscal condition of the City. General Fund revenues are unrestricted and may cross into other funds. In the proposed budget the General Fund has a surplus of $177,054, with projected revenues exceeding expenditures.

With the surplus budget, the projected FY 17 year-end General Fund balance is expected to increase modestly from $1.49 million to $1.67 million. This fund balance would represent 45% of annual operating expenses for the General Fund, slightly above the 40% required by our Minimum Fund Balance Policy.

Two capital projects have been omitted from the General Fund in order balance the entire budget. First, $75,000 for downtown sidewalk replacement. Second, $47,000 to construct a new sidewalk from US Route 20 to the Cobblestone Crossing Subdivision. During our first budget work session, I will discuss the possibility of adding these projects to the budget.

As in the past, the General Fund budget includes expenses to balance other funds whose revenues do not support operations. These other funds include: Parks, Turner Hall, and Pool. In the proposed budget, a total of $398,425 would be transferred from the General Fund to zero the deficits in these three funds.

OTHER MAJOR GOVERNMENTAL FUNDS

Other Major Governmental Funds are the Parks and Recreation Fund and the Debt Service Fund.

Parks Fund

The proposed budget maintains our commitment to quality parks, open spaces and recreation. All facilities are expected to remain open with full maintenance by City employees. The scope of parks maintenance is very broad. In addition to maintaining our nine parks, we maintain approximately six miles of recreational trails and numerous landscaped areas, including those near the welcome signs and at various downtown locations. Our parks crew is responsible for mowing and weeding approximately 90 acres, most of it at least weekly during the growing season.

Three grant funded projects are included in the Park Fund budget. At Gateway Park, $65,000 of grant revenue and an equal expenditure for the construction of public restrooms. At this time, the grant source has not been identified. Without a grant or other outside funding, the construction of the restrooms would be deferred. A grant of $1,380,000 is included for the construction of Phase 3 of the Galena River Trail. The final amount of the grant may increase between now and construction. Plans for the project have been submitted to the IDOT with the hope of construction in the summer. Grant funds are also expected to offset the estimated construction cost of $111,500 for the Galena Canoe and Kayak Launch. Funding for the project includes $80,000 from a Department of Natural Resources (DNR) grant and the remainder from the Community Development Fund of Galena. While design of the project is complete, the DNR grant is currently frozen as a result of the state budget impasse.

A transfer of $123,680 from the General Fund is proposed to support expenses and prevent a deficit in the Parks Fund.

Debt Service Fund

A critical measure of financial sustainability is our ability on a year-to-year basis to service the City's debt. All scheduled debt service, including that debt payable through the Debt Service Fund (non-enterprise fund debt), is fully funded in the proposed budget. For the fourth consecutive year, no new debt is proposed. I am not recommending any early pay down of debt. The total principal and interest payments for all Debt Service Fund obligations are $586,285 for the year (total principal and interest payments across all funds total $1,368,708). This means that the City will accomplish a net pay down of $1.3 million of principal and interest debt for the year. All Debt Service Fund debt is scheduled to be repaid within seven years.

For the fiscal year ending April 30, 2015, the statutory debt limit for the City was $8,362,614. This represents the amount of general obligation debt the City could legally incur. The actual debt on April 30, 2015 was $3,531,223 or 42% of the limit. The statutory debt limit applies to all general obligation debt (backed by property tax) and does not apply to enterprise fund debt, including that debt incurred to finance the construction of the wastewater treatment facility. The City's debt/bond rating was upgraded by Standard and Poor's Rating Service in August 2015 from AA- to AA. I expect the rating to be stable during the coming fiscal year.

After all year-end transfers, the two Other Major Governmental Funds are expected to have zero balances in compliance with the Minimum Fund Balance Policy.

ENTERPRISE FUNDS

Enterprise Funds include: Water, Sewer, Shuttle, Turner Hall, and the Swimming Pool. An Enterprise Fund operates like a business with operational expenses financed or recovered through user charges.

Water Fund

Several capital expenditures are planned for the Water Fund. To improve the draw and quality of water from Well #6 on Gear Street, a project is proposed to refurbish and lower the pump. The estimated cost of the project is $25,000. Also included is $15,000 for the purchase of two used vehicles to replace current vehicles. The vehicle costs would be equally shared with the sewer fund. An additional $20,000 is included for the replacement of water meters and to upgrade meters for remote reading. The painting of the water tower near the schools is not budgeted, but could be added at the discretion of the council. The project is included in the CIP for the summer of 2018 at an estimated cost of $150,000. Sufficient funds are reserved in the Water Fund to cover the project cost.

The proposed budget for the Water Fund has a surplus of $16,980 and has a projected year-end fund balance of approximately $1.19 million. Significant expenditures are contemplated beginning in 2018 for the east side water system improvements as detailed in the 2015 Water System Study. The fund balance would not support the contemplated improvements so other funding sources would need to be studied, including the possibility of a rate increase.

Sewer Fund

There are no sizable projects included in the proposed budget for the Sewer Fund. The budget does include $20,000 for a study and inspection of the pressure storm sewer system in the downtown.

The study would recommend any needed repairs or improvements for the integrity of the system and to protect the downtown from flooding and storm water infiltration of the sewer system. The budget also includes $15,000 for half the cost of two used vehicles. The other half of the vehicle cost would be borne by the Water Fund as described earlier. Over $600,000 of the scheduled fund expenses are for servicing the debt for the wastewater plant and the solar array. Finally, a small lift station installed in 2015 on Bouthillier Street remedied a combined sewer situation. Staff continues to study options for sewer main/service construction in order to eliminate the need for the lift station. No funds are budgeted for construction, but the project could be considered as an addition to the budget.

The proposed budget for the Sewer Fund has a surplus of $14,225. A year-end fund balance of $1.14 million is expected.

Shuttle and Parking Fund

Revenues for the Shuttle and Parking Fund are generated entirely from paid parking in the Commerce Street, City Hall, and winery parking lots. No significant expenses are planned for the fund. The debt for the retaining wall at the winery parking lot has been retired. At the end of the proposed budget year, the fund is expected to have approximately $92,000 in reserve. These funds could be used in a future year for the needed resurfacing of the Commerce Street parking lot. With the discontinuation of shuttle service, I recommend that we consider rolling the Shuttle and Parking Fund into the General Fund in the future.

Turner Hall Fund

The Turner Hall Committee continues to meet regularly to assist the City with planning for the preservation and expanded use of Turner Hall. Considerable work has been accomplished over the past two years to maintain and improve the building. A five-year prioritized capital improvement plan was adopted as part of the January 2016 CIP as a guide for planning and budgeting. The plan is attached as Addendum B.

Projects proposed for funding exclusively by the City are a new high-efficiency boiler, sprinkler system upgrades, and a new water softener. These projects are estimated to cost $42,000. Projects proposed for funding by the Galena Foundation include: fly loft repairs, stage floor replacement, painting, floor refinishing, tuck-pointing, a new kitchen roof, and interior lighting restoration. These projects are estimated to cost $92,000. The Galena Foundation proposes to reimburse the City over a two to three year period. Reimbursement revenues of $48,000 are included in the budget for FY 17.

A year-end transfer from the General Fund of $103,150 is budgeted to balance the Turner Hall Fund. Any additional expenses added to the Turner Hall budget would increase the required year-end transfer from the General Fund.

Swimming Pool Fund

As with Turner Hall, a five-year prioritized capital improvement plan was adopted in January 2016 for the swimming pool (see Addendum C). The proposed budget includes a new high-efficiency boiler, resurfacing the large slide, resurfacing the kiddy pool, a new slide and feature for the kiddy pool, and a new ADA lift for the main pool vessel. These projects are estimated to cost $80,500. A year-end subsidy from the General Fund of $171,595 is planned to zero the projected pool deficit at the conclusion of FY 17.

All Enterprise Funds are expected to comply with the Minimum Fund Balance Policy at the end of FY 17. A comparison of projected year-end balances to the desired minimum fund balances is shown for all funds in "Addendum D".

SPECIAL REVENUE FUNDS

Special revenue funds include: Economic and Community Development Revolving Loans, Audit, Emergency Services, Garbage, Motor Fuel Tax , Social Security, Illinois Municipal Retirement Fund (IMRF), Liability, Flood Control, Fire Protection, Capital Projects, Insurance Savings Account (ISA), and Accrued Employee Benefits Liability.

