



## CITY COUNCIL MINUTES

Tuesday, November 8, 2016

### 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
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
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; Rhett Barke, 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; Cliff McCalla, Codes Enforcement Officer; Ronda Robinson, Citizen; Janice McConaughy, HR Specialist; Retia Watson, Bookkeeper; Allen Latch, Citizen; Emily Hunsaker, The Courier

**Motion 1:** Oetjen moved and Emery seconded to *approve the minutes* of the October 11, 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, presented the *October 2016 Treasurer's Report*.

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

**Recognition of Guests:**

No guests asked to be recognized.

The Mayor asked to revisit the Treasurer's Report. He would like to transfer \$30,000 from the Building Permit Fund (Fund 25) to the General Fund. The purpose of the transfer is for the Building Inspector's salary and mileage. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 3:** Gooden moved and Oetjen seconded to *transfer \$30,000.00* from the Building Permit Fund (25) to the General Corporate Fund (10) to cover building inspector costs. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

**Motion 4:** Emery moved and Oetjen 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 5:** Emery moved and Gentry seconded to pay the cleaning bill to *E & K Cleaning Service* for 11 cleanings at the Community Center in the amount of \$1,280.00. 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**

*The Mayor introduced a proposal from Khrissy Hollister, Community Center Coordinator, for a change in the waiver of fees for the facility. The Mayor indicated that this has been discussed in committee and all future requests for fee waivers will be considered at a 50% reduction so that we can cover cleaning and operating costs for the building.*

**Motion 6:** Liebenrood moved and Emery seconded to adopt a *50% reduction in fees for use of the Community Center* when a fee waiver is requested and approved by the Council. The fees and reduced fees as follows:

	<u>Full Price</u>	<u>Reduced Price</u>
Entire Banquet Facility with Kitchen	\$550.00	\$275.00
Entire Banquet Facility without Kitchen	\$450.00	\$225.00
½ Banquet Facility with Kitchen	\$300.00	\$150.00
½ Banquet Facility without Kitchen	\$250.00	\$125.00
Small Parties (less than 50 guests)	\$ 80.00	\$ 40.00

All voted yea and the Mayor declared the motion carried.

Fire Chief Ron Rains explained the need for two binder lifts for the ambulances. These are used to assist with the lifting of patients. The prices quoted are reduced by approximately \$100.00 each. There is a standard size and a bariatric size.

**Motion 7:** Brinkley moved and Oetjen seconded to *purchase a standard size binder lift* for \$499.00 and a *bariatric size binder lift* for \$599.00 to be used on the ambulances. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Garry Wiggs, Public Works Director, addressed the Council regarding the requirement that all employees driving vehicles other than pickup trucks will be required to obtain a CDL Class B license. Garry is suggesting that the Council address this issue and that they offer an incentive to employees to complete this requirement. Shawnee College has agreed to come to the City and offer a CDL class for \$400.00 per session.*

**Motion 8:** Houseworth moved and Oetjen seconded to authorize a *Shawnee College class on CDL Class B licensing* at a cost of \$400.00 per session (may need more than one class). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Garry Wiggs explained that he may have a solution to the Eagle Pass Drainage project. Andrew Calcaterra has given a price of \$4,000.00 to \$5,000.00 to clear this drainage and indicated he can complete this cleanup in two days. Garry asked that the Council approve the higher price so that we can get this project completed within the next couple of weeks. We will need to send letters to residents informing them that this will be done and notifying them that they must keep this drainage clean after the City has it cleared.*

**Motion 9:** Houseworth moved and Gentry seconded to contract with Andrew Calcaterra to clean the *Eagle Pass Drainage* at a cost of up to \$5,000.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Mayor Robinson thanked Bud Edwards for his continued CDL instruction to our employees and for encouraging our employees to complete this training. He does a great job but the employees that are interested and complete this training do not always stay with us.*

*Ralph Graul, Building Inspector, circulated his monthly report and indicated he has not new issues to report.*

*There was no Chamber of Commerce report but the Mayor read a note from the Chamber thanking us for all our help with their Pumpkin Path program. It was a big success. He also thanked all involved in making popcorn for distribution by the City (our popcorn machine may need to be replaced).*

