

**CITY OF BRAIDWOOD AGENDA
CITY HALL COUNCIL CHAMBERS
141 W. MAIN STREET
BRAIDWOOD, IL 60408**

Regular Meeting, Tuesday, September 23, 2025 at 7:00pm

- | | | | |
|-------------------------------------|-------------------------|------------------------|-------------------|
| I. Call to Order | | | |
| II. Pledge of Allegiance | | | |
| III. Roll Call by City Clerk | Elizabeth Dixon | Warren Wietting | Dale Walsh |
| | James Mikel, Jr. | Todd Lyons | |

IV. Public Comment: State your full name and spell your last name.

Sec. 2-34. - Public comment. (a) At the beginning of each city council meeting, before action is taken on any item, except for approval of the minutes, there shall be a portion allowed for public comment. Public comment is allowed on any subject matter pertaining to city business and is not restricted to matters on the agenda. (b) No prior registration shall be required for any person giving public comment, but before speaking, the person shall state his name and address. There shall be a three-minute time limit to the public comment of each person, but the mayor may waive such time limit. (Ord. No. 98-16, § 3, 4-28-98; Ord. No. 99-13, § 1, 4-27-99)

V. APPROVAL OF MINUTES

- A. Approve Minutes of the Tuesday, September 9, 2025 Regular Meeting

VI. REPORTS BY CITY OFFICIALS

A. Mayor

1. Request a motion to approve Resolution 25-17 Declaring the Intent of the City of Braidwood to enter into an Intergovernmental Agreement with the Braidwood Park District regarding the Municipal Grocery Retailers' Occupation Tax and Municipal Grocery Service Occupation Tax
2. Request a motion to approve Ordinance 25-39 Implement a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax for the City of Braidwood
3. Request a motion to approve Resolution 25-18 Approving a Letter of Credit Agreement with Peoples Bank Regarding Ridgeway Petroleum, INC. doing business as Mastodon Gas Station
4. Request a motion to cancel the City's mobile telephone services with Verizon Cellular and engage with T-Mobile for mobile telephone services, and authorize the Mayor to execute any necessary documents with Verizon and T-Mobile
5. Request a motion to approve Ordinance 25-40 Authorizing Disposal of Personal Property owned by the City of Braidwood
6. Discuss Trick or Treat hours

B. City Management Consultant

1. Request a motion to approve Ordinance 25-41 Approving and Authorizing the City of Braidwood to enter into and for the Mayor of Braidwood to execute Two Credits and Incentives Services Agreements with Ryan, LLC for TIF and Development Consulting Services
2. Request a motion to approve Ordinance 25-42 Amending the Code of Ordinance for the City of Braidwood regarding Certificates of Occupancy
3. Request a motion to approve Ordinance 25-43 Amending the Code of Ordinances for the City of Braidwood regarding the definitions of contractors
4. Request a motion to approve the revised Professional Fee Agreement

C. Clerk

D. Engineer

1. Motion to approve Resolution 25-19 in support of the 2025 Illinois Safe Routes to School Program (SRTS)

E. City Attorney

VII. REPORTS BY CITY COMMISSIONERS

A. Accounts and Finances

1. Approve Payment of Bills \$209,595.59
2. Approve Payroll \$91,648.21
3. Motion to approve Ordinance 25-44 Adopting a Purchasing Policy for the City of Braidwood
4. Motion to approve Ordinance 25-45 Approving and Authorizing the City of Braidwood to enter into and for the Mayor of Braidwood to execute an order and order terms form from Springbrook

B. Streets and Public Improvement

C. Public Buildings & Property

D. Public Health & Safety

E. Planning & Zoning

1. Next Planning and Zoning meeting to be announced.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. EXECUTIVE SESSION

A. Motion to go into executive session to discuss (i) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (5 ILCS 120/2 (c) (1)) and (ii) pending, probable, or imminent litigation against, affecting, or on behalf of the City (5 ILCS 120/2 (c) (11))

B. Motion to close executive session

XI. Next City Council Meeting is Tuesday, October 14, 2025 at 7:00pm

XII. ADJOURNMENT

Minutes of the Regular Meeting of the Braidwood City Council Tuesday, September 23, 2025
Braidwood City Hall 141 W. Main St., Braidwood, IL 60408

Call to Order: The Regular Meeting of the Braidwood City Council on September 23, 2025 was called to order at 7:00 p.m., by Mayor Lyons in the Council Chambers of the Braidwood City Hall.