Special Revenue Funds depend almost exclusively on the local property tax for revenue. For most of these funds, costs are expected to increase as their expenses are largely tied to payroll and private or outside service providers. As in past years, the property tax levies for the Special Revenue Funds and some inter-fund transfers are expected to generate revenues sufficient to make sure the funds remain in compliance with the Minimum Fund Balance Policy.

All of the Special Revenue Funds are projected to be in compliance with the Minimum Fund Balance Policy at the end of the coming fiscal year.

Capital Projects Fund

In the Capital Projects Fund, an expense of $307,000 is proposed to fund the street improvement projects from the approved Capital Improvement Plan. The projects, part of a $1 million five-year plan, include blacktop resurfacing of Field Street, Alexander Street, and sections of Hill Street and South Bench Street. An additional $20,000 is budgeted for engineering of the Spring Street project utility relocations. An equal amount of revenue is budgeted since the Illinois Department of Transportation reimburses the City for all engineering costs. The other major expenditures planned for the Capital Projects Fund are debt service payments for completed reconstruction projects like Bouthillier Street, North Main Street, Meeker Street, Dewey Avenue, Jackson Street, and the downtown flood pumps. With the exception of the Spring Street project that is funded by the state, dedicated sales tax revenue funds all fund expenses, including debt service.

Proposed expenditures in the Capital Projects Fund exceed projected revenues by $180,035. Even with the deficit budget, the fund is expected to end FY 17 with a balance of $80,905. Based on city council discussions in early 2016, we are attempting to complete considerable street improvement projects over the next five years while carrying forward a fund balance of approximately $50,000 each year.

Emergency Services Fund

Our Emergency Services Fund is primarily intended to maintain the civil defense warning sirens throughout the community. Oddly, according to state law, the tax levy for the fund cannot exceed 25% of the city population or $857. The fund is expected to end the coming fiscal year with a balance of approximately $3,200. A transfer from the Fire Protection Fund is proposed to balance the fund budget in FY 17.

Fire Protection Fund

Several major expenditures are proposed for the Fire Protection Fund, including: $50,000 to replace the station driveway with concrete, $70,000 for new equipment, and $95,000 for the training facility. The training facility expense includes $30,000 for the storage building renovation that is already in progress and $60,000 for the design of a proposed new building to contain vehicle storage, a classroom, and an emergency operations room.

The primary revenue source for the Fire Fund is the property tax levy. Projected revenues for the Fire Fund exceed proposed expenses by $57,725. The projected year-end fund balance at the conclusion of the coming fiscal year is $1,135,670.

Accrued Benefits Liability Fund

The Accrued Benefits Liability Fund was created in 2011 to save for previously unfunded employee benefit liabilities, including sick leave and vacation leave. According to the fund policy, a specified percentage of the total accrued benefit liability must be reserved. Fund reserves are utilized to compensate employees for unused leave time (in accordance with the city code) when they leave the employment of the City. The proposed budget includes a transfer of $42,560 from the General Fund to the Accrued Benefits Liability Fund. The projected fund balance at the end of FY 17 is $132,470.

MAJOR EXPENDITURES

Proposed Capital Improvement Plan projects and other purchases of $10,000 or more that are included in the proposed budget are shown in Addendum E. These expenses total more than $2.6 million. Revenue from grant funds are expected to offset more than $1.6 million of the expenses.

PERSONNEL EXPENDITURES

The City currently employs 28 full-time, 20 part-time, and approximately 45 seasonal employees. Most of the part-time employees work for the police department and the fire department. Most of the seasonal employees work at the pool and on grounds maintenance. No new positions are proposed as part of the budget.

Eight Public Works Department employees are members of the Teamsters union. The proposed budget includes a 3.5% pay increase on May 1 in accordance with the collective bargaining contract that expires on April 30, 2017. These union employees also receive an additional 1% pay increase every fifth year of employment with the City.

The collective bargaining agreement with the Police union expires April 30, 2016. Contract negotiations began in late February. The proposed budget does not include any increase for the police union employees.

The proposed budget includes funds to return the Facility Manager position to full-time. Currently, the position is half-time. The only vacant position at this time is that of Electrical Inspector. Building Official, Jonathan Miller, has been performing the duties of this part-time position since the passing

of Bob Brotheridge in December. I recommend that we consider combining the Electrical Inspector position with the Building official position beginning at the start of the new fiscal year.

Pay rates for non-union employees are clearly set at the discretion of the council. The proposed budget does not include any pay increases for full-time non-union employees. The Fire Department proposes to increase the annual pay for the part-time positions of Fire Chief from $4,800 to $6,000, Assistant Fire Chief from $2,400 to $3,000, and Secretary from $1,200 to $1,500. The pay for these positions has not been adjusted for many years. The compensation breakdown by full-time employee group is shown below in Table 2.

Table 2. Full-time Employee Compensation for FY 2016-17

Employee Group	Number of Employees	Budgeted Pay Increase	Union Contract Other Pay
Public Works Union	8	3.5%	+1% every 5 years
Police Union	7	0%	0%
Non-Union	14	0%	NA

BALANCING THE BUDGET

In order to achieve a balance budget, I omitted more than $432,000 of proposed projects and purchases. These expenses were all included in the five-year CIP. A complete list of the cuts is provided in Table 3 below. While the proposed budget is my attempt to prioritize expenses, the city council must ultimately decide the content of the final budget.

Table 3. Projects and Purchases Not Funded in Proposed Budget

Capital Project Description	Estimated Cost	Amount Not Funded
Downtown sidewalk replacement	$75,000	$75,000
Sidewalk from US 20 to Cobblestone	$47,000	$47,000
Paint US 20 bridge stairway	$10,000	$10,000
Sidewalk replacement	$10,000	$10,000
Replace Fire Department windows	$50,000	$50,000
Bouthillier Street/Park Avenue sewer	$240,000	$240,000
TOTAL	**$432,000**	**$432,000**

SUMMARY

The proposed budget controls expenses and still maintains the services and amenities that our residents, businesses and visitors have come to expect. The budget also facilitates the replacement of important equipment, the maintenance and improvement of infrastructure, and a key sustainability project—the City Hall solar array. The provision of services, planned improvements, and equipment enhancements would be accomplished without raising taxes and fees or incurring any new debt. Over the course of the year, nearly $1 million of existing debt principal would be retired. Although some grant funding may be delayed by the state budget impasse, grants are expected to allow us to undertake several important projects as early as FY 17 that otherwise may not have been possible.

I believe that a projected year-end fund balance of $6.6 million across all funds, a balanced General Fund, a balanced total budget, and compliance with our Minimum Fund Balance Policy across all funds, are indicators that we continue to be fiscally responsible and financially sustainable. As always, I hope you will appreciate the ongoing efforts of our dedicated staff to operate and budget cost effectively. Thank you for your consideration of the FY 17 budget.

Addendum A

REVENUE AND EXPENSE COMPARISON: ALL FUNDS

PROPOSED FY 2016-17 Budget

Fund No.	Budget Funds	FY 16-17 Revenues	FY 16-17 Expenditures	Revenues minus Expenses
1	General Fund	$ 3,916,870	$ 3,739,816	$ 177,054
3	Comm. Develop. Revolving Loan	$ 420	$ -	$ 420
4	Econ. Develop. Revolving Loan	$ 650	$ -	$ 650
11	Audit	$ 30,910	$ 30,910	$ -
12	Emergency Services	$ 2,900	$ 2,900	$ -
13	Garbage	$ 242,885	$ 242,160	$ 725
14	Liability	$ 277,600	$ 277,600	$ -
15	Motor Fuel Tax	$ 100,020	$ 100,020	$ -
16	IL Municipal Retirement Fund	$ 84,180	$ 176,550	$ (92,370)
17	Parks	$ 1,749,300	$ 1,748,600	$ 700
19	Social Security	$ 196,070	$ 136,400	$ 59,670
20	Flood	$ 70,730	$ 70,730	$ -
22	Fire	$ 377,840	$ 320,115	$ 57,725
41	Capital Projects Fund	$ 421,570	$ 601,605	$ (180,035)
51	Water	$ 700,160	$ 683,180	$ 16,980
52	Sewer	$ 1,122,250	$ 1,108,025	$ 14,225
53	Shuttle	$ 45,480	$ 900	$ 44,580
58	Turner Hall	$ 178,250	$ 178,250	$ -
59	Pool	$ 258,135	$ 258,135	$ -
60	Debt Service Fund	$ 464,226	$ 586,285	$ (122,059)
74	Insurance Savings Account	$ -	$ -	$ -
77	Cable TV Fund	$ 10	$ -	$ 10
78	Accured Benefits Liability Fund	$ 42,385	$ -	$ 42,385
	TOTALS	**$ 10,282,841**	**$ 10,262,181**	**$ 20,660**

