



CITY COUNCIL MINUTES

April 8, 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
<u>Khristina Hollister</u>	City Clerk	Present
Mark Carney	City Treasurer	Present
Rick Ellet	Alderman/Ward 4	Present
Phyllis Emery	Alderman/Ward 4	Present
Tom Gentry	Alderman/Ward 1	Present
John Gooden	Alderman/Ward 3	Present
Mike Helfrich	Alderman/Ward 2	Present
James Houseworth	Alderman/Ward 1	Present
Curt Oetjen	Alderman/Ward 2	Present
Tony Trombino	Alderman/Ward 3	Present

The Mayor declared a quorum present.

Those present were: Retia Watson, Clerk; Marvin Oetjen, Kamper Supply; Bill Kirk and Gary Cooper, Zoning/Planning Commission; William Bateman, The Courier; Ralph Graul, Building and Codes Enforcement; Janice McConaughy, Office Manager; Garry Wiggs, Street Superintendent; John Frost, Assistant Police Chief; Mike and Rhonda Robinson; Bud Edwards, Maintenance Superintendent; John Crawford (7:53 p.m.) and Donnie Smoot, Crawford and Associates; Attorney Josh Bradley; Bruce Talley, Fire Chief; Jerry Humble, Sycamore Road; Jennifer Brunner, Downtown Merchants; and Jim Marlo, Williamson County Commissioner.

Motion 1: Emery moved and Ellet seconded to approve the *minutes of the Regular Meeting* of March 11, 2014, and the *Continued Meeting* of March 24, 2014. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Mark Carney presented the March 2014 Treasurer's Report.

Motion 2: Emery moved and Gooden seconded to approve *the March 2014 Treasurer's Report* as prepared and submitted by Mark Carney. A roll call vote was taken and all present voted yea. The Mayor declared the motion carried.

*The Mayor stated that the City Clerk had an announcement. “**Khristina Hollister has graciously accepted the position of Deputy City Clerk**”. The Council applauded the decision.*

Recognition of Guests

*Jerry Humble, Shawnee Trail, read the article in the Southern Illinoisan regarding **recycling** and wanted to know about fees and the impact this would have on Progress Port. The Mayor stated that we do not have information as yet because we are not discussing this issue with Republic at this time. The Mayor has discussed curbside recycling with Republic but we are in the process bidding a new garbage contract at the end of May 2014 and we are asking for bids two bids, one garbage only and one with curbside recycling and garbage.*

***Jim Marlow, Williamson County Commissioner**, introduced himself and stated that he is fulfilling his campaign promise of visiting local communities. He introduced information regarding the **Williamson County Revolving Loan Program** which helps new and existing business and asked to be put on the agenda at a later date.*

*Marvin Oetjen, Kamper’s Supply, announced his **39th Annual Open House** on May 2-4, 2014.*

Departments/Committees

*Bud Edwards, Maintenance Department, mentioned that the **Farmer’s Market** will begin on Wednesday afternoon from 3:00 p.m. to 6:00 p.m. on May 7 through October 22, 2014. This is under new management but will have the same processes. The new organization must show proof of insurance before the first market.*

Motion 3: Gentry moved and Emery seconded to approve the use of Cannon Park for the weekly **Farmer’s Market** beginning Wednesday, May 7 (pending proof of insurance). A roll call vote was taken and all present voted yea. The Mayor declared the motion carried.

***Bruce Talley, Fire Chief**, asked that the Mayor appoint Bob Morwell as an Auxiliary Firefighter. He was voted on by the Volunteer Firefighters.*

Motion 4: Gooden moved and Emery seconded to confirm the Mayor’s appointment of **Bob Morwell as an Auxiliary Firefighter**. All voted yea and the Mayor declared the motion carried.

*Garry Wiggs, Street Superintendent, introduced the proposal for **maintenance of alleys**. The policy would closely mirror the policy on drain tiles and sidewalk replacement. The policy is as follows:*

THE CITY OF CARTERVILLE WILL NOT BEAR THE FULL RESPONSIBILITY FOR MAINTAINING ALLEY WAYS WITH THE EXCEPTION TO REMOVE DEBRIS TO KEEP THE ALLEY WAY OPEN. ANY SURFACE MAINTENANCE THAT IS REQUIRED WILL BE DONE BY THE CARTERVILLE STREET DEPARTMENT, WITH LABOR BEING FURNISHED AND REQUESTER BEING RESPONSIBLE FOR THE CITY’S COST OF MATERIAL. MATERIAL SHALL BE PAID FOR WITHIN 30 DAYS OF BILLING.