*Mayor Robinson gave a brief update on the Downtown Lighting Project. Ameren C.I.P.S. has agreed to move all the utility poles in the two blocks of the downtown area at no cost. They asked that we give them two weeks' notice. Bill Mausey and Bud Edwards have gathered information on the light standards, grant applications, etc. and we are working on the spacing. Also, we need to determine the wiring needs for this project.*

*Mayor Robinson and the Finance/Operations Committee have been working with Moran Economic Development to establish a TIF III District that would be connected to TIF I and TIF II and would encompass the old VTI Campus. This will be left on the agenda as a standing item.*

*The Carterville Merit Board has an opening and we trying to find a candidate to fill the vacancy left by Carl Sisk. However, we do have a Merit Board member who is eligible for reappointment and he has indicated he is willing to stay on this committee.*

**Motion 10:** Oetjen moved and Brinkley seconded to **reappoint Doug Williams** to the Carterville Merit Board for a three year term. All voted yea and the Mayor declared the motion carried.

*Mayor Robinson introduced the Liability, Property, Auto, Equipment and Worker Compensation Insurance renewal with the following costs:*

<b>General Liability</b>	<b>\$45,887.07</b>	<b>Commercial Auto</b>	<b>\$21,283.33</b>
<b>Scheduled Equipment</b>	<b>\$ 1,787.81</b>	<b>Commercial Property</b>	<b>\$19,900.79</b>
		<b>Worker Compensation</b>	<b>\$128,699.00</b>

*The General Liability/Property/Auto/Equipment increased by approximately \$300.00 and the Worker Compensation increased by \$12,172.00.*

**Motion 11:** Gentry moved and Helfrich seconded to approve the **Liability, Property, Auto, Equipment, and Worker Compensation Insurance** renewal with Illinois Counties Risk Management Trust as listed above through Gentry InsuraOnce. All voted yea and the Mayor declared the motion carried.

**Motion 12:** Oetjen moved and Helfrich seconded to **relocate the December 13, 2016 Council meeting** to the Community Building to accommodate the *Christmas in Carterville Santa House* in the Council Chambers. All voted yea and the Mayor declared the motion carried. *(This should be advertised in the newspaper as well as our website and other social media).*

*The Mayor asked about the purchase of **pocket calendars** to distribute to employees and Council members. The cost is \$291.75.*

**Motion 13:** Houseworth moved and Emery seconded to approve the **purchase of 2017 pocket calendars** from Myron Manufacturing at a cost of \$291.75. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Mayer Networks was asked to give the City a quote on a **projector** for the Council Chambers and have submitted an estimate of \$636.67.*

**Motion 14:** Gentry moved and Emery seconded to approve the purchase of a projection system for the Council chambers at a cost of \$636.67 through Mayer Networks. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor explained that Garry Wiggs received one estimate for the **tuck pointing** of our building which was approximately \$85,000.00. We are still working on this project and will leave it on the agenda for future solicitation of pricing for this project.*

*The Mayor explained that he and the attorney have finalized the agreement with **FUTIVA for their Right-of-Way** proposal. They have agreed to provide fiber optic internet service to our City Hall, Fire Department and Police Department.*

**Motion 15:** Helfrich moved and Gooden seconded to approve the **FUTIVA R.O.W. agreement** as presented and approved by the attorney. All voted yea and the Mayor declared the motion carried.

*Mayor Robinson opened a discussion of the public hearing on the **video gaming ordinance**. It was suggested that we hold this public hearing at the Community Center at 6:00 p.m. on December 13, 2016 before our regular Council Meeting.*

**Motion 16:** Helfrich moved and Oetjen seconded to schedule a **Public Hearing for the purpose of discussing a Video Gaming Ordinance** on Tuesday, December 13, 2016 at 6:00 p.m. at the Carterville Community Center. All voted yea and the Mayor declared the motion carried.