Addendum B

TURNER HALL MAINTENANCE AND IMPROVEMENT PLAN (FY 2017-21)

Project #	Year	Priority	Project	Estimated Cost
1	FY 16/17	High	Sprinkler head repair	$15,000
2	FY 16/17	Medium	New boiler	$20,000
3	FY 16/17	Medium	Replace water softener	$2,000
4	FY 16/17	Medium	Fly loft repair	$45,000
5	FY 16/17	Medium	Paint interior walls and refinish main floor	$22,000
6	FY 16/17	Medium	Replace stage floor	$5,500
7	FY 16/17	Medium	Tuck pointing	$5,000
8	FY 16/17	Medium	Replace kitchen roof	$4,000
9	FY 16/17	Medium	Patch and paint exterior kitchen wall	$2,500
10	FY 16/17	Medium	Interior lighting restoration	$8,000
			FY 2016-17 TOTAL	**$129,000**

Project #	Year		Project	Estimated Cost
1	FY 17/18	Medium	Floor refinishing	$2,500
2	FY 17/18	Medium	Energy efficiency projects / upgrades	$10,000
			FY 2017-18 TOTAL	**$12,500**

Project #	Year		Project	Estimated Cost
1	FY 18/19	Medium	Floor refinishing	$2,500
2	FY 18/19	Medium	Energy efficiency projects / upgrades	$10,000
			FY 2018-19 TOTAL	**$12,500**

Project #	Year		Project	Estimated Cost
1	FY 19/20	Medium	No projects identified	$0
			FY 2018-19 TOTAL	**$0**

Project #	Year		Project	Estimated Cost
1	FY 20/21	Medium	Building addition and remodel with kitchen, bathrooms and storage	$500,000
			FY 2018-19 TOTAL	**$500,000**
			TOTAL 5-YEAR PLAN	**$654,000**

Addendum C

SWIMMING POOL MAINTENANCE AND IMPROVEMENT PLAN (FY 2017-2021)

Project #	Year	Priority	Project	Estimated Cost	Project Start
1	FY 16/17	High	New boiler to heat pool	$15,000	Fall 2016
2	FY 16/17	High	Kiddy pool features: new slide & water arch	$20,000	Fall 2016
3	FY 16/17	High	Resurface kiddy pool (after new features installed--Fall)	$25,000	Fall 2016
4	FY 16/17	High	Handicap accessible chair lift	$5,500	Pre-Season 2016
5	FY 16/17	Medium	Resurface & repair water slide inside and out | 10 year warranty & mushroom	$15,000	Pre-Season 2016
6	FY 16/17	Medium	Security cameras / Rec Park	$3,500	Pre-Season 2016
7	FY 15/16	Medium	Computerized admissions and concessions	$1,500	Pre-Season 2016
8	FY 15/16	Low	Install PA / music system	$12,500	Fall 2016
9	FY 16/17	Low	Private family changing room / handicap accessible	$2,500	Pre-Season 2016
			Total FY 16/17	**$100,500**	

Project #	Year	Priority	Project	Estimated Cost	Project Start
1	FY 17/18	Medium	Oversized umbrellas for Kiddy Pool Area	$8,000	Fall 2017
2	FY 17/18	Medium	Storage shed for chlorine and chemicals	$5,000	
3	FY 17/18	Low	New pool baskets / storage shelves / self locking storage for valuables	$1,000	
			Total FY 17/18	**$14,000**	

Project #	Year	Priority	Project	Estimated Cost	Project Start
1	FY 18/19	High	Resurface Zero Depth area	$80,640	
2	FY 18/19	Low	Protection and slide fast surface annually	$1,000	Pre-Season 2018
			Total FY 18/19	**$81,640**	

Project #	Year	Priority	Project	Estimated Cost	Project Start
1	FY 19/20	High	New water features or other pool enhancement	$10,000	Fall 2019
2	FY 19/20	Low	Protection and slide fast surface annually	$1,000	Pre-Season 2018
			Total FY 19/20	**$11,000**	

Project #	Year	Priority	Project	Estimated Cost	Project Start
1	FY 20/21	High	Resurface Lap Pool	$85,000	Fall 2020
2	FY 20/21	High	New water features or other pool enhancement	$10,000	Fall 2020
3	FY 20/21	Low	Protection and slide fast surface annually	$1,000	Pre-Season 2021
			Total FY 20/21	**$96,000**	

TOTAL 5-YEAR PLAN	**$303,140**

Addendum D

Projected Year-End Fund Balances vs. Fund Balance Policy

FY 2015-16 and FY 2016-17

Fund No.	Fund	Projected Fund Balance 4/30/2016	Percent of Annual Expenses	Compliant with Policy? Yes/No		Projected Fund Balance 4/30/2017	Percent of Annual Expenses	Compliant with Policy? Yes/No
1	General	$ 1,496,752	40%	Yes		$ 1,673,806	45%	Yes
3	Comm. Develop. Revolving Loan[1]	$ 87,952	176%	Yes		$ 88,372	177%	Yes
4	Econ. Develop. Revolving Loan[2]	$ 274,078	548%	Yes		$ 274,728	549%	Yes
11	Audit	$ 12,989	42%	Yes		$ 12,989	42%	Yes
12	Emergency Services	$ 3,212	111%	Yes		$ 3,212	111%	Yes
13	Garbage	$ 172,549	71%	Yes		$ 173,274	72%	Yes
14	Liability	$ 165,897	60%	Yes		$ 165,897	60%	Yes
15	Motor Fuel Tax	$ 297,686	298%	Yes		$ 297,686	298%	Yes
16	IL Municipal Retirement Fund	$ 181,198	103%	Yes		$ 88,828	50%	Yes
17	Parks	$ 0	0%	Yes		$ 700	0%	Yes
19	Social Security	$ 6,368	5%	Yes		$ 66,038	48%	Yes
20	Flood	$ 32,688	46%	Yes		$ 32,688	46%	Yes
22	Fire	$ 1,077,945	337%	Yes		$ 1,135,670	355%	Yes
41	Capital Projects Fund	$ 260,940	43%	Yes		$ 80,905	13%	Yes
51	Water	$ 1,178,928	173%	Yes		$ 1,195,908	175%	Yes
52	Sewer	$ 1,135,396	102%	Yes		$ 1,149,621	104%	Yes
53	Shuttle	$ 48,147	5350%	Yes		$ 92,727	10303%	Yes
58	Turner Hall	$ (0)	0%	Yes		$ (0)	0%	Yes
59	Pool	$ (0)	0%	Yes		$ (0)	0%	Yes
60	Debt Service Fund	$ 122,059	21%	Yes		$ (0)	0%	Yes
77	Cable TV Fund	$ 5,107	$5000 + Int.	Yes		$ 5,117	$5000 + Int.	Yes
78	Benefits Liability	$ 90,085	NA	Yes		$ 132,470	NA	Yes
	TOTALS	**$ 6,649,975**				**$ 6,670,635**		

Notes:

