



## CITY COUNCIL MINUTES

Tuesday, February 9, 2016

### REGULAR MEETING OF THE CARTERVILLE CITY COUNCIL

The meeting was held in the City Council Chambers with Mayor Bradley M. Robinson presiding. He called the meeting to order at 7:03 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
Doug Brinkley	Alderman/Ward 3	Absent
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	Absent
Tom Liebenrood	Alderman/Ward 4	Present
Curtis Oetjen	Alderman/Ward 2	Absent

The Mayor declared a quorum present.

Others present were: Garry Wiggs, Public Works Director; Ron Rains, Fire Chief; Ralph Graul, Building Inspector; Bud Edwards, Street and Maintenance Supervisor; Jennifer Gerlock, Owner of Scavenger Hunt; Janice McConnaughy, HR Specialist; Retia Watson, Bookkeeper/Secretary; Donnie Smoot, Crawford and Associates; Kyle Houseright, Parks and Cemetery Supervisor; Heather Reno, Police Chief; Bill Kirk, Zoning/Planning Committee; John Frost, Retired Assistant Police Chief; Kimbra Frost; Jan Campbell, Executive Director of Carterville Chamber of Commerce; James R. Lawson, Firefighter/Paramedic; and Mike and Ronda Robinson.

**Motion 1:** Helfrich Emery moved and Emery seconded to *approve the minutes* of the January 12, 2016 regular Council Meeting and the January 12, 2016 Variance Hearing and the January 26, 2016 Special Council Meeting as presented. A roll vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Mark Carney, City Treasurer, presented the Treasurer's Report for January 2016. Tom Gentry asked about the use of local electrical contractors rather than Carbondale Electric. Garry Wiggs explained that local electricians did not have the necessary equipment.*

**Motion 2:** Gooden moved and Helfrich seconded to approve the *January 2016 Treasurer's Report* as presented. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

### **Recognition of Guests - No Comments**

**Motion 3:** Emery moved and Gooden seconded to pay the *monthly bills* as presented by the City Clerk. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 4:** Liebenrood moved and Emery seconded to pay the cleaning bill to *E & K Cleaning Service* for 20 cleanings at the Community Center in the amount of \$1,255.00. Roll call vote: Emery, yea; Gentry, yea; Gooden, abstain; Helfrich, yea; Liebenrood, yea. The Mayor declared the motion carried.

### **Departments/Committees**

*Kyle Houseright, Parks and Cemetery Supervisor, discussed that **replacement of lighting on the flag pole** at Cannon Park. He is still gathering information about this replacement. He would like to have an electrical light rather than solar because the solar light does not last long, but the position of the light can cause a problem for neighbors.*

*Ron Rains, Fire, Chief, asked about the purchase of repair parts for the Jeep. The firemen will do this repair in-house.*

**Motion 5:** Gooden moved and Emery seconded to approve up to **\$1,000.00 for repair of the Jeep** at the Fire Station. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried

*Ron Rains, Fire Chief, explained the need for **training in ice rescue** for our department. Dennis Brown has volunteered to attend an ice rescue class in Wisconsin in March, 2016. The cost would be approximately, \$1,000.00 including tuition, room and board, per diem and travel.*

**Motion 6:** Emery moved and Gooden seconded to **authorize up to \$1,000.00** for Dennis Brown to attend **an ice rescue class** in Wisconsin in March, 2016. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Mayor Robinson announced that just before tonight's meeting we received information that **James R. Lawson** has completed all qualifications for appointment to the Fire Department. The Mayor made the appointment of James R. Lawson and asked for a Special Meeting to confirm this appointment.*

**Motion 7:** Gentry moved and Liebenrood seconded schedule **a special meeting on Tuesday, February 16, 2016 at 7:00 p.m.** to formally confirm the appointment of James R. Lawson. All voted yea and the Mayor declared the motion carried.

*Heather Reno, Police Chief, announced that she has a candidate for part-time police that has 20+ years with the State Police and her name is Barbie Brady.*

**Motion 8:** Gooden moved and Emery seconded to **appoint Barbie Brady as a part-time police officer** for the City of Carterville. All voted yea and the Mayor declared the motion carried.

