



CITY COUNCIL MINUTES

Tuesday, August 12, 2014

REGULAR MEETING OF THE CARTERVILLE CITY COUNCIL

The meeting was held in the Council Chambers with Mayor Bradley M. Robinson presiding. He called the meeting to order at 7:00 p.m.

ROLL CALL

Bradley M. Robinson	Mayor	Present
Michele A. Edwards	City Clerk	Present
Khristina Hollister	Deputy City Clerk	Present
Mark Carney	City Treasurer	Present
Phyllis Emery	Alderman/Ward 4	Present
Tom Gentry	Alderman/Ward 1	Present
Rick Ellet	Alderman/Ward 4	Present
John Gooden	Alderman/Ward 3	Present
Mike Helfrich	Alderman/Ward 2	Present
James Houseworth	Alderman/Ward 1	Present
Curtis Oetjen	Alderman/Ward 2	Present
Tony Trombino	Alderman/Ward 3	Present

The Mayor declared a quorum present.

Others present were: Marvin Oetjen, Kamper's Supply; Garry Wiggs, Street Superintendent; John Frost, Assistant Police Chief; Monty Jeralds, Police Chief; Janice McConaughy, Office Manager; Mike and Rhonda Robinson; Harry Treece II; Josh Bradley, City Attorney; Ralph Gaul, Codes Enforcement and Building Inspector; Bill Kirk, Zoning/Planning Board; Dennis Brown, Asst. Fire Chief; Bryn O'Neill, Fire Department; Bud Edwards, Maintenance Superintendent; Rodney Potts (7:20) and John Crawford (7:15), Crawford and Associates; Officer Mike Dungan; Ed Smith and Larry Motsinger, Lions Club; and William Bateman, The Courier.

Motion 1: Gentry moved and Ellet seconded to *approve the minutes* of the July 8, 2014 Regular Council Meeting and the July 22, 2014 Continued Council Meeting. All present voted yea. The Mayor declared the motion carried.

Mark Carney presented the *Treasurer's Report* for the month of July 2014.

Motion 2: Emery moved and Trombino seconded to approve the *July 2014 Treasurer's Report* as presented. All present voted yea. The Mayor declared the motion carried.

Recognition of Guests

There were no comments from the audience.

Departments/Committees

*Mayor Robinson explained that the **wheelchair accessible swings** have been ordered and should be here for installation by the Maintenance Department soon. The Park Committee has decided on a location which will be integrated with our current equipment on the south side of the play area.*

*Bud Edwards explained the need for **removal of two trees and the topping of three trees** in Cannon Park at a cost of \$1,100.00 by Hodges Tree Service.*

Motion 3: Emery moved and Trombino seconded to **contract with Hodges Tree Service** for removal and/or topping of five trees in Cannon Park at a cost of **\$1,100.00**. All present voted yea and the Mayor declared the motion carried. *[This is to be paid from the Park Fund].*

Dennis Brown, Assistant Fire Chief, explained that we have two new firefighters with no equipment and requested that the Council purchase two sets of bunker gear at a cost of \$3,500.00.

Motion 4: Gooden moved and Ellet seconded to **purchase two sets of bunker gear for the Fire Department at a cost of \$3,500.00**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Dennis Brown explained the need for an **air compressor at the Fire Station**. Currently they are using a borrowed air compressor. The department is interested in purchasing a 60 gallon vertical stationary compressor at a cost of \$1,001.00. The Public Safety Committee has discussed and approved this purchase.*

Motion 5: Ellet moved and Gooden seconded **purchase an air compressor for the Fire Station** at a cost of \$1,001.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Dennis Brown asked that the Council replace the **tires on the existing 1970 Brush Truck (9 X 16 Tires which are hard to find)**. This is an absolute necessity in order to continue using this truck until we get a new one built.*