[1] Based on annual expenses of $50,000

[2] Based on annual expenses of $50,000

Addendum E

Expense Account	Fund	Description	Estimated Cost	Grant Funded
01.13.511.03	General	Maintenance at the Depot, including exterior stairs	$10,000	$0
01.21.918.01	General	New police vehicle	$32,960	$0
01.41.830.05	General	End loader replacement (lease)	$10,500	$0
01.41.840.01	General	New public works truck	$30,000	$0
01.41.890.04	General	Replace section of Meeker St. pedestrian bridge	$15,000	$0
01.41.863.15	General	Install solar array at City Hall	$85,000	$52,000
17.52.815.03	Parks	Phase 3 of the Galena River Trail	$1,380,000	$1,380,000
17.52.830.01	Parks	Riding mower purchase	$10,000	$0
17.52.870.02	Parks	Gateway Park restroom construction	$65,000	$65,000
17.52.870.03	Parks	Canoe/kayak launch construction	$115,000	$115,000
20.25.832.00	Flood Control	End loader replacement (lease)	$10,500	$0
22.22.840.00	Fire	Replace bunker gear at Fire Department	$70,000	$0
22.22.840.05	Fire	Fire training center storage building and design fees	$95,000	$0
22.22.844.04	Fire	Replace driveway at Fire Department	$50,000	$0
41.61.860.02	Capital Projects	Street resurfacing	$307,000	$0
41.61.860.04	Capital Projects	Miscellaneous street repairs	$10,000	$0
41.60.860.07	Capital Projects	Spring Street project engineering	$20,000	$20,000
51.42.512.00	Water	Well #6 pump refurbishment	$25,000	$0
51.42.831.00	Water	Water meter replacement	$20,000	$0
51.42.831.01	Water	Purchase used truck and vehicle (shared cost with Sewer)	$15,000	$0
52.43.549.01	Sewer	Pressure storm sewer study	$20,000	$0
52.43.532.04	Sewer	Inflow and infiltration study	$10,000	$0
52.43.850.06	Sewer	Purchase used truck and vehicle (shared cost with Water)	$15,000	$0
58.54.820.01	Turner Hall	City-funded 5-year plan projects at Turner Hall	$40,000	$0
58.54.820.02	Turner Hall	Galena Foundation-funded 5-year plan project at Turner Hall	$92,000	$0
59.55.511.01	Pool	New boiler and large slide resurfacing at pool	$37,500	$0
59.55.529.00	Pool	Resurfacing and new slide in kiddy pool	$45,000	$0
		TOTAL CAPITAL EXPENSES	**$2,635,460**	**$1,632,000**
		NET COST	**$1,003,460**	

MINUTES OF THE REGULAR CITY COUNCIL MEETING OF 14 MARCH 2016

16C-0086 – CALL TO ORDER

Mayor Renner called the regular meeting to order at 6:30 p.m. in the Board Chambers at 101 Green Street on 14 March 2016.

16C-0087– ROLL CALL

Upon roll call the following members were present: Bernstein, Fach, Hahn, Kieffer, Lincoln, Westemeier and Renner

16C-0088– ESTABLISHMENT OF QUORUM

Mayor Renner announced a quorum of Board members present to conduct City business.

16C-0089– PLEDGE OF ALLEGIANCE

The Pledge was recited.

16C-0090 - REPORTS OF STANDING COMMITTEE

Turner Hall Committee – Fach reported the Turner Hall Committee met on March 3rd at Turner Hall. Progress is being made on the back wall drainage channel. The mason is currently working on it. The next meeting will be held on May 5, 2016 at 8:30 a.m. at Turner Hall. A copy of the meeting minutes was distributed.

Lincoln questioned if there was a list somewhere at Turner Hall that indicates where the tables and chairs go. He feels it would be helpful for those renting the hall if there was a diagram or something showing where the furniture is stored.

Unified Destination Marketing – Lincoln reported things are still on going. The County Board sat Brad Petersburg on the new Destination Marketing Board. A meeting was held last Wednesday. This was preliminary talks trying to get things together and the voting set up. Lincoln questioned what needed to be done with the dissolution of the contract with VisitGalena. The next meeting will be held April 5, 2016.

16C-0091 – PUBLIC COMMENTS

Jane Holland, 626 Ridge Street – Holland invited a member or members of the City Council to join the Dog Park Committee. This would help with not having to come back to the Council looking for ideas. They have been working on this for 11 years now. The committee feels Galena needs a dog park and it is there hopes someone is willing to step up and help.

Dan Chambers, 301 Park Avenue - Chambers supported the comments made by Jane Holland.

CONSENT AGENDA CA16-05

16C-0092 – APPROVAL OF THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF FEBRUARY 22, 2015

16C-0093 – APPROVAL OF APPOINTMENT OF DAVE JANSEN TO THE ZONING BOARD OF APPEALS FOR A TERM EXPIRING SEPTEMBER 30, 2020

16C-0094 – APPROVAL OF TURNER HALL CHANGE ORDER FOR REAR WALL EXCAVATION AND REPAIR

16C-0095 – ACCEPTANCE OF JANUARY 2016 FINANCIAL REPORT

Motion: Kieffer moved, seconded by Hahn, to approve Consent Agenda CA16-05 as presented.

Discussion: None.

Roll Call: AYES: Fach, Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: None

The motion carried.

UNFINISHED BUSINESS

16C-0073 – APPROVAL OF REQUEST BY GALENA EARTH WEEK TO USE CITY HALL ON SATURDAY, APRIL 16 AND FRIDAY, APRIL 22 EARTH WEEK PUBLIC PRESENTATIONS, "LAZY SUSTAINABLE GARDENING FOR BUSY PEOPLE" AND "THE GARDEN OF EAT'N"

Motion: Bernstein moved, seconded by Hahn, to approve the request by Galena Earth Week to use City Hall on Saturday, April 16 and Friday, April 22, for earth week presentations, "Lazy Sustainable Gardening for Busy People" and "The Garden of Eat'N".

Discussion: Bernstein feels this will provide information to interested residents and is a nice thing to do. Bernstein will take care of opening and closing City Hall to avoid having to have a staff person do it.

Fach agreed. He feels Galena needs a public meeting place. This is a good example. He feels this might be something we should think about for the future to develop this kind of space for organizations to use. He feels it would be nice for organizations to know they could use this space on a Saturday with no charge.

Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner
NAYS: None

The motion carried.

16C-0079 – SECOND READING AND POSSIBLE APPROVAL OF AN ORDINANCE AMENDING ARTICLE 6, CHAPTER 154.601 OF THE GALENA ZONING ORDINANCE TO PERMIT PERVIOUS PAVING SURFACES

Motion: Lincoln moved, seconded by Bernstein, to approve the second reading of an ordinance amending Article 6, Chapter 154.601 of the Galena Zoning Ordinance to permit pervious paving surfaces.

Discussion: None.

Roll Call: AYES: Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner
NAYS: None

The motion carried.

NEW BUSINESS

16C-0096 – FIRST READING OF AN ORDINANCE NAMING THE ROADWAY BETWEEN NORTH HICKORY STREET AND NORTH DIVISION STREET AND BETWEEN BRIDGE STREET AND FRANKLIN STREET

Motion: Lincoln moved, seconded by Kieffer, to approve the first reading and waive the second reading of an ordinance naming the roadway between North Hickory Street and North Division Street and between Bridge Street and Franklin Street, Bostwick Street.

Discussion: This change is being made for the 911 emergency system.

Roll Call: AYES: Lincoln, Westemeier, Bernstein, Fach, Hahn, Kieffer, Renner
NAYS: None

The motion carried.

16C-0097 – DISCUSSION AND POSSIBLE ACTION ON APPOINTING A CITY COUNCIL LIAISON TO THE GALENA DOG PARK COMMITTEE

Motion: Bernstein moved, seconded by Fach, to appoint a City Council liaison to the Galena Dog Park Committee amended to include appointing Alderperson Pam Bernstein.

Discussion: Bernstein feels it would be great if the City could help them through this process.

Hahn agreed stating he has suggested using the land going back to the new treatment plant. He feels there would be ample place for parking and a creek nearby for water. Kieffer liked the idea that this location would be out of town and not in a residential area.

The committee will maintain the park and do maintenance and upkeep.

Amended Motion: Fach moved, seconded by Kieffer, to amend the motion to appoint Alderwoman Pam Bernstein to the Dog Park Committee.

Amended Motion Roll Call: AYES: Bernstein, Fach, Hahn, Kieffer, Lincoln, Westemeier, Renner
NAYS: None

The motion carried.

Main Motion Roll Call: AYES: Westemeier, Bernstein, Fach, Hahn, Kieffer, Lincoln, Renner
NAYS: None

The motion carried.

16C-0098 – DISCUSSION AND POSSIBLE ACTION ON 2016 DOWNTOWN FLOWER BASKET PROGRAM

Motion: Kieffer moved, seconded by Lincoln, to approve the 2016 Flower Basket Program and amended to include funding the program from the Food and Beverage Tax

Discussion: Westemeier questioned if the number of baskets could be reduced. Moran advised we reduced the number of baskets from 50 baskets to 25 baskets last year.

Fach recommended having all businesses in Galena sponsor the baskets.

