

To: Mayor Bearrows & Rochelle City Council
From: Jeffrey A. Fiegenschuh, City Manager
Re: Bi-weekly report to council during Covid-19 emergency
Date: May 15, 2020

City Manager

City Manager

I would like to thank everyone for their hard work throughout the past two months. These have been very trying times for our community, especially our businesses who have not been able to reopen due to the Covid-19 pandemic and the shelter in place orders. Our staff continues to work with the Chamber of Commerce, the Retail Advisory Board, Kishwaukee College and the SBDC on promoting programs that promote shopping local and supporting local businesses.

Next week the Mayor and I will be hosting Rochelle Small Business Roundtables for three different business types. We hope to generate new ideas on ways to support our local businesses during these times along with ideas on how we can effectively move through Phases III and IV of the Restore IL Plan. Please see below for information related to the roundtables:

**ROCHELLE
SMALL BUSINESS
ROUNDTABLES**
*For Restaurants & Bars,
Retailers and Service Providers*

JOIN US FOR A ROUNDTABLE DISCUSSION WITH OUR
MAYOR, CITY MANAGER & STAFF
ON HOW THE CITY OF ROCHELLE CAN SUPPORT
YOUR BUSINESS DURING & AFTER
THE STAY-AT-HOME ORDER.

Tuesday 5/19 - 2pm
RESTAURANTS & BARS

Wednesday 5/20 - 2pm
RETAILERS

Thursday 5/21 - 2pm
SERVICE PROVIDERS



PLEASE RSVP TO JENNY THOMPSON
JTHOMPSON@ROCHELLEIL.US OR 815-440-6304

For the past several weeks our staff has been participating in meetings with representatives from Lee/Ogle county to create a plan that will allow our region to reopen in a timely and safe manner. The plan was created in partnership with Representative Tom Demmer and is, not only fair to our local business community, but considers safety precautions to keep our communities safe. Unfortunately, the Office of the Governor has not been receptive to meeting with Representative Demmer or considering this fair plan. Below is a link for you to review. This will be made public on Friday through a release to the media.

<https://www.cityofrochelle.net/government-documents/7442-lee-and-ogle-road-to-recovery-proposal/file.html>

I appreciate all the input our staff added as we considered difficult budget choices for the remainder of the fiscal year. Our team worked to present the Mayor and Council a budget that addresses the decline in revenues due to the current crisis, but also continues critical investments in our infrastructure. The budget reductions approved at the board meeting are below. Thank you Mayor Bearrows and member of the City Council for your guidance and leadership.

- ✓ General Fund Expenditures (Includes Police, Fire, Community Development, City Manager, City Attorney, Mayor/City Council, City Hall, City Clerk, Economic Development, Streets & Public Works, Engineering): \$1,097,610)
- ✓ RMU (Customer Service, Electric Operations & Generation, Water/Water Reclamation, Advanced Communications & Technology Park): \$2,549,668
- ✓ Hotel/Motel Tax: \$167,489
- ✓ Airport: \$40,675
- ✓ Railroad: \$213,600
- ✓ Golf Course: \$38,850

Total Cuts for 2020: \$4,107,892

“If you can’t fly then run, if you can’t run then walk, if you can’t walk then crawl, but whatever you do you have to keep moving forward” Martin Luther King Jr.

“There is no limit to the amount of good you can do if you don’t care who gets credit” Ronald Reagan

- Attend weekly Zoom meetings with staff
- Attend Emergency Operations Center meetings (Zoom) three times per week
- Attend weekly conference calls with the Ogle County, ECO rep, schools and the hospital
- Attended multiple zoom meetings with staff to discuss business retention initiatives (see Jenny and Michelle’s reports) with Retail Advisory Board and SBDC
- Meeting with Lee and Ogle County administrators to discuss regional reopening approach
- Hearing with union to discuss grievance
- Conference call with ComEd to determine net book value of transmission assets
- Webinar-Fiscal and Organizational Strategies during a pandemic
- Meeting with Salt 251 attorney to discuss TIF agreement
- Lee/Ogle “Non-Essential” Subcommittee meeting
- Staffing discussion with department directors
- Lee/Ogle enterprise zone meeting
- Meeting with departments to discuss grant opportunities through CARES Act

Police

Our officers and dispatchers have been using the slower days to catch up on their online training and some of the in-house training such as use of force and firearms. Cases have been cleared or taken to the end of the evidentiary trail and will soon be closed or sent to the State's Attorney's office for review. Once the caseload is reduced, they will work on other activities such as evidence room transports (Albers), training (Kaltenbach is a firearms instructor) and other activities as assigned (Inman at the E.O.C. for example).