*Bud Edwards, Street Supervisor, asked about the Virginia Street drainage problem. Donnie Smoot presented the cost estimate and drawings for Phase I of the reconstruction drainage, which was recommended by the Street Committee. This would create a bypass to allow water to leave the area at a faster pace to avoid flooding. The cost estimate is \$45,704.00. Mike Helfrich asked about the time table on this project because of the rainy season.*

**Motion 9:** Helfrich moved and Gooden seconded to advertise for bids for the **Virginia Street Drainage**. All voted yea and the Mayor declared the motion carried.

*The naming of the new frontage road connectors is still being evaluated. We are waiting for verification from 9-1-1 that the names we are considering will be eligible for use.*

*The Mayor introduced a discussion in Street Committee regarding the 20 ton weight limit on Kirk Lane as future construction might have truck traffic using this road. This 20 ton limit would run from South Division to the Crainville City Limits. This will have to be done in ordinance form.*

**Motion 10:** Gentry moved and Gooden seconded to compile an **ordinance for a 20 ton weight limit on Kirk Lane**. All voted yea and the Mayor declared the motion carried.

*Ralph Gaul, Building Codes Enforcement, distributed a list of current building permits. He also explained the variance request from Frederick Brown and Penny Griffith-Brown of 11594 Hafer Road for placement of a fence in the front yard of their property. The Mayor explained that the variance hearing was held at 6:45 p.m. prior to this meeting. Also, the Zoning/Planning Committee recommended that this variance be rejected. The property owner could either cut the fence to 4' and remove every other plank or the entire fence in front of the house must be removed.*

**Motion 11:** Helfrich moved and Gentry seconded to **deny the variance request** for placement of a fence in the front yard at **11594 Hafer Road** by Frederick Brown and Penny Griffith-Brown. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. *[Ralph Gaul will contact the property owner and relay the decision].*

*The Mayor explained that the Operations Committee asked that the Council advertise for a part-time codes enforcement person (probably seasonal). Ralph Gaul has his time filled with building codes and the Police Department has been handling code violations (such as weeds, grass, trash, etc.). The work schedule will be based on need with an average 20 hours per week. The Mayor stated that we are getting to a position where we need two individuals to deal with building codes and ordinance violations.*

**Motion 12:** Emery moved and Liebenrood seconded to create a position of *part-time Codes Enforcement*, develop a job description and advertise. All voted yea and the Mayor declared the motion carried.

*Jan Campbell, Chamber of Commerce, gave the monthly report. The Chamber has renewed 118 members to date and last year we finished with 185 members. The Chamber Annual Dinner Meeting is scheduled for Friday, February 12, 2016 with 203 reservations for this event. The Chamber is hosting Carterville Chamber Night at Saluki Basketball on February 17, 2016. We are working on Chamber/Rotary Hurricane Golf Outing which is held in May 6, 2016. Carterville Community Night at the Miners is scheduled for a Friday, June 17, 2016. Our Social Committee is preparing to market our Chamber through Facebook, Twitter, Instagram and LinkedIn. We will be preparing a new Membership Directory and Resource Guide with availability in print and read online.*

The Mayor indicated that we received a request from *Republic Services* for a designated *annual Cleanup Days*. Garry Wiggs and Bud Edwards indicated that they will conduct one time in the spring on June 6 and 7, 2016.

**Motion 13:** Gentry moved and Helfrich seconded to schedule the *Annual Cleanup Days for City of Carterville on Monday and Tuesday, June 6 and 7, 2016*. (There will not be a fall cleanup). All voted yea and the Mayor declared the motion carried. *[This should be advertised with the notation that there will be no fall cleanup]*.

*Mayor Robinson presented information about the Annual Easter Egg Hunt. This event has been done by the Love and Truth Church for the past few years and they have requested that the City of Carterville again host this event. McDonald's is on board to help sponsor. The scheduled date is Saturday, March 26, 2016 at 4:00 p.m.*

**Motion 14:** Gentry moved and Liebenrood seconded to approve a \$500.00 budget for the *Annual Easter Egg Hunt at Cannon Park* (Khristina Hollister will coordinate the event). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Annual Bucket Brigade Calendar was distributed to the Council. The dates currently approved constitute those for the year. If anyone else requests a date, this will have to be taken to City Council for approval.*

*The Mayor explained that the Greater Egypt Regional Planning and Development Commission has submitted an ordinance for addition to the Williamson County Enterprise Zone. The property being added is across from the Williamson County Airport and is owned by Dr. Craig Smith, Veterinarian, who is planning to build a 17,000 square foot animal hospital.*

**Motion 15:** Emery moved and Liebenrood seconded to approve *Ordinance No. 1392-16, AN ORDINANCE TO ADD TERRITORY TO THE WILLIAMSON COUNTY ENTERPRISE ZONE CITY OF CARTERVILLE*. All voted yea and the Mayor declared the motion carried.