Amended
Motion: Lincoln moved, seconded by Kieffer, to amend the motion to include funding the program from the Food and Beverage Tax.

Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: Fach

The motion carried.

Main
Motion
Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Renner
NAYS: Fach

The motion carried.

16C-0099 – WARRANTS

Motion: Fach moved, seconded by Hahn, to approve the Warrants as presented, 16C-0099.

Discussion: None.

Roll Call: AYES: Lincoln, Westemeier, Bernstein, Fach, Hahn, Renner
NAYS: None
ABSTAIN: Kieffer

The motion carried.

16C-0100 – ALDERPERSONS' COMMENTS

Flower Baskets – Kieffer thinks the flower baskets look nice and we should keep them.

Thank you – Hahn thanked the Galena Elks Club for putting on a tremendous parade and Shamrock Shimmy. Everything went off without a hitch. They did a great job and there have been no complaints. Everyone who participated loved it. Their hopes are that it will only get bigger and better. The downtown businesses had a fantastic day. Lincoln agreed advising he and his wife participated in the 5K race. It was a great weekend, was a great event and he is excited to see what next year will bring.

16C-0101 – CITY ADMINISTRATOR'S REPORT

Flood Levy Referendum – Moran reminded Council that back in October they approved a resolution for the flood levy to put property taxes on the ballot. The resolution was forwarded to the County who received it. In reviewing the ballot, he noticed the question was not on the ballot. The County Clerk was contacted. She advised it was an oversite on the part of the County. The question will be added to the November 8th ballot. This election will be held prior to setting our next tax levy.

Prairie Ridge – Prairie Ridge ground breaking was held last week. Staff has received the preliminary figures and are in the process of calculating the permit fees. Plans will be submitted next week with review done in the next three weeks.

Budget Meeting – The first budget meeting has been scheduled for Monday, March 21, 2016 at 5:00 p.m. here at City Hall. The budget is on line for anyone wishing to see a copy.

16C-0102 – MAYOR'S REPORT

Mayor Renner thanked the Elks and all of the participants for the St. Patrick's Day celebrations. Renner congratulated the Galena High School Scholastic Bowl team for their participation this weekend at sectionals.

16C-103 – MOTION FOR EXECUTIVE SESSION

Mayor Renner advised no Executive Session was needed.

16C-0104 - ADJOURNMENT

Motion: Hahn moved, seconded by Kieffer, to adjourn.

Discussion: None.

Roll Call: AYES: Hahn, Kieffer, Lincoln, Westemeier, Bernstein, Fach, Renner
NAYS: None

The motion carried.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Mary Beth Hyde
City Clerk

MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF 21 MARCH 2016

16C-B001 – CALL TO ORDER

Mayor Terry Renner called the special meeting to order at 5:00 p.m. in the Board Chambers at 101 Green Street on 21 March 2016.

16C-B002 – ROLL CALL

Upon roll call the following members were present: Bernstein, Fach, Kieffer, Lincoln, Westemeier, Renner

Absent: Hahn

16C-B003 – ESTABLISHMENT OF QUORUM

Mayor Renner announced a quorum of Board members present to conduct City business.

16C-B004 – PLEDGE OF ALLEGIANCE

The Pledge was recited.

NEW BUSINESS

16C-B005 – REVIEW OF PROPOSED FY 2015-16 OPERATING BUDGET

Mark Moran, City Administrator, gave a brief PowerPoint presentation and overview of the proposed Fiscal Year 2016-2017 Operating Budget highlighting the following:

1. Budget Goals
2. Budgeting Methodology—Zero Based Budgeting
3. Budget Summary
4. Revenue Assumptions
5. Projected Fund Balances
6. Capital Projects and Expenses
7. Street Improvement Sales Tax
8. Debt Summary
9. Staffing and Compensation
10. Pending Budget Issues

Moran presented the following list of pending considerations:

1. TCEDA Funding Request ($7,500)
2. ARC Funding
3. Galena History Museum Utilities ($5,000)
4. Projects/Purchases not funded
    a. Downtown Sidewalk Replacement ($75,000)
    b. Sidewalk to Cobblestone ($47,000)
5. Employee Compensation

Discussion:

TCEDA - Bernstein feels if at all possible the City should include some money in the budget for TCEDA as we don't have an Economic Development Program. TCEDA has assisted 15 small Galena businesses. Renner advised several years ago the city gave them $5,000. Renner agrees we don't have anyone out there pushing buttons for Galena. He agrees the city could come across with something. Westemeier advised he would prefer to give TCEDA $1,000-

$2,000 and fund the ARC. The ARC has a hard time and the kids are the future of Galena. We need to provide them with things to do.

ARC Funding - Kieffer questioned how much the ARC was asking for. Moran advised they haven't submitted anything formally at this time. Renner reminded Council the City needs to enter into a contract for a service vs. just giving them money.

Speed Sign - Fach stated he would prefer to see the city budget for a $10,000 solar operated speed machine on a trailer vs. giving money to TCEDA. He feels people pay attention to them and they are a preventative tool for the Police Department.

Water Tower - Renner noted the water tower needs painting and the interior is going to be in need of repairs. Moran advised the water tower is scheduled for next year.

History Museum - Bernstein stated with the initiative of a new museum she is hesitant to move forward on anything with the museum as we have no sense of what their budget is and what their expenditures are. She would like more information.

Downtown Sidewalks – Council was in favor of looking seriously at the downtown sidewalks. Council was in favor of removing the bricks.

Cobblestone Sidewalks – Westemeier feels the City needs to hold up our end of the deal as we made Wienen put sidewalks in.

Employee Compensation – Council was in favor of funding employee compensation.

Moran stated it is important for the Council to decide if they want a balanced budget or a deficit budget and what are the priorities. He noted a deficit budget would not affect our rating. Moran stated he is not concerned with a deficit budget provided we keep the general fund surplus.

16C-B006 – REVIEW OF BUDGET PROCESS SCHEDULE

Moran presented an outline of the proposed budget schedule. The public hearing has been set for March 28 with a second work session scheduled for April 4th if necessary.

16C-B007 - ADJOURNMENT

Motion: Fach moved, seconded by Kieffer, to adjourn.

Discussion: None.

Roll Call: AYES: Fach, Greene, Kieffer, Lincoln, Painter, Bernstein, Renner
NAYS: None
ABSENT: Hahn

The motion carried.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mary Beth Hyde
City Clerk

Attn: Mayor Terry Renner and the City Council

Re: May Daze Sale Days, May 13, 14 & 15, 2016

Friday, Saturday and Sunday

March 21, 2016

The downtown merchants are planning May Daze Sale Days for 2016 and are requesting approval to put a few racks outside on the weekend of May 13, 14 and 15, 2016.

We understand that certain space requirements need to be met to allow for proper traffic flow on the sidewalks for pedestrians.

The size of the racks/tables cannot be more than 3 feet from the building, so as not to obstruct pedestrian traffic.

Merchants will be notified of these dates and space requirements to meet the city's needs.

Thank you,

Lisa Bastian

Galena Downtown Business Association

815-777-2802

Attn: Mayor Terry Renner and the City Council

Re: Sidewalk Sale Days August 12, 13 & 14, 2016

Friday, Saturday and Sunday

March 21, 2016

The downtown merchants are planning sidewalk sale days again for 2016 and are requesting approval to put a few racks outside on the weekend of August 12, 13 and 14, 2016.

We understand that certain space requirements need to be met to allow for proper traffic flow on the sidewalks for pedestrians.

The size of the racks/tables cannot be more than 3 feet from the building, so as not to obstruct pedestrian traffic.

Merchants will be notified of these dates and space requirements to meet the city's needs.

Thank you,

Lisa Bastian

Lisa Bastian

Galena Downtown Business Association

815-777-2802

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: March 23, 2016

RE: Depot Lease with Chamber of Commerce

At the February 22 meeting, you deferred action on a proposal by the Galena Area Chamber of Commerce to restructure the lease agreement for the Depot. I have reviewed the request and prepared a cost analysis to assist you with evaluating the proposal.

