

To: Mayor Bearrows & Rochelle City Council
From: Jeffrey A. Fiegenschuh, City Manager
Re: Bi-weekly report to council during Covid-19 emergency
Date: May 1, 2020

City Manager

City Manager

Due to the Covid-19 crisis and the uncertainty surrounding the state's budget issues and local tax collections our team has spent the past several weeks looking for ways to reduce spending. Our team feels that it is prudent to remain ahead of the curve and reduce expenditures now in anticipation of the coming revenue declines.

I will present a budget amendment at the May 11th City Council meeting for your consideration. Below are the total reductions by major fund I will present. These reductions present a good faith effort to reduce spending and maintain services in the current fiscal year. This pandemic is going to force more difficult decisions in the future, but our team will rise to meet these challenges and present budgets that continue to operate without structural deficits. Please see the proposed reductions below:

- ✓ 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

Staff is forecasting at least a 10%-15% reduction in all revenues due to lower than anticipated tax collections, reduced utility usage and increased delinquencies. Most of the proposed cuts represent reductions and delays in capital expenditures, but they also include leaving several open positions unfilled along with the consolidation of other positions. If revenues and expenses fall in line with projections, I do not anticipate utilizing any reserve fund or surplus fund balances this year.

I continue to be pleased that operations continue to run smoothly for the City. Beginning next week, the streets and utility crews will return to their normal working shifts. Of course, the City is providing all employees with the necessary PPE needed to remain safe and our employees will continue to work utilizing social distancing where feasible.

Now some much deserved Thank You and Appreciation to some of the heroes in our community.

Rochelle Chamber of Commerce and Kishwaukee College- I appreciate all your efforts in helping us promote shopping local and working to provide resources that are available to our business community. I know we are working on several more campaigns that I am super excited to roll out.

Rochelle Community Foundation- Kim you and your board work tirelessly to support Rochelle in the good times, but how what you are doing now is even more amazing. Thank you for supporting the Christian and Mobile Food Pantries. The resources you provide help to ensure many families do not go without food. Thank you for allowing me to be part of that.

Rochelle Community Hospital- Gregg you and your entire staff are amazing. From Jim Carle, to all your nursing staff to your custodial workers and everyone in between. Thank you for what you do and running an amazing hospital. We are so blessed to have you all in Rochelle.

Emergency Operations Center-Thanks to Terry Inman, Sheriff Brian Van Vickle and the entire team at the center. I appreciate your timely and much needed information.

Mayor John Bearrows-Mayor thank you for your steadfast leadership during this time. I appreciate all the wonderful ideas you bring to the table and you are a wonderful ambassador for our community.

Finally, and most of all- Ogle County Health Department Administrator Kyle Auman. Kyle you have one of the most important and critical jobs in our entire state right now. I appreciate everything you do and understand all the difficult choices you need to make. The City of Rochelle stands behind you!

I will leave you with two quotes that are very fitting for these times:

“Every morning we are born again. What we do today is what matters most”-Buddha

“IF you want the cooperation of humans around you, you must make them feel they are important and you do that by being genuine and humble”-Nelson Mandela

- 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
- Quarterly Landfill Meeting
- Weekly zoom meetings with utility billing office and utilities leadership
- Volunteered at the Mobile Food Pantry
- Meetings to discuss Hickory Grove (demolition and inventory of equipment)
- Zoom meetings with staff to discuss grant options available for infrastructure projects
- 1:1 meetings with Council members
- Attended City Council meeting
- Budget meetings with staff
- Monthly NIMPA board meeting
- Meeting to discuss July 4th fireworks and summer municipal band performances
- Meeting with Lee and Ogle County administrators to discuss regional reopening approach

Police

When we compare our calls from the April 1st-15th time period with the April 15th-29th, we saw a sharp increase in the “assist other” category. This can be another law enforcement agency, D.C.F.S. or other agency, but for this time period the increases are probably due to the Covid notifications for the Health Department. The domestics are still elevated but we did have two fewer arrests for the current period. We had 127 tavern checks, so patrol is checking on those areas with regularity. Not every day, but most days we are taking calls for suicidal subjects and individuals who are not mentally stable. We have seen an increase in these calls as well.

One detective has 8 open cases which include thefts, a residential burglary and three sex cases. One detective has 13 total cases, including some counterfeit bills, a sex abuse and a possible sex assault. One detective has 6 assigned that include two child porn cases, a sex assault and a harassing phone call case. We had a few more that came in today that will need to be assigned as well.