Pledge of Allegiance: Mayor Lyons requested that all rise for the Pledge of Allegiance.

Roll Call: Upon Roll Call by the Clerk, the following members of the corporate authorities answered "Here" or "Present";

Elected Officials:

Present: Commissioner Dixon, Commissioner Wietting, Commissioner Walsh, Commissioner Mikel, and Mayor Lyons

Absent: None.

Appointed Officials:

Present: City Management Consultant Gulden, Police Chief Allen, City Clerk Weaver, City Engineer Sean Kelly, and City Attorney Wellner

Absent: None.

Quorum: There being sufficient members of the corporate authorities in attendance to constitute a quorum, the meeting was declared in order.

Public Comment: Danita Morgan, representing the Braidwood Area Healthy Community Coalition (BAHCC), located at 465 East Reed Street, provided four community updates:

1. **Grant Award** – BAHCC has been awarded a \$10,000 Community Giving Program grant from Union Pacific. The funds will support the Beautification Committee and the Park District. BAHCC has been working with Commissioner Walsh to outline how the funds will best serve the community, with regular updates to follow.
2. **Community Garden** – The community garden on East Reed Street behind CVS is being dismantled. However, several features will remain, including two concrete garden boxes with herbs and vegetables, a share station, a flagpole, a flower bed, a bench, and the sign with the flower rock area. Volunteers or those seeking community service hours are encouraged to assist in dismantling the wooden boxes for repurposing in future community projects. Special thanks were given to Scott from the Braidwood Street Department and his nephew for their assistance. The mural project on the back of the building is also continuing, with Reed-Custer art students working on the first panel, and two panels are anticipated to be completed by the end of the school year.
3. **SMART Recovery Meetings** – By community request, SMART Recovery Family and Friends Support Meetings are resuming. These confidential meetings will be held on the first and third Wednesdays of each month from 7:00–8:30 p.m. at the Old Smoky Community Building. Regular SMART Recovery meetings for individuals seeking or sustaining recovery continue on Monday evenings. Flyers are available at City Hall and throughout town. Information can also be

found at smartrecovery.org. Attendees often come from local problem-solving courts, rehabilitation centers, mental health facilities, and the local community.

4. **National Prescription Drug Take Back Day** – In partnership with the City of Braidwood and the Police Department, BAHCC will participate in the national initiative on **Saturday, October 25**. The event provides a safe way to dispose of unused or expired medications while raising awareness about prescription drug misuse. The Will County *Hidden in Plain Sight* trailer will also be present, offering an interactive exhibit designed to help parents recognize where substances may be hidden in a teen's bedroom. Additional event details and flyers will be shared at the next council meeting.

Approval of Minutes: Commissioner Mikel made a motion, seconded by Commissioner Wietting, to approve the meeting minutes from the September 9, 2025 Regular Council Meeting. Motion carried with 5 ayes; 0 nays; 0 Abstain (Mikel, Wietting, Dixon, Walsh, and Lyons)

Mayor's Report:

- **Safe Routes to School Sidewalk Grant** – The grant application is moving forward with a submission deadline of October 13. Letters of support from the school and library have been received, and survey materials will be distributed to teachers via Google Drive.
- **Meeting with State Senator Patrick Joyce** – The Mayor and Chief met with Senator Joyce over lunch to discuss community needs. The meeting was productive, and the Senator offered support and ideas for local initiatives.
- **Development Projects** –
 - *Ford and Chevy Development*: Site work is underway with multiple machines on-site, moving dirt.
 - *Mastodon Project*: Footings are being poured, permits have been issued, and construction is moving forward.
- **Public Meeting on Open Space Acquisition Grant (Town Center)** – Held September 10.
- **Blood Drive** – Held September 17.
- **Trick-or-Treat Hours** – Set for Friday, October 31, from 5:00–8:00 p.m., consistent with last year. No issues or complaints were reported with last year's schedule.
- **Data Center Discussions** – Several meetings have been held with representatives from a data center regarding annexation and zoning matters.
- **Staffing Recommendation** – Commissioner Wietting noted that a current part-time employee has expressed interest in full-time employment and plans to pursue coursework in water and wastewater treatment. While acknowledging his strong performance, the mayor recommended waiting to fill the position until a department head is in place.