As a review, the current lease agreement was executed in 2014 and extends to April 30, 2017. The current lease contains the following provisions:

1. The Chamber has occupancy of the entire building with the ability to sublease one floor
2. The Chamber is responsible for gas and electric utility costs
3. The Chamber is responsible for routine building maintenance not exceeding $1,500 annually
4. The Chamber is responsible for snow removal on the sidewalks while the City is responsible for plowing the parking lot
5. The Chamber is responsible for maintaining the landscaped beds while the City is responsible for all grass mowing
6. The Chamber pays $1 per year rent

The current proposal includes the following changes to the lease:

1. The Chamber would pay $5,000 rent for the year
2. The City would be responsible for all utilities
3. The City would be responsible for all property maintenance including the landscaped beds, snow removal from the sidewalks, and building maintenance
4. The City would be responsible for supplying all paper products for the lower level public restrooms
5. The Chamber would no longer be responsible for the upper level in any way
6. The lease would be for a one-year term

As noted, the proposal would significantly increase the revenue to the City, but would also shift some costs to the City. I have estimated the new costs to the City as $6,880. A breakdown of the revenue and costs is shown in Table 1 on the following page.

Table 1. Annual Depot Revenue and Estimated Cost Comparison

Revenue		Amount
Rent		$5,000
	Total	$5,000

Expenses		Amount
Gas		$2,100
Electric		$1,500
Building Maintenance		$1,500
Snow Removal		$600
Landscaping Maintenance		$700
Restroom Products		$480
	Total	$6,880
	Net Gain/(Loss)	($1,880)

The utility cost estimates are based on the actual costs for 2015 with a 5 percent inflation factor. Building maintenance costs are estimated based on the amount that the Chamber is presently obligated to pay annually for any required routine maintenance. The snow removal estimate assumes $50 per snowfall for 12 snowfalls. The landscape maintenance estimate is for seven months at $100 per month. The landscape contractor hired by the Chamber in 2015 confirmed this rate for 2016.

Based on the estimates, the arrangement would result in a net loss to the City of $1,880 for the year. There would be the potential to rent the second level of the building. With a tenant on the second level, the utility costs would increase. The rent for the second level may or may not offset the estimated net loss from the first level plus the added utility costs. The Chamber does provide a benefit to the public by allowing public use of the lower level restrooms during their business hours.

Please let me know if you have any questions.

To the Mayor and City Council of the City of Galena:

We are asking for permission to perform the following activities in the Old City Cemetery:

A. Permission to clean headstones with a non- chemical cleaner (D-2 Biological Solution) and water.

B. Permission to search for headstones & footstones in the top 1' of the existing surface

C. Permission to remove nettle roots around the Orrin Smith monument (this will disturb aprox. A 20' x 20' area).

D. Repair two headstones that are in two pieces each (the Charles Edwards headstone near the northwest gate and the Elizabeth Holmes headstone.) . They both were repaired in the past with an epoxy that has failed.

The cleaning should stop or retard biological activity for 3-5 years.

We would also like to work with the city to provide a barrier (paving stone , brick or similar) around headstones so as the grass maintenance personnel do not have to come close to the monuments and inadvertently scratch, hit or damage them.

We are providing the cleaner this season (cost $40 a gallon, 2015 prices)

Paul Jackson 9311 Saturn Lane, Galena, IL

Dale E. Glick. 2005 Oak St., Hazel Green, WI. dglickegalena@gmail.com

Cell. 608-732-3049

Robert Palagi. 414 Hill St., Galena, IL

Thank You

Dale E Glick

Jo Daviess Conservation Foundation

126 N. Main Street • PO Box 216 • Elizabeth, IL 61028-0216
Phone: 815-858-9100
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Memorandum

To: Honorable Mayor Renner and Galena City Council

From: Ryan M. Getz, Director of Land Stewardship, Jo Daviess Conservation Foundation

Date: March 23, 2016

RE: Effects of City of Galena Open Burn Policy on ecological management at Gateway Park and Buehler Preserve

The Jo Daviess Conservation Foundation (JDCF) works in partnership with the City of Galena to manage the ongoing ecological restoration efforts at Gateway Park. Part of those efforts involves prescribed burning in the woodlands, savannas, and extensive prairie restorations that occur on site, as well as brush pile burning in areas that are being selectively cleared for ecological restoration.

When JDCF donated Gateway Park to the City, the park was annexed into the city limits. This now subjects the park to the City's Open Burn Policy that governs the burning of landscape wastes. Open Burn dates are set by the city for twice a year, for a week or so at a time. JDCF's Buehler Preserve, located at the end of the city bike trail, also falls inside the city limits and is subject to the Open Burn limits set by the city.

Prescribed burning on Gateway Park and Buehler preserve is negatively affected by the Open Burn Policy. After speaking with the Fire Chief, it was determined that no exemption exists to conduct prescribed burning outside the open burn dates. Closing the normal prescribed burn window from around 45 days down to the City's allowed 9 days greatly restricts JDCF's ability to conduct safe and effective prescribed burning on these two preserves. Very specific and hard to meet wind directions and smoke mixing heights are required to burn at Gateway and Buehler, so as not to impact the City with smoke or put smoke over Hwy 20.

I am respectfully requesting that an exemption to your Open Burn Policy be granted for JDCF to conduct prescribed burning on these two preserves effective from the date of your Council meeting unit May 13, 2016. I am also requesting that the City amend the Open Burn Policy to exempt prescribed burning and brush pile burning for ecological restoration and management.

Respectfully,

Ryan M. Getz

CITY OF GALENA, ILLINOIS

101 Green Street, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: March 23, 2016

RE: Audit Request for Proposals

Our three year agreement with O'Connor, Brooks for the preparation of the annual audit has expired. Finance Director, Cindy Pepple, and I recently issued a request for proposals (RFP) for annual auditing services to six area certified public accounting firms. On March 18, proposals were opened from the only two responding firms, O'Connor, Brooks of Galena and Wipfli of Freeport.

A review of the proposals confirmed that both firms were responsive and complied with the informational requirements of the RFP. Both firms have considerable relevant experience and appear to be very qualified to perform the required services. The proposal from Wipfli was noted to be especially comprehensive.

A comparison of the costs provided by each firm is shown in Table 1. The costs for the preparation of the annual financial statements (audit) are almost identical with O'Connor, Brooks $200 less expensive over the three-year period. When adding the single audit and component unit costs to the financial statement cost, Wipfli is $12,675 less than O'Connor Brooks over the three-year period. The single audit is only expected to be required in 2017 after the expenditure of federal grant funds for the Phase 3 Galena River Trail project. Only one year of the single audit cost is included in the 3-year total cost in Table 1. The component unit audit is for VisitGalena.org and will be required in 2016 and 2017, and possibility 2018 depending on the status of the new unified destination marketing organization. VisitGalena.org pays the cost of the component unit audit. If you remove the component unit cost, Wipfli is $1,800 less costly than O'Connor, Brooks over the three-year period.

Table 1. Audit Cost Comparison

O'Connor, Brooks	2016	2017	2018	3-Year Total
Financial Statements	$22,000	$22,300	$22,700	$67,000
Single Audit	$5,000*	$5,000	$5,000*	$5,000
Component Unit	$4,625	$4,625	$4,625	$13,875
				$85,875

Wipfli	2016	2017	2018	3-Year Total
Financial Statements	$22,000	$22,400	$22,800	$67,200
Single Audit	$3,000*	$3,000	$3,000*	$3,000
Component Unit	$1,000	$1,000	$1,000	$3,000
				$73,200

*Note: A single audit is not expected in 2016 or 2018 so the amount has been omitted from the 3-year total.

Since we have not worked with Wipfli in the past, I contacted several cities where the firm has performed governmental audits in recent years. The cities of Fulton, Harvard and Sterling all provided very good reviews of the firm. The descriptions of Wipfli included: seamless procedure, very thorough, professional, and good to work with. I asked if any of the cities had been billed more than the amount specified in the pre-audit engagement contract and they all said no. The City of Sterling said they were billed less than the not-to-exceed contract amount in at least one year.

I believe the costs proposed by both firms are competitive. The costs for both firms for *each* of the three years are actually *less* than the last year of the now expired contract with O'Connor, Brooks.

We have received excellent service from O'Connor, Brooks for the past nine years and would expect the same in the future. Likewise, we would expect excellent service from Wipfli. I look forward to your discussion and decision regarding the contract.

Please let me know if you have any questions.

