

CITY OF BRAIDWOOD AGENDA
SPECIAL MEETING COMMITTEE OF THE WHOLE
CITY HALL COUNCIL CHAMBERS
141 W. MAIN ST.

Tuesday, September 9, 2025 at 6:00 pm

- 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. **APPROVAL OF MINUTES**
 - 1. Approve Minutes of the Tuesday, August 12, 2025, Committee of the Whole Meeting

- V. **DISCUSSION:**
 - 1. Ryan-Steve
 - 2. Amend Certificate of Occupancy requirements-Bryan
 - 3. Professional Fee Agreement-Steve/Bryan
 - 4. Purchasing Policy-Liz
 - 5. Ordinance Options for contractors-Steve
 - 6. Springbrook Purchase Order Suite-Josh
 - 7. Grocery Tax-Steve
 - 8. Switch from Verizon Cellular to T-Mobile-Josh

- VI. **PUBLIC COMMENT:** State your full name and spell your last name. Section 2-34 of the Braidwood Code of Ordinances imposes a three (3) minute limit for each person during public comment.

- VII. **EXECUTIVE SESSION:**
 - 1. 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))
 - 2. Motion to close executive session

- VIII. Next Committee of the Whole meeting is Tuesday, October 14, 2025, at 6:30 pm.

- IX. **ADJOURNMENT**

**Minutes of the Committee of the Whole of the Braidwood City Council
Tuesday, September 9, 2025
Braidwood City Hall 141 W. Main St., Braidwood, IL 60408**

Call to Order

The Committee of the Whole Meeting of the Braidwood City Council was called to order at 6:00 p.m. by Mayor Lyons in the Council Chambers of 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 Consulting Manager Gulden, Police Chief Allen, City Clerk Weaver, City Engineer Sean Kelly, and City Attorney Wellner
- Absent: None

Quorum: A quorum was established, and the meeting was declared in order.

Approval of Minutes:

Commissioner Mikel made a motion, seconded by Commissioner Dixon to approve the Committee of the Whole minutes from August 12, 2025. Motion carried with 5 ayes; 0 nays (Mikel, Dixon, Wietting, Walsh, and Lyons)

PRESENTATIONS

1. Introduction of TIF Consultant – Phil McKenna

- **Purpose:** Introduce Phil McKenna as the new Tax Increment Financing (TIF) consultant from Ryan Companies.

- **Background:**
 - Extensive experience with TIF districts since 1984; involved in over 500 districts.
 - Previously with Kane McAllister & Associates; now affiliated with Ryan Companies.
 - Services include district setup, boundary planning, budgeting, eligibility assessment, timing, and ongoing administration (annual audits, joint review boards).
 - Billing is hourly, offering cost savings versus prior flat-fee arrangements.
- **Services Agreement:** Two contracts proposed:
 1. For a specific potential TIF district.
 2. General services agreement for as-needed consultation.
- **Q&A Highlights:**
 - Emphasis on transparency; estimated costs provided.
 - Firm's reputation and knowledge of Illinois law confirmed.
 - No charges incurred for tonight's presentation.

2. Application/Certificate of Occupancy Amendments

- **Issue:** Developers taking occupancy prior to completing required improvements.
- **Proposed Update:**
 - Certificates of occupancy or performance now require:
 - All inspections passed.
 - All fees paid.
 - Completion of improvements prior to issuance (except temporary certificates, Nov. 1 – Mar. 30 with escrow deposit).
 - Escrow deposits cover incomplete improvements; refunded upon completion.
 - Landscaping and site readiness required before occupancy; applies to residential, commercial, and industrial developments.

3. Professional Fee Agreement

- **Purpose:** Update developer reimbursement for city consultant fees.
- **Process Overview:**
 - Initial consultations are free; full review requires a signed agreement and applicable fee (\$20,000, requesting to be tiered by project size).
 - Tiered system reduces upfront cost for smaller projects; developers are responsible for actual fees beyond the deposit.
 - Security deposits replenished within 15 days if depleted; otherwise, the project may halt.
 - Quarterly fee accounting available upon request.
- **Discussion:** Ensures consistency, transparency, and recovery of prior uncollected fees.