Curt Oetjen indicated that any alley with large potholes would be repaired before this policy is enacted by the Council. Hardship cases will be considered case by case with Committee approval.

Motion 5: Oetjen moved and Trombino seconded to enact the above *policy for maintenance of alley ways*. All voted yea and the Mayor declared the motion carried.

Curt Oetjen asked about the *alley between Dobson and Mulberry* (closing this on the curve to discourage traffic use).

Motion 6: Oetjen and Houseworth seconded to *close the alley between Dobson and Mulberry to through traffic* because the speed and the excessive traffic is a danger to property owners (property owners will still have access). All voted yea and the Mayor declared the motion carried. *[This will be posted on both ends of the alley]*.

Monty Jeralds, Police Chief, asked that the Council move *Jordan Keisling* from Auxiliary Police to Part-time Police Officer. He started with the department when he was 17 and has done several ride alongs. He turns 21 today.

Motion 7: Gooden moved and Helfrich seconded to confirm the Mayor's appointment of *Jordan Keisling to Part-Time Police Officer*. All voted yea and the Mayor declared the motion carried.

Bud Edwards, Cemetery Committee, asked the Council to renew the mowing contract for Tracy Russell. No price increase in the past five years and comes highly recommended by the Cemetery Committee. notified

Motion 8: Trombino moved and Ellet seconded to renew the *cemetery mowing contract* with Tracy Russell with no increase in price. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Ralph Graul, Codes Enforcement and Building Inspector, asked that a notice be given to residents and contractors that a building permit is required and that they should ask before they build. Tony Trombino indicated that he feels that people do not read notices. The Mayor suggested a message on water bills, an ad in the Courier, Chamber sign downtown, and/or the Carterville website as ways of notifying residents. Oetjen stated that two to three fines would probably solve the problem.

The Mayor stated that each department can begin the process of hiring *high school students for summer employment* with the help of the new Office Manager and HR Specialist. The Mayor introduced Janice McConnaughy and asked that the Council confirm his appointment.

Motion 9: Emery moved and Trombino seconded to confirm the Mayor's appointment of *Janice McConnaughy as Office Manager/HR Specialist* for the City of Carterville and wished her a Happy Birthday. *[Janice started work on March 24, 2014]*. A voted yea and the Mayor declared the motion carried.

Employee *salary increases* are next on the agenda. The Mayor stated that he will visit each department and discuss raises and will bring information back to the Council for action. This this process is not completed by April 20th, the raises will be retroactive to April 1, 2014.

*The Mayor introduced the **IT Service Agreement with GFI Digital** at a proposed cost of \$1,674.00 per month for twelve months. This figure was proposed after a lengthy IT evaluation was completed for all City departments. It includes facilitating all of our IT needs and set up of all departments on one server. This also includes off site backups. This expenditure was approved by Finance and Operations Committee. Tom Gentry indicated that this process is long overdue.*

Motion 10: Trombino moved and Emery seconded to accept the **twelve month IT comprehensive package** with GFI Digital at a cost of \$1,674.00 per month. A roll call vote was taken and all present voted yea. The Mayor declared the motion carried.

*The Mayor introduced a **proposal from Dennis Corbell to move the power from the front of the building to the rear at the old Heckel's building.** The south side of Division has already been completed. Bruce Talley has reviewed the plan and the pricing of \$14,898.25 and indicated that this is a good proposal. This covers nothing on the inside of the building and if separated is \$3,724.00 per unit/tenant. Curt Oetjen complained that Corbell bought this building as a single service and now we are paying to have him divide this into four separate services. Bruce Talley mentioned that this is actually four separate buildings and that this would also offset some of the costs of a larger wire. Corbell's proposal indicated that if there are any overruns on this proposal his firm will cover the costs.*

Motion 11: Houseworth moved and Emery seconded to **approve the proposal for moving power** to the rear of the Heckel's building and dividing the power from one service to four services. This work is to be completed by Dennis Corbell [**pending written agreement on an easement for the properties north of the Corbell buildings**]. Roll call vote: Ellet, yea; Emery, yea; Gentry, yea; Gooden, yea; Helfrich, yea; Houseworth, yea; Oetjen, no; Trombino, yea. The Mayor declared the motion carried.