The Mayor indicated that we now have an ordinance for parking on Texas Avenue that needs to be approved.

**Motion 16:** Emery moved and Liebenrood seconded to pass **Ordinance No. 1393-16, AN ORDINANCE TO AMEND STREET REGULATIONS FOR THE MUNICIPAL CODE OF THE CITY GOVERNING PARKING IN THE CITY OF CARTERVILLE, IL.** All voted yea and the Mayor declared the motion carried.

Mayor Robinson gave the **Water and Sewer Board** report as follows:

- *There were 134 **delinquent accounts** in the amount of \$18,571.18. This was the total prior to cutoff on Friday. There were 82 people cut off on Friday for non –payment.*
- ***Water Loss** for January – Sold 12,438,540 gallons and purchased 12,257,808 – Sold 180,732 more than we purchased.*
- *The Water Department personnel will be **locating and remarking valves** throughout the City and Board approved the purchase of flexible fiberglass marking sticks for this purpose.*
- *Marc Buatte, WWTP Operator, is writing specifications for a **new sewer jet machine** because the current equipment will not handle the large lines that we need to clean.*
- *There were **eight leak credits** for \$639.17.*
- *The **UV Disinfection System** is installed at the WWTP.*
- *The **Bar Screen** is ready for installation.*
- *The **Grit Chamber** design is complete.*
- *Mott Excavating is working on the cleanup of the **Interceptor Sewer**. Garry Wiggs and Ron Modglin have prepared a punch list for Mott to complete.*
- *The **new waterline to the Refuge** is completed and connected and Garry Wiggs has applied for the operating permit.*
- *The **Sludge Holding Facility** permit has been resubmitted with a change in location.*
- ***Pittsburgh Tank and Tower** partially completed inspections of our elevated and ground storage tanks. The Board approved a repair of the hatch on these structures so that the inspection could be completed.*
- *USDA was here for a compliance review of the VTI Campus sewer extension. We found out that they have a number of loan programs that could be used to help with construction of a new tower.*

Phyllis Emery asked that we discuss the **turn off of water on a Friday**. She feels that we should not leave a customer without water over a weekend. The suggestion was that we cut the water off after the weekend. The Mayor indicated that he would discuss this with the Water and Sewer Board.

#### **Engineering Report – Donnie Smoot**

**West Grand Avenue improvement update** – There are two pay estimates for this project from Sierra Bravo and Crawford & Associates. The project is approximately 36.38% complete.

**Motion 17:** Emery moved and Gooden seconded to approve payment of the following bills for the *West Grand Avenue improvements* [to be paid from Motor Fuel Tax Funds]:

Sierra Bravo	Pay Estimate No. 3	\$ 49,184.56
John Crawford & Assoc.	Engineering Inspection	\$ 6,212.00

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

**Motion 18:** Gooden moved and Emery seconded to approve payment for *West Grand Avenue Phase II Design Engineering* in the amount of \$50,000.00 to Crawford and Associates. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [*Motor Fuel Tax Funds*]

*Donnie Smoot presented information regarding **Rebekah Lane street repairs**. We need to get borings on this road so that we can make a determination regarding repairs. Donnie Smoot indicated that we need to check the base on this street before we put any more material on it because he feels it is going to continue to sink.*

**Motion 19:** Helfrich moved and Gooden seconded to authorize up to \$1,500.00 for boring the base of Rebekah Lane. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor reminded the Council of the **Chamber Annual Dinner** on Friday, February 12, 2016; the **Downtown Merchants Meeting** on Monday, March 7, 2016; and the **SIMPO Committee** on Monday, March 7, 2016.*

*Tom Gentry asked about the list of surplus property and when this would be advertised for sale. The City Clerk indicated that this list needs to be clarified before we can advertise.*

**Motion 20:** Helfrich moved and Emery seconded to *adjourn*. All voted yea and the meeting was dismissed at 7:59 p.m.

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**Michele A. Edwards, City Clerk**

**Next Ordinance No. 1394-15**

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**Bradley M. Robinson, Mayor**

**Next Resolution No. R419-15**