Our testing is moving forward as planned. Our application deadline is Monday the 18th, and the written test will take place at R.T.H.S. on May 30th. My plan is to have two or more separate classrooms with proctors administering tests simultaneously so we can achieve social distancing. At this time, we have 17 applicants. That number isn't overwhelming, but during the Covid situation I'm not disappointed with it as I know we have solid potentials in that group. Due to the shutdown of various buildings and businesses, I am going to allow those with incomplete applications to test. If someone couldn't get their power card (physical test certification) or birth certificate, they will have time to get it after the written test. The deadline will have to be before the oral boards, but that will be pushed back until we can convene.

Rochelle City rep. to EOC

1. EOC operations/Emergency Management - I am still working 3 basic tasks. First serving as the conduit for Rochelle and the EOC. Second, assisting in the coordination of food pantry and food distribution efforts County-wide. Third, assisting the EOC, KSB Hospital and Lee/Ogle Health Departments in setting up mass testing operations at the Nippon campus. As of today, we are still waiting to hear from the State of Illinois regarding an RFP submitted to them. Additionally, I am drafting a procedure for RPD to submit used n-95 masks to RCH to have them exposed to UV lighting and cleaned so they can be re-used.
2. Lee/Ogle Regional Leadership Group - I am chairing the law enforcement committee and I am currently gathering availability of law enforcement leadership for a Zoom meeting to discuss re-opening of the two counties and how law enforcement operates during this time.
3. Criminal investigations - I have investigations on going, and one that I closed yesterday and transferred to the Kansas Internet Crimes Against Children (ICAC) task force.

Fire Department

- Reoccurring briefs with the Ogle County EOC every Monday, Wednesday, and Friday at 10am
- Reoccurring brief with Covid working group every Wednesday at 9am
- Reoccurring Staff Mtg every Thursday 8:30am
- Continue to review numerous daily updates from IDPH and CDC and update staff accordingly
- Continue to track local Covid cases and plan appropriate responses
- Finalized Covid MOU with FF CBA

- Electronic Covid updates for all personnel via Teams every Thursday evening
- Continuing to meet and plan with local EOC for additional exposures coming from a local industry
- Continuing to track and facilitate delivery of PPE
- Continue to track Covid related expenses for federal reimbursement

Finance

- Providing data for the Electric and IT rate studies
- Finalizing information with the auditors
- Reviewing the transmission tariff application
- Completing CARES Act grant application for the Airport - \$30,000
- Preparing MFT quarterly GATA report
- Participating in various meetings such as staff, project, ComEd, rate studies, work from home guidelines, customer engagement, and tariff
- Online training related to financial impacts of the Covid 19 virus, budget software, and the new regulation for the investment policy

RMU Customer Service

Continuing to apply financial assistance and incentive programs

Reaching out to some delinquent customers

Investigating a customer portal

Working with Civic to make a few database changes

Providing data for the rate study and other reporting

Planning reopening strategies

Finalizing plans for the employee wellness screening in June

Processing bills and payments

City Clerk/Assistant to City Manager

- Attended remote EOC briefings.
- Participated in multiple webinars, phone conferences and Zoom meetings regarding COVID-19 and related topics of fiscal strategies, reopening offices, and change and uncertainty.
- Participated in Regional Census planning meeting and Downstate session on promotions during COVID and how to navigate the various trackers to determine response.
- Promoted 2020 Census by distributing yard signs (thank you Wendy) and 500 masks (thank you Rocio and Kelly) to the Kitchen Table, Food Pantries and senior living facilities with Census information.
- Planning and preparing for Census promotions at Little Hero's event, Spring Fling, outdoor markets and for advertising on a LOTS bus.
- Prepared management staff agendas and participated in Zoom staff meetings.
- Coordinated and prepared agenda, motions and tally sheet for May 11th council meeting, set up for meeting and participated.
- Processed ordinances, resolutions and agreements approved at May 11th council meeting.
- Begin preparations for 5/26/20 agenda.
- Prepared death certificates.
- Prepared birth certificates.

