



## CITY COUNCIL MINUTES

Tuesday, December 13, 2016

### REGULAR MEETING OF THE CARTERVILLE CITY COUNCIL

The meeting was held at the Community Building with Mayor Bradley M. Robinson presiding. He called the meeting to order at 7:21 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	Absent
Doug Brinkley	Alderman/Ward 3	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 (7:23 p.m.)
Tom Liebenrood	Alderman/Ward 4	Present
Curtis Oetjen	Alderman/Ward 2	Present

The Mayor declared a quorum present.

Others present were: Garry Wiggs, Public Works Director; Ron Rains, Fire Chief; Ralph Graul, Building Inspector; Webb Smith, Acting City Attorney; John and Kimbra Frost, Citizens; Marvin Oetjen, Kamper Supply; Bud Edwards, Parks and Cemetery Departments; Heather Reno, Police Chief; Rod Sievers, Citizen Advisory Committee Member; Harriet Maze, Chamber of Commerce; Frank Charles, Pizza Express; Doug Williams, Realtor; Jerry Humble, Citizen; Kelley Ballard, Citizen; Representatives from WSIL TV 3; Ronda Robinson, Citizen; Janice McConaughy, HR Specialist.

**Motion 1:** Emery moved and Gentry seconded to *approve the minutes* of the November 8, 2016 regular Council Meeting as presented. A roll call vote was taken and all present voted yea and the Mayor declared the motion carried.

Mark Carney, City Treasurer, was not present for the meeting and the Mayor asked for a motion on the **November 2016 Treasurer's Report**.

**Motion 2:** Helfrich moved and Emery seconded to approve the *November 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 guests asked to be recognized.

**Motion 3:** Emery moved and Helfrich 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:** Emery moved and Helfrich seconded to pay the cleaning bill to *E & K Cleaning Service* for 21 cleanings at the Community Center in the amount of \$1,490.00. Roll call vote: Brinkley, yea; Emery, yea; Gentry, yea; Gooden, abstain; Helfrich, yea; Houseworth, yea; Liebenrood, yea; Oetjen, yea. The Mayor declared the motion carried.

**Departments/Committees**

**Parks Department**

*Bud Edwards, Parks and Cemetery Supervisor, reported that the conversion to LED bulbs at Cannon Park is completed and his staff is working on conversion of lights in the Community Building.*

*The Mayor introduced a request for a reduction in fees from Boy Scouts for their Blue and Gold Banquet on Saturday, February 25, 2017. The reduced rate would be \$225.00.*

**Motion 5:** Emery moved and Brinkley seconded to approve the *use the Community Building* at a reduced rate of \$225.00 on February 24, 2017 for the *Boy Scouts*. All voted yea and the Mayor declared the motion carried.

*Fire Chief Ron Rains explained that there was a catastrophic failure of the **Holmatro Extrication Pump**. The cost of replacement is \$8,640.00.*

**Motion 6:** Oetjen moved and Brinkley seconded to approve the cost of a *replacement Holmatro Extrication Pump* at a cost of \$8,640.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. [To be paid from Sanitation Funds]

*Rains explained that the department has been working on **replacing 3/4" fire hose** over the past five months. Also, the Volunteer Firefighters purchased the **rescue boat** which has been ordered and will be delivered in mid-January. The volunteers covered the entire cost of approximately \$18,000.00. The Mayor asked Rains about the **ambulance remounting** and Rains indicated that we are expecting completion of this by mid-January. Jason Sheraden will do the lettering on the ambulance when it is returned to us. Alderman Brinkley asked Rains to extend our gratitude to the volunteers for the purchase of the rescue boat. The Mayor also mentioned that this purchase will assist our dive team with water rescue and the Council had been trying to find funds for some time to purchase this boat for the department and we are grateful for their help.*

*Heather Reno, Police Chief, indicated that the Keith Stiff, Deputy Police Chief, has tendered his resignation effective December 31, 2016. This position has been advertised already with an application deadline of December 23, 2016. The Mayor thanked Keith Stiff for his service to our community.*

*Chief Reno introduced Lucas Williams as our newest Part-time Officer and the City Clerk administered the Oath of Office. Eric Ruhe, his uncle, held the Bible during his swearing in ceremony.*

*Chief Reno asked the Council to cover the cost of Property Room Management Training for one full-time officer at a cost of \$586.36. The class will be held in Bloomington on February 7-8, 2017.*