Motion 6: Ellet moved and Oetjen seconded **to purchase tires for the Fire Department 1970 Brush Truck** at a cost of approximately \$800.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Dennis Brown explained that the department personnel have been working on costs to **replace the 1970 Brush Truck** and have found that they can save approximately \$30,000.00 by building this truck in-house for a total cost \$73,300.00. (The cab and chassis is made by Ford, the bed is made by manufacturer who builds them for brush trucks, and the tanks and pumps will be installed in-house). This was discussed and approved in Committee. This purchase has been discussed for many years because we received a State grant for this purpose that was cancelled when Governor Blagoievich was elected. Tom Gentry asked if this cost can be justified because of the amount of usage. Dennis Brown explained that this truck can be used for many other purposes rather than just brush fires. Tom Gentry asked where this truck will be housed and Brown responded that it will replace the current truck. Curt Oetjen opened a discussion about the difference in gasoline and diesel and he questioned the need for a diesel engine. The Mayor indicated that we might need to table this for further review.*

Motion 7: Houseworth moved and Gentry seconded to **table the purchase of a new brush truck** for further review. All present voted yea and the Mayor declared the motion carried.

Monty Jeralds, Police Chief, asked about the hiring of a full-time police officer.

*John Gooden explained the process of the Merit Board in testing and recommending **Full Time officers for hire** by the Council. The advertisement brought us 36 total applications. The Merit Board gave both written and physical tests and came to a decision about the top three to be recommended. The Committee, Mayor Robinson and Janice McConnaughy interviewed the three candidates last night and are proposing that we hire two full-time officers at this time which will put us back up to eight full-time officers. One potential candidate is fully trained and has PTI and is currently employed by another department so he would have to give notification to his employer. The other candidate has some training but does not have the PTI. The recommendation is that we hire both officers at this point. The Mayor explained that we would give them a contingency offer of employment. Once they accept they would have to submit to an exam and a background check and if they fail any portion of this process, they would not be eligible for hire. The Council must take action to give a contingency offer of employment so that we can continue the process. The candidates would have to complete the Merit Board's process and sign an agreement that they must remain employed for three years or return cost of training on a prorated basis. PTI training is \$5,000.00 plus 12 weeks of salary. The physical exam and background check will not take long but the entire process may take 4-6 weeks for the qualified officer and an additional 12 weeks of training for the other officer. Curt Oetjen asked about vehicles and Trombino indicated that we should use the vehicles available to us. The Committee discussion did not include vehicles but getting our full-time staff on board to alleviate overtime which was \$56,000.00 last year.*

Motion 8: Oetjen moved and Gooden seconded to give **Joshua Cross and Bryan Brown a contingency offer of employment** as full-time officers with the Carterville Police Department. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

The Mayor **thanked the Merit Board** for their service to our community and stated how much he appreciated their good work on processing these applications.

*The Mayor and Curt Oetjen explained a problem expressed by **Paul Hicks regarding an open ditch/replacement culvert on the City right-of-way.** Mr. Hicks is asking that the City purchase the culvert and complete the installation. The Committee recommendation is that we follow our policy and charge Mr. Hicks for the cost of the culvert (\$500.00). The State completed this original work.*

*Curt Oetjen asked that the Council consider an **ordinance requiring a bond for contractors** who are construction new subdivision streets. The Mayor recommended that the Street Committee review this and submit something to Council for approval.*

*Bud Edwards explained that the Cemetery Committee **discussed standardizing fees for grave sites.** Currently, the more you buy the less you pay for the lots. A standard price would be \$150.00 per grave site which would mean \$1,200.00 for an eight grave lot. Tom Gentry suggested that this issue be tabled for further review and discussion. Mike Helfrich also suggested that we talk about the **number of lots that we can sell (2 or 4 or 8).** Bud Edwards agreed except for the few lots that we have that have only 7 grave sites because of location. Jim Houseworth suggested that we should check into **computerized grave registration** by digitizing cemetery records. The Mayor suggested that we might include this in the GIS Williamson County Mapping and complete aerial mapping of the cemetery.*