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036

MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Andy Lewis - City Engineer

DATE: 21 March 2016

RE: Galena River Trail – Phase 3
Approval of Amendment to Contract with IIW Engineers

After nearly eight years of planning and design we will shortly be in a position to bid Phase 3 of the Galena River Trail. During this time we were able to apply for and successfully obtain additional ITEP funding in the total amount of $1.39 million. This allowed us to alter the trail design to use aluminum elevated walkways rather than wood structures. These would be similar to the bridge spans used on the Meeker Street footbridge, but of shorter length. Aluminum walkways have a longer life expectancy and greatly reduce maintenance and repair costs compared with a wood structure. The greater span lengths provided by aluminum also reduce the number of support piers required through the 400 feet section of steep hillside.

During the design phase IDOT have completed numerous reviews of the plans and specifications, all of which have added to IIW Engineers design cost. Additionally, each year new IDOT guidelines and specifications have warranted further amendments. The train derailment also caused necessary changes to IIWs plans. These design changes have increased our engineering cost with IIW Engineers by $10,000. Our present budget for engineering services is $61,900. Therefore the total design will be $71,900 for an estimated total construction cost of about $1.39 million. This equates to a design fee of 5.2% which is much less than a typical fee which would be in the region of 10%.

We recently learnt that any costs incurred by the city can be used for Flexible Federal Match (FFM) funding which will offset the 20% construction cost not funded through the ITEP grant. Many items can be used as FFM including: engineering and surveying costs, land acquisition, soil testing and city staff time. These costs are totaled and then 80% of that amount is used as FFM. We can apply FFM against the increased IIW fee also, which will equate to $8,000. We have compiled a summary of costs to submit to the state. If the submission is approved we hope the entire construction cost can then be paid by the ITEP grant and FFM funding.

I propose the city council approve a contract amendment with IIW Engineers to complete final design of the Phase 3 of the Galena River Trail for an additional amount of $10,000.

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
AMERICAN WATER ENTERPRISES (1005)							
MA007-2001	1	Invoice	WATER CONTRACT	03/01/2016	26,304.30		51.42.515.00
MA007-2001	2	Invoice	SEWER CONTRACT	03/01/2016	26,304.30		51.42.515.00
Total AMERICAN WATER ENTERPRISES (1005):					52,608.60		
AT & T (LOCAL) (103)							
031516	1	Invoice	POOL/PHONE	03/15/2016	27.41		59.55.552.00
031516	2	Invoice	PUBLIC WORKS/PHONE	03/15/2016	42.78		01.41.552.00
031516	3	Invoice	FIRE DEPARTMENT/PHO	03/15/2016	97.51		22.22.552.00
031516	4	Invoice	EMS/PHONE	03/15/2016	27.41		12.10.552.00
031516	5	Invoice	POLICE/PHONE	03/15/2016	564.40		01.21.552.00
031516	6	Invoice	FIRE DEPARTMENT/PHO	03/15/2016	31.80		22.22.552.00
031516	7	Invoice	ADMINISTRATION/PHON	03/15/2016	220.24		01.13.552.00
031516	8	Invoice	FLOOD CONTROL/PHON	03/15/2016	27.41		20.25.515.00
031516	9	Invoice	ADMINISTRATION/PHON	03/15/2016	108.13		01.13.552.00
Total AT & T (LOCAL) (103):					1,147.09		
AT & T LONG DISTANCE (119065)							
031516	1	Invoice	PUBLIC WORKS/LONG DI	03/15/2016	.23		01.41.552.00
031516	2	Invoice	FIRE DEPARTMENT/LON	03/15/2016	.16		22.22.552.00
031516	3	Invoice	POLICE/LONG DISTANCE	03/15/2016	20.60		01.21.552.00
031516	4	Invoice	ADMINISTRATION/LONG	03/15/2016	46.67		01.13.552.00
Total AT & T LONG DISTANCE (119065):					67.66		
AUTO GLASS PLUS (120229)							
7945	1	Invoice	WINDSHIELD	03/15/2016	250.00		01.41.613.12
Total AUTO GLASS PLUS (120229):					250.00		
CARD SERVICE CENTER (119840)							
031516	1	Invoice	TCEDA MEETING	03/15/2016	30.00		01.11.563.00
031516	2	Invoice	OFFICE SUPPLIES	03/15/2016	199.56		01.13.651.02
031516	3	Invoice	CREATIVE CLOUD	03/15/2016	21.24		01.16.563.00
031516	4	Invoice	AMMUNITION	03/15/2016	434.19		01.21.652.02
031516	5	Invoice	CAMERA TOOL	03/15/2016	199.99		01.45.830.00
031516	6	Invoice	CODE BOOK	03/15/2016	29.95		01.46.565.00
031516	7	Invoice	DOG WASTE BAGS	03/15/2016	735.00		17.52.652.00
031516	8	Invoice	EXCHANGE ON LINE	03/15/2016	119.00		51.42.929.00
031516	9	Invoice	AMERICAN RED CROSS	03/15/2016	300.00		59.55.563.00
Total CARD SERVICE CENTER (119840):					2,068.93		
CARGILL, INC. (119097)							
2902728294	1	Invoice	SALT	03/03/2016	1,720.56		01.41.614.07
2902749098	1	Invoice	SALT	03/17/2016	1,750.60		01.41.614.07
2902749248	1	Invoice	SALT	03/17/2016	1,749.90		01.41.614.07
Total CARGILL, INC. (119097):					5,221.06		
CEDAR CROSS OVERHEAD DOOR (588)							
184047	1	Invoice	REPAIR GARAGE DOOR	03/14/2016	123.00		01.21.511.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total CEDAR CROSS OVERHEAD DOOR (588):					123.00		
CITY OF ROCKFORD (120217)							
032216	1	Invoice	BUILDING CODE WORKS	03/22/2016	95.00		01.14.563.00
Total CITY OF ROCKFORD (120217):					95.00		
CNA SURETY DIRECT BILL (886)							
030416	1	Invoice	PUBLIC OFFICIALS LIABI	03/04/2016	267.50		14.14.591.02
Total CNA SURETY DIRECT BILL (886):					267.50		
CONMAT, INC. (1187)							
100453	1	Invoice	STORM SEWER WASHO	03/09/2016	439.56		01.41.514.06
Total CONMAT, INC. (1187):					439.56		
DAN'S AERIAL SERVICE (119789)							
4411	1	Invoice	TREES/BRUSH	03/15/2016	300.00		01.41.517.02
4428	1	Invoice	TREES/BRUSH	03/19/2016	650.00		01.41.517.02
Total DAN'S AERIAL SERVICE (119789):					950.00		
DECKER SUPPLY CO., INC. (867)							
890537	1	Invoice	SIGNS	03/14/2016	35.46		01.41.652.04
Total DECKER SUPPLY CO., INC. (867):					35.46		
DIXON, R. K. CO. (1)							
1471015	1	Invoice	COPIES MADE	03/10/2016	84.73		01.13.579.00
Total DIXON, R. K. CO. (1):					84.73		
DOIG, KATHLEEN (119339)							
428016	1	Invoice	MARKET HOUSE RESTR	03/22/2016	230.00		01.13.511.06
Total DOIG, KATHLEEN (119339):					230.00		
DUBUQUE FIRE EQUIPMENT, INC. (631)							
109778	1	Invoice	FIRE EXTINGUISHER CH	02/29/2016	477.05		22.22.652.00
Total DUBUQUE FIRE EQUIPMENT, INC. (631):					477.05		
GALENA CHRYSLER (82)							
62650	1	Invoice	SQUAD 1 MAINTENANCE	02/16/2016	114.73		01.21.513.06
62717	1	Invoice	SQUAD 2 MAINTENANCE	02/19/2016	34.56		01.21.513.06
62724	1	Invoice	SQUAD 3 MAINTENANCE	02/22/2016	21.35		01.21.513.06
62898	1	Invoice	SQUAD 3 MAINTENANCE	02/19/2016	32.97		01.21.513.06
Total GALENA CHRYSLER (82):					203.61		
GLOBALCOM TECHNOLOGIES (120231)							
33112	1	Invoice	ADD MICROPHONE TO IN	03/15/2016	500.00		01.21.652.03

