



CITY COUNCIL MINUTES

Tuesday, September 11, 2018

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

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| Bradley M. Robinson | Mayor | Present |
| Khristina Hollister | City Clerk | Present |
| Michele A. Edwards | Deputy City Clerk | Present |
| Mark Carney | City Treasurer | Present |
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| John Allsopp | Alderman/Ward 3 | Present |
| Doug Brinkley | Alderman/Ward 3 | Present |
| Bud Edwards | Alderman/Ward 1 | Present |
| Phyllis Emery | Alderman/Ward 4 | Present |
| Mike Helfrich | Alderman/Ward 2 | Present |
| Tom Liebenrood | Alderman/Ward 4 | Present |
| Curtis Oetjen | Alderman/Ward 2 | Present |
| Rod Sievers | Alderman/Ward 1 | Present |

The Mayor declared a quorum present.

Others present were: Garry Wiggs, Public Works Director; Ron Rains, Fire Chief; Mike Flaningam, Interim Police Chief; Allen Latch, Citizen; Harriet Mize, Carterville Chamber of Commerce; Ronda Robinson, Citizen; Janice McConaughy, HR Specialist; Ralph Graul, Building Inspector; Ron Modglin, Crawford and Associates; Frank Colombo, Commercial Property Owner; Retia Watson, Bookkeeper/Secretary; Ms. Hunsaker, The Courier; and Valerie Ray, Quail Run Resident.

Motion 1: Oetjen moved and Emery seconded to *approve the minutes* of the *Regular Meeting* of August 14, 2018 as presented. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Mark Carney, City Treasurer, presented and explained the August 2018 Treasurer's Report for approval.

Motion 2: Helfrich moved and Oetjen seconded to approve the *August 2018 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: Oetjen moved and Emery 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.

Engineering Report

*Ron Modglin, Crawford and Associates, gave an update on the **Jersey Alley project**. The street is closed during the day but open at night. The **West Grand Avenue project** is complete pending I.D.O.T. approval. The engineer is composing a letter to the State asking for a closeout. It may be two months before a final payout. The **MFT maintenance project** is being postponed because it is too late in the season for the oil and chip to seal correctly, but this will be completed in the spring. There is **some dirt work** in Twin Lakes that is being estimated by contractors as part of this 2018 program. The estimates were May Excavating \$2,650.00 and Hall's Trucking \$1,150.00. This can be paid from Motor Fuel Tax funds as part of our maintenance program.*

Departments/Committees

Police Department

Mike Flaningam, Interim Chief, gave the monthly report for August 2018:

- *There were **252 Officer Calls** for Service in August (case number generated)*
- *Officers provided **assistance** to other departments **45 times** in August*
- *Code Enforcement generated **45 calls***
- ***Active Shooter Training** – Attended by Ben Wilson and Mike Flaningam 7/30-8/3/18*
- ***Lockdown Drills** – Flaningam attended at Cartersville Junior High and Intermediate Schools*
- ***Department Meeting** – held on August 17th*
- ***5K and Free Fair Parade** – completed preparation for these and all associated events*
- ***Resource Officer** – met with Superintendent Keith Liddell regarding creation of this position*

*Flaningam talked to the Council about the creation of a **School Resource Officer** position. The Unit #5 School District is willing to pay 2/3 of the cost (payroll and fringe benefits) for one officer. Flaningam feels that we should have one full-time officer fill this position. Until this position is filled with a full-time officer, he is requesting that we use a part-time officer who would be 100% funded by the school district. The contract language is being developed for this position. This is being discussed in Public Safety Committee.*

Motion 4: Helfrich moved and Emery seconded to authorize the Interim Police Chief to hire a **School Resource Officer** (part-time Officer) to be funded 100% by the Unit #5 School District. All voted yea and the Mayor declared the motion carried.

Flaningam requested the City purchase investigative software to be used for background checks and investigative work. The program is contracted by TLO (125 searches per month) and the cost is \$900.00 per year (\$75.00 per month). This software could also be used by other departments and communities.

Motion 5: Brinkley moved and Edwards seconded to authorize a one year **contract with TLO for investigative software** at a cost of \$900.00 annually (\$75.00 monthly). A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Flaningam requested that the Council consider hiring a **part-time afternoon clerical person** for the Police Department. Sherry Jenkins works in the morning and he asked that an afternoon clerical person be hired and shadow Sherry for two weeks before working afternoon shift. The Mayor indicated this would be discussed in Executive Session.*

Cannon Park and James Street Park

*Garry Wiggs, Public Works Director, addressed the opening of the **new concession stand/restrooms** at Cannon Park. The Mayor asked Flaningam if it were possible for his department to unlock and lock the concession stand bathrooms during the soccer season. Flaningam agreed to have his department personnel complete this task. The Mayor stated that we need to have a meeting with the Soccer Board about their responsibility with regard to the new concession stand and bathrooms.*

*Wiggs indicated that the Parks Department is suggesting the installation of a **decorative fence** at Cannon Park along Greenbriar Road to protect children from going into the road. There is a Fall Festival being planning to help with the cost of this project. There was a lengthy discussion regarding the feasibility of the split rail fence rather than the chain link fence.*

Motion 6: Emery moved and Sievers seconded to approve the installation of **a three rail cedar fence along Greenbriar Road at Cannon Park** at a cost of \$5,100.00. Roll call vote: Liebenrood, no; Emery, yea; Brinkley, yea; Allsopp, no; Oetjen, no; Helfrich, no; Sievers, yea; Edwards, no. The motion failed.