*Ralph Graul, Building Inspector, reviewed the two maps that he distributed showing the **two variance requests** that we have for placement of mobile homes on Scout Cabin Road. **Clifford Brady** has an empty lot at **214 Scout Cabin Road** where he is asking to place a double-wide mobile home, and **Michael and Pamela Green** are asking to upgrade their single wide mobile home to a double wide mobile home at **302 Scout Cabin Road.** This property is in an R-1 zone where mobile homes are not permitted. There was a lengthy discussion of these requests. Ralph Graul explained that this area included 7 houses and 8 trailers/mobile homes.*

Motion 9: Houseworth moved to **disallow any variance request.** This motion died for lack of a second.

Motion 10: Emery moved and Gooden seconded to allow the variance process by scheduling the following hearings:

Clifford Brady, 214 Scout Cabin Road 6:30 p.m. Tuesday, August 26, 2014

Michael and Pamela Green, 302 Scout Cabin Road 6:45 p.m. Tuesday, August 26, 2014

All present voted yea (except James Houseworth, who voted no), and the Mayor declared the motion carried.

*Ralph Graul presented information regarding the **23 current building permits** that are in varying forms of completion at this time.*

Motion 11: Helfrich moved and Houseworth seconded to pay the appropriation to the **Greater Egypt Regional Planning and Development Commission in the amount of \$1,374.00** for the period October 2014 through September 2015. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 12: Emery moved and Gooden seconded to approve the *payment of advertising/sponsorship fees* in the amount of \$85.00 per month (November through March) to **River Radio of Southern Illinois** for the High School Sports Programs. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

The Mayor explained that we have the final two quotes for removal of electrical lines from the downtown poles. They are \$3,692.00 for Pizza and Pasta Express and \$2,230.00 for TJ Telephone Office. This should complete the work we committed to complete so that poles could be moved from Division Street.

Motion 13: Emery moved and Gentry seconded accept the quotes and approve payment when complete to **Pulley Electric for the following removal of electrical lines:**

Pizza and Pasta Express	\$3,692.00
TJ Telecom	\$2,230.00

A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. *[Funds to be paid from the Economic Development Fund].*

Ed Smith, Lion's Club, made a request to the Council to allow fireworks at their Annual Free Fair on September 5 and 6, 2014. The fireworks would have to be purchased by the City and reimbursed by the Lion's Club and the Fire Department personnel are willing to volunteer their time to fire these off Saturday night. The display would be similar to the July 4th fireworks except there are no ground display fireworks. They are also asking that the ladder truck with a flag be used for the National Anthem. The fireworks will be ordered from the same company that the City orders from (DCV Imports LLC) and the company will be responsible for storage if we have a rain delay.

Motion 14: Gentry moved and Gooden seconded to *assist the Lion's Club with a fireworks display* by purchasing fireworks *(with reimbursement from the Lion's Club)* and allowing Fire Department personnel to fire these at 10:00 p.m. on Saturday, September 6, 2014. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 15: Emery moved and Ellet seconded to approve payment of a **Pageant Scholarship for the Lion's Club Miss Carterville** competition in the amount of \$200.00. (Also, the Committee approved the use of golf carts for the parade). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 16: Gentry moved and Gooden seconded to approve payment of **Membership Dues** to the **Illinois Municipal League** in the amount of \$614.00 for 9/1/14 thru 8/31/15. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 17: Ellet moved and Gooden seconded to approve payment of Corporate Sponsorship to the **Carterville CUSD #5 Athletic Booster Club** in the amount of \$500.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 18: Emery moved and Gooden seconded to approve the purchase of a dozen **City Seal Flags** in the amount of \$756.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [*Khrissy Hollister indicated that we have received an inquiry regarding purchasing one of these flags*].

Motion 19: Gentry moved and Emery seconded to approve payment of \$5,000.00 to assist with the **Williamson County GIS System upgrade** (upgrade was 57% complete in May 2014). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [*To be paid from the Building Permit Fund*].

