

The City Council met in regular session at the City Center. Mayor Stadsholt called the meeting to order at 7:00 p.m. City Clerk, Jesse Hall called the roll and the following Alderpersons answered to their names: Portia Brown, Bob Cooper, Dan Griffin, James Stroh, Becky Chaney, Ross McDowell and Nick Urish
Absent: Randy Bell

A quorum was present. The minutes were recorded by City Clerk, Jesse Hall.

The pledge of Allegiance to the Flag of the United States of America was repeated by all City Officials and guests.

PUBLIC COMMENT #1

DISCUSSION: None

ACTION TAKEN: None

APPROVAL OF MINUTES

DISCUSSION: Mayor Stadsholt asked if there were any additions or corrections to the meeting minutes of December 15, 2020.

ACTION TAKEN: There being none, the minutes are approved as submitted.

FINANCE REPORT

DISCUSSION: Mayor Stadsholt entertained a motion to approve the Finance Report as submitted. Alderperson Chaney made the motion, seconded by Alderperson Cooper.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions or corrections to the Finance Report. There being none, the motion passed by the following vote:

Voting Yes: Griffin, Stroh, Chaney, McDowell, Urish, Brown and Cooper.

Voting No: None

CONSENT AGENDA

DISCUSSION: Mayor Stadsholt entertained a motion to accept the Consent Agenda as submitted. Alderperson Stroh made the motion, seconded by Alderperson McDowell.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Chaney, McDowell, Urish, Brown, Cooper, Griffin and Stroh.

Voting No: None

MAYOR'S REPORT

DISCUSSION: Mayor Stadsholt reported on the following item:

- Savannah and I went to the Manito Lodge a week ago Tuesday. We had a nice visit with Alderperson Randy Bell and Administrative Assistant, Savannah Burgett, was able to notarize Bell's resignation letter which is on file at City Hall in his personnel file.

ACTION TAKEN: None

DISCUSSION: Mayor Stadsholt entertained a motion to accept the resignation of Randy Bell Ward 2 Alderman. Motion made by Alderperson Chaney, seconded by Alderperson Cooper.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Brown, Cooper, Griffin, Stroh, Chaney McDowell and Urish.

Voting No: None

DISCUSSION: Mayor Stadsholt entertained a motion to appoint Ed Ray to the City of Havana Ward 2 Alderman. To complete Randy Bell's term of office. Motion made by Alderperson Stroh, seconded by Alderperson McDowell.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Urish, Brown, Cooper, Griffin, Stroh, Chaney and McDowell.

Voting No: None

DISCUSSION: Mayor Stadsholt entertained a motion to appoint Bob Cooper as Budget Officer and Finance Chair. Motion made by Alderperson McDowell, seconded by Alderperson Chaney.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Stroh, Chaney, McDowell, Urish, Brown and Griffin.

Voting No: None

Abstained: Cooper

DISCUSSION: Mayor Stadsholt reported on the following item:

- January 18, 2021 8:30-9:30am we have made the final decision to host the Annual Standing Committees. The city has been hosting the Annual Standing Committee on Martin Luther King Jr. Day for 8 years now. The city normally serves a lunch. This year we talked it over and we will not be serving any food or beverage, a lot of people bring their own coffee with them. We're hoping to do a zoom call and get that set up. We have had a lot of responses in the last two days that said they will either be present in person or via zoom for that meeting. During that meeting we usually give a state of the city report and a brief report on Economic Development.

ACTION TAKEN: None

CITY CLERK'S REPORT

DISCUSSION: No report

ACTION TAKEN: None

CITY TREASURER'S REPORT

DISCUSSION: No report

ACTION TAKEN: None

CITY ATTORNEY'S REPORT

DISCUSSION: No report

ACTION TAKEN: None

ECONOMIC DEVELOPMENT REPORT

DISCUSSION: Economic Development Coordinator Brenda Davenport-Fornoff reported on the following items: McDaniel's marketing

- Will tell our story through words, pictures and video, online and offline
- Responsive websites
- Digital marketing – email and social media, video advertising
- Experience guides, special events eblasts
- Branding – perceived value visitors see in our destination
- Make our destination unique and all inclusive
- Galena hotel/motel tax receipts increased 4.97%
- Galena Activity Guide digital versions resulted in over 19,000 views, a 16% increase over 2014
- St. Charles, IL – followers on Facebook, Instagram and LinkedIn increased 36%
- LeClaire Iowa - website visitors 99.8% increase; Facebook likes 14.4% increase; local sales tax receipts 7.28% increase
- Brookfield, Wisconsin – newly developed website – visitor sessions 192% increase; total pages viewed 483% increase
- Peoria Civic Center campaign – quadrupled new season ticket sales from previous year (160:30)
- McDaniel's Services offered
 - Advertising – magazine, newspaper, direct mail, radio/tv, outdoor, and digital
 - Audio/Visual – videos, jingles, professional photography
 - Collateral – Visitor guides, brochures, manuals
 - Corporate Identity – logos, slogans, stationery, business cards
 - Exhibits and Promotional Tools – displays, premiums, banners, posters and signage
 - Newsletters and e-newsletters – professional communication