- Answered city hall phone calls.
- Participated in project meeting and continued to update project report.
- Processed payments from funeral homes.
- Approved timesheets for City Manager direct reports.
- Responded to Freedom of Information Act Requests.
- Processing updated certificate of insurance documents submitted by liquor license holders due to extension of current license to December 31st.
- Participated in meetings and planning for department reopening.
- Attended and opened bids at two bid openings.
- Working with new owner of local restaurant to obtain a liquor license.
- Scheduling various Zoom meetings and conference calls.
- Attended multiple Zoom meetings regarding how we can assist businesses as we reopen

Water

- Well 4: project is delayed until next year and working on securing new funding source
- Well 8: well is back online, delayed the casing repair until this summer
- Well 12: progress at the radium removal plant is good, expected to be online in June
- 2nd Avenue Houses: all homes have been demolished.
- Pilot Project: All water and sewer utilities are installed. Last thing to complete is the transformer for the lift station, the transformer has arrived need to pour a concrete pad

Water Reclamation

- WWTP construction is underway
- Installing a drainage system on the anaerobic lagoon
- Jetting sanitary sewers
- Installed 3rd new RAS pump

Electric Operations & Generation

- Coordinated calls with attorneys and staff regarding sale of transmission assets
- Coordinated call with ComEd regarding new substation
- WIFI to municipal lot is completed
- Crews has been working on fiber for ComEd
- Routine maintenance, including streetlight work and tree trimming
- Engines 7 and 10 repairs are almost completed
- Coordination with water department to provide fiber to Well 12
- Providing data to UFS for cost of service study

Advanced Communications

- Working on WIFI to municipal lot
- Working with electric dept. to fiber optic and power at necessary poles
- Working on SCADA issues with electric dept.
- Continuing to set up computers/remote access and zoom meetings

- Helping police dept with phone and computer issues

Golf Course

The course officially opened for play on May 1st under strict guidelines from the Governor. Under these guidelines, all tee times must be prepaid over the phone or online through our website. Tee times will be for two people only with fifteen minutes between each tee time. Carts can be rented only to individuals with a physical disability or physical limitation that prevent them from walking the course. We are handling this with the guidance from our risk management team by allowing individuals to rent a cart if they have a doctor notes or a handicap placard issued in their name. We have had full tee sheets on days that the weather is nice, but that only gives around 74 golfers on those days. We are hoping at the end of the month some of these restrictions will be lifted allowing four people to a tee time and allow cart rentals

Human Resources Risk Management

- Employee Wellness Blood screening
- -Employee Incentive Update both past and present
- -Entering information into system of employee updates and with insurance vendors
- -Working with Sarah on payroll and maintaining records
- -responding to emails from employees on various topics
- -Health Insurance billings, TASC, audits and related updates.
- -Attending employee related conference calls
- -Viewing COVID-19 related webinars from HR Organizations and other noted organizations
- -COVID-19 related updates in regards to employee return to work, relations and regulations/laws

Streets & Public Works

Solid Waste-

- Staff continue looking into different options to lower recycling costs and or increase revenues for residential curbside pickup.
- Landscape waste and brush collection began on March 16th. Our next monthly brush collection is scheduled for Monday 5/18/20
- The quarterly electronics recycling event was canceled for Saturday 4/18/20 due to current COVID-19 restrictions. The next quarterly electronics recycling event will take place Saturday July 18th 8am - 12pm.
- Mulford Rd. Improvements began 4/15/20. The contractor is currently installing stormwater infrastructure on both sides of Mulford rd. 5/8/20 the original Riley Ditch box culvert was removed, and preparation and installation of the new larger box culvert began on 5/11/20
- Working with NIDS to stop private contractors from infringing on waste collection services per the City's 1995 Waste Collection Agreement.
- Asphalt millings from the airport runway project are being used to build a base pad at the City's construction dumpsite. This pad will be used for the storage of brush and wood grindings.

Traffic Control-

- All traffic signal conflict monitors have been tested and certified throughout the City.
- Transfer switches have been installed at the intersections of 251 & Washington, and 251 & Intermodal. This will allow these signalized intersections to be operated with a suitcase generator in the event of a power failure.
- Continue to work with IDOT and William Charles Electric to replace the traffic signal mast and foundation at the intersection of 38 & Dement. The new foundation was poured the first week of April. This project is the result of an accident that occurred in January causing significant damage to the traffic signal mast and foundation. The City's risk management company is working with the at fault driver's insurance company to process this claim.
- Staff continue with traffic signage maintenance and GIS inventory as staffing and time allows.