**Motion 7:** Brinkley moved and Gooden seconded to cover the cost of **Property Room Management Training** for one officer in Bloomington on February 7-8, 2017 at a cost of \$586.36. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Chief Reno indicated that she has been soliciting pricing for alarm systems at City Hall and at the Evidence Room. She has three quotes:

Salem Security Alarm Co	\$1,000.00 Installation	\$70.00 Month
Simply Safe (Panic Buttons)	\$ 299.93 Installation	\$14.99 Month Each
Or for Two Systems	\$ 600.00 Installation	\$30.00 Month

**Motion 8:** Brinkley moved and Oetjen seconded to purchase an *alarm system from Simply Safe Systems* at a cost of \$299.93 for installation and a monthly fee of \$14.99. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Chief Reno gave a monthly report of activity in the Police Department:*

- *Addressed new cannabis law process*
- **Compliance with database information**
- *Working with Lawman System and Mayer Networks to computerize our property room*
- **Disposed of Surplus Property**
- *Working on effectively processing City ordinances (new Codification)*
- *Logged 16,892 incidences (not necessarily crimes but some sort of incidence) into Lawman System since April (approximately 2,000 per month)*
- **Two Officers attended Basic Patrol Training**
- **Two Officers attended Aggressive Patrol Tactics Training**
- **Two Officers attended Cultural Diversity Training** (mandated by the State)
- **One Officer attended the Property and Evidence Room Management**
- **Two Officers attended Basic Digital Investigation Class**
- *Working on a new Parking Ticket process (would like to develop a new violation form for parking tickets and City violation tickets)*
- *Working on installation of the alarm systems at the City Hall and Police Evidence Room*
- **Lawman System** recorded 246 case numbers, 53 offers of assistance to other agencies (ambulance, Williamson County, etc.), and 16 code enforcement incidences

Garry Wiggs, Public Works Director, gave an update of approved projects. **No Parking signs** are ordered for East Illinois Avenue and for the temporary parking lot (Vaughn Property) that we have established on East Illinois Avenue. The **School Crossing Zone signs** for School Street are in and will be installed pending weather conditions. We are getting **snow equipment** ready for use. We have completed some **road repairs caused by utility problems**. The **CDL licensing** issue will be addressed after the holidays and we have a proposed policy in Council packets for approval.

The Mayor explained that the **proposed CDL policy** has been discussed in committees. The State of Illinois exempts municipalities from the CDL licensing process. Therefore, our public works staff that drives a one ton truck with a snow plow, any two ton truck loaded or unloaded, or even a ¾ ton pickup truck hauling a trailer with 10,000 pounds of equipment are required to hold a CDL license. Public works staff must obtain a minimum Class B CDL license in order to drive vehicles and equipment. All public works staff must participate in a Shawnee College class hosted by the City of Carterville. The City has made initial arrangements for these classes (multiple three-hour sessions. All staff members will have three test attempts over a six month period paid for by the City of Carterville. All current unlicensed staff members will be paid a \$250.00 bonus for obtaining their Class B CDL license and another \$250.00 bonus for obtaining a Class A CDL license.

**Motion 9:** Gentry moved and Emery seconded to approve the proposed **CDL licensing policy** as read by the Mayor. All voted yea and the Mayor declared the motion carried.

Alderman Tom Gentry asked if we are ready for **snow removal**. Garry Wiggs replied we have salt in stock and trucks ready for use.

Bud Edwards, Parks and Cemetery Supervisor, asked that the Council advertise for bids for **mowing at the cemeteries**.

**Motion 10:** Emery moved and Brinkley seconded to advertise for **bids on mowing** at the City cemeteries. All voted yea and the Mayor declared the motion carried.

Edwards indicated that we need to **replace our mowers** this year also. The mowers have 300 hours on them so the trade-in may be less than in past trades. This was discussed in committee and Bud will get information about replacement.

Ralph Graul, Building Inspector, circulated his **monthly report** and indicated he has no new issues to report which included four new home starts and a utility building. Om 2015 we had 15 single family dwelling permits and in 2016 we had 30 single family dwelling permits and two commercial structure permits.