*The Mayor introduced information regarding replacement of our **copier/printers in the City**. The Office staff has compiled information from available providers and the best pricing was from Stiles Office Solutions. We own are existing machines and they are past their life expectancy. The purchase price for new equipment is \$14,767.50. Leasing this equipment would cost approximately \$3,000.00 more than purchase and we would not own the machines at the end of the lease. There is also a maintenance agreement with these machines that would supply all toner, parts and labor. We would be responsible for paper and electricity..*

**Motion 17:** Oetjen moved and Houseworth seconded to **purchase copier/printer machines** for the City Hall, Water Department, Fire Department, and Police Department at a cost of \$14,767.50 with a maintenance agreement from Stiles Office Solutions. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried. *(To be paid from Sanitation Fund).*

**Motion 18:** Gentry moved and Emery seconded to **pass Ordinance No. 1410-16, AN ORDINANCE ADOPTING A CODE OF ORDINANCES FOR THE CITY OF CARTERVILLE, ILLINOIS**. All voted yea and the Mayor declared the motion carried.

*The Mayor introduced an Ordinance regulating parking on East Illinois Avenue. This new ordinance would allow parking on the south side of East Illinois from Division Street to Hampton. The corners will be posted no parking due to visibility.*

**Motion 19:** Emery moved and Gooden seconded to pass **Ordinance No. 1411-16, AN ORDINANCE TO AMEND STREET REGULATIONS OF THE MUNICIPAL CODE OF THE CITY GOVERNING PARKING ON EAST ILLINOIS AVENUE IN THE CITY OF CARTERVILLE, ILLINOIS**. All voted yea and the Mayor declared the motion carried.

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

- *There were 321 delinquent accounts in the amount of \$25,298.72*
- *Water loss: Rend Lake bill was not available to figure loss*
- *Leak credits were given in the amount of \$1,006.84 and pool credits were \$84.00*
- *Rend Lake Intercity Water had two major leaks on their supply line to Carterville last month causing us to have to issue two boil orders for the entire community.*
- *The Effluent Pump Station rebuilding is in process and the check valves that were replaced have reduced the pump times drastically*
- *The Influent Pump Station is in need of new valves at a cost of approximately \$6,000.00 and a labor cost of approximately \$3,000.00*
- *The Pea Ridge Lift Station needs to be rebuilt at a cost of \$14,500.00 for pumps and and \$5,000.00 for parts and materials. This does not include labor costs.*
- *One of our Sand Filters is down and pumps need to be repaired/replaced at a cost of approximately \$8,000.00*
- *Two Aerators in the Oxidation Ditch has stopped working. Repairs were approved at \$5,300.00*
- *The Kovach/Bishop water and sewer lines are completed and installed and the final pay estimate to Haier Plumbing was approved for \$4,996.21*
- *The West Grand Phase II waterline – Dean Bush \$24,867.00 and Crawford \$6,000.00*
- *Final pay estimate was approved for the Interceptor Sewer to Wiggs Excavating \$31,340.64 and Crawford \$3,388.00*

*Tom Gentry asked if Michael Reszczenski has indicated he will be retiring. Janice McConnaughy indicated that she has no information regarding retirement.*

*The Mayor indicated there is **no ENGINEERING REPORT.***

**Motion 20:** Gooden moved and Oetjen seconded to move to **EXECUTIVE SESSION** for the purpose of discussing personnel. All voted yea and the Council left the room at 7:54 p.m.

**Motion 21:** Gooden moved and Emery seconded to return to **REGULAR SESSION**. All voted yea and the Council reconvened at 8:45 p.m.

**Motion 22:** Emery moved and Brinkley seconded to approve **Christmas Bonuses** for all City employees as in the past: Full-Time \$230.00 and Part-Time clear \$115.00. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The Mayor mentioned the following reminders:*

- **Mystery Dinner Theater** – Thursday, November 10, 2016 – Community Center
- **Office Closed VETERAN’S DAY** - Friday, November 11, 2016
- **Veteran’s Day Ceremony** – 11:00 a.m. at the Memorial
- **Thanksgiving Holiday:** Thursday and Friday, November 24 and 25, 2016
- **Friday, December 2, 2016** – CHRISTMAS IN CARTERVILLE (6:00 to 8:30 p.m.)
- **Downtown Merchants Committee** – Monday, December 12, 2017 at 10:30 a.m.
- **SIMPO Committee** – Monday, December 12, 2016 at 1:00 p.m.

**Motion 23:** Helfrich moved and Oetjen seconded to *adjourn*. All voted yea and the meeting was dismissed at 8:47 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**