Mayor Lyons requested a motion for Resolution 25-17. Commissioner Mikel made a motion, seconded by Commissioner Dixon to approve Resolution 25-17 Declaring the intent of the City of Braidwood to enter into an Intergovernmental Agreement with the Braidwood Park District regarding the Municipal Grocery Retailer's Occupation Tax and Municipal Grocery Service Occupation Tax. Motion carried with 3 ayes; 2 nays; (Mikel, Dixon, and Lyons)

Mayor Lyons requested a motion for Ordinance 25-39. Commissioner Dixon made a motion, seconded by Commissioner Mikel, to approve Ordinance 25-39 to implement a Municipal Grocery Retailers' Occupation Tax and a Municipal Grocery Service Occupation Tax for the City of Braidwood. Commissioner Walsh opposed the proposed grocery tax, stating he does not believe additional taxation is in the best interest of residents. He suggested that gambling machine revenue and existing recreation funds could be allocated to support the Park District instead. Walsh also

expressed concern about the broader impact of rising taxes in Illinois and emphasized his preference for reducing, rather than adding, taxes. Commissioner Mikel, however, noted that directing grocery tax revenue to the Park District could benefit local families and children, and may encourage residents to shop locally, knowing their dollars support community parks. Motion carried with 3 ayes; 2 nays; (Dixon, Mikel, and Lyons)

Mayor Lyons requested a motion for Resolution 25-18. Commissioner Mikel made a motion, seconded by Commissioner Dixon, to approve Resolution 25-18 approving a Letter of Credit with Peoples Bank regarding Ridgeway Petroleum, Inc., doing business as Mastodon Gas Station. Motion carried with 5 ayes; 0 nays; (Mikel, Dixon, Wietting, Walsh, and Lyons)

Mayor Lyons requested a motion to cancel the city's mobile telephone services with Verizon Cellular and engage with T-Mobile. Commissioner Mikel made a motion, seconded by Commissioner Dixon to authorize the Mayor to execute any necessary document with Verizon and T-Mobile. Motion carried with 5 ayes; 0 nays (Mikel, Dixon, Wietting, Walsh, and Lyons)

Mayor Lyons requested a motion to approve Ordinance 25-40. Commissioner Mikel made a motion, seconded by Commissioner Dixon, to approve Ordinance 25-40 authorizing the disposal of personal property owned by the City of Braidwood. Motion carried with 5 ayes; 0 nays (Mikel, Dixon, Wietting, Walsh, and Lyons)

Mayor Lyons acknowledged the passing of Larry Zykwa, a former member of the Zoning Board who served under Mayor Rulien. The mayor extended his thoughts and prayers for Mr. Zykwa's family in recognition of his service to the community.

Administrator Report:

City Management Consultant requested a motion to approve Ordinance 25-41. Commissioner Dixon made a motion, seconded by Commissioner Mikel, to approve Ordinance 25-41 approving and authorizing the City of Braidwood to enter into and for the Mayor of Braidwood to execute Two Credits and Incentives Services Agreements with Ryan, LLC for TIF and Development Consulting Services. Motion carried with 5 ayes; 0 nays; (Dixon, Mikel, Wietting, Walsh, and Lyons)

City Management Consultant requested a motion to approve Ordinance 25-42. Commissioner Mikel made a motion, seconded by Commissioner Dixon, to approve Ordinance 25-42 amending the Code of Ordinance for the City of Braidwood regarding Certificates of Occupancy. Motion carried with 4 ayes; 0 nays; 1 Abstain (Mikel, Dixon, Walsh, and Lyons)

City Management Consultant requested a motion to approve Ordinance 25-43. Commissioner Wietting made a motion, seconded by Commissioner Mikel, to approve Ordinance 25-43 amending the Code of Ordinances for the City of Braidwood regarding the definitions of contractors. Motion carried with 5 ayes; 0 nays; (Wietting, Mikel, Dixon, Walsh, and Lyons)

City Management Consultant requested a motion to approve the revised Professional Fee Agreement. Commissioner Dixon made a motion, seconded by Commissioner Mikel to approve the revised Professional Fee Agreement. Motion carried with 5 ayes; 0 nays; (Dixon, Mikel, Wietting, Walsh, and Lyons)

Reported items:

- A pre-construction meeting was held with PT Farrell, the low-bid contractor for the upcoming street projects. Work on the three designated streets is now scheduled to begin in October due to scheduling issues.
- The Administrator gave recognition to Scott Howard for his role in putting together an employee luncheon.