We are working with Jenny to get information out to the Chamber about some counterfeit \$100 bills. We had some recently and then more today, but it appears they may be connected. The Chamber will get the information we have including serial numbers.

We are still healthy now and we have a good inventory of cleaning supplies. Reminders are given at least weekly to continue their diligence about cleaning and handwashing. Moving forward, our next hurdle will be the mask issues as of Friday. We will have to wear them while in stores and in public where we can't distance. I have encouraged them to use our surgical masks so we can burn through fewer of the N 95 style. The enforcement of the new rules will be problematic as the order is so vague.

Below is a summary of the Governor's order from his page:

Beginning on May 1, individuals will be required to wear a face-covering or a mask when in a public place where they can't maintain a six-foot social distance. Face-coverings will be required in public indoor spaces, such as stores. This new requirement applies to all individuals over the age of two who are able to medically tolerate a face-covering or a mask.

There is no definition of a face covering or a mask. “Where they can't maintain a six-foot social distance”? We may see a situation where they could, but they chose not to. To me, if you're on the bike path, there's no reason you cannot maintain social distance, and the same goes with sidewalks. Those “who are able to medically tolerate a face-covering or a mask” sounds like an affirmative defense. People can use that excuse if they don't want to wear one. It may not come to pass but we are bracing for some interesting calls.

Rochelle City rep. to EOC

- I am still working my investigations.
- I am drafting plans to facilitate and coordinate the following services for Rochelle and all of Ogle County through the EOC. While some places already have a structure in place (such as Rochelle), others don't and the need for these services is ramping up as positive cases and quarantines escalate.
 - Food and medicine pickup and delivery
 - Animal (large & small) care services

- Continuing to consult and advise City staff and leadership, as necessary, with response operations.

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 tract 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
- Completing requests for the transmission tariff application
- Creating an amended budget spreadsheet after compiling material from several budget meetings with staff and the City Manager
- Participating in various meetings such as staff, Police Pension, Fire Pension, microloan, rate study, and audit
- Online training related to financial impacts of the Covid 19 virus

RMU Customer Service

We have been updating the utility assistance information and applying the additional \$200 for those who were already approved. There have been a lot of calls and messages for new applicants.

Updating the garbage rates.

Starting to work on the summer saver program information.

Finished up the last few questions from the auditors.

Had a lot of discussion with Jason Bird to get as much information and insight from him before his retirement.

Updating a few large customers with the correct bank information for payments.

Working with Civic and other vendors to get little issues explained and/or corrected.

Continuing to produce and send bills; and receive and process payments!

City Clerk/Assistant to City Manager

- Attended remote EOC briefings.
- Participated in multiple webinars, phone conferences and Zoom meetings regarding COVID-19.
- Participated in Police and Fire Pension Board meetings.
- Participated in meeting with City Manager and Finance Manager to discuss City Clerk and Municipal Building budget.
- Participated in Regional Census planning meeting and promoted 2020 Census including distributing yard signs, moving forward with bilingual mailing in areas of town where the counts

are lower, distributing Census promotional items through school food distribution, PreK homework/supply pick up and to healthcare providers at Rochelle Community Hospital.

- Prepared management staff agendas and participated in Zoom staff meetings.
- Prepared agenda, motions and tally sheet for April 27th council meeting, set up for meeting and participated.
- Processed ordinances, resolutions and agreements approved at April 27th council meeting.
- Begin preparations for 5/11/20 agenda.
- Prepared death certificates.
- Prepared birth certificates.
- Answered city hall phone calls.
- Continued to update project report.
- Processed payments from funeral homes.
- Approved timesheets for City Manager direct reports.
- Responded to Freedom of Information Act Requests.
- Provided documents and information to City Attorney related to litigation.
- Issued liquor license to Pilot and Clark.
- Mailed letters to liquor license holders.
- Processing updated certificate of insurance documents submitted by liquor license holders due to extension of current license to December 31st.

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

As I write this the Governor hasn't opened golf courses in Illinois. There has been some confusion about his order. The order is for all golf courses in Illinois not to open. Some good news is the Governor is meeting with connecting states about how and when to open the economy. Yesterday the Governor of Wisconsin extended his state's "stay at home order" until May 27th., but when doing this allowed golf courses to open. If our Governor does allow us to open, we will have to abide by strict guidelines like Wisconsin. We have been following all these guidelines, so we are ready to open when authorization comes from the state.

