

**REGULAR MINUTES  
EAST DUBUQUE CITY COUNCIL**

261 Sinsinawa Avenue  
East Dubuque, IL 61025

**MONDAY**

January 7, 2019

6:00 p.m.

**Please Stand for the Pledge of Allegiance**

1. **19-0101 Call to Order – Acting Mayor:** Alderman Degenhardt, Alderman Digman, Alderman Havner, Alderman Vanostrand. Absent: Alderman Arling, Alderman Robey
2. **19-0102 Speakers from the Floor:**
  - None Noted.

**NEW BUSINESS:**

3. **19-0103 Discussion and Possible Action to Approve Contract(s) with Express Employment Professionals / Acting Mayor Robey, Interim City Manager Herrig**
  - City Manager Herrig: Express is here to present their services. Lisa Andersen and Molly Wand.
  - Express will offer this position to qualified candidates through their facility via testing, referencing and interviewing to find the best fit for the position and give the list of candidates that will best fit the job description for interviewing with the City. There are two services offered 1. Evaluation to hire: Start the employee through Express and have them work 580 hours as a preliminary evaluation. 2. Buyout option. This would be a direct hire option.
  - CM: Looking to approve both options so that we have the opportunity to really find a good fit.
  - Motion made by Alderman Digman to approve both options, seconded by Alderman Vanostrand; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey.
4. **19-0104 Discussion and Possible Action to Approve and Authorize Acting Mayor to Enter an Agreement for Construction Engineering for WWTP Improvements between the City of East Dubuque and Fehr Graham Engineering & Environmental Services in the Amount of \$133,000 / Acting Mayor Robey, Interim City Manager Herrig**
  - Adam Holder of Fehr Graham: This is a place holder for the loan so that when we get bids we will have the monies in order to reimburse the cost. Status now: Submitted everything to the IEPA and are waiting for the permits. Will start the bidding process next week. Community planning services are working with the IEPA as well. Jan-Feb will be able to put out to bid. If all goes well, should be looking at a completion July 2020. There are no expected shut downs to the residents during construction.
  - Motion made by Alderman Degenhardt to Approve and Authorize Acting Mayor to Enter an Agreement for Construction Engineering for WWTP Improvements between the City of East Dubuque and Fehr Graham Engineering & Environmental Services in the Amount of \$133,000, seconded by Alderman Vanostrand; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey.

5. **19-0105** Discussion and Possible Action to Approve and Authorize Acting Mayor to Enter an Agreement for Professional Services IEPA WPCLP – Wastewater Treatment Facility Improvements Project between the City of East Dubuque and Community Funding & Planning Services in the Amount of \$35,000 / Acting Mayor Robey, Interim City Manager Herrig
- Dan Peppin: Looking to have the contract be approved for administrative fees for the IEPA loan. All the items in the scope of services are included in this fee. There is a great deal of paperwork that is to be prepared for this. The IEPA loan has a 45% loan forgiveness. There is also a little cushion in there for anything that may go over that could, essentially, not be spent. The increase will be \$9.68 per user per month. Please call if there are any questions or concerns.
  - Motion made by Alderman Vanostrand Action to Approve and Authorize Acting Mayor to Enter an Agreement for Professional Services IEPA WPCLP – Wastewater Treatment Facility Improvements Project between the City of East Dubuque and Community Funding & Planning Services in the Amount of \$35,000, seconded by Alderman Digman; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey.
6. **19-0106** Discussion and Possible Action to Name a Spokesperson for the City of East Dubuque for Media Support / Acting Mayor Robey, Interim City Manager Herrig
- City Manager Herrig: This is something that I am recommending. This allows a contact point and for the Alderman to not be bothered at home. Have spoken to the press as well.
  - Alderman Vanostrand: Recommend City Manager Herrig.
  - Motion made by Alderman Vanostrand to Name City Manager Herrig as Spokesperson for the City of East Dubuque for Media Support, seconded by Alderman Degenhardt; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey.
    - John Kruse of Telegraph Herald: In reading the recommendation, it stated that the Alderman would refer to the Spokesperson, this is a concern because, at times we are looking for opinions.
    - CM Herrig: This would give them the option if they did not have all the information and felt like they couldn't make an educated comment or would be the same thing as if they were planning to not give a comment as well.