*The Mayor explained that we have not received the Ordinance for the **Enterprise Zone extension** from Greater Egypt Regional Planning and Development. The taxing bodies agreed to extend this zone for an additional five years ending in 2021. All governing boards must pass this ordinance before it can be enacted.*

*The Mayor circulated information regarding the **curbside recycling** guidelines. There were questions regarding where we could purchase clear plastic bags and the Mayor will talk to Progress Port about this purchase. These bags are available at Sam's Club.*

Motion 20: Oetjen moved and Emery seconded to **adopt the Curbside Recycling Guidelines** for the City recycling program. All voted yea and the Mayor declared the motion carried.

Motion 21: Gentry moved and Ellet seconded to approve the purchase of a centralized computer Dell server and storage solution through GFI Digital at a cost of \$4,083.64 (*the server will be located at City Hall and will have an external hard drive and will be backed up weekly*). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 22: Trombino moved and Helfrich seconded to approve the **purchase of four (4) Dell Latitude laptop computers** (three for the Fire Department and one for the Maintenance Department) at a cost of \$1,037.69 each to be paid from General Corporate Funds. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [*These laptops are network adaptable with Microsoft Office installed*].

Motion 23: Emery moved and Oetjen seconded to approve payment of the **monthly bills** as presented by the City Clerk (*excluding the bill to O'Reilly Auto Parts in the amount of \$156.92 which belongs to the Water and Sewer Department*). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Operations Committee and the Building Inspector are interested in drafting an ordinance that requires a **permit for installation of a pool**. Ralph Graul indicated that Marion and Carbondale require a permit and Josh Bradley indicated that the fees in other communities vary from \$15.00 to \$20.00. This may also apply to inflatable/bladder pools.*

*Josh Bradley is working on a draft for a **fencing ordinance** and has several questions and needs more specifics for preparation of an ordinance. For example, do we want a J.U.L.I.E. locate written into the ordinance. He wants to know how far we want to go in clarifying these regulations.*

Motion 24: Oetjen moved and Trombino seconded to approve payment of the bill from **Abell Construction for CA6 Rock** in the amount of \$619.11 from the Motor Fuel Tax Fund. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Curt Oetjen gave the **Water and Sewer Board** report as follows:

- *There were 197 **delinquent accounts** in the amount of \$15,482.40.*
- ***Leak credits** were given in the amount of \$82.88*
- ***Water Loss** was 1.7 Million for June and 3.2 Million in July. It may be time for us to get help from I.R.W.A. to find out if we have leaks we are not finding.*
- ***Telemetry** has been installed in **six lift stations**. The will call eight people automatically when there is a break in the power.*
- *The **SIH lift station** is operating and the contractor has removed the **Ivey Lane lift station**.*
- ***Prairie Road sewer extension** is complete and final payment has been made.*
- *The **West Grand waterline** relocation is complete except for retainage for cleanup.*
- *The Board hired **Adam L. Decker** as the Wastewater Treatment Plant Operator. He is a Class I operator who relocated here from Carbondale and will begin work on September 1, 2014. Mr. Decker is also interested in obtaining his Class D Water Operators license.*
- *We are in the process of retaining easements for extension of water service to the **STC property**.*
- *The Board implemented a new policy for **sewer credit on pool fills**.*

Engineering Report – John Crawford

*John Crawford introduced a change order and invoices for the **West Grand Waterline Relocation** project. Change Order No. 2 is an increase of \$604.60 for final quantities from KPS, Inc.*

Motion 25: Oetjen moved and Ellet seconded to approve **Change Order No. 2 for KPS, Inc.** for a net increase of \$604.60 for the West Grand Waterline Relocation. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Crawford also presented the bills for the West Grand Waterline Relocation.