4. Purchasing Policy & Springbrook Purchase Order System

- **Background:** The Previous process lacked standardization.
- **Policy Goals:**

- Establish procedures for all departments.
- Promote public confidence and fair treatment.
- Integrate with Springbrook software for electronic tracking and red flags.
- **Implementation:**
 - Blanket Purchase Orders for recurring vendors.
 - Emergency purchases permitted with justification.
 - Larger projects follow formal bidding.
- **Springbrook Software:**
 - Purchase Order module streamlines operations; \$13,700 total cost (\$5,150 annual subscription + \$8,550 setup/training).
 - User-friendly interface and staff training included.
- **Workload and Staff Communication**
 - Staff expressed concern about increased responsibilities and limited resources.
 - Council acknowledged concerns and discussed process improvements to reduce inefficiency

5. Ordinance – Contractor Definitions

- **Purpose:** Clarify which businesses require contractor licenses.
- **Proposed Definition:**
 - Contractors include anyone engaged in constructing, altering, or repairing buildings, sidewalks, driveways, streets, doors, windows, gutters, signs, pools, or professional landscaping.
 - Basic landscaping is exempt; small or informal services do not require licenses.
- **Clarifications:**
 - Entering a home for repairs requires a licensed contractor.
 - Service-only activities excluded.
- **Community Feedback:** Consider small handyman exemptions with the approval process.

6. Grocery Tax Revenue & Proposed Allocation

- **Historical Revenue:**
 - FY23: \$253,989
 - FY24: \$233,906
 - FY25: \$176,053
- **FY26 Projection:** \$60,000 (~70% reduction due to competition).
- **Future Revenue:** New truck stops (Mastodon & Oasis) projected \$7,000–\$10,000 each annually.
- **Discussion Points:**
 - Mayor recommends continuing 1% grocery tax and creating an intergovernmental agreement with the Park District.
 - Projects funded: playground upgrades, inclusive parks, and general improvements.
 - Annual review recommended to adjust allocation as needed.
 - Community emphasized \$2/week contribution supports local parks.

7. Technology Upgrades – Cellular Service

- **Proposal:** Switch city cellular service from Verizon to T-Mobile T-Priority network.
- **Benefits:**
 - Improved 5G coverage for public safety.
 - Priority network ensures connectivity during disasters.
 - Built-in redundancy; cost-neutral or reduced expense.
 - Demo testing confirmed improved reliability and performance.
- **Implementation:** Install routers at police, city hall, and public works/water plant locations.
- **Council Feedback:** Commended staff for analysis and testing; emphasized the importance of operational continuity.

Public Comment

- *Bob Earling* expressed concern regarding the city's 1% grocery tax, emphasizing the impact on local families. He noted that the tax amounts to roughly \$2,000 per year for an average family and questioned whether the tax unfairly penalizes residents rather than visitors. He urged the Council to consider the effect on citizens and local businesses.
- *Sue Cholek*, with professional experience in procurement, provided recommendations on city purchasing procedures. She emphasized the importance of separating duties between the person issuing purchase orders, receiving goods, and paying bills to maintain the integrity of the general ledger.
- *Cindy Howard* requested the reinstatement of town hall-style meetings to allow residents to ask questions and engage directly with presenters, noting that current meetings limit community interaction.
- *Ron Wilczak* expressed appreciation for city staff and Council efforts, suggesting that interactive discussion sessions be held prior to Council meetings to solicit more community input. He provided recommendations on the contractor ordinance, proposing exceptions or an approval process for small handyman work. He also suggested structuring the grocery tax for annual review to balance resident relief with support for the Park District.
- *Danita Morgan* spoke in support of the 1% grocery tax, noting that the financial impact on individual families is minimal (approximately \$2 per week) and that the funds directly benefit local parks and community services. He encouraged community members to support the parks and highlighted the potential positive impact on local resources.

Adjournment

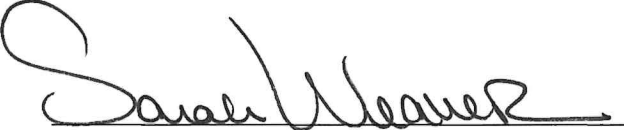
Commissioner Wietting made a motion, seconded by Commissioner Mikel to adjourn the Committee of the Whole meeting on September 9, 2025. Motion carried with 5 ayes: 0 nays (Wietting, Mikel, Dixon, Walsh, and Lyons)

The next Committee of the Whole meeting will be held on **Tuesday, October 14, 2025, at 6:30 p.m.**

Approved this 14th day of October, 2025.



Mayor



City Clerk