**COUNCIL & COMMITTEE REPORTS:**

7. **19-0107 Staff Reports:** Interim City Manager Report, Acting Mayor Report, Alderman Report
- **City Manager Report:**
  - Express Employment Professionals  
We have had an opportunity to discuss internally Lou Ann's future retirement. She will be leaving us sometime in May of this year. As we discussed the hiring process, we thought it would be good to get some outside expertise. We contacted Express Employment Professionals from Dubuque and met with them on 1/3/19. Lou Ann and I participated in the discussion. We asked them for a proposal and we have included it in your packet. They have a Direct Hire Option and an Evaluation to Hire Option. After reviewing the options and discussing it internally, I would recommend we hire Express Employment Professionals and we utilize the Evaluation to Hire Option. With that

option, the employee will be working for Express and they will handle all expenses. We will pay them a fee during the first 580 hours. During that time period, we will have the option to keep the employee or switch to a different person at any time. This will allow us to evaluate an individual before actually hiring them. By hiring Express we also avoid any claims of favoritism, nepotism, or cronyism because Express actually does the selection process. I believe this is important in a small town to show that the process was handled openly. I would appreciate your support of this recommendation.

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- Wastewater Project
- We will have representatives of the engineering firm handling the wastewater project at the meeting. We will need to approve an engineering contract for construction services in the amount of \$133,000. Sharon Pepin will continue to handle this for us and the paperwork has been reviewed and approved. This is the next step in the rehabilitation of our wastewater plant. We also need to approve a contract with Sharon's firm in the amount of \$35,000 for loan administration. Both amounts are covered by our loan proceeds.
- Jo-Carroll Energy Fiber Project  
Representatives of Jo-Carroll Energy would like to make a presentation to you and our citizens pertaining to a fiber to home project for East Dubuque. This would be a tremendous benefit to our citizens and insure that high speed internet was available to every home and business in the community. I previously managed a fiber system for the City of Bellevue and we used it as an economic development tool to attract new residents and businesses. They would like to make a 45 to 60-minute presentation and I think it would be best to hold it as a Committee of the Whole meeting. They are requesting either 1/14 or 1/28. I need input from you on which night would work best for you. January 14<sup>th</sup> at 5:30pm.
- Auditor Presentation and FYE 2018 Audit Completion  
Joan and Jeremy (our auditor) are very close to wrapping up our audit adjustments. We should have the final version in the near future. I have asked Jeremy to come to a meeting to cover our adjustment. I would like to do that on 1/22 at 5:00 pm and Joan would also be in attendance. By starting early, we can answer any and all questions and finally approve our FYE 2018 audit. I want to confirm that 5:00 pm works for all of you. Committee of the Whole Meeting.
- Economic Development Forum  
I have been invited by Carter Newton of the Galena Gazette to attend an economic development forum in Galena on Wednesday 01/09/19. It looked beneficial and the cost is minimal, so I have decided to accept his invitation. I will be out of the office for most of the day.
- Martin Luther King Day
- Just a reminder that because of Martin Luther King Day, our next meeting will be on Tuesday, January 22nd.
- IPADS  
If you haven't already picked up your IPAD, we will have it on the desk at your seat Monday evening. Steve has instructed Joan on their proper use. We would like you to take them home and try them and then if you need to set up a training session with Joan just give her call. I would appreciate if you would use them at the very least for

emails as I recently discovered that the emails I was sending to your official accounts were not being received. I thought that you were just ignoring me!

- **City Spokesperson**

I would ask you at this time to appoint a city spokesperson for our dealings with the press. This is common in most towns. This will prevent the press from calling you at home or at work and catching you off guard on issues. It will also stop the press from calling multiple council people and having you debate an issue on the front page. If contacted, you would simply refer the press to your spokesperson. If you assign the title to me, I will give a consistent message from city hall and should have the facts and numbers available to allow for a factual story. I think this will be important as we move forward with positive stories about our town. I have already discussed this with both John Kruse and Carter Newton and this would work for them.

- **Audit Presentation 5pm on 1/22**

- **Alderman Report:**

- Alderman Vanostrand: I am announcing that I will be running for mayor as a write in candidate
- Alderman Havner: Please stay informed regarding the referendum at the school. This will affect our taxes.
- Alderman Degenhardt: Would like to see all the Alderman at the fire department dance.

**Committee Reports:** Ordinance, Budget, Local Improvements, Planning, Civil Service, and Utilities Committee

**8. 19-0108 Consent Agenda** (City Council Minutes 12-17-2018, Public Safety Report(s), Warrants, Zoning, and Correspondence)

- Motion made by Alderman Vanostrand to Consent Agenda (City Council Minutes 12-17-2018, Public Safety Report(s), Warrants, Zoning, and Correspondence), seconded by Alderman Havner; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey.

**9. 19-0109 Adjourn**

- Motion to adjourn made by Alderman Vanostrand to adjourn, seconded by Alderman Degenhardt; four ayes, motion carries. Absent: Alderman Arling, Alderman Robey. Adjourned.

Breanna Arling  
City Clerk, East Dubuque