The Mayor announced that the **TIF II Joint Review Board Meeting** was held April 7, 2014 and the Board did not complete the approval because Robert Prusator, Unit #5 Superintendent, will present this to the Unit #5 School Board before it is approved. This JRB will have to make a motion to approve this TIF. Amanda Barnes was voted in as Chairperson of this Board.

Jennifer Brunner, Downtown Merchants Association, explained the budget presented for the **flower pots downtown**. The approximate cost is \$800.00 and this includes the 30 pots at businesses, Veteran's Memorial, the pots at the Community Center, and the downtown sign. The Boy Scouts and Girl Scouts help with the planting of the 30 pots and Malone's Day Care does the watering and fertilizing during the summer. These pots will go out after May 17 (the 10+ Mile Yard Sale that Mello Antiques is anchoring for Carterville). The Williamson County Tourism Bureau will be advertising this event in the future and are hoping

Motion 12: Emery moved and Trombino seconded to approve the \$800.00 budget for the downtown flowers sponsored by the Downtown Merchants Association. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [*Funded by the Economic Development Fund*].

Motion 13: Emery moved and Gooden seconded to **pay the monthly bills** as listed on the spreadsheet submitted by the City Clerk. [*Tom Gentry pointed out a duplication on a Wal Mart bill that is on this list*]. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 14: Emery moved and Gentry seconded to approve payment *to E & K Cleaning Service* in the amount of \$1,425.00 (*14 cleanings of the Community Center \$1,275.00 and City Council Chambers \$150.00*). 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 introduced ordinances that must be passed; Prevailing Wage and Tax Abatement.

Motion 15: Helfrich moved and Ellet seconded to pass ***Ordinance No. 1353-14, ORDINANCE TO CONFORM TO AN ACT REGULATING WAGES OF LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED IN ANY PUBLIC WORKS BY THE STATE, COUNTY, CITY OR ANY PUBLIC BODY OR ANY POLITICAL SUBDIVISION OR BY ANY ONE UNDER CONTRACT FOR PUBLIC WORKS, APPROVED JUNE 26, 1941, CODIFIED AS AMENDED, 820 ILCS 130/1 ET SEQ. (1993), FORMERLY ILL. REV. STAT., CH. 48, PAR. 395-1 ET SEQ.*** A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 16: Oetjen moved and Emery seconded to pass ***Ordinance No. 1354-14, ORDINANCE TO ABATE TAXES LEVIED PURSUANT TO SECTION 8 OF ORDINANCE NO. 1091-03 ENTITLED "AN ORDINANCE OF THE CITY OF CARTERVILLE, WILLIAMSON COUNTY, ILLINOIS, PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION BONDS, SERIES 2003, PROVIDING THE DETAILS OF SUCH BONDS AND FOR A LEVY OR TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH BONDS AND FOR CERTAIN REVENUE SOURCES TO PAY AND SECURE THE PRINCIPAL OF AND INTEREST ON SUCH BONDS, AND RELATED MATTERS"***. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Curt Oetjen notified the Council that the Water and Sewer Board is not meeting until April 10, 2014 so that we can make a decision on the bids for the sewer vac system.

John Crawford – Engineering Report

Donnie Smoot presented information for the Cedar Creek Estates vacation and replat. This is the fourth replat for Max Falmier. He displayed a drawing explaining the change. Ralph Graul stated that Falmier started building structures without permits and it was stated that this was a past practice. The Mayor and Ralph Graul discovered that there were some problems with the contractor beginning structures with the wrong setbacks and without a building permit. This is the last development in this subdivision.