Motion 26: Houseworth moved and Gooden seconded to approve payment of the following bills for the **West Grand Waterline Relocation**:

<u>KPS, Inc.</u>	<u>Pay Estimate No. 5</u>	<u>\$8,577.60</u>
		<i>Holding Retainage of \$1,492.70</i>
<u>Crawford & Associates</u>	<u>Resident Inspection</u>	<u>\$2,712.50</u>

A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Crawford also presented pay estimates for the **SIH Cancer Facility Water and Sewer Extension**. These are final bills and will be submitted to the Delta Regional Authority for 60% reimbursement. Delta Regional Authority made a site visit and were pleased with the results of the grant award. The Delta representative who conducted the site visit also visited our schools. We have asked for a time extension for cleanup of the project.*

Motion 27: Gooden moved and Gentry seconded to approve payment of the following bills for the **SIH Cancer Facility Water and Sewer Extension**:

<u>Wiggs Excavating</u>	<u>Pay Estimate No. 5</u>	<u>\$38,377.69</u>	
			<i>Holding Retainage of \$21,407.74</i>
<u>Crawford & Associates</u>	<u>Resident Inspection</u>	<u>\$2,924.00</u>	

A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Crawford also submitted bills for the South Division waterline relocation (I.D.O.T. funded).

Motion 28: Helfrich moved and Houseworth seconded to approve payment of the following bills for the **I.D.O.T. South Division Waterline Relocation**:

<u>Mott Excavating</u>	<u>Pay Estimate No. 8</u>	<u>\$12,714.53</u>	(98.59% Complete)
<u>Crawford & Associates</u>	<u>Resident Inspection</u>	<u>\$ 2,354.00</u>	

A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The West Grand street improvements are being updated and we will begin by constructing the sidewalk portion of this as we have a grant to complete this portion. The bid letting will be sometime in January 2015. We need authority for the Mayor to sign the engineering agreement for the **Map 21 sidewalk grant**.*

Motion 29: Houseworth moved and Gooden seconded to authorize Mayor Robinson to sign the Engineering Agreement for the **MAP 21 sidewalk grant**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Josh Bradley informed the Council that the court date for the demolition of **409 Barr Street** is scheduled for Thursday, August 14, 2014.*

Motion 30: Trombino moved and Gentry seconded to move to **EXECUTIVE SESSION** for the purpose of discussing personnel, possible litigation, possible acquisition of property, sale of securities or investment contracts. All voted yea and the Council left Regular Session at 8:57 p.m. [John Gooden left the meeting due to a family emergency].

Motion 31: Ellet moved and Trombino seconded to return to **REGULAR SESSION** at 9:48 p.m. All voted yea and the Council returned to Regular Session at 9:48 p.m.

Motion 32: Helfrich moved and Emery seconded to authorize the Mayor to send a ***“Letter of Intent for Sale of Bonds” to Bernardi Securities*** for a quote. All voted yea and the Mayor declared the motion carried.

Motion 33: Trombino moved and Gentry seconded to pay the cleaning bill to ***E&K Cleaning Service*** in the amount of \$1,510.00 (*\$1,360.00 for 14 cleanings at the Community Center and \$150.00 for cleaning Council Chambers*). Roll call vote: Ellet, yea; Emery, yea; Gentry, yea; Gooden, abstain; Helfrich, yea; Houseworth, yea; Oetjen, yea; Trombino, yea. The Mayor declared the motion carried.

The Mayor gave the following reminders:

<u><i>Carterville Schools Foundations Bucket Collection</i></u>	<u><i>August 22, 2014</i></u>
<u><i>Unit #5 First Day of School</i></u>	<u><i>August 12, 2014</i></u>
<u><i>Downtown Merchants Meeting</i></u>	<u><i>August 18, 2014</i></u>

Motion 34: Gentry moved and Helfrich seconded to ***continue*** the meeting Tuesday, August 26, 2014 at 7:00 p.m. All voted yea and the Mayor declared the motion carried and dismissed the meeting at 9:50 p.m.

Michele A. Edwards, City Clerk

Next Ordinance No. 1361-14

Bradley M. Robinson, Mayor

Next Resolution No. R412-14