As of now I have one part time employee helping me handle the maintenance on the course. The last couple weeks we have been cleaning up tree trimming debris that we cut down over the winter on cold days. On warmer days we are on mowers trying to keep up with the turf. The weather has been on our side for now. It's been a cold spring so far and has allowed us to keep up with mowing the turf with two people. We have had snow twice this week. This snow will give the added moisture the soil needs and with temperatures next week in the 60's we will start to see that flush of spring growth from our turf.

Human Resources Risk Management

- COVID-10 related updates regarding employee relations and regulations/laws
- Employee Wellness Blood screening
- Employee Incentive Update
- Entering information into system of employee updates and with insurance vendors
- Working with Sarah on payroll
- Responding to emails from employees on various topics
- Insurance billings, audits and related updates.
- Attending employee related conference calls
- Viewing COVID-19 related webinars from HR Organizations and other noted organizations
- Washing my hands and sanitizing often 😊 lol

Streets & Public Works

- Solid Waste-
- Landfill quarterly meeting 4/22/20. Discussed Mulford Road improvements, Rochelle Energy Center production, Cell 1 exhumation status, Landfill operations, waste collection and recycling.
- Looking into 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
- In-house street sweeping began March 9th. Monthly contracted street sweeping began the 29th of April.
- 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.
- 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.

Stormwater-

- PW Staff have completed cleaning out all stormwater inlets throughout the City. This is an annual maintenance task performed on over 2,200 structures. This is essential in maintaining maximum stormwater drainage and to reduce flooding throughout the City.
- 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 will begin to clean out approximately 1000 feet of drainage ditch and a box culvert underneath the dement road overpass.

Street Maintenance-

- Staff continue to repair potholes along several streets, alleys, and parking lots throughout town. As usual, N.251 is our hotspot.
- 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 are being replaced throughout town due to utility openings and sidewalk displacement hazards.
- The Union Pacific Railroad is planning to close the N. Main St. at grade railroad crossing on Monday 5/4/2020 to replace crossing panels. 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

- Distributed 30 gift cards from Restaurant Gift Card Give-Away
- Fireworks Discussions
- Website revisions for meeting & event cancellations
- Laid off part-time Railfan Park employees until further notice.
- Created budget power point for City Council Meeting.
- Assisting EOC and Health Department on messaging & press releases
- Partnering w/ RACF on mask donation program
- Retail Advisory Board yard signs, parade & small business promo
- Public Messaging:
 - Utility Assistance Program
 - Golf Course Opening
 - Partnering with School Districts to compile & share food resources
 - Partnering with School Districts to compile & share free WIFI resources
 - Health Department daily updates
 - Census
 - Heritage Festival Announcement
 - Mental Health Resources
 - Upcoming construction projects
- Facebook statistics
 - As of 4/16 6,395 Page Likes
 - 4/9-4/15 Posts reached: 18,046
 - 4/9-4/15 Post engagement (likes, comments, shares): 13,710 with 6,395 page likes
 - In comparison:
 - Rockford: Engagement of 47,900 with 14,100 page likes
 - Dixon: Engagement of 4,100 with 7,100 page likes
 - Ogle County Health Department: Engagement 18,800 with 3,000 page likes
 - 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

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)
- Pilot- Onsite inspections continue
- Hickory Grove- inventory documentation
- Continue to coordinate volunteer program for seniors with Connie Dougherty- Hub City Senior Center
- PZC- Public notice, petitions, agendas and report of findings
 - Lighthouse Dispensing, LLC- Special Use and Variance
 - Sawicki- Variance
 - Kennay Farms Distilling Rickhouse- Special Use
- Code update review
- Business Impact conference calls
- Fence permits & inspections
- Sign permits
- Sewer repair permits & inspections
- Roof permits & inspections
- Microloan Program research and conference calls
- SBA Disaster Relief Conference calls and webinar
- Conference calls with Kish and SBDC
- Phone calls- overweight truck permits, building permits, business registrations, etc.
- Phone calls- proposed projects
- Phone calls- property maintenance
- Planning & Zoning Commission meeting preparation
- Property maintenance citations

- Illinois Criminal Justice Information Authority Grant Success Webinar
- Lighthouse Dispensing- Conference calls- security, utility uses, special use and variance requests
- Retail Advisory Board Zoom Meeting

Economic Development

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

- **Project Match:** Peggy and I spent three weeks completing this response. We were able to gather intel on the project from outside sources and submitted two potential sites.
- **Project Proxima:** No update
- No update on the UPS/FedEx shipping office project.
- **Locator One (LOIS):** This week I logged into a podcast for Economic Development Professionals and learned that it is highly recommended we work to submit as many buildings and sites we have into the LOIS system. Peggy and I will resume working on this now that the Project Match RFI has been submitted.