Storm Water-

- Approximately 500 feet of riverbank just south of School Avenue has sloughed off and is scheduled for restoration work as weather and time allow.
- Street and Engineering Departments are working together on bid plans for the repair and or replacement of over 100 stormwater structures throughout the City.
- Staff continue to work on a 3-acre drainage detention facility west of lake Lida. The detention area was overgrown with trees and drainage pipes were silted in. Staff will continue to work on this area throughout the year as conditions allow.
- Staff have rented a long reach excavator and wide track dozer to begin cleaning out and re-establishing approximately 1000 feet of Riley Ditch embankment.
- Approximately 3-4 feet of material is being removed from a two cell, 175' long, 6'x6' box culvert running underneath the Dement Rd. Overpass.
- As a result of strong overnight storms and intense rainfall Street Department staff were called into work around 12am on 5/15 to deploy barricades along several low-lying roads with standing water. Several areas with gravel road shoulders were washed out and are now being repaired

Street Maintenance-

- Road shoulder work is being completed as staff and time allow. There are several miles of road shoulders that need to be filled and or graded. This is a big project that requires several staff members to complete for a safe operation.
- Several areas of sidewalk and sidewalk ramp are being replaced throughout town due to utility openings and sidewalk displacement hazards.
- The Union Pacific Railroad has finished the N. Main St. at-grade railroad crossing improvements on Saturday 5/9/2020. This crossing is expected to be closed for one week.
- Plans are being made to repair a section of the Dement Road overpass embankment on the northeast side.

Marketing & Public Relations

- Participated in calls with Lee/Ogle Re-Opening Team & Wrote press releases for the group
- Planning Small Business Roundtable Discussions
- Fireworks Discussions
- Budget PowerPoint

- Assisting EOC and Health Department on messaging & press releases
- Retail Advisory Board yard signs, parade & small business promo
- EOC Calls
- Webinars attended:
 - Midwest Leadership Institute: “Change & Uncertainty: How do we lead organizations when normal is elusive?”
 - CBRE: Retail Re-Opening Lunch & Learn
 - City of Rockford: Effective Organizational Management from a Distance
 - Fiscal & Organizational Strategies During a Pandemic
- Public Messaging & Press Releases:
 - CAFR
 - RMU Summer Saver
 - Census
 - Upcoming construction projects
 - Trash collection & recycling
 - Hospital/Medical Professional Parade
- Facebook statistics
 - As of 4/30 6,711 Page Likes
 - 4/23-29 Post reach: 35,326
 - 4/23-29 Post engagement (likes, comments, shares): 25,176 with 6,711 page likes
 - In comparison:
 - Rockford: 80,900 with 14,900 page likes
 - Dixon: 5,700 with 7,100 page likes
 - Ogle County Health Department: 22,200 with 3,500 page likes
 - As of 5/15 6,736 Page Likes
 - 5/8-14 Post Reach: 15,822
 - 5/8-14 Post Engagement (likes comments, shares): 11,638 with 6,736 page likes
 - In comparison:
 - Rockford: 30,300 with 15,200 page likes
 - Dixon: 12,500 with 7,300 page likes
 - Ogle County Health Department: 6,700 with 3,600 page likes

Engineering

- Work along Mulford Road continues with storm sewer installation from the tributary to Creston Road
- 2nd Avenue reconstruction project will begin late April as RMU crews are adjusting watermain in advance of the project
- The asbestos abatement on the S Main Street structure to be removed near Steward Rd will be complete by the end of Month
- Engineering department is finishing plans for bidding on the N. 6th Street, Alley and Municipal Lot #4 Reconstruction project

Community Development

- Rec Center- Onsite inspections continue
- Johnson Tractors- coordination and plan review (Enterprise Zone Application- Complete)
Building Inspector Starr working on mass grading permit
- Pilot- Onsite inspections continue
- Hickory Grove- inventory documentation continues
- Continue to coordinate volunteer program for seniors with Connie Dougherty- Hub City Senior Center
- Planning & Zoning Commission and City Council requests approved
 - Lighthouse Dispensing, LLC- Special Use and Variance
 - Sawicki- Variance
 - Kennay Farms Distilling Rickhouse- Special Use
- Code update review continues
- Fence permits & inspections continue
- Sign permits continue
- Sewer repair permits & inspections continue
- Roof permits & inspections continue
- Small Business Assistance Program conference calls and document creation
- SBA Disaster Relief Conference calls and webinar
- Phone calls- overweight truck permits, building permits, business registrations, etc.
- Phone calls- proposed projects
- Phone calls- property maintenance
- Property maintenance citations issued
- “Your Yard Looks Lovely” postcards sent (140)
- Downtown Parking Conversations/Conference calls
- Reopening, Phases of Opening Conversations/Conference calls
- Virtual Lunch & Learn CBRE Retail Reopening Webinar
- Webex: Quorum Forum- Facilitating Public Hearings & Meetings Remotely
- Lighthouse Dispensing- Conference calls- security, utility uses, special use and variance requests

Economic Development

Project Updates: Prospects for new businesses that are looking at Rochelle.