Harriet Mize, Executive Director, gave the **Chamber of Commerce** report. One new Chamber member Futiva (the Mayor told the audience that this is a new high-speed internet service in Carterville at **Futiva.biz**); **Christmas in Carterville** was a great success (big thanks to the City staff); **Weekly business Spotlights:** Wonder Wash, Carterville Lion's Club, First Mid Illinois Bank, Highland Recycling, and Deloufleur Décor and Design; **Ribbon Cutting** PHD Hair Design; **Grand Opening** at Deloufleur Décor & Design; **Annual Dinner** scheduled for **Friday, February 10, 2017**.

*The Mayor indicated that our insurance broker, Gentry Insurance, recommended that we convert our Unemployment Insurance be contracted through ICRMT. There is a 20% savings through this policy. The Insurance Committee has reviewed and recommended this proposal.*

**Motion 11:** Brinkley moved and Emery seconded to approve the Group self-insurance for **Unemployment Insurance** through Illinois Counties Risk Management Trust (ICRMT) at a rate of 1.32%. All voted yea and the Mayor declared the motion carried.

**Motion 12:** Emery moved and Gooden seconded to approve a budget of \$1,000.00 for the **Christmas Eve Luncheon** to be held on Friday, December 23, 2016 in the Council Chambers. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 13:** Emery moved and Oetjen seconded to approve a \$300.00 donation **to Paws for a Cause** (helping needy families at Christmas by partnering with Carterville Unit 5 Schools). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor indicated that **the Gaming Ordinance** will be tabled for further information.*

*The Mayor announced that the **2015-16 Annual Audit** is complete, but the final copy is not in-hand so we will put this on the agenda in January for approval.*

**Motion 14:** Helfrich moved and Gooden seconded to **Tom Couch to the Liquor Advisory Board**. All voted yea and the Mayor declared the motion carried.

**Motion 15:** Gooden moved and Helfrich seconded to **Sr. Carol Karnitsky to the Liquor Advisory Board**. All voted yea and the Mayor declared the motion carried.

**Motion 16:** Emery moved and Gooden seconded to **Judy Crawford to the Liquor Advisory Board**. All voted yea and the Mayor declared the motion carried.

**Motion 17:** Helfrich moved and Gooden seconded to **John Chaney to the Liquor Advisory Board**. All voted yea and the Mayor declared the motion carried.

*The Mayor announced that we have one vacancy from a member of the clergy and he is talking with a minister about this vacancy.*

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

- *There were 105 **delinquent accounts** in the amount of \$8,148.28*
- ***Water loss:** Rend Lake bill was not available to figure loss (November loss 687,186)*
- ***Pea Ridge Lift Station** is being renovated and Marc Buatte is soliciting pricing*
- ***Sludge Drying Bed Blocks** were ordered at a cost of approximately \$7,000.00\*

- *The Texas/Willow Sewerline Repair* came in at \$16,010.00 from KPS
- *Leak Credits: 8* for \$605.40
- *The West Grand Phase II waterline* – Dean Bush \$50,220.00 and Crawford \$200.00 (80% complete)
- The Board approved advertising for **bids for mowing**
- **Meter Deposits** were recommended increased to \$100.00 – the ordinance will be prepared and submitted to Council for approval in January.
- The Board approved advertising for hiring of a **Billing Clerks** as Amy Simpson is moving to Bookkeeper and Lesa Hafford will be moving to Accounts Receivable Clerk.
- The January meeting was moved to Monday, January 9, 2017 due to a conflict and the illness of John Geiselman

John Crawford gave the **ENGINEERING REPORT**.

John Crawford introduced final bills for the **waterline relocation on South Division Street** that are to be reimbursed by I.D.O.T.

**Motion 18:** Oetjen moved and Emery seconded to approve the final payments on the **waterline relocation on South Division Street** (I.D.O.T. Reimbursement);

Mott Excavating, Inc.	Pay Estimate No. 14 (Final)	\$20,000.00
Crawford & Associates	Engineering	\$ 2,705.00

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

Crawford announced that we are 80% completed with the **West Grand Phase II** waterline relocation. The road work should begin in April.

The Mayor mentioned the following reminders:

- **Employee Christmas Luncheon** – Friday, December 23, 2016 (Noon) City Hall
- **Office Closed Christmas** – Monday, December 26, 2016
- **Office Closed New Years** – Monday, January 2, 2017

**Motion 19:** Emery moved and Oetjen seconded to **adjourn**. All voted yea and the meeting was dismissed at 8:13 p.m.

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Michele A. Edwards, City Clerk

Next Ordinance No. 1412-16

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Bradley M. Robinson, Mayor

Next Resolution No. R425-16