Railroad Operations

- Bridge and track inspections for contract #3 were completed this week and all the new track constructed over the past 18 months is finished and now operational.
- The detention pond still needs grading and seeding which will be completed when it is dry enough to complete the work.
- I prepared a business update report to the City Manager on prospects for rail services. (see attached)
- Held a conference call with on grant funding for the next rail expansion and how the Rochelle Railroad may develop a stronger alliance with the BNSF and the Northwest Seaport Alliance by joining the Great Northern Corridor Association.
- Met with Noah Carmichael about putting exhibits together for presentations on how intermodal services could be provided through the CIR.
- Continued discussions with the Rockford Airport to further explore how the City of Rochelle Railroad and RFD could cross-promote air and rail freight capabilities. RFD is drafting a MOU that would outline how we might form this alliance.

Airport Projects

- Construction projects are progressing.
- The ABCD Access Taxiway project is nearly done, with just painting and landscaping still needed.
- The runway construction has a month to go, with some paving to be done next week. Milling is done.
- We lost a couple days this week on all projects due to cold and wet weather.
- CSC has pushed their start date for skydiving out to May 31,2020.

- The part needed for the AWOS was ordered, delivered and installed; and the AWOS closure message informing pilots of the runway closure was recorded and is now broadcasting.
- We have begun mowing all parts on the airport and the house grounds with the “new” tractor and the X-mark. Both machines are running great.
- IDOT lent us a radio transmission recorder/counter which we immediately set up April 24. It will record all radio activity on our frequency for the next year, collecting traffic data for an economic impact study. They will soon be requesting certain commercial activity information as well, to complete their study. IDOT will eventually provide us a full report of the study.
- The 2 tenants that were leasing space for their motorhomes in the Community Hangar terminated their leases and drove the RVs out on April 29.
- We now have 9 tenants that have signed the State and Local Waivers allowing them to use the grass surfaces for taxi, take-off and landing on weekends during the construction period.
- We continue to work through the CARES grant process for collecting \$30,000 for Covid 19 losses.
- Progress reports and photos of the construction are being e-mailed to hangar tenants every Friday.
- The repairs we made to the foundation and the chimneys on the airport house held up without leaking during the heavy rain 4/28-4/29.

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 provide 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

Micro Loan Program w/ Staff and Chamber – 3 Calls

Daily/weekly calls and updates with Jason
Greater Rochelle Economic Development Corporation (GREDCO) Zoom call monthly meeting

WEBINARS

Funding & Resources for Arts & Humanities in Illinois
Buxton – As States Begin to Reopen, How Will Consumers Respond
Chartwell – How to Show Customers Love through Social Distancing

CALLS

Fehr-Graham – Project Match RFI Engineering and Site Response
Project Match RFI Zoom meeting with Kishwaukee College
Project Z conference call with Kishwaukee College
Mike Nelligan, Cushman & Wakefield – Marketing of 1,000 acre industrial and Technology Parks
Paulina San Milan, Intersect Illinois

DOCUMENTS DRAFTS

Micro Loan Program
GFOA Distinguished Budget

LOCATION ONE UPDATE

To fill work from home time, Jason and I are updating the LOIS GIS sites and buildings database created by the International Economic Development Council (IEDC). LOIS meets the needs of site selectors and real estate consultants.

BUSINESS RETENTION

Staying in contact with the industries through email.

INDUSTRY RETENTION LUNCHEONS

Working with local industries to set up Zoom retention meetings in the coming weeks.

INTERSECT ILLINOIS RFI

Project Match – Manufacturer of battery cells. Large capital investment; Nearly 500 jobs (within 3 years). Extensive demographic, labor, utility, site, etc. research completed. RFI delivered one day ahead of deadline.

PROJECTS

Project Z – Workforce development
Administrative duties, as assigned.