- McDaniel's staff – public relations/media director; marketing consultant; business development; creative director; marketing consultant; business development; creative director; art director/ videographer; graphic designer; creative copywriter; digital marketing strategist; website project manager; content marketing specialist; website programmer; videographer

ACTION TAKEN: None

PUBLIC WORKS REPORT

DISCUSSION: No report

ACTION TAKEN: None

POLICE CHIEF REPORT

DISCUSSION: No report

ACTION TAKEN: None

FIRE MARSHALL/ZONING OFFICER REPORT

DISCUSSION: Fire Marshall, John Kachanuk reported on the following items:

- Fire Marshall, John Kachanuk thanked everyone for their comments and well wishes on his past surgery. Tomorrow will be John's six week mark and he will be back Thursday.
- The Fire Department had a very busy New Year. Having twelve fire calls in one day. For the record, the actual total calls in my career of 34 is sixteen calls in one day.
- An update on Prairie Land Steele Property: The report came back from Tetra-tech who was hired by the EPA to do ground study surveys and it's not good. They found high levels of basically the chemical that is used in dry cleaning. This is saturated throughout some of the soil samples that they took. What they want to do is take it to the next step to concentrate on that report, and to make sure that it hasn't gone off the property of Prairie Land Steele. The Mayor, Brenda and I had a conference call yesterday with the EPA officials. The three of us will be connected with information on the next step. The next step is that we need to turn in an application to enter that property into a voluntary remediation site, which means the EPA will take the study that was done. The representative from the EPA is going to read the report and sift through it very well in detail and she's going to determine what the next step is that they need to take, which will be after everything falls out. Nothing will happen for the next two or three months until the ground thaws and we get better weather and they want to jump on that property and do some more soil sample just to see how bad the situation is. The only money the city would be out is the \$500 filing fee for the application, hopefully the city will be reimbursed. As everyone is aware that property is being held by Mason County Trustee which is out of Edwardsville, Illinois and we are first dibs to get that and Crescent forge property as soon as they are both cleared.

ACTION TAKEN: None

FARNSWORTH ENGINEERING GROUP REPORT

DISCUSSION: Gary Davis, with Farnsworth Engineering, reported on the following items:

- Main Street Corridor
 - Work is complete with some warranty work to be done in the spring.
 - The landscape plant condition will also be evaluated in the spring. Any plants that do not survive through the winter will be replaced in accordance with the contract documents.
- Havana Business Park Phase 2
 - The construction is complete, and the Certificated of Substantial Completion is being issued as part of the USEDA closeout process.
 - A final punch list will be prepared in the spring for any items that need to be addressed before the project is final.
 - Final closeout forms and documents are being prepared for final payments from the USEDA. All forms will be submitted to the USEDA by January 15, 2021.
- Havana Bike/Pedestrian Path ITEO Grant
 - All IDOT related work has been completed and accepted for the project. Drawing updates to 2021 standards may be required before bidding. Revisions will take 4 to 8 hours of design time
 - IDOT (Ron Rybolt) has requested, as mentioned before, that the RR Agreement with the City be in place before the project is put on a State Bid Letting. The Illinois Commerce Commission has agreed to not require a hearing on the railroad agreement.

- The City has paid the application and review fee for the railroad's (Genesee & Wyoming Railroad Services, Inc.) effort to draft an agreement for the pedestrian crossing. After the initial review was completed, the railroad moved the review of this project to an engineering consultant, Alfred Benesch & Company. The process almost started over from a review perspective and has resulted in a delay in the RR preparing the draft crossing agreement. Ben Biesterveld, our contact with Benesch, has been good to work with and is trying to expedite the process, but it does not appear we will make a spring 2021 State Bid Letting Date.
- IDOT has the project scheduled for a State Letting in July 2021
- Elevated Tank – Business Park
 - Design and IEPA permits are complete
 - IEPA – SRF process underway for funding
- Combined Sewer Overflow – LTCP and NPDES Requirements
 - Revised Long Term Control Plan (LTCP) has been completed with information requested by IEPA
 - NPDES Special Condition 13 items required for submittal to IEPA, beyond the monthly CSO Monitoring Data sent monthly by the City, have been submitted and are being resubmitted with the LTCP in January 2021
 - Farnsworth to work with the City to complete the last item for submittal, which are the sewer system financial reports for 2018 and 2019
 - Bar screen is recommended in the LTCP for Washington Street PUMP Station in addition to weir adjustments at Illinois Street and Wasting Street
- Historic Water Tower Inspection, Evaluation and Report
 - Scope of services are complete
 - Draft report reviewed with the City on January 5, 2021, at the regular City Council meeting

ACTION TAKEN: None

FINANCE AND PURCHASING

DISCUSSION: Alderperson Cooper made a motion to accept McDaniels Marking proposal for Phase 1 and 2, in the amount of \$14,250. Seconded by Alderperson Stroh.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: McDowell, Urish, Brown, Cooper and Stroh.