Motion 7: Liebenrood moved and Oetjen seconded to approve the installation of **a chain link fence along Greenbriar Road at Cannon Park** at a cost of \$5,500.00. Roll call vote: Liebenrood, yea; Emery, no; Brinkley, yea; Allsopp, yea; Oetjen, yea; Helfrich, yea; Sievers, yea; Edwards, yea. The Mayor declared the motion carried.

Fire Department

*Fire Chief Ron Rains gave the Council an overview of the monthly activities including **88 Ambulance Calls, 12 Fire Calls and 11 calls for mutual aid.** Year to date calls number is 775.*

*Rains explained the need for oxygen bottle holders. This is just one of the items needed to facilitate the change to a Paramedic Department. The cost of these bottle holders is \$237.71 each and can be paid from the Ambulance fund. Rains announced the State has approved Cartersville Fire Department as a **Paramedic Ambulance Service.***

Motion 8: Brinkley moved and Helfrich seconded to approve the purchase of **two oxygen bottle holders** for the Ambulance Service at a cost of \$475.42. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*The repairs to **Aerial 902** being completed by Global Emergency Products were explained by Chief Rains. There have been numerous problems with this vehicle (including Sky boom section repair, engine fan, semi-annual preventative maintenance, repair of aerial hydraulics, overheating issue with field call, etc.) and the total cost of repairs is \$10,446.92.*

Motion 9: Oetjen moved and Liebenrood seconded to authorize payment of the repair bill for the **902 Aerial Fire Truck** at a cost of \$10,446.92. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Ron Rains indicated that the department personnel will be attending the Active Shooter Class and they have opened this up to other departments. **Ambulance Service Rates** – there is a recommendation from our billing service to increase ambulance rates as follows: BLS Emergency \$800.00; BLS Non-Emergency \$800.00; ALS 1 Emergency \$900.00; ALS 1 Non-Emergency \$900.00; ALS 2 Emergency \$1,000.00; Mileage \$15/mile.*

Motion 10: Edwards moved and Emery seconded to pass **ORDINANCE NO. 1439-18, AN AMENDED ORDINANCE TO ESTABLISH RATES AND CHARGES FOR AMBULANCE SERVICE FOR THE CITY OF CARTERVILLE, ILLINOIS.** A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

*Rains explained that the department received a small **equipment grant** and have used those funds to purchase a \$7,995.00 thermal imaging camera and turn out gear is on order. Personnel have installed some new flooring in the entry way and asked that the Council come and inspect what they have completed. The Mayor commended the Fire Department and its staff for their **upgrade to Paramedic level.***

Street/Maintenance Department

Garry Wiggs, Public Works Director, indicated to the Council that he had received questions from residents on **Quail Run** about snow removal in the winter. Wiggs indicated that his department will do snow removal after the main snow routes are cleared. The Mayor indicated that the Committee agreed to help with some of the maintenance of this street as we use this to access our lift station.

Motion 11: Allsopp moved and Emery seconded to **include Quail Run in the list of streets to be cleared of snow** in Carterville. All voted yea and the Mayor declared the motion carried.

Garry Wiggs mentioned the replacement of the **cemetery flag.**

Building and Codes

Ralph Graul, Building Inspector, circulated his **monthly report** which includes 35 active permits (these include 14 single family dwellings, 2 commercial permits, and various pools, room additions and garages).

Harriet Mize, Chamber of Commerce Executive Director:

- **2018 Chamber Retreat** – Friday, October 19th from 9:00 a.m. to 4:00 p.m. at Giant City Lodge. Harriet hand delivered invitations for this retreat. Lunch will be provided compliments of the Chamber.
- **Chamber Twilight 5K Run and Poker Walk** – was successful even through the rain.
- **Pumpkin Path** – October 31, 2018 next event (this is on the agenda for approval of time)
- **Business Spotlight** – Kochan and Kochan, SIU Small Business Development Center, Foundry Athletics, Karina Neill Photography, Cablelink, Inc., Sam's Club and Southern Illinois Healthcare.
- **Ribbon Cutting** – Rosebud Antique Mall and Rise Above It Bakery and Cafe
- **Dates to Remember:**
 - **Tuesday, September 18th at 8:15 a.m.** – Downtown Merchants Meeting
 - **Tuesday, September 18th at 12:00 p.m.** – Regional Chamber Luncheon
 - **Every Wednesday** – 2:30 to 6:00 p.m. – Farmer's Market

The Mayor asked the Council to pick the date and time for the Pumpkin Path.