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total GLOBALCOM TECHNOLOGIES (120231):					500.00		
HALSTEAD, MARY L. (119966)							
031516	1	Invoice	CITY HALL JANITOR	03/15/2016	240.00		01.13.511.07
031516	2	Invoice	PUBLIC RESTROOMS AT	03/15/2016	225.00		01.13.511.08
Total HALSTEAD, MARY L. (119966):					465.00		
HD SUPPLY WATERWORKS, LTD. (119090)							
F104124	1	Invoice	REPAIRS TO HANDHELD	03/07/2016	167.51		51.42.831.00
Total HD SUPPLY WATERWORKS, LTD. (119090):					167.51		
HEALTHCARE SERVICE CORPORATION (118931)							
031516	1	Invoice	HSA/FAMILY/EMPLOYEE	03/15/2016	4,361.00		01.218.0
031516	2	Invoice	PPO/BLUE CROSS BLUE	03/15/2016	396.00		01.218.0
031516	3	Invoice	HEALTH INSURANCE	03/15/2016	28,308.10		01.13.451.00
031516	4	Invoice	WESTEMEIER/INSURAN	03/15/2016	1,014.15		78.32.464.02
Total HEALTHCARE SERVICE CORPORATION (118931):					34,079.25		
HYDE, MARY BETH (101)							
022416	1	Invoice	TRAVEL REIMBURSEME	02/24/2016	147.70		01.14.562.00
Total HYDE, MARY BETH (101):					147.70		
IIW ENGINEERS & SURVEYORS, PC (260)							
63996	1	Invoice	DESIGN	03/22/2016	10,000.00		17.52.815.03
Total IIW ENGINEERS & SURVEYORS, PC (260):					10,000.00		
IL JUVENILE OFFICERS ASSOC. (120230)							
032116	1	Invoice	MEMBERSHIP	03/21/2016	155.00		01.21.563.00
Total IL JUVENILE OFFICERS ASSOC. (120230):					155.00		
ILEAS (118922)							
031716	1	Invoice	2016 ILEAS CONFERENC	03/17/2016	180.00		01.21.563.00
Total ILEAS (118922):					180.00		
ILLINOIS ATTORNEY GENERAL (118940)							
032316	1	Invoice	SEX OFFENDER REGIST	03/23/2016	30.00		01.21.549.00
Total ILLINOIS ATTORNEY GENERAL (118940):					30.00		
ILLINOIS FIRE STORE (119034)							
36520	1	Invoice	TURNOUT GEAR	03/10/2016	6,229.97		22.22.840.00
Total ILLINOIS FIRE STORE (119034):					6,229.97		
ILLINOIS STATE POLICE (119872)							
032316	1	Invoice	SEX OFFENDER REGIST	03/23/2016	30.00		01.21.549.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total ILLINOIS STATE POLICE (119872):					30.00		
JACKSON CONCRETE/EXCAVATION CO (489)							
031816	1	Invoice	INLET REPAIRS	03/18/2016	1,468.00		01.41.614.04
Total JACKSON CONCRETE/EXCAVATION CO (489):					1,468.00		
JDWI (235)							
40809	1	Invoice	SR. VAN SERVICES	02/29/2016	833.00		01.13.542.00
Total JDWI (235):					833.00		
JO DAVIESS CTY HEALTH DEPT (121)							
031416	1	Invoice	B&B INSPECTIONS	03/14/2016	550.00		01.16.546.00
031716	1	Invoice	B&B INSPECTIONS	03/17/2016	650.00		01.16.546.00
Total JO DAVIESS CTY HEALTH DEPT (121):					1,200.00		
JOHN DEERE FINANCIAL (119690)							
031516	1	Invoice	clothing	03/15/2016	171.26		01.41.471.09
Total JOHN DEERE FINANCIAL (119690):					171.26		
MAILFINANCE (119741)							
H5817048	1	Invoice	POSTAGE METER	03/05/2016	396.81		01.13.579.02
Total MAILFINANCE (119741):					396.81		
MEDICAL ASSOCIATES CLINIC (1120)							
22370	1	Invoice	DOT PHYSICAL	03/01/2016	107.00		01.41.563.00
Total MEDICAL ASSOCIATES CLINIC (1120):					107.00		
MILLER-BRADFORD & RISBERG (1001)							
IK07328	1	Invoice	ENDLOADER REPAIRS	03/16/2016	168.75		01.41.613.09
IKO6371	1	Invoice	CREDIT	11/10/2015	45.00-		01.41.613.09
Total MILLER-BRADFORD & RISBERG (1001):					123.75		
MNS CONSTRUCTION, INC. (118877)							
11031	1	Invoice	DREDGING/BOAT DOCK	03/15/2016	525.00		20.25.517.01
Total MNS CONSTRUCTION, INC. (118877):					525.00		
NW IL CRIMINAL JUST.COM. (155)							
031716	1	Invoice	TRAINING AND CONFER	03/17/2016	819.55		01.21.563.00
Total NW IL CRIMINAL JUST.COM. (155):					819.55		
PERFECTION LAWN CARE (119990)							
1079	1	Invoice	COBBLESTONE MULCH	03/21/2016	470.00		01.41.614.05

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total PERFECTION LAWN CARE (119990):					470.00		
QUILL CORP. (686)							
3865711	1	Invoice	OFFICE SUPPLIES/POLIC	02/26/2016	64.99		01.21.651.00
Total QUILL CORP. (686):					64.99		
STRAND ASSOCIATES, INC. (954)							
0118992	1	Invoice	PW SOLAR	03/14/2016	139.85		01.45.532.01
Total STRAND ASSOCIATES, INC. (954):					139.85		
TREASURER, STATE OF ILLINOIS (119672)							
032316	1	Invoice	SEX OFFENDER REGIST	03/23/2016	5.00		01.21.549.00
Total TREASURER, STATE OF ILLINOIS (119672):					5.00		
TRI-STATE PORTA POTTY, INC. (908)							
4167	1	Invoice	TRAINING CENTER POR	03/07/2016	100.00		22.22.652.00
4174	1	Invoice	BIKE TRAIL/PORTA POTT	03/07/2016	100.00		17.52.579.01
Total TRI-STATE PORTA POTTY, INC. (908):					200.00		
VAN METER INC. (141)							
S9062577.00	1	Invoice	INDIAN RIDGE LIGHT LE	03/09/2016	32.76		01.41.514.11
Total VAN METER INC. (141):					32.76		
VERIZON WIRELESS (316)							
031516	1	Invoice	PAY & DISPLAY	03/15/2016	25.02		01.21.537.00
031516	2	Invoice	VERIZON JET PACK FOR	03/15/2016	38.01		01.21.652.03
031516	3	Invoice	FIRE DEPARTMENT/VERI	03/15/2016	76.02		22.22.655.00
Total VERIZON WIRELESS (316):					139.05		
WAL-MART COMMUNITY (CC) (1258)							
031516	1	Invoice	OFFICE SUPPLIES	03/15/2016	36.04		01.13.651.02
031516	2	Invoice	OFFICE SUPPLIES	03/15/2016	75.06		01.21.651.00
031516	3	Invoice	CLOTHING	03/15/2016	53.41		01.41.471.09
031516	4	Invoice	SUPPLIES	03/15/2016	54.82		01.41.652.00
031516	5	Invoice	SUPPLIES	03/15/2016	12.91		58.54.511.00
Total WAL-MART COMMUNITY (CC) (1258):					232.24		
WEBER PAPER COMPANY (40)							
635553	1	Invoice	MARKET HOUSE RESTR	03/10/2016	222.45		01.13.511.06
Total WEBER PAPER COMPANY (40):					222.45		
WHITE CONSTRUCTION CO., INC. (119359)							
031516	1	Invoice	TURNER HALL JANITORI	03/15/2016	350.00		58.54.536.00

Invoice	Seq	Type	Description	Invoice Date	Total Cost	PO Number	GL Account
Total WHITE CONSTRUCTION CO., INC. (119359):					350.00		
WIZARD COMPUTERS INC (666)							
13478	1	Invoice	COMPUTER MAINTENAN	02/10/2016	100.00		01.13.512.04
Total WIZARD COMPUTERS INC (666):					100.00		
ZARNOTH BRUSH WORKS INC. (212)							
0158767	1	Invoice	SWEEPER	03/01/2016	256.50		01.41.613.11
Total ZARNOTH BRUSH WORKS INC. (212):					256.50		
Grand Totals:					124,110.89		

Report GL Period Summary

Vendor number hash:	3004393
Vendor number hash - split:	4804560
Total number of invoices:	57
Total number of transactions:	87

Terms Description	Invoice Amount	Net Invoice Amount
Open Terms	124,110.89	124,110.89
Grand Totals:	124,110.89	124,110.89