Motion 17: Oetjen moved and Emery seconded to pass ***Ordinance No. 1355-14, AN ORDINANCE VACATING LOTS 13 AND 14 IN CEDAR CREEK ESTATES IN THE CITY OF CARTERVILLE.*** Roll call vote: Ellet, yea; Emery, yea; Gentry, yea; Gooden, yea; Helfrich, yea; Houseworth, yea; Oetjen, yea; Trombino, no. The Mayor declared the motion carried.

Motion 18: Oetjen moved and Ellet seconded to ***approve the 4th Plat of Subdivision for Cedar Creek Estates*** (approved by the Planning/Zoning Commission). Roll call vote: Ellet, yea; Emery, yea; Gentry, yea; Gooden, yea; Helfrich, yea; Houseworth, yea; Oetjen, yea; Trombino, no. The Mayor declared the motion carried.

John Crawford indicated that the **SIH Cancer Center** utilities is in kind of a holding pattern awaiting electric service to the lift station from Egyptian Electric.

Crawford presented bills for the South Division water main construction.

Motion 19: Houseworth moved and Oetjen seconded to approve payment of the following pay estimates for the South Division water main construction:

Mott Excavating	Pay Estimate No. 4	\$101,875.15
Crawford and Associates	Engineering	\$ 9,935.50

A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [This will be reimbursed by I.D.O.T.]

Crawford stated that plans are ready for **West Grand Avenue** with bid letting in May and an early June start. Ameren C.I.P.S. is prepared to move their poles no later than May.

Crawford stated that there has been no word on the **sidewalk grant**. A four foot sidewalk is included with the existing West Grand plans but it will be amended to a five foot sidewalk if we receive a grant for this project. Tom Gentry asked about the plans for West Grand Avenue from Greenbriar to Lion Drive. Crawford stated that the sidewalk will be on the south side.

John Crawford presented plans for our 2014MFT Oil and Chip Program. We must pass a resolution for I.D.O.T. and approve the engineering costs. The Municipal Estimate that must be signed by the Mayor is in the amount of \$79,374.00. Jim Houseworth asked if rolling costs are included in Motor Fuel and Crawford answered yes.

Motion 20: Emery moved and Gooden seconded to pass **Resolution No. 410-14, A RESOLUTION FOR STREET MAINTENANCE IN THE AMOUNT OF \$85,000.00 FOR OIL AND CHIP**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [This oil and chip program is designed to save the base of several streets, bids will be let in May and Garry Wiggs will schedule the work. Tom Gentry asked about the north part of Onley Street].

Motion 21: Gooden moved and Emery seconded to approve the **Municipal Engineering Agreement for the 2014 Oil and Chip program**. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Crawford displayed the Phase I West Grand project map from Dent to Greenbriar. Curt Oetjen asked about the interceptor sewer project (DCEO Grant). This project has been on hold because of the demand of the road projects.

John Bradley gave an update on dilapidated property. The **Dalzell property** is set for demolition on May 1, 2014. He also mentioned that there is a new process for demolition that only takes 15-20 days with an affidavit from the Building Inspection claiming a nuisance. The Mayor indicated that this is great and Tom Gentry stated that this would be a miracle. The **Akes property** is continuing through the court system with an heir. Jim Houseworth asked about the progress with the **Carney Trailer Park**. John Bradley indicated that he would work with Ralph Graul on this next week. Mickey Edwards asked about the David Crawford property on West Illinois that the Council is trying to purchase.

Regular Meeting of the Carterville City Council

Reminders:

*The Love and Truth Church is holding a large **Easter Egg Hunt** at their church in Crainville. Typically the City partners with McDonalds to hold our own event but we did not want to compete with the church. The City is partnering with McDonalds and the church for this event and we have agreed to provide a fire truck and police car/officer for the event.*

*Citywide **cleanup days** are Monday, May 5 and Tuesday, May 6, 2014.*

*The **Annual Block Party** is April 25, 2014 from 5:30 to 7:30 p.m.*

Motion 22: Trombino moved and Oetjen seconded to **adjourn**. All voted yea and the Mayor dismissed the meeting at 8:15 p.m.

Michele A. Edwards, City Clerk

Next Ordinance No. 1356-14

Bradley M. Robinson, Mayor

Next Resolution No. R411-14