City Clerk Report: No report.

Engineer Report:

Engineer Kelly requested a motion for Resolution 25-19. Commissioner Wietting made a motion, seconded by Commissioner Walsh to approve Resolution 25-19 in support of the 2025 Illinois Save Routes to School Program (SRTS). Motion carried with 5 ayes; 0 nays; (Wietting, Walsh, Dixon, Mikel, and Lyons)

The mayor inquired about the frequency of sidewalk grants. Sean explained that these grants are competitive and typically offered on a two-year cycle, with the next opportunity expected in 2027. He confirmed the process is similar to that used by other municipalities, allowing communities to plan and submit projects that address local needs.

City Attorney Report: Attorney Wellner:

- **Administrative Adjudications** – A new law allows adjudicators to require property owners to remediate code violations. If the property owner fails to comply, the municipality may remediate the violation directly. The City Attorney noted that the city will work with Chief Allen to amend the ordinance, providing the adjudicator with additional enforcement tools to support code compliance.
- **Police Officer Hiring** – A new law requires all police officer applicants, including part-time or probationary candidates, to sign a release authorizing the municipality to access all documentation from past employers, including investigatory records, findings, and disciplinary actions, even if previously protected by nondisclosure or sealed agreements. This ensures municipalities can fully evaluate candidates during the hiring process.

Accounts & Finance Report: Commissioner Dixon made a motion, seconded by Commissioner Mikel, to approve the Payment of Bills, in the amount of \$209,595.59, as identified in the Accounts Payable General Ledger dated September 23, 2025. Motion carried with 5 ayes: 0 nays. (Dixon, Mikel, Wietting, Walsh, and Lyons)

Commissioner Dixon then made a Motion, seconded by Commissioner Wietting, to Approve Payroll Expenses in the amount of \$91,648.21 as identified in the Payroll General Ledger dated September 12, 2025. Motion carried with 5 ayes; 0 nays. (Dixon, Wietting, Walsh, Mikel, and Lyons).

Commissioner Dixon requested a motion for Ordinance 25-44. Commissioner Mikel made a motion, seconded by Commissioner Walsh to approve Ordinance 25-44 adopting a purchasing policy for the City of Braidwood. Motion carried with 5 ayes; 0 nays; (Mikel, Walsh, Dixon, Wietting, and Lyons)

Commissioner Dixon requested a motion for Ordinance 25-45. Commissioner Wietting made a motion, seconded by Commissioner Walsh to approve Ordinance 25-45 approving and authorizing the City of Braidwood to enter into and for the Mayor of Braidwood to execute an order and order terms form from Springbrook. Motion carried with 5 ayes, 0 nays; (Wietting, Walsh, Dixon, Mikel, and Lyons)

- **Water Billing and Shutoffs** – The City reported \$74,000 in outstanding water bills, with \$31,000 collected this month. Updates to billing and shutoff procedures were discussed, including:
 - Shutoffs will occur only for accounts more than two months past due, with a 24-hour reconnection window once payment is received.
 - No shutoffs will occur on Fridays.
 - Notices are issued on the 30th of the month; late charges apply after the 15th.
 - Payments from delinquent accounts must be cash or credit card only; postdated checks or payment plans are not accepted.
- **Clerk Office Job Descriptions** – Completed job descriptions for all clerks have been submitted to the City Attorney to standardize duties and responsibilities.
- **Water Clerk Vacancy** – Donna announced her retirement effective November 14. Per the union contract, the position will be posted internally for ten business days before opening to the public.
- **Hiring Process Discussion** – Council discussed the need for a consistent citywide hiring process. Key points include:
 - Job descriptions must be in place for all positions to evaluate candidate qualifications.
 - Positions should be advertised internally and, when appropriate, to the public to ensure fairness and transparency.
 - Interviews should be conducted using consistent criteria to identify the best-qualified candidate and mitigate potential legal risk.
 - A part-time employee seeking a full-time promotion will be considered within this framework, with the understanding that current employees should be allowed to apply.