Voting No: Griffin and Chaney

HEALTH AND SANITATION

DISCUSSION: Alderperson Chaney reported that Mason County received its first doses of the Moderna vaccine for COVID-19. The 105 doses were administered to Health Care and Essential Workers by Mason District Hospital. There is a long way to go before enough residents will be able to be inoculated. Health Department Administrator Curt Jibben said at this time the supply chain is too unpredictable to provide details on any future shot clinics like they do for flu shots. Mason County has had over 1,000 cases a total of 5,029 Havana residents have been tested for the virus, and the city accounts for 391 of the total cases.

ACTION TAKEN: None

LICENSES, ORDINANCE AND LEGAL

DISCUSSION: No report

ACTION TAKEN: None

PERSONNEL

DISCUSSION: Alderperson McDowell addressed the council to refer to 5.10.1 Education of the personnel handbook. Saying that before making the motion he wanted to point out that the second sentence will be crossed off. Alderperson McDowell made a motion to approve the changes of Education Section 5.10.1 of the Personnel Policy Manual. Seconded by Alderperson Urish.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Brown, Cooper, Griffin, Stroh, Chaney, McDowell and Urish.

Voting No:

PERSONNEL

DISCUSSION: Alderperson Cooper made a motion amending changes of Education Section 5.10.1 of the Personnel Policy Manual. Stating that classes should be scheduled during off duty hours. When desired course is not available during non-work hours, an employee may use vacation or personal time, or in some cases, may request a flexible work schedule, provided this arrangement does not adversely affect the employee's job performance or the operational needs of the unit. Seconded by Alderperson Chaney.

ACTION TAKEN: Mayor Stadsholt asked if there were any questions. There being none, the motion passed with the following vote:

Voting Yes: Cooper, Griffin, Stroh, Chaney, McDowell, Urish and Brown.

Voting No:

PLANNING

DISCUSSION: Alderperson Urish reported he was able to meet with Mayor Stadsholt and Economic Development Coordinator Brenda Davenport-Fornoff about the Comprehensive Plan. We are hoping to be wrapping up the Comprehensive Plan by March.

ACTION TAKEN: None

PROPERTY AND ZONING

DISCUSSION: No report

ACTION TAKEN: None

PUBLIC SAFETY

DISCUSSION: No report

ACTION TAKEN: None

PUBLIC WORKS

DISCUSSION: No report

ACTION TAKEN: None

PUBLIC WORKS

DISCUSSION: Alderperson Brown reported on the behalf of Public Works Director, Jewel Bucy on the following items:

- The last weekend was busy between the ice and snow storm. Just when we had the salting under control the limbs started breaking. Needless to say our guys got very little rest. I would like to commend the Police Department for dragging a lot of small limbs off the road as we were having a hard time keeping up with the calls.
- We received a letter from the IEPA pertaining to the old City Landfill. We had been cited 6 compliance violations in a previously received Warning Notice Letter. We completed our clean up and sent in all documentation of our cleanup efforts. They did another physical inspection and found that all their concerns had been addressed and they were finding that we had returned to full compliance on all alleged violations.
- Well #5 (Chester Center) has a pump motor that is grounding out. So we will be removing the motor and hopefully getting it rebuilt.
- We have received our repair parts for the south clarifier at the Waste Water Treatment Plant, we have it pumped out and washed down and will be trying to work on it between weather systems
- I would like to put on the next agenda hiring a full time person in the Public Works Department. Our 1,000 hour person will be out of time in a couple of weeks and the fulltime person that is out for medical reasons has no return date established with doctors. I would like to try the 1,000 hour person for this position.

ACTION TAKEN: None

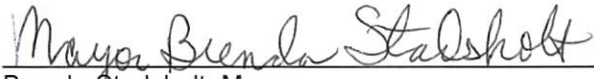
PUBLIC COMMENT #2

DISCUSSION: None

ACTION TAKEN: None

DISCUSSION: Mayor Stadsholt entertained a motion to adjourn the meeting. The motion was made by Alderperson McDowell, and seconded by Alderperson Chaney.

ACTION TAKEN: The meeting was adjourned at 8:11pm


Brenda Stadsholt, Mayor


Jesse Hall / City Clerk

Guests: Jeremiah Hindhal
John Kachanuk
Brenda Davenport-Fornoff
Gary Davis