Motion 12: Emery moved and Allsopp seconded to designate **October 31st** as the date for the **Pumpkin Path** (sponsored by the Chamber of Commerce) and to designate 6:00 to 9:00 as the hours for door to door **Trick or Treating.** All voted yea and the Mayor declared the motion carried.

*The Mayor indicated that in lieu of a financial sponsorship to the **John A. Logan Hunting and Fishing Days**, the City could donate a staffed ambulance to serve at the event.*

Motion 13: Sievers moved and Oetjen seconded to **approve providing a staffed ambulance to serve** at the **John A. Logan Hunting and Fishing Days**. All voted yea and the Mayor declared the motion carried.

*The next item on the agenda is the purchase of 500 bags to be used by the Chamber of Commerce as **Welcome Bags** which are distributed to new residents by the Water Department. The Chamber is requesting the City pay half of the cost of these bags (\$297.30).*

Motion 14: Oetjen moved and Helfrich seconded to approve payment of half the cost of 500 new **Welcome Bags** at an amount of \$297.30. A roll call vote was taken, and all present voted yea. The Mayor declared the motion carried.

Motion 15: Oetjen moved and Liebenrood seconded to approve the **Special Meeting on September 25th** at 7:00 p.m. to discuss bids for the downtown lighting project. All voted yea and the Mayor declared the motion carried.

*The Mayor informed the Council that Keith Moran, with Moran Economic Development, will attend the September 25th meeting to discuss the **TIF III proposal**.*

Motion 16: Oetjen moved and Brinkley seconded to table discussion of the **TIF III proposal** until the Special Meeting on September 25th. All voted yea and the Mayor declared the motion carried.

*The Mayor read a Proclamation from the Ministerial Alliance recognizing **September 11, 2018 as First Responders Day** in the City of Carterville. All voted yea and the Mayor declared the motion carried.*

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

- *Delinquent accounts were 204 customers in the amount of \$15,668.45*
- *In July we purchased 15,966.952 gallons and sold 11,265.140 gallons for a loss of 4,701,785 gallons. We sold 12,248,870 gallons in August but the Rend Lake bill was not available.*
- *The **Electronic Meters** are ordered*
- *The Board approved **replacement of 560' of the waterline on West Grand** east of what was already replaced. This project replaces existing water line East just beyond Zimmerman Street. Dean Bush is doing the construction. The total project estimate price is \$27,000.*
- *The Board approved \$13,524.80 to install Hytide Systems on the Influent and Effluent for monitoring at the wastewater treatment plant.*
- *There was vandalism and the loss of a three phase that caused several problems that the Hytide Systems would have helped with this outage as personnel will be contacted when there is a problem at the plant. These problems were reported to IEPA and our personnel had these problems cleared quickly.*
- ***Leak credits:** 3 credits approved \$165.41 and 7 **pool credits** for \$305.56.*

The Mayor commended the wastewater treatment plant personnel for their work in correcting the problems that occurred with the vandalism and power outage.

Motion 17: Emery moved and Liebenrood seconded to move to **EXECUTIVE SESSION** to discuss personnel. A roll call vote was taken, and all present voted yea. The Council left at 8:24 p.m.

Motion 18: Helfrich moved and Allsopp seconded to return to **REGULAR SESSION**. All voted yea and the Council returned at 8:56 p.m.

Motion 19: Helfrich moved and Brinkley seconded to create a position of **part-time afternoon Administrative Assistant** for the Police Department. All voted yea and the Mayor declared the motion carried.

Motion 20: Sievers moved and Brinkley seconded to approve the **one-year contract** for **Garry Wiggs** as **Public Works Director**. All voted yea and the Mayor declared the motion carried.

Motion 21: Emery moved and Liebenrood seconded to approve the **contract for Michael Flaningam** as **Chief of Police** for the Cartersville Police Department. All voted yea and the Mayor declared the motion carried

Reminders:

Farmer's Market – Wednesdays 3-6 p.m. – Cannon Park (New Food Truck)

Cartersville Fire Department Golf Scramble – September 14th (noon)

John A. Logan Hunting and Fishing Days – September 22nd and 23rd

Fall Fest at Cannon Park – October 12th - 5:00 to 8:00 p.m.

Motion 22: Emery moved and Liebenrood seconded to adjourn. All voted yea, the Mayor declared the motion carried and the meeting was adjourned at 8:59 p.m.

Khristina D. Hollister, City Clerk

Next Ordinance No. 1440-18

Bradley M. Robinson, Mayor

Next Resolution No. R433-18