- 1) **Project Match:** We received follow up questions from Intersect Illinois on one of our sites and responded. Hoping for a site visit in June or July
- 2) **Project Proxima:** No update
- 3) An unnamed project is looking for a site to construct a 500K Distribution Center. We will begin the process of completing the RFI on Monday.

Railroad Operations

- 1) A new rail extension project is being considered to provide rail access to building #1 in Progressive Park – Rochelle. We are working with DCEO to determine if the project might be grant eligible.
- 2) Contract for Transloading crane mats and steel coils was approved by the City Council on Monday night.
- 3) Several industries are working with me and BJRY to set up storage and/or transloading projects for this summer/Fall
- 4) Working on eligibility for a FRA CRISI grant for CIR mainline expansion
- 5) We completed the exhibits for the presentation to the BNSF on a proposal to construct a new BNSF/CIR interchange.
- 6) Work continues on putting a draft for a new switching agreement between the City and the BJRY together.

New Sub-Station Development

Meetings with the sub-station design team and Project Z continue to identify the characteristics of Project Z's power requirements and the design of the new sub-station. A great deal of work needs to be done before the project will be able to go out for bid. I am seeking grants that may be able to help offset capital costs of the project.

Airport Projects

Construction is progressing with some delays due to cold and rainy weather. Completion of Phase One on the Runway is now projected to be June 4th. However, the paved and grass runways are to be available for flight operations the weekend on May 30/31.

The ABCD Taxiway is now painted(stripes) landscaped, fencing replaced, and barricades removed. Martin Company, who was renting office space for this project, has moved out and terminated their lease. The runway has been prepped and cleaned except for a couple of small areas. The first layer of asphalt has been applied to the new Taxiway Alpha. A 500x10foot x 2-inch-thick asphalt test strip was applied on the east end of the runway. IDOT was here Wednesday 5/13 to inspect the test strip, and the prepped runway surface. We are awaiting their approval to proceed with paving. Approval is expected on 5/15. This would allow for the tack coat to be applied Monday 5/18, and paving to start early Tuesday 5/19. If weather does not interfere, runway and taxiway Alpha paving could be completed by late Friday, 5/22.

The CARES grant paperwork was completed and submitted to IDOT. We expect a \$30,000 check from IDOT within a month for the COVID-19 losses.

Mowing is now taking up a large portion of the staff time.

Completed ABCD Access Taxiway



Workforce Development

Peggy and I began to discuss with Kishwaukee College how we can prepare for the recruiting and training that will need to be done when the former Nippon Sharyo manufacturing campus opens again next year. We are hoping to get Kish connected to the new company soon to better understand the jobs to be filled and their requirements.

Kish also provided us a letter outlining their industrial training programs as part of our response to the Project Match RFI.

New Sub-Station Development

We held an internal meeting to discuss the power requirements for Project Z and how we will propose to find additional funding sources to build what is needed to meet current and future power requirements. Two proposed projects could require 60MW of new power demand. Team meetings need to be scheduled to keep everyone updates on progress.

Peggy Friday

Industrial Development Manager Weekly Report - May 1, 2020

CONFERENCE/ZOOM CALLS

Daily/weekly calls and updates with Jason

Small Business Stabilization Grant Conference Call

Non-Essential Business Committee Zoom Call Lee/Ogle County

Downtown Parking/Outdoor Seating Conference Call

Fast Track Public Infrastructure NOFO & CARES Act Recovery Assistance Grant Conference Call

WEBINARS

CBRE Retail Reopening Virtual Lunch & Learn

Buxton Webinar – Evolving Insights: Consumer Behavior and Industry Performance

DOCUMENTS DRAFTS

GFOA Distinguished Budget – Submission deadline May 29, 2020

BUSINESS RETENTION EMAILS

Southern Illinois University Virtual Job Fair Sponsored by DCEO

Private Sector PPE Exchange

Back to Springfield IDEA resources