Streets & Public Improvement Report: Commissioner Walsh:

- The department reported that city street projects on Vita Lane, Stacy Court, and E. Third Street will begin shortly.
- Construction on Route 129 from Coal City Road to South Division is an IDOT project, and the City has no authority over traffic control or project management for that section.

Public Property Report: Commissioner Wietting:

- Completed 110 locates, 2 meter repairs, and 2 hydrant repairs.
- Conducted 46 shutoffs for nonpayment and 30 turn-ons after payment.
- Installed new bulbs in the Council Room.
- Discussed paving and crack sealing for the Historical Society parking lot, with an estimated cost of \$2,100, deemed reasonable for the work required.

Public Health & Safety Report: Commissioner Mikel:

- Recognized residents who donated blood last week
- Announced “Coffee with the Chief” with Chief Allen on Friday, October 10 at 9:00 am in the Council Room, providing a meet-and-greet opportunity for residents to ask questions and meet the new Chief of Police.

- Braidwood Police Department Press Release: calls for service 302, case reports 32, subjects arrested 6, arrest charges 11, traffic stops 107, citations 12, written warnings 53. Semi-truck violations 1, P-tickets 1.

Chief Allen: Code enforcement highlights:

- In the last 90 days, 25 vehicles and 11 properties came into compliance with city codes, addressing issues such as overgrown grass, abandoned vehicles, and other violations.
- Violations are processed starting with notification to the property owner, followed by a seven-day compliance period. Adjudications, previously held every other month, will now occur monthly to expedite resolutions.
- Compliance is monitored even after fines or citations are paid to ensure property standards are met.

The Chief acknowledged that the part-time code enforcement officer works 15–20 hours per week, and additional support has been provided to help address outstanding violations. Efforts are ongoing to streamline processes and maintain community standards.

Planning & Zoning Report: No report.

Old Business:

Commissioner Wietting addressed the importance of compliance with city ordinances for both council members and residents. He acknowledged that some of his own property was currently out of compliance and described steps he is taking to rectify the situation. He emphasized the need for council members to lead by example, highlighted ongoing safety meetings at the water and sewer plant, and commended the cooperation between the Water and Streets departments.

Commissioner Wietting also discussed specific ordinance issues, including burn pile compliance and parking restrictions in subdivisions. He stressed that all city officials should follow the same rules and procedures they expect of residents, and encouraged professionalism and civil discussion during council meetings when addressing ordinance compliance.

New Business:

Commissioner Walsh reported on attending the Illinois Municipal League (IML) Conference, highlighting keynote speaker Mike Singletary, former Bears linebacker, and reflecting on last year's keynote, Medal of Honor recipient Kyle Carpenter. Commissioner Walsh encouraged council members to attend future conferences, noting the educational value for topics ranging from finance and public works to law enforcement and city governance.

He also mentioned discussions on TIF (Tax Increment Financing) programs and police investigations of public officials, noting that relevant sessions were recorded and would be shared with council members for review.

The mayor reported that the American Legion has agreed to clean up the memorial for veterans across the street, including installing pavers and refurbishing the site. The Beautification Committee will maintain the memorial moving forward. The mayor expressed appreciation to both parties for their efforts.

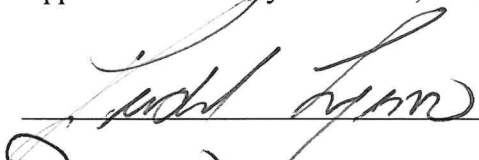
Executive Session: Commissioner Mikel made a motion, seconded by Commissioner Dixon, at 8:09 pm to go into executive session. Motion carried with 5 ayes; 0 nays; (Mikel, Dixon, Wietting, Walsh, and Lyons)

Commissioner Wietting made a motion, seconded by Commissioner Walsh, to end the executive session at 8:30 pm. Motion carried with 5 ayes; 0 nays (Wietting, Walsh, Dixon, Mikel, and Lyons)

Adjournment: Commissioner Wietting made a motion, seconded by Commissioner Mikel, to adjourn the September 23, 2025 regular meeting of the Braidwood City Council. Motion carried with 5 ayes: 0 nays. (Wietting, Mikel, Dixon, Walsh, and Lyons)

The next regular meeting of the Council will be held Tuesday, October 14, 2025 at 7:00 pm

Approved this 14 Day of October, 2025.

 _____ Mayor

 _____ City Clerk

